

North Eastern Electric Power Corporation Ltd.

Hiring of a property (independent house/flat/apartment) at South Delhi area exclusively for use as Transit Camp/ Guest House of NEEPCO



ISO 9001:2015
ISO 14001:2015
ISO 45001:2018

Bid Document
Part-I : NIB



ISO 9001:2015
ISO 14001:2015
ISO 45001:2018

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

(मिनी रत्न, श्रेणी-I, भारत सरकार का उद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(MINI RATNA, CATEGORY-I, A GOVT. OF INDIA ENTERPRISE)

CIN No. U40101ML1976GOI001658, Website: www.neepco.co.in

Office of The Executive Director (Contracts & Procurement)

Brookland Compound :: Lower New Colony :: Shillong-793003, Meghalaya

Tel. No. 0364-2227784, E-mail: contract@neepco.co.in

NIB No. 384 Dated 13-04-2021

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited (NEEPCO), a Miniratna Category-I, Government of India invites online Bids under Single-Stage Two-Envelops bids through Domestic Competitive bidding (DCB) route from prospective bidders (Legal Owners/ Lease Holders of property or their authorised property dealers possessing Power of Attorney) for hiring of a property (independent house/flat/Apartment) at South Delhi area exclusively for use as Transit Camp/ Guest House of NEEPCO on monthly rental basis. The property shall conform to the General Requirements indicated at Clause 6.1 below.

2. Scope of Service:

Hiring of a property (independent house/flat/Apartment) at South Delhi area having around 8 to 10 bed rooms with attached baths, kitchen & caretaker room exclusively for use as Transit Camp/ Guest House of NEEPCO on monthly rental basis.

3. Bidding Procedure:

The Bidder shall submit Bids under Single-Stage Two-Envelope bidding system through online as follows:

TECHNICAL BID (ENVELOPE -1):

It shall contain the following:

- Brief profile of the bidder/applicant.
- Clearance/ No Objection certificates from all relevant Central/State Government and Municipal Authorities including fire departments for use as accommodation premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of building / land and construction thereon.
Approved / As Built plan of accommodation offered shall also be submitted.
- Letter of un-conditional acceptance of the Bid conditions as per Performa given at **ANNEXURE-1**, Part-II of Bid Document.
- Confirmation by the bidder/ applicant (on the format placed at **ANNEXURE-2**, Part-II of Bid Document).
- Documents as per check list (**ANNEXURE-3**, Part-II of Bid Document).
- Power of Attorney, authorising the signatory of the bid to commit on behalf of the bidder, if the bidder/ applicant is other than Legal Owner/ Lease Holder of property (on the format placed at **ANNEXURE-4**, Part-II of Bid Document).
- Self certified Declaration of Bidder covering Clause 1.3, Part-II of Bid Document (on the format placed at **ANNEXURE-5**, Part-II of Bid Document).



- Self certified Declaration of Bidder covering Clause 1.4, Part-II of Bid Document (on the format placed at **ANNEXURE-6**, Part-II of Bid Document).
- Bid Security Declaration (on the format placed at **ANNEXURE-7**, Part-II of Bid Document).
- Process Compliance Form for Reverse Auction (on the format placed at **ANNEXURE-8**, Part-II of Bid Document).
- Proof of payment made (i.e. e-receipt of money paid) towards Bid fee.
- Any other information as required to be submitted by bidders along with the bid in accordance with the Instruction to Bidders and the Addenda, if any including all supporting documentation, as part of his Technical Bid.

PRICE BID (ENVELOPE-2): It shall contain Price Bid. Price Bids of only those Bidders who qualify in Technical evaluation shall be opened.

4. PERIOD OF CONTRACT:

Period of hire shall be 3 (three) years from the date of issue of Letter of Intent (LOI) with an option of renewable/extension of 1 (one) year, as per requirement, if any.

5. BID SECURITY DECLARATION:

Bid Security Declaration: The bidder shall furnish, along with his bid, "Bid Security Declaration" as per provision stipulated in Part-II of Bid Document.

6. GENERAL REQUIREMENTS FOR THE PROPERTY TO BE HIRED:

6.1 The following criteria, with or without modifications, shall be adopted for selecting the house:

- The property should be an independent house /flat/Apartment, which is independently lockable and accessible through independent/ common entry.
- The premises should consist of bed rooms (around 8 to 10 nos.) with attached toilet facilities, cup boards, dining hall/dining space, kitchen and fixtures on the same/adjoining floor only.
- Living Room–Shall be provided with adequate dining space and latest vitrified/wooden flooring etc.
- Bed Room – Each bedroom should be of minimum size 110 sq. ft. with one dimension to be at least 9-1/2 feet with attached bathroom and provided with latest vitrified/wooden flooring etc.
- Bathroom: Should be with latest fittings and desirable layout of washbasin, WC etc. Each bathroom should be provided with a suitable capacity geyser attached to the shower and wash basin.
- The offered property should have 24 hours electricity supply. The property offered should also have Power back up and also have adequate space for installation of Gen set /UPS/units of split AC etc.
- The accommodation should have provision for 24 hours running water supply for both drinking and utility facilities.
- Caretaker Room: There should be a separate room for care taker with attached toilet at the guest house apart from the 8 to 10 bed rooms. The room should have at least accommodation of 4(four) persons.
- The property shall be either single storied or multi-storied building. Offered area should be in the same/adjoining floors only.
- Adequate enclosed parking space for at least 4 (four) cars and 3(three) two wheelers should be available within the campus and adjacent to the property exclusively marked for the house offered for renting.
- The property offered should have adequate security cover and fire safety measure installed as per the requirement of Delhi Fire Service.

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- xii. The space offered for lease should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payment against the same.

The bidders shall submit a brief write-up on the building indicating all available facilities/arrangement with a general layout/ floor plan etc. in support of their offers along with the Bids.

7. Interested Bidders, who fulfill the general requirements as mentioned under Clause 6.1 above, may download the Bid Document from <https://etenders.gov.in> on Bidder registration in the portal.

8. Participation in Bids:

8.1 E-Tendering / E-Procurement:

This tender is being processed through e-tendering/e-procurement system. The bidding documents are to be downloaded from <https://etenders.gov.in> and bids are to be submitted/ uploaded through above e-tendering system. Guidelines for e- tendering system are available on e- tender portal.

8.2 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 Enrolment" 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.
- Bidder can then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Bidders are requested to get themselves enrolled on the e-Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) well in advance and no extra time will be considered for submission of bids for the delay in enrolling on the e-Procurement portal.

For Registration and other e-procurement portal related queries, bidders may contact NIC at:

- Mr. Akash Thadani
Database Administrator,
National Informatics Centre, Meghalaya State Centre, Shillong
Mobile No. 0878752218
Email Id: akashthadani1@gmail.com

- 8.3 The detailed scope of service and other terms and conditions are elaborated in the Bid Document. For any clarification related to terms and conditions of Bid Document, bidders are requested to send their queries online at <https://etenders.gov.in> under "Seek Clarifications" within the timeline stipulated in the system. Alternatively, the bidders may also forward e-mail clearly stating their queries to tendering authority at e-mail id: contract@neepco.co.in. Bidder may contact the following officers for matters concerning the instant NIB:

Mr. D. Baruah, GM(C) at mobile No. 9485175793
Mr. K. K. Das, Sr. Manager (C) at mobile No. 9863089081

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8.4 Bid fee:

Bidders shall have to pay **Bid Fees (non-refundable) of Rs. 2360.00** (Rupees Two Thousand Three Hundred Sixty) including GST @18% (SAC Code 9984) (NEEPCO GST NO.: 17AAACN9991J1ZT) for participation in this instant NIB.

The bidder shall make the payment **through "SB-COLLECT" of State Bank of India** as per procedures/steps elaborated in Clause No. 7.5 below.

Payment of bid fee through other mode of payment like DD etc. will not be acceptable.

During payment of bid fee **through "SB-COLLECT" of State Bank of India**, Bidders shall clearly indicate the NIB No. against which the bid fee is paid.

8.5 The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of Bid Fee):

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| Step-1 | The bidder shall visit url/web page https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm on any internet browser. |
| Step-2 | State Bank Collect page will appear. Select "ALL India" for "State of Corporate/Institution" . Select "PSU" for "Type of Corporate/Institution" . Click "GO" . |
| Step-3 | In the new screen, select PSU Name as "North Eastern Electric Power Corporation Limited" and Submit. |
| STEP-4 | In the new screen, select Payment Category as "SHILLONG- PARTIES" in this case. |
| STEP-5 | New Screen will appear, here the bidder has to fill all the required information for the payment as under: i) Under Name of Payer : The Bidder is to filled up his Company/ Firm Name and Address. ii) Under Short Details of Payment : The Bidder shall indicate BID FEE as applicable and the NIB No. (Example: for payment of Bid fee against NIB No. XX dated DDMMYYYY, the bidder has to fill under this option as <i>"Bid fee for NIB No. XX dated DDMMYYYY"</i>). iii) Under Type of PAYER : The Bidder is to select VENDOR. iv) Under CIN in case the Payer is a company : The bidder is to fill up his CIN in case of a company, otherwise may be kept blank. v) Under Payment amount : The bidders is to fill up the amount as per Bid Condition vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required. vii) Fill Captcha viii) Then Submit |
| 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. |

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| | The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report). The system generated receipt shall be downloaded for submission as per bid document. |
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9. Submission and opening of Bids

- 9.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in> as per timeline mentioned in Clause 11 below. Submission of online bids is mandatory for consideration of the bids by NEEPCO.
- 9.2 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.
- 9.3 The bidder shall refer to the Instruction for online bid submission given at APPENDIX-1 in Part-II of Bid document.

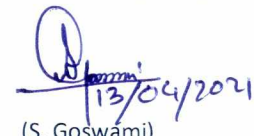
10. Bid validity: 120 (one hundred twenty) days from the date of opening of Technical Bids.

11. Tender timeline:

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| a | Date of Commencement of downloading of bid document from https://etenders.gov.in : | 14-04-2021 |
| b | End date & time for downloading of Bid Document: | Upto 14:00 Hours of 12-05-2021 |
| c | Last date & time of receipt of queries from prospective bidders : | Upto 14:00 Hours of 27-04-2021 |
| d | Last date & time for receipt of online bids: | Upto 14:00 Hours on 12-05-2021 |
| e | Date & time for opening of Technical bids online: | At 14:00 Hours on 13-05-2021 |
| f | Date & time for opening of Price bids online: | Date & time shall be intimated separately to those bidders, who qualify in Technical evaluation. |

In the event the date for receipt of offline documents and date of opening of bids are declared as a closed holiday for NEEPCO then the date of submission of offline documents and opening of Bids will be the following working day at the appointed times.

- 12.** Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any corrigendum/addendum/modification/clarification of the bid document.
- 13.** Submission of bids shall not automatically construe qualification for evaluation. NEEPCO 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 the action of NEEPCO.


13/04/2021

(S. Goswami)
Chief General Manager (C)
I/c Contracts & Procurement