



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.
(A Government of India Enterprise)

Tender for Providing manpower for Housekeeping of NEEPCO Offices at NEEPCO Bhawan & Premises, Subham Buildwell Complex and maintenance of Lawn & Gardens of NEEPCO Bhawan Campus at Guwahati for the period of 1(one) year (from the date of issue of Work Order).

Notice Inviting Bid & Information to the Bidder

Dy. General Manager (C) O/O – ED-P (Hydro)
NEEPCO, Guwahati- 781005

DETAILED NOTICE INVITING BID
(Domestic Competitive Bidding)
NIB No. 13 Dtd. 17.05.2022

NEEPCO Ltd. invites **online electronic bids** through e-tendering process from competent and experienced contractors under (Single-Stage-Two-Envelop Bidding System) for the work "Providing man power for housekeeping of NEEPCO Offices at NEEPCO Bhawan and premises, Subham Buildwell Complex and maintenance of Lawn and Gardens of NEEPCO Bhawan Premises at Guwahati for the period of 1(one) year (from the date of issue of Work Order)" with 180 (One Hundred Eighty) days validity from the date of opening of the Bid as per the scope of works mentioned below:

Sl. No.	Name of Work	Estimated Value in Rs. (including GST)	Completion Time	Cost of Tender Document in Rs. (Non-Refundable)
1	Providing man power for housekeeping of NEEPCO Offices at NEEPCO Bhawan & premises, Subham Buildwell Complex and maintenance of Lawn and Gardens of NEEPCO Bhawan Premises at Guwahati for the for the period of 1(one) year (from the date of issue of Work Order).	23,91,372.00	1(one) Year from the date of issue of Work Order.	590.00

1. 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>.

2. Participation in Bids

2.1 Portal Registration:

- 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.
- For any clarification related to e-Procurement bidders are requested to contact Mobile No: 9435480329 E-mail ID: brdasgau@gmail.com and Mobile No: 8787522181 E-mail ID: akashthadani1@gmail.com
- 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.



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3. Qualifying Requirement of Bidders:

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

- i) Documentary evidence of Registration under Central / State Govt. Department.
- ii) Documentary evidence of Registered Company or Partnership company or Proprietorship company.
- iii) Documentary evidence of EPF registration and up to date payment of EPF contribution against employees regularly.
- iv) Documentary evidence of Registration under ESI act, 1948.
- v) Documentary evidence of GST Registration certificate.
- vi) Documentary evidence of registration with Department of Labour.
- vii) Copies of Experience in this field as per Section-A, **Clause No. 13(a)**, of GTC, Section-II.
- viii) Documentary evidence in respect of annual turnover as per Section-A, **Clause No. 13(b)**, of GTC, Section-II during the last 3(three) years.
- ix) PAN Card and copies of latest Income Tax Clearance Certificate to be submitted.
- x) The Bidder should submit Audited Profit & Loss Account and Balance Sheet for last 3(three) years.
- xi) The Bidders must have office set-up at Guwahati (Assam).
- xii) The Bidder participating as Micro / Small Enterprises (MSE) shall submit the valid MSE Registration/Certificate.

The MSE's registered agencies / bodies are exempted for payment of **BID FEES** and **EARNEST MONEY DEPOSIT (EMD)** as per norms of GOI.

4. Submission and opening of Bids:

4.1 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.

4.2 Submission of online bid is mandatory. Bidders shall submit the following documents in offline mode.

- a) Earnest Money Deposit (EMD) detailed in Clause No. 13.
- b) Bid Fees as detailed in Clause No. 13.
- c) Qualifying Requirement of Bidders as per Clause No. 3.

These offline documents shall reach this Office within the scheduled date and time mentioned below. 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 "Providing man power for housekeeping of Offices at NEEPCO Bhawan and premises, Subham Buildwell Complex and maintenance of Lawn and Gardens of NEEPCO Bhawan Premises at

Tel. No. 0361-2202729,2202975

e- mail: ed.projects.hydro@gmail.com

CIN – U40101ML1976GOI001658



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Guwahati for the period of 1(one) year (from the date of issue of Work Order)" along with the Identification No. of NIB. The envelope shall be submitted to the Corporation at the address to "The Dy. General Manager (C), O/o ED-P (Hydro) NEEPCO, Ltd, R.G. Baruah Road, Guwahati-781005."

- 4.3 Bidders may view the tender opening results in <https://etenders.gov.in> by marking their presence for online tender opening.
- 4.4 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.
5. Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any corrigendum / modification /clarification of the bid document.
6. 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.
7. Bidders/Tenderers are advised to contact the Deputy General Manager (C), O/o the ED-Project (Hydro) 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.
8. The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under:
9. 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.
10. 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.
11. 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.
12. 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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13. IMPORTANT DATES AND EARNEST MONEY DEPOSIT (EMD)/BID SECURITY/BID FEE DETAILS:

Earnest Money Deposit (EMD) / Bid Security 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.	Rs. 48,000.00
Bid Fee in the form of DD/CDR/FDR/BANK DRAFT from any Nationalized Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati. (Non-refundable)	INR 590.00
Date of commencement of downloading of bid document from www.neepco.gov.in and https://etenders.gov.in.	w.e.f. 10.00 Hrs. of 18.05.2022
Last date & time for receipt of online bids:	1200 Hrs. of 13.06.2022
Last date & time for receipt of offline bids documents to be submitted as per NIB condition:	1200 Hrs. of 14.06.2022
Date & time of online opening of bids	1430 hrs. of 14.06.2022

Bid Document not received within the specified time and date shall not be considered for evaluation. NEEPCO reserves the right to extend the last date and time for submission of Bid. Further, NEEPCO reserves the right to cancel entire tender process and/or reject any tender at any point of time without assigning any reasons thereof.


Dy. General Manager (C)
O/O-ED- P (hydro)
NEEPCO Ltd., Guwahati