

Remodeling of Cafeteria at the Basement of Main Building, Corporate HQ, NEEPCO, Shillong



ISO: 9001, 14001,  
& 45001

Bid Document  
Part-1: Short NIB



ISO: 9001, 14001,  
& 45001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड  
(भारत सरकार का उद्यम)

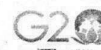
**NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED**  
(Government of India Enterprise)

**Office of the Executive Director, Contracts & Procurement**

Brookland Compound, Lower New Colony  
Shillong-793 003, Meghalaya, India

Tel. No.0364-2227784 :: E-mail: [contract@neepco.co.in](mailto:contract@neepco.co.in)

Website: [www.neepco.co.in](http://www.neepco.co.in), CIN-U40101ML1976GOI001658



भारत सरकार  
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### SHORT NOTICE INVITING BIDS (E-Tender)

(DOMESTIC COMPETITIVE BIDDING)

**NIB No. 441 Dated 21-06-2024**

NEEPCO Ltd. invites online electronic bids in the e-tender portal <https://etenders.gov.in> (Tender ID: 2024\_NEEPC\_199049\_1) from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for carrying out the work of "Remodeling of Cafeteria at the Basement of Main Building, Corporate HQ, NEEPCO, Shillong".

For further details, the interest bidders may visit websites <https://etenders.gov.in> and [www.neepco.co.in](http://www.neepco.co.in). Subsequent Corrigendum/ Addendum/ Clarifications to the tender shall be published only on the websites mentioned above. Last date for submission of bids is 22-07-2024 by 14:00 Hours.

Place: Shillong

Dated: 21-06-2024

Chief General Manager (C)  
Contracts & Procurement

Remodeling of Cafeteria at the Basement of Main Building, Corporate HQ, NEEPCO, Shillong



ISO: 9001, 14001,  
& 45001

Bid Document  
Part-1: Detail NIB



ISO: 9001, 14001,  
& 45001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड  
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## **NIB No. 441 Dated 21-06-2024**

### **DETAIL NOTICE INVITING BIDS (E-TENDER) (DOMESTIC COMPETITIVE BIDDING)**

#### **FOR**

**Remodeling of Cafeteria at the Basement of Main Building, Corporate HQ, NEEPCO, Shillong**

1. North Eastern Electric Power Corporation Limited (NEEPCO Ltd.) invites online tender at e-procurement portal <https://etenders.gov.in> (Tender ID: 2024\_NEEPC\_199049\_1) from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for carrying out the work of "Remodeling of Cafeteria at the Basement of Main Building, Corporate HQ, NEEPCO, Shillong" at an approximate estimated cost of Rs. 14. 81 Lakh (including GST).

2. **Scope of work:**

The scope of work under this tender covers the following:

Remodeling of Cafeteria at the Basement of Main Building, Corporate HQ, NEEPCO, Shillong, as detailed at Part-5 (Technical Specifications) and Part-8 (Bill of Quantities) of Bid Document.

3. **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 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.

4. **Time of Completion:**

The scheduled Time for Completion of Works shall be 2 (Two) months reckoned from the date of issue of Letter of Intent (LOI) by the Employer.



5. **Earnest Money Deposit/ Bid Security:** Earnest Money Deposit shall be Rs. 30,000 (Rupees Thirty thousand only). The EMD shall be paid /deposited as per procedure given in Part-3 of Bid Document. Bids without or insufficient EMD shall be rejected.

6. **Qualifying Requirements:**

6.1 **General Qualifying Requirement:**

- (i) A bidder who may be an individual or Partnership firm or Limited liability Partnership or Private/ Public Ltd. company shall be a registered entity in India. The bidder shall furnish copies of documents in support of it's registration in India, Company profile, copy of Memorandum of Association (MOA) of Company/Organization etc. along with the Techno-commercial bids.
- (ii) The bidders shall submit a valid trading license issued by Khasi Hills Autonomous District Council, Shillong along with their bids unless exempted. In case of exemption, document in support of such exemption shall be submitted.
- (iii) 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-II 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 Order No. A-1/ 2021-FSC-Part(5) Dated 16-11-2021 of Ministry of Power, Government of India, only 'Class-I local supplier' & 'Class-II local supplier' shall be eligible to participate in this bid. For definition of 'Class-I local supplier' & 'Class-II local supplier', bidders may refer Clause No. 3(v) (IV), Part-3 of Bid document.
- (iv) For bidders having relation with an entity incorporated, established or registered in a country which shares a land border with India, as defined in Order (Public Procurement No. 4) dated 23-02-2023 issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India, the provisions of this order shall apply.

6.2 **Technical Qualifying Requirement:**

The bidder shall have experience of the following works, during last 10 (ten) years ending on last date of submission of Bids:

- (i) Successful completion of the similar work(s), fulfilling any one of the following:
  - (a) 1(one) similar work valued at Rs. 11.9 Lakh (including GST) or more,
  - Or,
  - (b) 2(two) similar works each valued at Rs. 7.4 Lakh (including GST) or more,
  - Or,
  - (c) 3(three) similar works each valued at Rs. 6 Lakh (including GST) or more.

**Note:**

- 1. '**Similar works**' means construction/repairing of civil works of building(s) involving Plain Cement Concrete (PCC), Reinforced Cement Concrete (RCC), bricks masonry work, water proof treatment, painting work, wood works, Aluminium works, Finishing works, glazing works, tiles work etc.

2. Documentary evidence in support of the above experience indicating details like scope of work; value of works executed; date of completion of the work; name & address including contract no., email address of the clients/employers/owners; satisfactory completion of work shall be furnished along with the Techno-commercial bids for establishing eligibility in terms of the Qualifying Requirements. The documents should be in the form of copies of Work Order, BoQ indicating items involved from clients/employers/owners.

### 6.3 Financial Qualifying Requirement:

#### i) Minimum Average Annual Turnover (MAAT):

Average Annual Construction Turnover of the bidder in the best three Financial Years out of the last 5(five) Financial years, ending 31<sup>st</sup> March of the previous financial year shall be atleast Rs. 14.81 Lakh.

Annual Turnover should be from general construction works as certified by Chartered Accountant with UDIN. Other income shall not be considered for arriving at the minimum average annual turnover.

For evaluation purpose, the annual turnover of preceding years shall be brought to the current price level by considering an average inflation rate of 6% per year.

#### ii) Working Capital:

Capacity to have a cash flow amount/working capital judged from the immediately preceding financial year as per the audited balance sheet / equivalent financial statements. The bidder shall have working capital of not less than Rs. 14.81 Lakh. Working Capital/Cash Flow amount shall be calculated by subtracting Current Liabilities (CL) from Current Assets (CA) i.e. (CA-CL) as per the audited balance sheet/ equivalent financial statements including profit and loss statement of the immediately preceding financial year. If audited financial statement for the immediate preceding financial year is not available, then the bidder shall submit these statements certified by a Chartered Accountant with UDIN.

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 31<sup>st</sup> 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.

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

- 6.4 The bidder (Individual/Company/Firm) should collectively satisfy, as a whole, the requirements specified under paras 6.1, 6.2 & 6.3 above.

Authenticated documentary evidence in support of qualifying requirements, as mentioned under Clause 6 above, shall be submitted in Techno-Commercial Bids. For qualifying requirements specified at Clause 6 above, the documents should be in the form of Certificate of Client/ Owner/ Developer. Bids submitted without fulfilling the qualifying requirements shall be outright rejected.





Notwithstanding above, NEEPCO shall have the right to seek any other information / testimonies, as may be required and non-submission / refusal to submit these shall result in disqualification.

7. Interested Bidders, who fulfill 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. **This tender is conducted for procurement of works. Therefore, the benefits admissible to MSE bidders in terms of Public Procurement Policy (for MSEs)- 2012 including relaxation on Prior Experience, Prior Turnover Criteria, purchase preference etc. shall not apply.**
9. **Conditions for Class-I local supplier, Class-II local supplier as per Public Procurement (Preference to Make in India), Order 2017 issued vide notification No. P-45021/2/2017-PP (BE-II) dated 16-09-2020 of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade, Government of India, read in conjunction with Order No. A-1/ 2021-FSC-Part(5) Dated 16-11-2021 of Ministry of Power, Government of India shall be as per Clause 3(v), Part-3 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 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](mailto:contract@neepco.co.in). Bidders may contact in regard to the instant NIB at 9863089081.

#### 11. Participation in Bids

##### 11.1 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.

##### 11.2 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.

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:

- (i) Mr. L.B. Pyngrope  
Functional Manpower (FMP),  
National Informatics Centre, Meghalaya State Centre, Shillong  
Mobile No. 9774764136  
Email Id: l.pyngrope29@gmail.com

### 11.3 Bid Fee:

For participation in this tender, Bidders shall have to pay BID FEE (non-refundable) of Rs. 1,180/- (Rupees one thousand one hundred eighty only) including 18% GST (SAC Code 9984) (NEEPCO Shillong GST NO.: 17AAACN9991J1ZT). Applicable bank charges shall be borne by the bidder.

The bidder shall make the payment **through "SB-COLLECT" of State Bank of India** as per procedures/steps elaborated in Clause No. 11.4 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.

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

Step-1	The bidder shall visit url/ web page <a href="https://www.onlinesbi.sbi/prelogin/institutiontypedisplay.htm">https://www.onlinesbi.sbi/prelogin/institutiontypedisplay.htm</a> on any internet browser.
Step-2	State Bank Collect page will appear. Select <b>"ALL India"</b> for <b>"State of Corporate/Institution"</b> . Select <b>"PSU"</b> for <b>"Type of Corporate/Institution"</b> . Click <b>"GO"</b> .
Step-3	In the new screen, select PSU Name as <b>"North Eastern Electric Power Corporation Limited"</b> and Submit.
STEP-4	In the new screen, select Payment Category as <b>"SHILLONG- PARTIES"</b> 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. 441 Dated 21-06-2024, the bidder has to fill under this option as <b>"EMD for NIB No.</b>

	<p>441 Dated 21-06-2024).</p> <p>iii) <b>Under Type of PAYER</b> : The Bidder is to select VENDOR.</p> <p>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.</p> <p>v) <b>Under Payment amount</b> : The bidders is to fill up <b>the amount as per Bid Condition</b>.</p> <p>vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required.</p> <p>vii) Fill Captcha.</p> <p>viii) Then Submit.</p>
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	<p>After successful payment, the system will generate receipt.</p> <p>The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report).</p> <p>This system generated receipt shall be downloaded for submission as per bid condition.</p>

## 12. Submission and Opening of Bids

12.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in> as per timeline mentioned in Clause 14 below. Submission of online bids is mandatory for consideration of the bids by NEEPCO.

Besides online submission, the following document is required to be compulsorily submitted physically (offline mode) as stipulated at Clause 10.1(iv), Part-3 (ITB) of Bid Document:

- Bid Security in the form of Bank Guarantee or e-receipt of money paid through SB-COLLECT of State Bank of India or through other mode of payment, as provided at Clause 15, Part-3 of Bid Document (in original);

The above mentioned document shall be submitted by hand or by registered Post/ Courier in a sealed envelope superscripted as "Hard Copy of documents against NIB No. 441 Dated 21-06-2024 for "Remodeling of Cafeteria at the Basement of Main Building, Corporate HQ, NEEPCO, Shillong" at the following address within the scheduled date and time mentioned under Clause 14 below.

The CGM(E/M),  
I/c Contracts & Procurement,  
North Eastern Electric Power Corporation Ltd.,  
Brookland Compound, Lower New Colony,  
Shillong – 793 003, Meghalaya, India.  
Tel: 0364-2227784, E-mail: [contract@neepco.co.in](mailto:contract@neepco.co.in)

13. **Bid validity:** 120 (one hundred twenty) days from the date of opening of Techno-Commercial Bids.

## 14. Tender timeline:

a)	Date of commencement of downloading of Bid	21-06-2024
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	Document from <a href="https://etenders.gov.in">https://etenders.gov.in</a>	
b)	End date and time for downloading of Bid Document	Upto 14:00 Hours of 22-07-2024
c)	Last date & time of receipt of queries from prospective bidders	Upto 14:00 Hours of 08-07-2024
d)	Last date & time for submission of online bids	Upto 14:00 Hours of 22-07-2024
e)	Last date & time for receipt of offline documents to be submitted as per bid conditions	Upto 14:00 Hours of 29-07-2024
f)	Date & time for opening of Techno-Commercial bids online	At 14:00 Hours on 23-07-2024
g)	Date & time for opening of Price bids online	Date & time shall be intimated separately to those Techno-Commercially qualified bidders, who qualify in Techno-Commercial evaluation.

In the event the last date specified for submission of offline documents and date of online opening of Techno-Commercial bids is declared as a closed holiday for NEEPCO, the last date for submission of offline documents and date of online opening of Techno-Commercial bids will be the following working day at the appointed times.

15. Bidders are requested to visit <https://etenders.gov.in> and NEEPCO website [www.neepco.co.in](http://www.neepco.co.in), regularly for any subsequent notice of Clarification/Amendment/ Addendum/ Corrigendum to this Notice Inviting Bids.
16. 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.

  
 21/06/2024  
**Chief General Manager (C)**  
**Contracts & Procurement**