

North Eastern Electric Power Corporation Ltd.

AMC for supply and maintenance of potted plants
at NEEPCO, Shillong



ISO: 9001, 14001
& OHSAS: 18001

Bid Document
Part-1 : NIB



ISO: 9001, 14001,
& OHSAS: 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड
(मिनी रत्न, श्रेणी-I, भारत सरकार का उद्यम)

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 Executive Director (Contracts & Procurement)

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

Tel. No. 0364-2224582, E-mail: contract_neepco@yahoo.com



NIB No. 298 Dated 20-12-2018

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited invites online electronic bids from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Single-Envelope bidding system through Domestic Competitive Bidding (DCB) route for the work of "Annual Maintenance Contract (AMC) for Supply and Maintenance of potted plants (indoor & outdoor) including outdoor garden etc. at NEEPCO Corporate Office Complex and NEEPCO Guest House, Shillong".

2. **Scope of work:**

The scope of work under this tender covers the following:

(1) Potted Plant:

- Supply and maintenance of 350 (three hundred fifty) nos. of indoor and outdoor natural decorative blooming seasonal flower plants, leafy plants and other varieties of plants in plastic pots of standard available size (height approximately 25 cm to 40 cm) placed over plastic plates in the Corporate office and Guest House of NEEPCO located in Shillong, as per direction of Engineer in-Charge.

The choice of plants shall be approved by the Engineer in-Charge prior to its placement in NEEPCO premises. In case, the supplied plants/ pots are found defective and un satisfactory by the Engineer in-Charge, the same shall be immediately replaced by supplier without any extra cost to the Corporation.

- Replacement of potted plants by fresh plants at an interval of 15 (fifteen) days. The Corporation will not take any responsibility for any loss/damage of flower pots etc.
- The potted plants shall be maintained for round the clock freshness through regular watering, removal of dead stem and leaves, application of manure etc. All the potted plants must be re-arranged on special occasions and festivals as directed by the Engineer in-Charge. The Corporation will not be responsible for any loss/damage of flower pots.

(2) Outdoor Garden:

The outdoor flowerbeds (total 6 flower beds) shall be prepared and maintained with suitable quality of soil, manure, medicine (whenever required) free of stone materials, debris, unwanted plants, foreign bodies etc. Natural decorative blooming seasonal flower plants, leafy plants and other varieties of plants shall be planted and maintained as per direction of Engineer in-Charge.

(3) Flower vase:

1(one) flower vase with decorative natural flower of reasonable quantity shall be placed in each office chambers of the CMD, all Directors, all Executive Directors, all General Managers, Reception Centre, Video Conference room, Conference room etc. (approximately 30 locations), which shall be replaced at an interval of one week on every Monday. If Monday happens to be a holiday, the flower replacement shall be done on the next working day.



Flower vase shall also be provided at meeting venues and functions that may be hosted in Corporate Office as per direction of Engineer in- Charge.

(4) Man power availability:

Contractor shall ensure availability of 2 (two) nos. labour at work place with proper uniform on all working days (Saturday, Sunday and National holidays excluded) from 8.00 AM to 12.00 Noon and 1.00 PM to 5.00 PM for onsite services. They should not leave the work place without prior permission of Engineer in-Charge.

The detailed scope of work is described in Part-4 (Technical Specifications) of Bid Document.

3. Bidding Procedure:

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

Single Envelope: shall contain Techno-Commercial Bid [Earnest Money Deposit (EMD), Bid fee, documents in support of Qualifying Requirements, Tender Forms & Data Sheets]] and Price Bid.

4. Period of Contract:

The contract period is one (1) year from the date of taking over the AMC from the Engineer in-Charge after issue of the Letter of Intent. The contract period may be extended after satisfactory completion of the currency of the contract as per requirement at the same terms and conditions on mutual agreed rates.

5. Earnest Money Deposit: Rs. 14,600.00 (Rupees fourteen thousand six hundred) only. The EMD may be paid /deposited as per procedure given in Part-2 of Bid Document. Without EMD or insufficient EMD value, the bid shall be rejected.

6. Qualifying Requirements:

6.1 General Qualifying Requirement for the Bidder:

- (i) The bidders (Individual/ Company/ Firm) should be registered entities in India. The bidder shall furnish copies of the following Certificates:
 - (a) Registration for GST,
 - (b) PAN (Permanent Account Number) for submission of Income Tax Return,
 - (c) Registration with Employees Provident Fund Organization (EPFO),
 - (d) Employees State Insurance Corporation (ESIC).
 - (e) 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.

6.2 Technical Qualifying Requirement:

- i) The bidder (Individual/Company/Firm) shall have experience in similar work(s) of supply/ maintenance of potted plants/ flower plants/ flower garden in Government or private entities, fulfilling any one of the following during the last 7 (seven) years, ending on the last day of the month previous to the one in which the tenders are invited:
 - (a) at least 1(one) similar work valued at Rs. 48,000/- per month or more,
Or,
 - (b) at least 2(two) similar works each valued at Rs. 30,000/- per month or more,
Or,
 - (c) at least 3(three) similar works each valued at Rs. 24,000/- per month or more.

Note: Documentary evidence in support of the above experience in the form of work order/ Contact Agreement copy, work completion certificates shall be submitted along with the bids.

6.3 Financial Qualifying Requirement:



i) The bidder shall submit certificate from Nationalized Bank/Scheduled Bank in India indicating solvency to the extent of Rs. 2.00 lakhs.

Authenticated documentary evidence in support of qualifying requirements, as mentioned under Clause 6.1, 6.2 & 6.3 above, shall be submitted in the Bids. Bids submitted without fulfilling the qualifying requirements shall be outright rejected.

7. **Interested Bidders, who fulfil the qualifying requirements as mentioned under Clause 6 above, may download the Bid Document from <https://etenders.gov.in> on Bidder registration in the portal.**

8. **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 10th 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 Startupindia" 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.

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 relaxation in prior experience and prior turn over.

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

9.1 The bidders participating as Micro & Small Enterprises (MSEs) shall submit an Undertaking in the prescribed format given in Form-E, Part-5 of Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the document/ certificate issued by any of the Authority mentioned below:

- o District Industries Centers (DICs)
- o Khadi and Village Industries Commission (KVIC)
- o Khadi and Village Industries Board (KVIB)
- o Coir Board
- o National Small Industries Corporation (NSIC)
- o Directorate of Handicrafts and Handloom
- o MSEs registered under Udyog Aadhaar Memorandum (UAM)
- o Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)

9.2 The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

9.3 The MSEs owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs must submit the SC/ST certificate issued by District Authority in addition to certificate of registration with any one of the agencies mentioned above. The bidder shall furnish necessary documentary evidence to ascertain that the MSE is owned by SC/ST. MSE owned by SC/ST is defined as:

- 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.

9.4 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD).** In addition, MSE bidders shall get some other preferences as detailed in Clause 4.6, Part-2 of Bid Document.



10. **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 forward e-mail clearly stating their queries to tendering authority at e-mail id contract_neepco@yahoo.com. Bidder may contact in regard to the instant NIB at 0364-2308503.**

11. **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 Enrollment**” 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 then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

12. **BID FEE**

Bidders shall have to pay BID FEES (non-refundable) for participation in this instant NIB of Rs.500.00 (Rupees five hundred) plus GST @18% (SAC Code 9984) (NEEPCO Shillong GST NO.: 17AAACN9991J1ZT).

The bidder shall make the 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 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. The bidder shall submit the proof of payment of bid fee and also indicate their GSTIN via e-mail to contract_neepco@yahoo.com.

13. **Submission and opening of Bids**

13.1 Bidders shall prepare and submit their bids in the 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 ED(C&P), NEEPCO Ltd, Shillong.

Besides online submission, the following documents are required to be compulsorily submitted physically as stipulated at Clause 3.2.1 (iii), Part-2 of Bid Document:

- a. Earnest Money Deposit (EMD) in the form of Bank Guarantee or e-receipt of money paid through SB-COLLECT of State Bank of India, in original, as given in Clause 3.7(ii), Part-2 of Bid Document;
- b. Power of Attorney (as per format provided at Form-D, Part-5 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 General Manager (C),
I/c Contracts & Procurement,
North Eastern Electric Power Corporation Ltd.,
Brookland Compound,



Lower New Colony,
Shillong – 793 003, Meghalaya, India.
Tel: 0364-2225547
E-mail: contract_neepco@yahoo.com.

- 13.2 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.
- 13.3 The bidder shall refer to the Instruction for online bid submission given as Annexure in Part-2 of the bid document.

14. The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of Bid Fee, EMD etc.):

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 ”.
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 fill up his Name and Address. ii) Under Short Details of Payment : The Bidder shall indicate BID FEE, and EMD as applicable . In case of BID FEE and EMD payment, the Bidder shall indicate BID FEE or EMD as applicable and the NIB No. (Example: for payment of EMD against NIB No. dated DDMMYYYY, the bidder has to fill under this option as “EMD for NIB No. XX dated DDMMYYYY”). 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 kept blank. v) Under Payment amount : The bidder 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) FillCaptcha. 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. The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report). This system generated receipt shall be downloaded for submission as per bid condition.

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

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16. Tender timeline:

Date of Commencement of downloading of bid document from https://etenders.gov.in	20-12-2018
End date & time for downloading of Bid Document:	12:00 Hours of 17-01-2019
Last date & time for receipt of online bids:	14:00 Hours on 17-01-2019
Last date for receipt of offline documents:	7(seven) days from last date of receipt of online bids
Date & time of online opening of bids:	16:00 Hours on 18-01-2019

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.

- 17.** 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.
- 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.

Sd/-

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