

नॉर्थ ईस्टर्न इलैक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

भारत सरकार का उपक्रम



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A Government of India Enterprise)

NEEPCO Bhawan, R.G. Baruah Road, Guwahati-781005

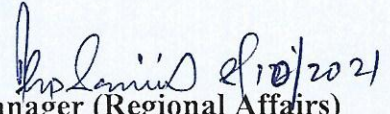
Notice Inviting Bid No. 02. Dtd. 08.10.2021

NEEPCO Ltd. Invites Single Stage Two Envelope domestic competitive Bids of 90 days validity through e-tendering process from experienced agencies for providing manpower for running and maintenance including housekeeping of Transit Camp, NEEPCO Ltd, Guwahati, R.G. Baruah Road, Guwahati-781005.

Intending bidders are requested to visit NEEPCO Website: www.neepco.co.in and <https://etenders.gov.in> or CPP Portal w.e.f. 09.09.2021.

The last date of submission of Bid is 1200 Hrs on 05.11.2021.

Any subsequent Addendum/Corrigendum in the tender will be updated only on the website's mentioned above.


General Manager (Regional Affairs)
NEEPCO, Guwahati





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*Tender for providing manpower towards running and maintenance including housekeeping of
Transit Camp, NEEPCO, Guwahati, R.G. Baruah Road, Guwahati-5
Section-I.*

NEEPCO, Guwahati-781005

Notice Inviting Tender & Information to the Bidder

NIB No.02 Dtd. 08.10.2021
Tender (Through e-tendering process only)
For
Work contract for providing manpower towards running and maintenance including
housekeeping of Transit Camp, NEEPCO, R.G.Baruah Road, Guwahati-5.

1. NEEPCO Ltd. invites **online electronic bids** through e-tendering process from competent and experienced contractors under (Single-Stage-Two-Envelop Bidding System) for providing manpower for running and maintenance of Transit Camp, NEEPCO, Guwahati, R.G. Baruah Road, Guwahati-5 with 90 (Ninety) days validity from the date of opening of the Bid

2. **E-TENDERING / E-PROCUREMENT**

This tender will be processed through e-tendering/e-procurement system. The bidding documents are to be downloaded, filled in bids are to be submitted/uploaded through e-tendering system of NEEPCO Ltd. at <https://etenders.gov.in> .

3.0 PARTICIPATION IN BIDS

3.1 Portal Registration for e-tendering:

The bidders intending to participate in the e-tendering and download the detailed bid document have to register themselves in the portal at <https://etenders.gov.in>. Relevant information about the bidder required during the registration is available in the portal.

4. Credentials of the bidders.

Bidders are to submit the following particulars along with the detailed Bid Documents in support of the Qualifying Requirements.

- i) Documentary evidence of Registered Company or Partnership company or Proprietorship company.
- ii) Documentary evidence of EPF registration and payment of EPF contribution against employees regularly.
- iii) Documentary evidence of Registration under ESI act, 1948.
- iv) Documentary evidence of GST Registration certificate.
- v) Documentary evidence of registration with Department of Labour.
- vi) Copies of latest Income Tax Clearance Certificate or PAN
- vii) Copies of experience in this field as per Clause No. 4.1 of GTC, Section-II.
- viii) Documentary evidence in respect of annual turn over

5. Submission and opening of Bids

- 5.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Online bidding forms will be available in the above website. Detailed Bid document can be downloaded from this website after vendor registration. In the online Bid submission, Bidders will submit their Bids using their digital signature.
- 5.2 Submission of online bid is mandatory. Bidders shall submit the following documents in offline mode.
 - a) Bid Fees as detailed in Clause No. 14.
 - b) Bid security declaration – Form C



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- 5.3 Credentials as per Clause No. 4.0.
- 5.4 These offline documents shall reach this Office within the scheduled date and time mentioned below.
- 5.5 Documents to be submitted in offline mode as specified above shall be contained in a sealed envelope and the same shall be submitted by the Bidder duly marking these envelope as “Bid for Providing Manpower for Running and Maintenance including housekeeping of Transit Camp, NEEPCO, Guwahati, R.G. Baruah Road, Guwahati-5.” along with the Identification No. of NIB. The envelope shall be submitted to the Corporation at the address to “The GENERAL MANAGER (REGIONAL AFFAIRS), NEEPCO Ltd., R.G. Baruah Road, Guwahati-781005.”
- 5.6 Bidders may view the tender opening results in <https://etenders.gov.in> by marking their presence for online tender opening.
- 5.7 The documents received by the Corporation in offline mode as specified above after the stipulated date and time will be returned unopened to the Bidder and his online Bid will not be considered for evaluation.
- 6 Bidders are requested to visit <https://etenders.gov.in> regularly for any modification/clarification of the detailed bid document.
- 7 Submission of bids shall not automatically construe qualification for evaluation. The Corporation reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids, for any justified and genuine grounds without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for such action on the part of the Corporation.
- 8 Tenderers are advised to contact the General Manager(RA), NEEPCO Ltd., Guwahati for execution of this contract smoothly and satisfactorily. Any lack of knowledge to this effect on the part of the Tender shall not entitle the contractor for any claim whatsoever and shall not be considered a cause of delay. The Tenderer are therefore once again advised to inspect the entire working front and make proper planning before submission of Tender.
- 9 The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under:
- 10 If the tender is submitted by any individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.
- 11 If the tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above their full names and current business address, or by a partner holding the Power of Attorney for the firm and signing the tender in which case certified copy of the partnership deed and current business of all the partners of the firm shall also accompany the tenders.
- 12 If the tender is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the Power of Attorney for signing the tender in which case a certified copy of the Power of Attorney may be required to furnish with satisfactory evidence of its existence before the contract is awarded.
- 13 On award of work the Contractor shall ensure that their workers are registered with the Assam Building & Other Construction Workers’ Welfare Board as per the procedure mentioned in the Act and Rules.



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14 IMPORTANT DATES:

Earnest Money Deposit (EMD) / Bid Security	Nil
Bid Security declaration should be submitted in lieu of EMD. Form C	<u>FORM-C: BID SECURITY DECLARATION TO BE SUBMITTED IN LIEU OF EMD.</u>
Bid Document Fee in the form of DD/CDR/FDR/BANK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	INR 1180.00 (Rupees One Thousand One Hundred Eighty)only including GST @18%
Date of commencement of downloading of bid document from www.neepco.co.in and https://etenders.gov.in .	w.e.f 10.00 Hrs. of 09.10.2021
Last date & time for receipt of online bids:	1200 Hrs. of 05.11.2021
Last date & time for receipt of offline bids documents to be submitted as per NIB condition:	1200 Hrs. of 05.11.2021
Date & time of online opening of bids	1500 Hrs of 05.11.2021

Bid Document not received within the specified time and date shall not be considered for evaluation. Tender submitted without Bid Security Declaration shall be out rightly rejected.

NEEPCO reserves the right to extend the last date and time for submission of Bid.

GM (Regional Affairs)
NEEPCO Ltd., Guwahati



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NEEPCO, Guwahati-781005

General Terms & Conditions

A. SCOPE/DESCRIPTION OF WORK

1. Running/operation and maintenance of Transit Camp, NEEPCO, Guwahati NEEPCO Bhawan Complex, Guwahati-5 including kitchen service.
2. House-keeping and cleaning of entire Transit Camp area and drainage of NEEPCO Transit Camp premises.

B. GENERAL TERMS AND CONDITIONS OF CONTRACT

- 1 **Period of contract:** The term of contract is for 1(One) year w.e.f. the date of awarding the contract. NEEPCO can terminate the contract during its operation by giving 1(one) month's notice in writing. The Period of Contract may however be extended for a further period of 6 (Six) months, if felt necessary by the corporation.
- 2 **Rate of Contract:** The rates shall be firm for entire period of contract. No increase in the agreed rates shall be allowable and entertained during the period of contract.

The rate justification, if asked for, should invariably be submitted.

Bidders may inspect the establishment before submission of tender.

- 3 **Selection criteria:** The two-bid system will be followed:

a) **Technical Bid** consisting of the followings:

- i. Bid fees
- ii. Documentary evidence of Qualifying Requirement as mentioned at Sl. No. 4.
- iii. EPF Registration
- iv. GST Registration
- v. ESI Registration
- vi. Labour License
- vii. Other documents as mentioned at Sl. No.4 of Sec-I, "Information to the Bidder."

The bid without above documents shall be treated as disqualified. The Online Price Bid of disqualified bidder shall not be opened for price comparison.

The exemptions for the MSE bidders are mentioned at the following para at Sl. 5 of General terms and Conditions

b) **Online Price Bid** shall contain item-wise price.

The Technical Bid should be in a sealed envelope and the bidder should submit the same duly marked the envelope as **"Bid for Providing Manpower for Running and Maintenance of Transit Camp, NEEPCO, Guwahati, R.G. Baruah Road, Guwahati-5."** along with the Identification No. of NIB. The envelope shall be submitted to the Corporation at the address to "The GENERAL MANAGER (REGIONAL AFFAIRS), NEEPCO Ltd, R.G. Baruah Road, Guwahati-781005."



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The Technical Bids will be opened at the first instance and evaluated. At the second stage, Online Price Bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract. In case, the selected bidder does not accept the order, his tender will be scrapped and will be suspended from participating in future tenders of the Corporation for a period of 2 (two) years.

i) **Taxes & Duties:** The rates quoted by the bidder shall be inclusive of all applicable taxes & duties excluding GST that may be leviable by Government or any other agency unless otherwise specifically mentioned herein or for any other cause, prior to 28 (twenty eight) days before the initial stipulated date of opening of Techno-commercial bids. It shall be the bidder's responsibility to ascertain the prevailing taxes & duties.

The Contractor shall be liable to pay all taxes & duties assessed against him in pursuance of the contract and his personnel effects. The Contractor shall be solely responsible for the compliance of all the formalities as required under all the Taxation Laws in force.

Any taxes & duties if payable, shall be paid directly to the authority concerned by the Contractor. Taxes & duties, as applicable that prevail during the period of performance of service shall be paid, at actual, subject to submission of documentary evidences.

In the event of imposition of new taxes & duties, if any, subsequent to 28 days before the initial stipulated date of opening of Techno-commercial bids, the same will be reimbursed by the Corporation to the Contractor, at actual, on production of documentary evidence.

Tax Deduction at Source/With-holding of Tax, as applicable under various Indian tax laws will be effected from the bills. The Corporation shall issue Tax Deduction Certificates on the said deductions as per the relevant tax law.

Income Tax and surcharge thereof leviable as per the taxation laws of India on the Contractor's company or its personnel in respect of income arising in favour of either of the Company or its personnel under this Contract Agreement, shall be the absolute liability of the Contractor and not of the Owner. Payments stipulated under this Contract Agreement shall be made by the Owner to the Contractor after deduction of income tax at source at the applicable rates. The Owner shall provide the Contractor with certificates for tax deducted at source. In this connection, attention of the Bidders is invited to the provisions of Indian Income Tax Act and Corporate Tax Act and any other circular issued by the Central Board of Direct Taxes, Government of India from time to time.

ii) **No price adjustment other than minimum wages and VDA revision subsequent to 28 days before the initial stipulated date of opening of techno-commercial bids, shall be entertained by the Corporation during the period of contract including the extended period, if any.**



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4. Qualifying Criteria:

4.1 Technical Qualifying Requirement:

- (i) The bidder (Individual/Company/Firm) shall have experience of successful completion of similar nature of work i.e. running/operation and maintenance including house-keeping of Guest House in Government Department or Public Sector Undertakings or Autonomous Organizations or Government Institutes/ Universities fulfilling any one of the following during last 5 (five) years, ending on the last day of the month previous to the one in which the tenders are invited:
 - (a) 1(one) similar work costing not less than Rs.24.60 Lakhs excluding GST for contract period of 1(one) year.
 - OR
 - (b) 2(two) similar works costing not less than Rs.15.30 Lakhs each. excluding GST for contract period of 1(one) year.
 - OR
 - (c) 3(three) similar works costing not less than Rs.12.30 Lakhs each excluding GST for contract period of 1(one) year.

Note: Documentary evidence in support of the above experience in the form of work order/ Contact Agreement copy, work completion certificates shall be submitted along with the bids.

The exemptions for Bidders registered under MSE are given below.

4.2 Financial Qualifying Requirement:

(i) Minimum Average Annual Turnover (MAAT):

Minimum Average Annual Turnover of the bidder shall be Rs. 46 lakh in the best three Financial Year out of the last 5(five) Financial year, ending on 31-03-2021. Other income shall not be considered for arriving at the minimum average annual turnover.

The Bidder shall submit relevant documents of the above.

5. Relaxation for Startups and Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover Criteria.

The Technical Qualification for the Startups and Micro & Small Enterprises (MSEs) are fixed up as follows:

- (a) 1(one) similar work costing not less than Rs. 12.3 Lakhs excluding GST for contract period of 1(one) year.

OR



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- (b) 2(two) similar works costing not less than Rs. 7.65 Lakhs each. excluding GST for contract period of 1(one) year.

OR

- (c) 3(three) similar works costing not less than Rs. 6.15 Lakhs each excluding GST for contract period of 1(one) year.

However, the Startups and Micro & Small Enterprises (MSEs) are exempted from submission of the followings:

1. Bid Fees
2. Minimum Annual Average Turnover.

The Startup Enterprises shall submit startup India recognition certificate issued by Department of Industrial Policy and Promotion (DIPP) of Ministry of Commerce & Industry in order to be considered for relaxation.

6. Conditions for Micro & Small Enterprises (MSEs):

- 6.1 The bidders participating as Micro & Small Enterprises (MSEs) shall submit an Undertaking in the prescribed format given in Form-A, of Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the document/ certificate issued by any of the Authority mentioned below:
- District Industries Centers (DICs)
 - Khadi and Village Industries Commission (KVIC)
 - Khadi and Village Industries Board (KVIB)
 - Coir Board
 - National Small Industries Corporation (NSIC)
 - Directorate of Handicrafts and Handloom
 - MSEs registered under Udyog Aadhaar Memorandum (UAM) w.e.f. 18-09-2015.
 - Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)
- 6.2 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.
- 6.3 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.
7. Any other charges that are levied should clearly be indicated by the bidder with supporting documents.



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8. The contractor will be bound to comply with the provisions of Labour Laws and it shall be binding to the contractor to obtain necessary labour licenses and EPF registration from the appropriate authority.
9. **Penalty Clause:** The contractor will be liable to pay penalty for any deviation of the contract clauses/conditions in respect of "Work Schedule, Duties and Responsibilities" as described herein under to the extent of Rs.500/- for each case.
10. **Payment:** NEEPCO shall pay the contracted amount for each calendar month or part thereof as admissible to the contractor against submission of bills in triplicate and in turn the contractor shall pay to the personnel engaged by him in the said work. The contractor shall follow the guidelines of Minimum Wages Act- Chief Labour Commissioner (Central), Payment of wages Act and Contract Labour (Regulation and Abolition) Act.

NEEPCO reserves the right to ask for proof of actual payment to the staff, as and when desired. Further, NEEPCO shall not be responsible for payment of provident fund, ESI, Pension benefits and any other allowances/ statutory allowances etc. to the personnel engaged by the contractor. NEEPCO will not be liable to pay any compensation to/ or on behalf of the personnel engaged by the contractor.

11. **Taxes & Duties:** *The rates quoted by the bidder shall be inclusive of all applicable taxes & duties excluding GST* that may be leviable by Government or any other agency unless otherwise specifically mentioned herein or for any other cause, prior to 28 (twenty-eight) days before the initial stipulated date of opening of Techno-commercial bids. It shall be the bidder's responsibility to ascertain the prevailing taxes & duties.

The Contractor shall be liable to pay all taxes & duties assessed against him in pursuance of the contract and his personnel effects. The Contractor shall be solely responsible for the compliance of all the formalities as required under all the Taxation Laws in force.

Any taxes & duties if payable, shall be paid directly to the authority concerned by the Contractor. Taxes & duties, as applicable that prevail during the period of performance of service shall be paid, at actual, subject to submission of documentary evidences.

In the event of imposition of new taxes & duties, if any, subsequent to 28 days before the initial stipulated date of opening of Techno-commercial bids, the same will be re-imbrued by the Owner to the Contractor, at actual, on production of documentary evidence.

Tax Deduction at Source/With-holding of Tax, as applicable under various Indian tax laws will be effected from the bills. The Corporation shall issue Tax Deduction Certificates on the said deductions as per the relevant tax law.

Income Tax and surcharge thereof leviable as per the taxation laws of India on the Contractor's company or its personnel in respect of income arising in favour of either of the Company or its personnel under this Contract Agreement, shall be the absolute liability of the Contractor and not of the Owner. Payments stipulated under this Contract Agreement



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shall be made by the Owner to the Contractor after deduction of income tax at source at the applicable rates. The Owner shall provide the Contractor with certificates for tax deducted at source. In this connection, attention of the Bidders is invited to the provisions of Indian Income Tax Act and Corporate Tax Act and any other circular issued by the Central Board of Direct Taxes, Government of India from time to time.

The rate quoted excluding GST in Annexure-I under Price Bid shall remain firm for the entire period of the Contract. No price adjustment other than minimum wages and VDA revision subsequent to 28 days before the initial stipulated date of opening of techno-commercial bids, shall be entertained by the Corporation during the period of contract including the extended period, if any.

12. **Paying Authority:** Head of Finance, Finance & Accounts Wing, NEEPCO Ltd., Guwahati.
13. **Risk Clause:** Non-compliance of any terms and conditions enumerated hereinafter the award of the contract shall be treated as breach of contract. The contractor shall compensate any loss or damage of office property while executing the aforesaid contract.
14. **Performance Guarantee:** An amount equivalent to 3 % of the contract amount shall be retained as Performance Guarantee.
15. **Experience:** as per clause 4.1, section –II, General terms and Conditions of NIB.
16. The bidders should be registered under Goods and Service Tax (GST) for payment of Central and State GST and a copy of the same shall be furnished along with the bid/offer.
17. The bidder should submit a copy of PAN with the offer.
18. The bidder should have EPF registration. The copy of the same shall be submitted along with bid.
19. NEEPCO reserves the right to cancel entire tender process and/or reject any tender at any point of time without assigning any reasons thereof.
20. The decision of NEEPCO shall be final and binding to all contractors.

C. SCOPE/DESCRIPTION OF WORK

1. Running/operation and maintenance of Transit Camp, NEEPCO, Guwahati NEEPCO Bhawan Complex, Guwahati-5 including kitchen service.
2. House-keeping and cleaning of entire Transit Camp area and drainage of NEEPCO Transit Camp premises.
3. Flower gardening at NEEPCO Transit Camp premises, maintenance of lawn and putting flower pots in the Guest House/garden etc. as required.



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D. WORK SCHEDULE, DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR

1. To provide services of Supervisor, Cooks, Cook Helpers, Bearers/Service Boys, Store in-charge, Sweepers, Cleaners, Mali etc., as may be necessary for the aforesaid work and to deploy necessary manpower accordingly.
2. To engage one responsible Manager/Supervisor for overall supervision of the aforesaid works. The Manager/Supervisor should be provided with one mobile phone set for necessary communication. Accordingly, the supervisor should be readily available for contact through his mobile as and when required.
3. To supervise the above referred services and to bear the responsibility for proper conduct and behavior of the persons engaged by him for rendering such services.
4. To provide accommodation only to such persons/authorised Guest as confirmed by the Transit Camp in-charge of the Corporation.
5. Room rental as applicable shall be collected from the occupants directly in cash unless otherwise advised by the Transit Camp in-charge and the cash collected from the occupants shall invariably be deposited by the contractor to F&A Wing through the Transit Camp in-charge of the Corporation on first working day of the following month.
6. To ensure proper maintenance of the Corporation's property inclusive of furniture, fixtures, electrical appliances and fittings, air-conditioners, carpets, flower pots etc.
7. To maintain proper inventory of all furniture, fixtures, electrical appliances and fittings, air-conditioners, crockery and cutlery, bed linens curtains etc. and to update inventory.
8. To arrange for dusting, washing and cleaning all rooms, entrance, corridors etc. on regular/daily basis in order to keep the premises neat and clean.
9. To clean all floors and staircases of Transit Camp regularly throughout the day.
10. To sweep and clean all toilets and bathrooms including wash basins continuously and regularly.
11. To sweep and clean the area surrounding the building including parking area daily and regularly.
12. To clean and dusting all glass windows externally and internally including frames daily and regularly.
13. To dust and clean the Walls, Ceilings etc. including removal of cobwebs daily and regularly.
14. To dust/wash/clean all furniture, fixtures, electrical appliances and fittings regularly.
15. To provide fresh bed linens/towels to each occupant at the time of checking-in. In case of longer stay, changes to be made on every alternate day unless otherwise advised by the Transit Camp in-charge.
16. Laundry wash of bed linens / table cloth on regular basis is to be arranged by the contractor. Detailed records of linens sent for washing and receipts from laundry to be maintained. The laundry charges for the different items shall be fixed & paid by the Corporation on basis of Guest occupancy and other records.



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17. To supervise the job of dry cleaning of carpets/blankets etc. as and when required.
18. The contractor will supervise the works of inspection and maintenance of plumbing jobs and sanitary fittings and fixtures as and when required. In case of any break down, the contractor is to inform the Department immediately.
19. To supervise the job for pest control-deodorant / termite control, mosquito control and cockroach control etc. as and when done.
20. Servicing of air-conditioners will be done by Corporation's appointed agencies. In case of non-functioning of air-conditioners, the contractor is to inform the Department for repair and restoration. In case of break down of any electrical appliances or fittings, the contractor is to bring to the immediate notice of the department and follow up repair and restoration works till completion. Same procedure is to be followed for any civil maintenance job.
21. The contractor shall arrange essential quality food products, prepare foodstuff for tea & snacks, Break-fast, Lunch and Dinner etc. as per standard menu fixed by NEEPCO and serve the guests/occupants as required.
22. The charges for food will be determined by NEEPCO from time to time. The contractor will be responsible for realizing the charges in cash unless otherwise advised by the Transit Camp In-charge and issue receipts supplied by NEEPCO.
23. To attend telephone calls round the clock and maintain records of uses.
24. To maintain visitor's book and complaint book.
25. In case any official get-together is arranged by the Corporation, the contractor shall arrange the required services on advance intimation.
26. Daily attendance of the stipulated man power to be submitted to the Corporation on weekly basis for necessary verification.

E. CONDITIONS:

1. The contractor will be responsible for detailment of Manager/Supervisor, Cooks, Cook-Helpers, Bearers/Service boy, Sweepers, Cleaners, Store in-charge, Mali etc. for proper running, maintenance, catering and housekeeping of the Transit Camp.
2. The contractor will supervise the services of personnel engaged by him and will be responsible for proper conduct and behavior of the persons rendering such services.
3. All persons engaged by the contractor in the Transit Camp shall be paid reasonable wages regularly consistent with relevant Acts and Rules there under` as applicable.
4. The agreement will be on the principal to principal basis and the contractor shall not, without the prior written permission of the Corporation, directly or indirectly enter into partnership or agreement with any other person or organisation to run any service thereof.
5. The contract is subject to the terms as contained herein, merely to run the Transit Camp and maintain the premises thoroughly for the specific period. Nothing contained herein shall be considered as creating a tenancy, demises or any interest in their favour in respect of any portion of the Transit Camp/premises. The contractor will be allowed to use the



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- premises in terms of the agreement and shall vacate the premises immediately on termination of the agreement as notified by NEEPCO.
6. Accommodation in the Transit Camp shall be provided by the contractor only to such persons as authorized by the Transit Camp in-charge and no un-authorized persons shall be allowed to stay in the Transit Camp. The contractor will be responsible for misuse of the Transit Camp and its premises and the Corporation will take appropriate action in such cases.
 7. The contractor shall provide uniform to the workers to maintain proper dress code, which is mandatory to be worn during the duty hours.
 8. **NEEPCO reserves the right to select the manpower for providing in the Transit Camp, NEEPCO, Guwahati.**
 9. **Engagement of man power in part time/ full time may vary from the nos mentioned in the NIB. However, the payment will be made on pro rata basis of the quoted rate.**
 10. The contractor will be bound to quote the rates for deployment of manpower as per minimum wage rate mentioned in the GTC. (as per order of Chief Labour Commissioner (Central), Ministry of labour and Employment, Government of India.). **If the contractor quotes the rates less than the minimum wage rate for manpower deployment in the Price Bid, the Price Bids will not be considered for evaluation even if he qualifies in the Techno-Commercial Evaluation. It will be treated as cancelled.**
 11. **The Corporation will provide the following.**
 - i) Furniture's, fixtures, electrical appliances and fittings, air-conditioners, refrigerator, crockery & cutlery, drinking water purifier etc.
 - ii) Bed-linens, blankets, curtains, towels & napkins etc.
 - iii) Carpets.
 - iv) LPG Stoves/Cutlery-crockery/Utensils for cooking/Vacuum cleaner/ sweeping material etc.
 - v) Necessary allocation/connection of LPG with sufficient numbers of cylinders will be arranged by the contractor.
 - vi) All consumables like Soap, phenyl, bleaching powder etc. shall be procured by the contractor from time to time. The contractor will maintain proper records which will be verified by the Transit Camp In-charge at the end of every week.
 12. All persons engaged by the contractor shall be properly dressed and must behave with the guests/occupants with due courtesy.
 13. The contractor will be responsible for keeping the entire premises including the kitchen in a perfectly clean and hygienic condition.
 14. The contractor will be responsible for keeping account of and maintaining the crockery cutlery and kitchen utensils/ equipments/ linens etc. in a clean and hygienic condition and return he same on termination of agreement.



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15. The contractor shall be responsible for any loss or damage of the Corporation's property in the Guest House caused by him and shall be liable to make good any loss or damage to such property. Records of such items will be maintained and updated from time to time.

In case of any loss or damage to the Corporation's property by any officer/staff members, occupants or guest of the Corporation, the contractor shall report in writing such loss/damage to the Transit Camp in-charge immediately, failing which, the responsibility will rest with contractor. The Corporation may, in the event of breach of any terms and conditions of this Agreement, terminate this agreement by giving one month's notice in writing and the contractor shall not be entitled to any compensation in case of such termination.
 16. The persons engaged by the contractor must not be found under influence of alcohol within the Transit Camp premises during their duty hours.
 17. The Transit Camp is for exclusive use of the officials/employees of the corporation and its guests and not for any other person and shall be under the overall supervision, direction and control of the Corporation and its authorized representative.
 18. The Corporation will not be responsible for loss or left out of properties belonging to the occupants. The contractor shall ensure that such left out items are deposited immediately to the Transit Camp in-charge for possible action.
 19. The contractor shall arrange for round the clock services as and when required.
 20. The Corporation does not take responsibility for the accommodation of the employees of the contractor.
 21. No transport will be provided for marketing purpose.
 21. The contractor shall ensure availability of stipulated No. of manpower at any point of time and they shall be available for inspection at any time.
 23. The Tenderers are required to inspect the Transit Camp and its premises and to acquaint themselves with the facilities available and to ascertain the extent and nature of the services required.
 24. The Corporation reserves the right to recover reasonable cost of materials lost or damaged by the contractor or his employees.
 24. Nothing contained herein above will absolve the contractor of his responsibility of serving the Corporation in the best possible way with high standard of quality services.
 25. **NEEPCO reserves the right to minimize the deployment of manpower against O&M including House-Keeping works as per necessity.**
 26. **The minimum Wage for the deployed manpower shall be as per the latest Circular of Chief Labour Commissioner (C) of Ministry of Labour & Employment, Govt. of India.**
 27. **The Bidder shall be fully responsible for obtaining the latest Circular/Order of Chief Labour Commissioner (C) of Ministry of Labour & Employment, Govt. of India for quoting the Minimum Wage.**
 28. **Any Bidder quoting Wage less than the prescribed minimum Wage shall be rejected.**



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29. In this regard Bidders may refer to the Order No. F. No.1/20(3)/2021-LS-II Dtd. 23.04.2021 and Order No. F. No.1/16(5)/2021-LS-II Dtd. 23.04.2021 of Chief Labour Commissioner (C) of Ministry of Labour & Employment, Govt. of India.

F. DETAILS OF DEPLOYMENT OF MAN POWER AGAINST O&M INCLUDING HOUSE KEEPING WORK

Sl. No.	DESIGNATION	NO. OF PERSONS TO BE ENGAGED
1	SUPERVISOR	01 No.
2	COOK	02 Nos.
3	COOK HELPER	02 Nos.
4	SERVICE BOY/BEARER	04 Nos.
5	SWEEPER	02 Nos.
6	CLEANER	01 No.
	CLEANER	02 Nos. for 1/2 day

Note:- The details/particulars showing name, age, fathers name, address etc. along with specimen signature of the parsons engaged are to be submitted at the time of deployment.

LIST OF HOUSE KEEPING MATERIALS REQUIRED.

Phenyl, Bleaching powder, floor cleaning agents, bathroom / Toilet cleaning agents, Odonil / bathroom / Room freshener, Naphthalene Balls or Equivalent, Collin Spray or equivalent, Toiletries like bath soap of Branded Quality, Toilet Soap, Hand wash liquid of branded quality, Mosquito Repellants (Good night), Cockroach Repellent (Hit), toilet paper roll, Dish washing bar, scrubbing pads, and washing powder to wash kitchen towels, Paper Napkins, Garbage bags etc.

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*NEEPCO, Guwahati-781005**General Terms & Conditions***TENTATIVE LIST OF HOUSE KEEPING MATERIALS REQUIRED ON MONTHLY BASIS**

Sl. No.	Name of the Item	Brand/Specification of the Item	Unit	Tentative quantity required per Month
1	Phenyl	Bengal chemical or equivalent, 500ml bottle.	Bottles	5
2	Bleaching Powder	Best Quality 500 gm packet	Pkts	10
3	Floor cleaning Agent	Lizol bottle 500 ml bottle	Bottles	15
4	Bath room/Toilet Cleaning Agent "Harpic"	Harpic 500 ml bottle	Bottles	15
5	Bathroom air freshener bar	Odonil or equivalent, 50 gms bar	Nos	20
6	Room freshener spray	Odonil or equivalent, 200 gms pack	Nos	4
7	Naphthalene Balls	Wonder fresh or equivalent	Kg.	1
8	Glass / Metal cleaning agent	Colin Spray , 500 ml spray bottle	Bottles	8
9	Bath Soap for VIP rooms	"Pears" or Equivalent, 75 gms bar	Pcs	30
10	Toilet Soap	Medimix or equivalent 12gms pack	Nos	400
11	Mosquito Repellants (Good Night) complete set	Good night Advance or equivalent	Sets.	2
12	Mosquito Repellants refill only	Good night Advance or equivalent,	Bottles	20
13	Cockroach/ Insect repellent	Lal Hit, 200 ml spray	bottles	4
14	Napkins / tissue paper	Good quality Super absorbent	Pkts	15
15	Toilet paper roll for VIP rooms	Good quality Super absorbent	Roll	6
16	Hand Wash with Bottle	Dettol/Palmolive or equivalent, 200ml dispensers	Bottles	15
17	Dish washing Bar, for use in Kitchen	Vim or equivalent , 200 gm Bar	Pcs.	30
18	Detergent powder, for cleaning kitchen towels, apron etc	Surf / Rin or equivalent, 500 gms pack	Pkt	2
19	Utensil Scrubber (Steel)	Scotch Brite Steel Scrubber	Pcs	5
20	Utensil Scrubber pad	Scotch Brite power scrubber pads "Big"	Pcs	10

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*NEEPCO, Guwahati-781005**General Terms & Conditions***DETAILS OF Minimum Wage Rate per Day including V.D.A per day for DEPLOYMENT
OF MAN POWER AGAINST O&M INCLUDING HOUSE KEEPING WORK**

Sl. No.	DESIGNATION	Category of worker	Minimum wage rate per day including V.D.A. per day (as per order no F. No.1/20(3)/2021-LS-II Dtd. 23.04.2021 & Order No. F. No.1/16(5)/2021-LS-II Dtd. 23.04.2021 of Chief Labour Commissioner(C), Ministry of labour and Employment, Govt. of India.) in Rs.
1	SUPERVISOR	Semi-Skilled	609.00
2	COOK	Semi-Skilled	609.00
3	COOK HELPER	Un skilled	539.00
4	SERVICE BOY/BEARER	Un skilled	539.00
5	SWEEPER	Un skilled	539.00
6	CLEANER	Un skilled	539.00

Note :- 1. Minimum wage rate is exclusive of PF & ESI**2. Evaluation of Price Bid shall be made considering the quoted Basic Rate per month per person is for 26 working days per month.**



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FORM-A

UNDERTAKING FOR BIDDERS WHO ARE REGISTERED AS MICRO/ SMALL ENTERPRISE (WHEREVER APPLICABLE) WITH CERTIFICATES FROM CONCERNED AUTHORITIES

(Bidders, who are registered as Micro/Small Enterprises shall submit the instant undertaking)

1. I /We confirm that the provisions of Micro and Small Enterprise are applicable to us and our organization falls under the definition of the following Category:

i) ☐ – **Micro Enterprises**

ii) ☐ – **Small Enterprises**

Please tick in the appropriate option box ☐ and attach relevant documents/certificate issued by any of the Authority mentioned below as evidence to their applicability of Micro and Small Enterprises:

- ☐ District Industries Centers (DICs)
- ☐ Khadi & Village Industries Commission (KVIC)
- ☐ Khadi & Village Industries Board (KVIB)
- ☐ Coir Board
- ☐ National Small Industries Corporation (NSIC)
- ☐ Directorate of Handicrafts and Handloom
- ☐ MSEs registered under Udyog Aadhaar Memorandum (UAM) w.e.f. 18-09-2015.
- ☐ Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)

2. I/ We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Dated _____

Signature of Bidder _____



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FORM-C: BID SECURITY DECLARATION

[On Non-Judicial Stamp Paper of appropriate value]

Bidders shall enclose Form-C: Bid Security Declaration in Original.

I/We (Name of Bidder), hereby accepts that if I/We withdraws or modifies my/our bid after the bid opening during the period of bid validity and extension(s) thereof, I/We will be suspended from participating in future tenders of the Corporation for a period of 2 (two) years from the date of issue of notice of such suspension by the Corporation.

Dated _____

Signature of Bidder _____

A. PRICE BID FOR MAN POWER DEPLOYMENT FOR RUNNING AND MAINTENANCE INCLUDING HOUSEKEEPING OF TRANSIT CAMP, NEEPCO, GUWAHATI.

Sl.No	Designation of manpower	Category of worker	No of Manpower to be engaged	Basis Rate per person per month per person (considering 26 working days in a month) in Rs.	(PF, EDLI & other Admn. Charges) @13 % of Wage per month per person in Rs.	E.S.I. @ 3.25% of Wage per month per person in Rs.	Total Wage per person per month (considering 26 working days in a month) in Rs.	Contractors Profit in Rs.	Total amount per person per month in Rs.	Total amount per month in Rs.	Total amount for 1(one) Year in Rs.
01	02	03	04	05	06	07	08	09	10	11	12
01	Supervisor	Semi-Skilled	01								
02	Cook	Semi-Skilled	02								
03	Cook Helper	Unskilled	02								
04	Service Boy/Bearer	Unskilled	04								
05	Sweeper (Full time)	Unskilled	02								
07	Cleaner (Full time)	Unskilled	01								
08	Cleaner (Part time) 02 part timer @ ½ day = 1 man day	Unskilled	01								
Total											

(Rupees.....) only Exclusive of GST

- Note :- 1. Total Manpower (12 nos full time + 2 nos Part timer) = 14 (fourteen) nos.**
2. Wages to be quoted considering 26 (twenty-six) working days in a month.

Annexure-II

B. PRICE BID FOR HOUSE KEEPING MATERIALS REQUIRED ON MONTHLY BASIS FOR TRANSIT CAMP, NEEPCO, GUWAHATI.

Sl. No.	Name of the Item	Unit	Amount per month in Rs.	Amount for 12 (Twelve) months in Rs.
1.	Housekeeping materials as per the list at Section –II, General terms and conditions of NIB	Lump Sum		
			Total	

(Rupees.....) only Exclusive of GST

Annexure-III

C. PRICE BID FOR PROVIDING UNIFORM FOR PROPER DRESS CODE

Sl. No.	Name of the Item	Unit	Total No. of worker	Rate Per Person per year in Rs.	Amount in Rs.
1	Uniform for proper dress code	Nos	14		
Total					

(Rupees.....) only Exclusive of GST

Annexure-IV

PRICE BID FOR MAN POWER DEPLOYMENT AND DETAILS OF FINANCIAL INVOLVEMENT THEREOF.

Sl. No.	Type of Expenditure	Rate per month in Rs.	Amount for 12 (twelve) months in Rs.
1	A. Man power Deployment	As per Annexure-I	
2	B. Housekeeping Materials Required on Monthly Basis	As per Annexure-II	
3	C. Uniform for proper dress code	As per Annexure-III	
Total (A + B + C)			

(Rupees.....) only Exclusive of GST