

Step 6 : In the new screen, check the details and click " **CONFIRM** ", if correct.

Step 7 : The **Multi Option Payment System** will be available for making the payment.
The bidder may select option as per convenient and make the payment.

Step 8: After successful payment, the system will generate receipt.
The receipt may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report).
This system generated receipt shall be downloaded and send it to the Contract & Procurement Department, NEEPCO, Shillong at e-mail ID: contract_neepco@yahoo.com to advice the service provider for approval of the bidders registration.
Bidders may also contact Sri N. Kithan, Manager(C), C&P Department, NEEPCO, Shilling Mobile No:+91-9436306773, to get confirmation regarding receipt of bidder registration fee.

Step 9: The vendor has to map the digital certificate (Class-II or Class-III Signing & Encryption Certificate) with his login-id as per the name of the registered company for approval process. For registration and Digital Certificate, the bidders may contact the Service Provider at :

Mr. Himalaya Vaishnav
E-Procurement Technologies Ltd, Ahmedabad
Phone No : +91-7940016866/38/21/18
Mobile No. :+91-9099090830
E-mail : info@abcprocure.com

However, bidders are free to obtain Digital Signature Certificate from any other certification Agencies appointed by the Controller of Certification Agencies(CCA) under the provision of IT Act 2000.

Step 10: On approval of the bidder in the system, e-mail will be sent by the Service provider to the Company/Bidder regarding their vendor profile activation.
The registration is valid for one year once vendor profile is activated.

d) For any clarification related to terms and conditions of Bid Documents, bidders are requested to forward e-mail clearly stating their queries at e-mail id : agtpp.onm@gmail.com.

e) For any clarification related to procedure for bid submission, online furnishing of clarification in e-procurement portal etc., bidders are requested to forward e-mail stating their queries at e-mail id : contract_neepco@yahoo.com, contract@neepco.co.in

Bidders may also contact e-procurement Technologies Ltd.(Service Provider) having the following contact details:

E-Procurement Technologies Ltd.
A-201-208, Wall Street-II/Opp.Orient Club
Nr. Gujarat College/Ellisbridge,
Ahmedabad-380015 .Gujarat, India
Tel: +91-79-40016802-77 Cell : +91-9374519754 / 9377988119 E-mail ID ; Support@abcprocure.com.

f) 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.

g) **Submission and opening of Bids:** Bidders shall prepare and submit their bids online in e-tendering portal <https://neepco.abcprocure.com>. Online bidding forms will be available in the above website. Submission of online bids is mandatory for consideration of the bids by NEEPCO.
Bidders may view the tender opening results of techno-commercial and price bids in <https://neepco.abcprocure.com> by marking their presence for online tender opening.

h) **Reverse Auction** : NEEPCO reserves the right to go for Reverse Auction process to finalize the tender or may finalize the tender without Reverse Auction, if required. However, the decision to conduct Reverse Auction or not will be conveyed to the short-listed bidders after opening of the bid.

i) **Important Dates & Bid Validity** :

- (1) Date of commencement of downloading of bid documents from the portal <https://neepco.abcprocure.com> : w.e.f 21:00 Hrs of 11/09/2018.
- (2) End date & time for downloading of bid document: 10:00 Hrs of 10/10/2018.
- (3) Last date & time for receipt of bids online: 13:00 Hrs of 10/10/2018.
- (4) Date & time for opening of bids online: 15:00 Hrs of 10/10/2018.
- (5) Bid validity: 120 (One Hundred Twenty) days from the date of opening of bids.

In case 10/10/2018 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.

- j) Bidders are requested to visit e-tendering portal <https://neepco.abcprocure.com>, NEEPCO website <http://www.neepco.co.in> and CPP portal <http://www.eprocure.gov.in> regularly for any modification/ clarification of bid document.
- k) Bidders are requested to adhere to the following :
- (1) Obtain individual Organization Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline on Electronic Tendering System (ETS).
 - (2) Register your organization on ETS well in advance to comply with the stipulated tender timeline.
 - (3) Get your organization's concerned executives trained on ETS well in advance to comply with the stipulated tender timeline.
 - (4) There could be last minute problems due to internet timeout, breakdown etc. Accordingly, the bidders are requested to submit the bid through online e-tendering system well before the bid submission end date and time as per Server System Clock. The Corporation shall not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- l) **Earnest Money:** An amount of ₹ 31,200/- (Rupees Thirty One Thousand Two Hundred) 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.
- m) **Tender fees/ Bid Document Fee:** A non-refundable Tender Fee of ₹ 1000/- (Rupees One Thousand) only shall be submitted in addition to the EMD by the prospective bidders 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 & Tender Fee should reach the office of the undersigned on or before the date of opening of the tender.

Address of the undersigned : Sr. Manager (E/M), C&P,
AGTCCPP, NEEPCO Ltd.,
R.C. Nagar, Agartala - 799008, Tripura(W).

- n) **Evaluation of Tender:** Techno-commercial bid shall be opened on 17/01/2018 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.

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.

Qualifying Criteria: The bidders must fulfill the following qualifying criteria:

1. The Tenders of the bidders must accompany tender fee and EMD. Without Tender Fee and EMD of requisite amount, the tenders will be rejected.
2. Average Annual Financial Turnover for similar work during last three years ending 31st. March 2018 must be Rs 4,68,000/- (Rupees Four Lakh Sixty Eight Thousand)
3. The bidder must have the experience of having successfully completed similar nature or allied works during last 7 (Seven) years in any Govt. of India organization/State Govt. organization /PSU/ reputed private organization. Documentary evidence to that effect shall be submitted.
 - a) Three similar completed works, each of value not less than ₹ 6,24,000/-.
 - OR
 - b) Two similar completed works, each of value not less than ₹ 7,80,000/-.
 - OR
 - c) One similar completed work of value not less than ₹ 12,48,000/-.

- d) Copy of Bidder's PAN Card, Proprietor's Name, Legal Business Address, GST Registration, Dealership Certificate/ Manufacturer's License, Copy of Income Tax and Professional Tax Certificate clearance of current validity should be submitted along with their bids.

TECHNICAL SPECIFICATION: Detailed in SECTION IV OF THE TENDER

GENERAL TERMS & CONDITIONS:

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

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

SCOPE OF TENDER : Supply, transportation, transit insurance, delivery of **DESK TOP PERSONAL COMPUTER ON BUY BACK ARRANGEMENT for NEEPCO, AGTCCPP, Ramchandra Nagar , Agartala, Tripura (W) alongwith Installation and Commissioning.**

1. **TIME OF COMPLETION**: The work shall have to be completed within 60 (Sixty) days from the date of issue of the work order.
2. **TAXES** : GST as admissible.
3. **LIQUIDITY DAMAGE**: In case of delay in execution of the work, $\frac{1}{2}$ % (Half percent) of the value of the work shall be recovered from the bill per week of delay subject to maximum of 10% (Ten percent) of the value of the work.
4. **FORCE MAJEURE CONDITION**: The above clause of liquidated damage shall not be applicable in case of force majeure condition such as Flood, war, civil unrest, natural calamities or acts of God on which the bidder does not have any control.
5. Laws, Regulations and Acts pertaining to engagement of Labours, environment protection, Safety etc. shall be applicable.
6. **PAYMENT TERMS** :- 90% payment will be made on receipt of materials in full & good conditions and after necessary physical inspection and acceptance of the materials at our store & balance 10% shall be released after 01(one) year after completion of warranty period. For effecting E- payment bank details for NEFT/RTGS is mandatory.

The supplier's bill in triplicate should be accompanied with the following documents

- i. Copy of packing list.
 - ii. LR/ Consignment note
7. The rates of all the items after issuance of the order shall remain firm till the completion of the work in all respect.
 8. **WARRANTY**: All the materials shall be warranted from any manufacturing defect & substandard for a period 18 months from the date of delivery or 12 months from the date of Installation whichever is earlier. If any material is found defective or substandard during the warranty period the same shall be replaced immediately after notice free of cost.
 9. Bidders shall submit their bids online in electronic form in <https://neepco.abcprocure.com>. 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://neepco.abcprocure.com>) 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.



[SURANJANA SARKAR]
Sr. Manager(E/M), C&P
AGTCCPP, NEEPCO Ltd.