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नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड North Eastern Electric Power Corporation Limited

(भारत सरकार का उद्यम) / (उद्योग विभाग, भारत सरकार)

135 मे.वा. अगरतला गैस आधारित पावर स्टेशन

135 MW Agartala Gas Based Power Station

अनुबंध एवं प्रापण, क्यू.एस.एच.ई. एवं जोखिम प्रकोष्ठ / Contract & Procurement : QSH&E & Risk Management Cell

रामचन्द्र नगर, त्रिपुरा (प) / Ramchandra Nagar, Tripura (W) - 799008



आज़ादी का
अमृत महोत्सव

NOTICE INVITING TENDER(E-TENDER)

e-NIT No. 30/NEEPCO/AgGBPS/C&P/2021-22 Dated 11-02-2022

The NORTH EASTERN ELECTRIC POWER LIMITED, AgGBPS intends to invite Online Sealed bids (Single-Stage Two Envelope) with 120 (One Hundred Twenty) days validity are invited from reputed and interested Vehicle owners/Suppliers/Transport Agencies for "Supply of 1(one) number of Brand New Maruti Suzuki SWIFT DZIRE VXI (Petrol) conforming to the latest version Bharat Stage IV or, higher on hire charge basis" for a period of 1(one) year and subsequent extension for another 2(Two) years upon satisfactory performance.

Detailed Tender Document containing Terms and Conditions for Bidding including Qualifying Requirement can be down loaded from NEEPCO's online portal <https://etenders.gov.in>

SCHEDULE		
1.	Name	Supply of 1(one) number of Brand New Maruti Suzuki SWIFT DZIRE VXI (Petrol) conforming to the latest version Bharat Stage IV or, higher on hire charge basis.
2.	Earnest Money	Rs. 26103/- (Rupees Twenty Six Thousand One Hundred Three)
3.	Tender Fees :	Rs. 1000/- (Rupees One Thousand) only.
4.	Last Date & time for Bid submission:	12-03-2022 upto 18:00 Hrs.
5.	Date & time of opening of Bid:	14-03-2022 at 15:00 Hrs.
6.	Validity of Tender:	120 (One Hundred Twenty) Days

BIDDING PROGRAMME

Participations & Submission of Tenders:

1. Registration for Participation in Bids:

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- All the bidders are requested to get themselves registered well in advance and no extra time will be considered for submission of bids for the delay in online vendor registration, if any.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2. Submission and opening of Bids:

- Bidders shall prepare and submit their bids in the electronic form in <https://etenders.gov.in>. Bidding forms will be available in the above website. Bids will be opened on the stipulated date and time in the office of the **General Manager(C), C&P Cell, NEEPCO Ltd, AgGBPS, R.C.Nagar, Agartala, Tripura(W), Pin-799008.**

Corporate Identification No.- U40101ML1976GOI1658

Website: www.neepco.co.in

email : agtpm.onm@gmail.com

- 2.2 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2.3 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2.4 Bidder has to select the payment option as "off line" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 2.5 Bidder should prepare the EMD/Bid security declaration as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 2.6 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 2.7 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 2.8 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening.
- 2.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 2.10 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 2.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

3 Important Dates & Bid Validity:

- 3.1 Date of commencement of downloading of bid documents from the portal <https://etenders.gov.in/eprocure> w.e.f 18:00 Hrs. of 11/02/2022.
- 3.2 Last date & time for submission of bids online: 18:00 Hrs. of 12/03/2023.
- 3.3 Date & time for opening of bids online: 15:00 Hrs. of 14/03/2021.
- 3.4 Bid validity: 120 (One Hundred Twenty) days from the date of opening of bids.

In case 14/03/2022 is a holiday, the bid shall be opened on the next working day at the appointed times. Quotations received through any Off-Line Mode shall not be considered.

Bidders are requested to visit e-tendering portal <https://etenders.gov.in/eprocure>, NEEPCO website <http://www.neepco.co.in> and CPP portal <https://etenders.gov.in> regularly for any modification/ clarification of bid document.

- 4 **Earnest Money:** An amount of ₹ 26103/- (Rupees Twenty Six Thousand One Hundred Three) only to be submitted along with the offer in the form of Demand Draft Drawn in favour of ' North Eastern Electric Power Corporation Ltd. ' and payable at ' Agartala ' from any Nationalized / Scheduled Bank, failing which their bid shall not be considered. The EMD should reach the office of the undersigned on or before the date of opening of the tender.

If a bidder withdraws the tender while it is under consideration or, after placement of order, the bid security /EMD shall be forfeited along with other action as the Corporation deems fit. The EMD of all unsuccessful bidders shall be returned only after placement of order with the successful bidder.

5 BANK DETAILS FOR EMD AND TENDER FEE SUBMISSION:

Name of the bank	Indian Overseas Bank
Name of the Account Holder	NEEPCO LTD
Account Number	183702000000001
Branch	Ramchandra Nagar
IFSC Number	IOBA0001837



- 6 **Tender fees/ Bid Document Fee:** A non-refundable Tender Fee of ₹ 1000/- (Rupees One Thousand) only shall be submitted ONLINE failing of which their bid shall not be considered. After making payment of the tender fee, bidder shall attach the computer generated payment slip along with bid documents. The payment slip shall be duly certified by the bidder mentioning tender number and its date before submission on the e-portal.
- Address of the undersigned :** General Manager(C), C&P,
AgGBPS, NEEPCO Ltd.,
R.C. Nagar, Agartala - 799008, Tripura(W).
- 7 **Evaluation of Tender:** Techno-commercial bid shall be opened on online. Tenderers' authorized representative shall be permitted to attend the tender opening only on submission of authorization letter. Purchaser will examine the Tender document to determine whether they fulfilled the qualifying requirement, whether they are complete and meet the requirements of this Tender specification. Tender submitted without fulfilling the qualification criteria shall be rejected and shall not be considered for price bid evaluation. Price bid of those tenderers meeting the qualifying requirement and requirements of Tender specification shall be opened on completion of Techno-commercial Evaluation. Date for price bid opening shall be notified at a later date through system-generated email.
- 8 **Reverse Auction:** The tender shall be finalized through reverse auction (e-RA). Regarding time and date of e-RA, system generated emails will be sent to all eligible bidders after opening of price bid.

INSTRUCTION TO BIDDER

The intending bidders who fulfill the eligibility / qualifying criteria as given below should participate in the on-line Bidding process. Fulfillment of criteria as mentioned is essential, as non-compliance will lead to rejection of the Bid, without any further communication.

1. Copy of Bidder's PAN Card, Proprietor's Name, Legal Business Address, **GST Registration**, PF registration, Copy of Income Tax and Professional Tax Certificate clearance of current validity should be submitted along with their bids.
2. The quoted price must be authenticated with relevant supporting documents and uploaded online.
3. The bid should be submitted online. Each and every page of bid should be stamped and signed by authorized representative of the firm. **Power of attorney in favour of the signatory duly authorizing the signatory shall be enclosed in the bid.** Un-signed bids / documents would not be considered.
4. **The Bidder shall furnish an undertaking (self-certification) that the Tenderer has not been blacklisted / debarred by any Central / State Government institution including electricity boards. The Bidders should also confirm that there is no pending litigation on account of executing similar orders.**
5. If the bidder is MSME registered and comes under SC/ST category, attach the relevant proof along with bid.
6. **Provision for EMD and Tender fee exemption for the Bidders who are registered as Micro/ Small Enterprises:** Complying with the Public Procurement Policy for Micro and Small Enterprises (MSE) 2012, the following benefits shall be applicable to bidders registered as Micro/ Small Enterprises
 - a. Exempted from payment of applicable EMD
 - b. Exempted from payment of applicable Bid fee.

The bidders participating as Micro/ Small Enterprises shall submit an Undertaking in the prescribed format declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the relevant documents/ certificates issued by the Competent Authority i.e.

 - i) District Industries Centre
 - ii) Khadi and Village Industries Commission
 - iii) Khadi and Village Industries Board
 - iv) Coir Board
 - v) National Small Industries Corporation
 - vi) Directorate of Handicraft and Handloom or
 - vii) Any other Body specified by Ministry of Micro, Small & Medium Enterprises) as evidence to their applicability of Micro and Small Enterprise.
7. The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.



8. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies but have not obtained the valid certificate as on close date of the tender are not eligible for exemption/preference.
9. The MSE bidder/Entrepreneurs claiming to belong to Schedule cast(SC) or Schedule Tribe (ST) shall furnish necessary SC/ST certificate issued by Competent Authority in support of their caste/tribe in addition to certificate of registration with any one of the agencies mentioned above at sl no 4. MSE owned by SC/ST shall satisfy any of the following:
 - i) In case of proprietary MSE, proprietor(s) shall be SC/ST.
 - ii) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
 - iii) In case of Private Limited Companies at least 51% share shall be held by SC/ST promoters.
10. **Condition for Startups:** The definition of "Startups" is as per the Gazette Notification of the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion i.e DIPP) dated 17th February 2016 and all other subsequent directives/guidelines thereof. The Startup Enterprises shall submit Startup India recognition certificate issued by Department of industrial Policy and Promotion under Ministry of Commerce & Industry, Govt. of India. For more details may visit the website www.startupindia.gov.in
11. **Relaxation of Prior experience and Prior turnover norms for Startups and Micro & Small Enterprises in Public Procurement:** In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012 Central Ministries/Departments/ Central Public Sector Undertakings may relax condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications. This has as per the Policy Circular No. 1(2)(1)/2016-MA Dt. 10th March 2016 of the Ministry of Micro, Small & Medium Enterprises, Govt. of India.
12. L-1 will be decided by considering the highest annual turnover of current financial year, if two or more bidders / agencies/ firms quote the same amount.
13. **Electronic Reverse Auction (e-RA):**
 - a. "Electronic reverse auction" is an online real-time purchasing technique to select the successful bid, which involves presentation by bidders of successively lowered bids during a scheduled period of time.
 - b. In e-RA, all those bidders who are ascertained to be Qualified & Responsive to the bidding conditions, unless otherwise restricted, shall be invited to participate in the eRA process.
 - c. The e-RA shall be conducted for procurement where Bids (including Price Bids) have already been submitted and opened subject to guidelines as may be approved from time to time.
 - d. The minimum value of decrement in price for the e-RA shall be 0.5% or value deemed to be fit depending upon various aspects pertaining to procurement in question, of the L1 price evaluated on the basis of Price Bid.
14. The tender shall be finalized through "Tender cum Auction" i.e through the tender followed by e-Reverse Auction (e-RA). After opening the financial bids, Reverse Auction shall be conducted amongst the techno-commercially qualified bidders. The date and time of e-RA shall be conveyed to the techno-commercially qualified bidders via system-generated email.
15. BOQ format in the price bid is fixed and is exclusive of GST. The quoted rate shall be treated as per the BOQ Format and no change is permissible irrespective of what is written in the techno-commercial bid document of the bidder.
16. **e-RA process:**
 - a. The tender shall be finalized through "Tender cum Auction" i.e through the tender followed by e-Reverse Auction(e-RA). After opening the financial bids, Reverse Auction shall be conducted amongst the techno-commercially qualified bidders. The date and time of e-RA shall be conveyed to the techno-commercially qualified bidders via system-generated email. NEEPCO will declare its Opening Price (OP), Reserve price (RP), which shall be visible to the all bidders during the start of the Reverse Auction. The Bidder will be required to start bidding after announcement of Opening Price and decrement amount. The start price of an item in online reverse auction is open to all the participating bidders. Any bidder can start bidding, in the online reverse auction, from the start price with decrement value. The Bidder shall note that, the first online bid that comes in the system during the online reverse auction shall be equal to the auction's start price - (minus) decrement value, or lesser than the auction's start price by multiples of decrement. The second online bid and onwards will have to be lesser than the last Accepted bid rate by one decrement value, or lesser than the last Accepted Rate by multiples of the decrement value.



- b. Reverse Auction shall be for a period of 1 Hour (60 minutes). If a bidder places a Bid in the last 5 minutes of Closing of the Auction, the auction shall get extended automatically for another 5 minutes. In case, there is no Bid in the last 5 minutes of closing of Auction, the Auction shall get closed automatically without any extension. The bidder shall note that if there are more than one item in a single auction, the auto-extension will be applicable to the entire event i.e. whenever a bidder places an acceptable bid in the last 5 minutes of the closing of the auction, the auction shall get extended automatically for another 5 minutes from the time of this bid for all the items in the auction.
17. Offline bids shall not be considered.

GENERAL TERMS AND CONDITION OF CONTRACT

(All prospective Bidders are requested to go through these instructions carefully)

The rate quoted against this e-NIT should be submitted online. The general Terms and Conditions are:

1. **Specification of Vehicle:** Supply of 1(one) number of Brand New Maruti Suzuki SWIFT DZIRE VXI (Petrol) conforming to the latest version Bharat Stage IV or, higher on hire charge basis to AgGBPS, NEEPCO Ltd.
2. **Other incorporations and requirements :**
 - (i) The vehicle must be white in colour.
 - (ii) The vehicle must have power steering.
 - (iii) The vehicle must have power window.
 - (iv) The vehicle must have a First-Aid Box.
 - (v) The driver of the vehicle must have a valid light vehicle license to drive the vehicle for a period of at least 5(Five) years.
3. **Scope of supply:** The Vehicle shall be utilized for services of NEEPCO by the designated officer or Officials within Agartala Gas Based Power Station or within Tripura or outside Tripura (Assam/ Meghalaya/ Mizoram) as required and decided by the plant authority of AgGBPS.
4. **Place of Report:** Head Quarters for duty of the vehicle shall be at O/o Dy. General Manager(HR), AgGBPS, NEEPCO Ltd., R.C. Nagar, Agartala, Tripura..
5. **Rate:** The rate shall be quoted as per the table BOQ & rate would be exclusive of driver's salary and taxes.
6. **The rate per Km shall be guided by the following formula :**
 The Charges per kilometer in both Local and Outstation hiring shall increase-decrease if the cost of P.O.L. increase and decreases more than 5% of the rate as on the date of opening of tender as follows :-
 For Example: If the Cost of P.O.L. as on the date of opening of the tender = X & Percentage increase/decrease in the cost of P.O.L.(Petrol)=Y, then Increase/decrease of Charge per Ltr. = $X(Y-5)/100$.
 However, the charge per Km shall remain unaltered in the event of the variation is within 5%(Five percent). The above increase/decrease will be applicable as per the P.O.L. used in the vehicle. For the ease of calculation of the charges per litre of P.O.L, the price of Petrol ruling on the 1st day of the calendar month in the State of Tripura shall be considered.
7. **Salary Of Driver:** The vehicle should have at least 1(One) number of Driver (LMV). Also, the monthly remuneration of the Driver(LMV) shall be paid extra as per minimum wage rate for Skilled workers as per minimum wage rate of the Ministry of Labour and Employment, Government of India. This shall also include PF contribution. All the payments made to the drivers shall be reimbursable on submission of documentary evidence such as PF Challans, Bank Deposit Statement and driver's payment receipt. Any subsequent increase in the aforesaid rate shall have to be paid to the driver which would be reimbursed.
8. **Insurance of the Vehicle:** The nature of insurance coverage would be comprehensive and expense towards insurance cover of the vehicle is in Supplier's scope.
9. **Vehicle fitness:** Necessary fitness as required shall have to be carried out every year. The relevant charges as required shall be reimbursed at actual on submission of documentary evidence.
10. **Period of Contract:** The contract shall be for a period of 1(one) year and subsequent extension shall be given subsequent year upon satisfactory performance.
11. **Repair & Maintenances:** Regular repair and Maintenance of the hired vehicle during deployment shall rest with the supplier. In the event of the vehicle remains off road for repair or, maintenance, the supplier shall make replacement of substitute vehicle of identical type only at no extra cost to the Corporation. This condition will be also applicable for break down periods of the vehicle.

12. **Availability for duty:** The supplier shall ensure the availability of the vehicle for round the clock duty and 7(seven) days a week. No additional charges will be paid for holidays or Sundays.
13. **Performance of Driver:** Driver of the vehicle shall be an experienced and have a valid Driving license . He will be provided an unfurnished accommodation on rent basis subject to availability. In case of family members of the driver, only wife and 2(two) children will be allowed to stay after due consideration by the Competent Authority. Salary etc. of the Driver shall be the supplier's responsibility. The driver shall be properly attired and behave in a proper and courteous manner at all times. He should be duty bound and shall obey the instructions of the officer or officials under whom the vehicle is placed.
DRIVER'S RESPOSIBILITY:
 - Must have a mobile connection
 - Respond immediately and attend to the caller.
 - Keep the vehicle tidy and wash /clean regularly.
14. **Penalty for absence:** For break down repair and sudden withdrawal from duty for any other reason, the supplier has to provide replacement by a similar vehicle immediately. In case the supplier fails to provide a suitable replacement, deduction of hire charge on pro-rata basis will be made for the period of absence from duty.
15. **Accidents/damages claim and liability:** In the event of any accident or damage caused to the vehicle while the vehicle is on duty of the purchaser, the purchaser shall not take any responsibility for this loss or damage and settlement of insurance claim thereof. The supplier shall be exclusively responsible for any consequence under the laws, arising out of any accident caused by the vehicle to the thirty party/parties/occupants of the vehicle during the hiring period, 100% risk will be with the owner and the user/purchaser will not be responsible any way.
16. **Vehicle must have commercial registration,** certificate, Road permit(Assam, Tripura, Meghalaya & Mizoram, fitness etc. and the Contractor must keep valid insurance coverage under comprehensive insurance policy. Copies of all these documents must be submitted to the hirer, whereas original ones needs to be retained with the respective driver of the vehicle including his original driving license etc. Rules/Act related to the Motor Vehicle Act will be applicable.
17. **Rates:** The quoted rate should be excluding GST, which shall be paid extra at actual against submission of documentary evidence.
18. **Night Halt Charges:** Night Halt charges for outstation duty (Considering AgGBPS, NEEPCO Ltd. as the base station) will be ₹ 300/-(Rupees Three Hundred) only per day.
19. **Requisition of vehicles:** In case the vehicle is requisitioned by the police or any public authority, the hirer shall neither pay the hire charges for the period nor take any responsibilities for the vehicle and supplier shall be bound to provide replacement by a suitable vehicle of identical type.
20. **Termination of Contract:** In case of any unsatisfactory performance of the vehicle or service of the Driver, the contract will be terminated with 1(one) month notice. The contract may be terminated by giving 1(one) month notice by other side also.
21. The vehicle shall be provided with a spare wheel with tyres in good condition, with other tools required to attend to minor breakdowns en-route and a first aid box containing necessary items. No retreaded tyres are permissible.
22. **Compliance of Regulations:** The supplier shall accept full responsibility for compliance of all statutory regulations/rules & enforcement/Acts whatsoever of the Central/state Government/local bodies, District Administration and Municipal Authority for Taxes, Toll Tax, Road permit, pollution control, Service Tax, Insurance. After engagement of the vehicle, the supplier has to submit the statutory licenses/certificate/ Road permit/ Insurance etc. and ensure renewal of those statutory licenses every year and submit to the concerned authority for verification, otherwise payment will not be released.
23. Copies of Income Tax PAN CARD and GST Registration is to be submitted along with the bid. On Selection, the Supplier must register with respective PF authorities and obtain valid EPF Code Number.
24. **Bill:** While submitting bill against hiring of vehicle, the supplier will have to submit a copy of last deposit Challan of the concerned authority in support of payment of EPF contribution against the driver of the said vehicle for the period claimed as well as submit as undertaking, otherwise decision/action will be taken as deem fit.
25. All the vehicles services need to be fulfilled as per norms.
26. Any dispute is within the jurisdiction of Agartala only.



27. Payment : 100% (Hundred percent) payment on monthly basis on submission of monthly bill in triplicate along with the certified copy of Log Book.

Bidders shall submit their bids online in electronic form in <https://etenders.gov.in>. Online bidding forms are available in above website. Manual offline Bids shall not be accepted. However, the document submitted by the bidder must be signed and sealed at each page by the bidder with signature before scanning and uploading.

The bidders are requested to note that participation in the bid shall be taken as acceptance of the terms & conditions as stated above. Bidders are requested to visit the website (<https://etenders.gov.in>) for any future change/ modification/ corrigendum/addendum to this tender. The Corporation reserves the right to change/modify the requirements or to postpone/accept or reject the tender in full or part of this Notice or cancel without assigning any reason thereof and is not bound to accept the lowest offer.

For & on behalf of North Eastern Electric Power Corporation Ltd.

(Jiten C Das)
General Manager(C),C&P
AgGBPS, NEEPCO Ltd.
Ramchandranagar