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**NORTH EASTERN ELECTRIC POWER CORPORATION LTD**  
**(A GOVT. OF INDIA ENTERPRISE)**  
**CIN U40101ML1976GOI001658**  
**OFFICE OF THE EXECUTIVE DIRECTOR (IT)**  
**BROOKLAND COMPOUND::LOWER NEW COLONY**  
**SHILLONG-793003, MEGHALAYA**  
*Website: <http://www.neepco.co.in>, E mail: [itshillong@neepco.co.in](mailto:itshillong@neepco.co.in)*

**DETAIL NOTICE INVITING BID (NIB)**

**N.I.B. NO.13 DATE: 12.09.2018**

The North Eastern Electric Power Corporation Limited (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India invites Single-Stage Two Envelope Bids through online bidding system from eligible bidders for Maintenance Contract of Printers for a period of Two (2) years:

| <b>Particulars</b>   | <b>Value of Earnest Money Deposit(EMD)</b> | <b>Bid Validity</b> | <b>Cost of Bid document</b> |
|--|--|---------------------|-----------------------------|
| <b>Maintenance Contract of Printers (195 Printers of different makes and models)</b> | INR 17,600.00                              | 150 days            | INR 500.00                  |

**1. QUALIFYING REQUIREMENTS**

**1.1 Technical**

- i) The bidder must be an experienced Contractor who have successfully executed at least 3(three) similar orders in India during last 3(three) years prior to date of opening of the bid, out of which at least two should be in Government/Public Sector Undertakings. The bidder should furnish copies of detailed orders and also performance certificates from the customers which indicate the dates of award of the work and also indicate that the work is executed/is being executed to the satisfaction of the customer.
- ii) Bidder should have Services Set-Up(s)/Service Center in Shillong/Guwahati. Details of such Services Set-Up(s)/Service Center(s) indicating complete address, names of persons and contact details shall have to be furnished. In case service is rendered through Authorised Service Provider, the bidder shall furnish a certificate indicating the name and place of Service Set-up(s)/Service Center(s) of the Service Provider as in Appendix - XI



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- iii) The bidder should not have been blacklisted by any Government/Government agency in India. Self-declaration to that effect should be submitted along with techno-commercial bid.

## 1.2 Financial

- i) **Minimum Average Annual Turnover (MAAT)** in the best 3(three) financial years out of the last 5(five) financial years, ending 31st March of the previous financial year, should not be less than **INR 658000.00**.

Copies of Annual Turnover for the best 3 (three) financial years out of the last 5(five) financial years duly certified by a Chartered Accountant shall be furnished along with latest and valid VAT Registration Certificate/number. The latest and valid Sales Tax Clearance certificate shall also be submitted along with the bid.

- ii) **Liquid Asset:** The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of value not less than the **INR 92000.00**.

The Certificate of Banker regarding the availability of unutilized credit facilities (Fund based and non-fund based) shall not be dated earlier than 30 (thirty) days prior to the latest date for submission of bids.

Liquid Asset = Current Asset – (Inventory + Pre-paid expenses).

- iii) **Net Worth:** The Net worth of the bidder as on last day of the preceding financial year, ending 31st March of the previous financial year shall not be less than 50% of the Paid up Share capital.

The Net Worth shall be calculated based on Subscribed and Paid-up Capital + Free Reserves + Unallocated balance surplus amount of Profit and Loss Account less (a) Expenses not written off (b) Loss in Profit & Loss Account if not reduced from Reserves.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5(five) financial years, ending 31st March of the previous



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Financial Year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will be also be considered acceptable.

- iv) Bid Capacity:** The available Bid Capacity of the Bidder at the time of submission of Bid, calculated as under should not be less than the estimated cost of the work put to tender:

$$\text{Bid Capacity} = A \times N \times 2 - B$$

Where,

A = Maximum value of works executed in any one year during last 7 (seven) years (at current price level).

N = Completion time of the proposed work in years.

B = Value at current price level of existing commitments and on-going works (as on the latest date for bid submission) to be completed in next "N" Years.

Bid capacity shall be assessed at the time of submission of Techno-commercial Bid, for which the Bidder shall have to submit documentary evidence in support of "A" & "B" above along with their Bid.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5(five) financial years, ending 31st March of the previous Financial Year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will be also be considered acceptable.

2. Interested bidders who fulfill the qualifying requirements as mentioned at 1.1 and 1.2 above, may download the bid document from <https://neepco.abcprocure.com> with effect from 14.00 Hrs (IST) of 13.09.2018 to 11.00 Hrs (IST) of 10.10.2018 on payment of Vendor Registration fee and Bid fee as given under Clause 3 below.

### **3.0 PARTICIPATION IN BIDS:**

#### **3.1 Portal Registration for e-Tendering:**



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The bidders intending to participate in the e-tendering and to download the detailed bid document have to register themselves in the NEEPCO's e-tendering portal <https://neepco.abcpocure.com> . The registration shall be valid for one year from the date of registration.

The Bidders who have already registered in NEEPCO's e-tendering portal having valid registration need not to register again. However, such bidders are to ensure that their registration in the e-tendering system is valid till the completion of the entire bidding process of the relevant NIB.

### **3.2 Portal registration fee:**

The fees for Bidder Registration in the portal is **INR 3,000.00 (Rupees three thousand) only per year** (Non-refundable).

### **3.3 The procedures for registration in the e-tendering portal are as under.**

**Step-1:** Visit the e-tendering portal <https://neepco.abcpocure.com>

**Step-2:** Click on new bidder registration and submit the online Form for company /bidder details required.

Already registered bidder having a valid registration may directly log-in to the e-tendering portal.

**The registration fees shall be paid through SB-COLLECT of State Bank of India. Following steps shall be followed for the payment and subsequent action for new registration:**

**Step-3:** The bidder shall visit url / web page <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm> on any internet browser.

**Step-4:** State Bank Collect page will appear.

Select "ALL India" for "State of Corporate/Institution" irrespective of location of the sites /projects / plants/ establishments where tenders are invited.

Select "PSU" for "Type of Corporate/Institution"

Click "GO"

**Step-5:** In the new screen, select PSU Name as "North Eastern Electric Power Corporation Limited" and Submit.

**Step-6:** In the new screen, select Payment Category as "SHILLONG- PARTIES".



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**Step-7:** 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 fill up his Name and Address.

ii) Under Short Details of Payment: The Bidder shall indicate "Registration Fees".

iii) Under Type of PAYER: The Bidder is to select VENDOR OR CONSULTANT whichever is applicable.

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 bidder is to fill up the amount i.e. INR 3000.

vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required.

vii) Fill Captcha.

viii) Then Submit.

**Step-8:** In the new screen, check the details and click "CONFIRM", if correct.

**Step-9:** The Multi Option Payment System will be available for making the payment.

The Bidder may select option as per convenience and make the payment.

**Step-10:** After successful payment, the system will generate receipt.

The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report).

This system generated receipt shall be downloaded and sent to the Contracts & Procurement Department, NEEPCO, Shillong at e-mail ID: [contract\\_neepco@yahoo.com](mailto:contract_neepco@yahoo.com) to advice the service provider for approval of the Bidders' registration. However, in respect of EMD the bidder shall upload the duly signed scan copy of the receipt with the Technical Bid and the duly signed hard copy of the receipt to be submitted, as proof of payment of EMD as mentioned at Sub Clause i) of Clause No. 7.5 under SECTION II (ITB) of this NIB.

Bidders may also contact the following officer to get confirmation regarding receipt of bidder registration fee:

**Sri N. Kithan, Sr. Manager (C),**

**C&P Department, NEEPCO, Shillong,**

**Mobile No. +91-9436306773,**



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**Step-11:** The bidder 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](mailto: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-12:** On approval of the bidder in the system, e-mail will be sent by the Service Provider to the Company/Bidder regarding their bidder profile activation.

The registration is valid for one year once bidder profile is activated.

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 on-line Vendor Registration, if any.

### **3.4 Bid Fee & EMD**

Bidders shall have to pay BID FEES (non-refundable) of INR 500.00 (Rupees five hundred) for participation in this instant NIB. Also, if the bidder desires to submit their **EMD** through “**SBI COLLECT**” the same is applicable.

The Bid Fees/EMD shall be paid through SB-COLLECT of State Bank of India. For making payment through SB-COLLECT, the bidder shall follow the **Steps 3 to 9** above as indicated for payment of registration fees.

However, at Step-7 (ii) against Short Details of Payment, the Bidder shall have to give the details as: “BID FEES for NIB no .....” or in case of EMD payment, the Bidder shall indicate “**EMD for NIB No. dated**”

After successful payment, the system will generate receipt. The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report). The receipt so generated/downloaded shall be uploaded while submitting bid as per Bid Conditions.



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For any clarification related to terms and conditions of Bid document, bidders are requested to forward mail clearly stating the NIB No and their queries to the tendering authority at e-mail id: [itshillong@neepco.co.in](mailto:itshillong@neepco.co.in). Bidder may contact in regard to this NIB at 0364-2501630.

For any clarification related to procedure for bid submission, online furnishing of clarification in e-procurement portal etc, bidders may contact: -

**e-Procurement Technologies Ltd**

A - 201, Wall Street – 2,  
Opposite Orient Club,  
Near Gujarat College / Ellis bridge,  
Ahmedabad - 380006. Gujarat, India  
Tel: +91-79-61200 0564 / 555 / 507 ,  
91 -9374519729

**Fax: 079 40016 876**

Support Help-Desk No. at NEEPCO, Shillong:

Tel: 0364 – 2507270 / 9265562825

Mail: [support.neepco@eptl.in](mailto:support.neepco@eptl.in) / [support@abcprocure.com](mailto:support@abcprocure.com)

**4. Submission and opening of Bids**

**4.1** Bidders shall prepare and submit their bids in the electronic form in <https://neepco.abcprocure.com>. Online bidding forms will be available in the above website.

**4.2** 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.

**5. Important Dates:-**

| SL | Description  | Time and Date                 |
|----|--|-------------------------------|
| a. | Start Date and Time for downloading of bid document from <a href="https://neepco.abcprocure.com">https://neepco.abcprocure.com</a> | 14.00 Hrs (IST) of 13.09.2018 |
| b. | End date and time for downloading of bid document:   | 11.00 Hrs (IST) of 10.10.2018 |
| c. | Last date & time for receipt of online bids:   | 12.00 Hrs (IST) of 10.10.2018 |
| d. | Date & time of online opening of bids:   | 13.00 Hrs (IST) of 10.10.2018 |

In the event of the last date specified for submission of bids and date of opening of bids is



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declared as a closed holiday for NEEPCO, the last date for submission of online bids remain unchanged, however, opening of bids will be the following working day at the appointed times.

6. Bidders are requested to visit <https://neepco.abcprocure.com> and <http://www.neepco.co.in> regularly for any corrigendum/ addendum/ modification/ clarification of the NIB/bid document.
7. 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, 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 NEEPCO.
8. Prospective bidders who are registered as Micro/Small Enterprises are exempted from paying applicable Bid Fee and Earnest Money Deposit (EMD) on submission of valid and relevant document/certificate.
9. NEEPCO reserves the right to cancel/suspend the instant NIB without stating any reasons thereof.

For and on behalf of NEEPCO Ltd.

Sa/-  
**Dy. General Manager (IT)**  
**NEEPCO Ltd., Shillong**