

North Eastern Electric Power Corporation Ltd.

Construction of Permanent Security Duty Post at  
Director's Colony and VIP Guest House,  
NEEPCO Complex, Laitkor, Shillong



ISO: 9001, 14001  
& 45001

Bid Document  
Part-1: NIB

**NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED**

(Mini Ratna, Category-I, Government of India Enterprise)

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

Office of The HOP, Township & Estate Division

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

Tel. No. 0364-2222790, E-mail: estateservice@neepco.co.in

**NIB No. 02/2022-23 Dated 12/01/2023**

**DETAIL NOTICE INVITING BID (E-TENDER)  
(Domestic Competitive Bidding)**

1. NEEPCO Limited invites online electronic bids from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for the work **"Construction of Permanent Security Duty Post at Director's Colony and VIP Guest House, NEEPCO Complex, Laitkor, Shillong"**.

2. **Scope of work:**

The scope of work under this tender covers the following:

"Construction of Permanent Security Duty Post at Director's Colony and VIP Guest House, NEEPCO Complex, Laitkor, Shillong".

3. **Estimated Cost:** Rs 2,97,548.00 (Rupees two lakh ninety seven thousand five hundred forty eight) only.

4. **Bidding Procedure:**

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

**Techno-Commercial Bid (Envelope No.1):** Shall contain Earnest Money Deposit (EMD), documents in support of Qualifying Requirements and Techno-Commercial Bid.

**Price Bid (Envelope No. 2):** Shall contain Price Bid. Price Bids of only those Bidders who qualify in Techno-Commercial evaluation shall be opened.

5. **Time of Completion:**

The time of completion shall be 60 (sixty) days from the date of placement of the Letter of Intent.

6. **Earnest Money Deposit:** Rs. 6000/- (Rupees six thousand) only.

7. **Security Deposit/Performance Security:**

Three percent (3%) Security Deposit will be deducted for the due performance of the contract from every payment made on account of this work/supply. The Security Deposit will be returned on expiry of the Defect liability period.

North Eastern Electric Power Corporation Ltd. Construction of Permanent Security Duty Post at Director's Colony and VIP Guest House, NEEPCO Complex, Laitkor, Shillong	 ISO: 9001.14001 & 45001	Bid Document Part-1: NIB
---	---	-----------------------------

## 8. Qualifying Requirements:

### 8.1 General Qualifying Requirement:

- (i) The bidders (Individual/ Company/ Firm) should be registered entities in India.
- (ii) As per Clause No.3 (b) of Public Procurement (Preference to Make in India) Order 2017, issued vide Order No.P-45021/2/2017-PP/BE Dated 16-09-2020 of Department for Promotion of Industry and Internal Trade (Public Procurement Section), Ministry of Commerce and Industry, Government of India, read in conjunction with Clause No.3(iii) of Order No.11/05/2018-Coord. Dated 17-09-2020 of Ministry of Power, Government of India, only 'Class-I & 'Class-II local supplier' shall be eligible to participate in this bid.
- (ii) The non-tribal bidders (Individual/ Firm/Company) shall submit a valid trading license issued by Khasi Hills Autonomous District Council, Shillong along with their bids.

### 8.2 Technical Qualifying Requirement:

- (a) The bidder (Individual/Company/Firm) shall have successfully completed the work of construction/repairing of building/ boundary wall, fulfilling any of the following conditions, during last 7 (seven) years ending on the date in which this NIB is floated.
  - (i) Three similar works, each of value not less than INR 1,20,000.00 i.e. 40% of the estimated cost of this work,
  - Or,
  - (ii) Two similar works, each of value not less than INR 1,50,000.00 only i.e. 50% of the estimated cost of this work,
  - Or,
  - (iii) One similar work of value not less than INR 2, 40,000.00 only i.e. 80% of the estimated cost of this work.

Note: Documentary evidences namely value of works executed, name of the clients/employers, client's completion certificate, shall be furnished for establishing eligibility.

### 8.3 Financial Qualifying Requirement:

Minimum average annual turnover of the Bidder in the best 3 (three) financial years out of the last 5 (five) years financial year should not be less than Rs. 3.00 lakh (Rupees three lakh only).

Audited Balance Sheets/Profit and Loss Account/other financial statements for the preceding 5(five) financial years from their Bankers/ Financial Institutions should be furnished along with their bids for evaluation. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant / Certified Public Accountant (CPA) will be also considered.

In the certificate and attestations by the Chartered Accountant, UDIN (Unique Document Identification Number) shall always be mentioned therein.

<p>North Eastern Electric Power Corporation Ltd.</p> <p>Construction of Permanent Security Duty Post at Director's Colony and VIP Guest House, NEEPCO Complex, Laitkor, Shillong</p>	 <p>ISO: 9001, 14001 &amp; 45001</p>	<p>Bid Document Part-1: NIB</p>
--	---	-------------------------------------

Authenticated documents as mentioned under Clause 8.1, 8.2 and 8.3 above, shall be submitted in Techno-Commercial Bids. Bids submitted without fulfilling the qualifying requirements shall be outright rejected.

9. Interested Bidders fulfilling the qualifying requirements as mentioned under Clause 8 above may download the Bid Document from <https://etenders.gov.in> on Bidder registration in the portal.

**10. Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover Criteria.**

In line with the Policy Circular No. 1(2)(1)/2016-MA dated 10<sup>th</sup> March, 2016 of the Ministry of Micro, Small & Medium Enterprises on "Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience and Prior Turnover Criteria" and as per Section 2.1(5) of "Action Plan for Startup India" announced by the Government of India in Jan 2016, the Criteria of Prior Turnover and Prior Experience are exempted for the Startups and Micro & Small Enterprises, subject to meeting of quality and technical specifications.

Accordingly, Startup/MSE bidders shall be offered exemption from Prior Experience Criteria & Prior Turnover Criteria, provided the bidder submits documents such as Startup/MSE registration certificate to prove bidder's registration in trade similar to the tendered job.

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 exemption in prior experience and prior turn over.

**11. Conditions for Micro & Small Enterprises (MSEs):**

- 11.1 The MSE bidders shall submit an Undertaking in the prescribed format declaring the status of their firm issued by any of the Authority mentioned below:

- a. District Industries Centers
- b. Khadi and Village Industries Commission
- c. Khadi and Village Industries Board
- d. Coir Board
- e. National Small Industries Corporation (NSIC)
- f. Directorate of Handicrafts and Handloom
- g. MSEs having under Udyog Aadhaar Memorandum
- h. Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

- 11.2 The registration certificate submitted by MSEs issued from any one of the above agencies shall remain valid till the end of the contract period. The MSEs who have applied for registration or renewal of registration, but not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

- 11.3 The MSE bidders claiming to belong to Scheduled Caste (SC) or Scheduled Tribe (ST) category shall furnish necessary SC/ST certificate issued by Competent Authority, in



addition to certificate of registration with any one of the agencies mentioned above at Clause 11.1. MSE owned by SC/ST shall satisfy any of the following :

- (a) In case of proprietary MSE, proprietor(s) shall be SC /ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

11.4 The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD).

12. The detailed scope of works 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 [estateservice@neepco.co.in](mailto:estateservice@neepco.co.in).

### 13. Participation in Bids

#### 13.1 Registration for Participation in Bids

- a. 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.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. 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.
- d. 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.
- e. 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.
- f. 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.

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

- (i) Ms. Deibaphira Suchiang



Functional Manpower,

National Informatics Centre, Meghalaya State Centre, Shillong

Mobile No. 7005490585

Email Id: [deibaphirasuchiang@gmail.com](mailto:deibaphirasuchiang@gmail.com)**13.2 BID FEE**

Bidders shall have to pay BID FEES (non-refundable) of **Rs. 500.00** (Rupees five hundred) plus GST @18% (SAC Code 9984) (NEEPCO Shillong GST NO.: 17AAACN9991J1ZT) for participation in the NIB. Bidders shall make payment **through "SB-COLLECT" of State Bank of India** as per procedures/steps elaborated in Cl. No. 14 below. **Payment of bid fee through other mode of payment like DD etc. will not be acceptable.** During payment, Bidder shall clearly indicate the NIB No. for which the bid fee is paid. The bidder shall submit the proof of payment of bid fee and also indicate their GSTIN via e-mail to [estateservice@neepco.co.in](mailto:estateservice@neepco.co.in)

**13.3 The procedure/steps for payment of EMD & Bid Fee through SB-COLLECT of State Bank of India:**

Bidder shall make payment as per procedures/steps elaborated below. The system generated receipt shall also be uploaded while submitting the bid in the e-tendering portal as per bid document.

Step-1	The bidder shall visit url/web page <a href="https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm">https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm</a> 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 <b>Name of Payer</b> : The Bidder is to filled up his Company/ Firm Name and Address. ii) Under <b>Short Details of Payment</b> : The Bidder shall indicate BID FEE or EMD as applicable and the NIB No. (Example: for payment of EMD against NIB No. XX dated DDMMYYYY, the bidder has to fill under this option as "EMD for NIB No. XX dated DDMMYYYY).

North Eastern Electric Power Corporation Ltd. Construction of Permanent Security Duty Post at Director's Colony and VIP Guest House, NEEPCO Complex, Laitkor, Shillong	 ISO: 9001,14001 & 45001	Bid Document Part-1: NIB
---	---	-----------------------------

	iii) <b>Under Type of PAYER :</b> The Bidder is to select VENDOR. iv) <b>Under CIN in case the Payer is a company :</b> The bidder is to fill up his CIN in case of a company, otherwise may be kept blank. <b>Under Payment amount :</b> 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 " <b>CONFIRM</b> ", if correct.
STEP-7	The <b>Multi Option Payment System</b> 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 receipts 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 Head of Project, Township & Estate Division, NEEPCO Ltd., Lower New Colony, Shillong, Meghalaya, India-793003, at e-mail ID: <b>estate_neepco@rediffmail.com</b> . The system generated receipt shall be uploaded while submitting the bid in the e-tendering portal and also submit in offline mode as per bid document.

#### 14. Submission and opening of Bids

14.1 Bidders shall prepare and submit their bids in **electronic form** in <https://etenders.gov.in>. Bidding forms will be available in the above website.

Bids will be opened on the stipulated date in the office of the HOP, T&E Division, NEEPCO Ltd, Shillong.

Besides online submission, physical copies of the following documents are required to be compulsorily submitted:

- EMD in the form of Bank Guarantee or e-receipt of money paid through SB-COLLECT of State Bank of India, in original,
- Power of Attorney (as per format provided at Form-D, Part-6 of Bid Document) in original.

The above documents shall be submitted by hand or by registered Post/ Courier in a sealed envelope superscripted as "*Hard Copy of documents against NIB No.... Dated ....for the work of ....(Name of work).....*" at the following address within the scheduled date and time mentioned in Clause 16 below.

The Head of Project,  
Township & Estate Division, NEEPCO Ltd.,

North Eastern Electric Power Corporation Ltd.

Construction of Permanent Security Duty Post at  
Director's Colony and VIP Guest House,  
NEEPCO Complex, Laitkor, Shillong



ISO: 9001, 14001  
& 45001

Bid Document  
Part-1: NIB

Brookland Compound, Lower New Colony,  
Shillong – 793 003, Meghalaya, India.

Tel: 0364-2222790

E-mail: [estateservice@neepco.co.in](mailto:estateservice@neepco.co.in)

- 14.2 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.

15. **Bid validity:** 180(one hundred eighty) days from the date of opening of Bids.

16. **Tender timeline:**

a	Date of Commencement of downloading of bid document from <a href="https://etenders.gov.in">https://etenders.gov.in</a>	18-01-2023
b	End date & time for downloading of Bid Document:	12:00 Hours of 7/2/2023
c	Last date & time for receipt of online bids:	14:00 Hours on 9/2/2023
d	Last date for receipt of offline documents:	7(seven) days from last date of receipt of online bids
e	Date & time for opening of Techno-Commercial bids online:	14:00 Hours on 14/2/2023

In case, date for receipt of offline documents and date of opening of bids are declared as a closed holiday for NEEPCO then the next working day shall be the dates of submission of offline documents and opening of Bids at the appointed times.

17. Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any subsequent Clarification/Amendment/Corrigendum to the bid document.
18. 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.

  
12/1/2023

(Ashim Deb)

Head of Project

Township & Estate Division