

North Eastern Electric Power Corporation Ltd.

Renovation of lobby including staircase at
Approach & First Floors of Corporate office
building, NEEPCO, Shillong



ISO: 9001, 14001
& 45001

Bid Document
Part-1: NIB

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(Mini Ratna, Category-I, Government of India Enterprise & A Wholly Owned Subsidiary of NTPC)

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

Office of the HOD, Township & Estate Division

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

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

NIB No. 11 Dated-20/12/2024

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

NEEPCO Limited invites online electronic bids at e-procurement portal <https://etenders.gov.in> (Tender ID:.....) from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for the work **“Renovation of lobby including staircase at Approach & First Floors of Corporate office building, NEEPCO, Shillong”**.

1. Scope of work:

The scope of work under this tender covers the following:

“Renovation of lobby including staircase at Approach & First Floors of Corporate office building, NEEPCO, Shillong”.

- 3. Estimated Cost: Rs. 28,49,364.00** (Rupees twenty-eight lakh forty-nine thousand three hundred sixty-four) 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:** 60 days reckoned from the date of issue of Letter of Intent (LOI)/detail work order (DWO) by the Corporation.

- 6. Earnest Money Deposit: Rs. 57000.00 (Rupees fifty-seven thousand) only**

- 7. Security Deposit/Performance Security:**

Ten percent (10%) Security Deposit will be deducted for 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.



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 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.
- (iii) All bidders (except tribal bidders of Meghalaya) shall submit a valid trading license issued by Khasi Hills Autonomous District Council, Shillong along with their bids.
- (iv) Tribal bidders of Meghalaya should submit copy of ST certificate.
- (v) 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.

8.2 Technical Qualifying Requirement:

- (a) The bidder (Individual/Company/Firm) shall have successfully completed construction and/or repairing of civil engineering works, 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 Rs. 11.40 Lakh /- i.e. 40% of the estimated cost of this work,
 - Or,
 - (ii) Two similar works, each of value not less than Rs. 14.24 Lakh, i.e. 50% of the estimated cost of this work,
 - Or,
 - (iii) One similar work of value not less than Rs. 22.80 Lakh, 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:

- (a) Minimum average annual turnover of the Bidder in the best 3 (three) financial years out of the last 5 (five) year's financial year should not be less than Rs. 28.50 Lakhs.,
- (b) The bidder shall have Working Capital not be less than Rs. 28.50 lakhs.

Audited Balance Sheets/Profit and Loss Account/other financial statements for the preceding 5(five) financial years including Solvency Certificate from their Bankers/ Financial Institutions should be furnished along with their bids for evaluation and also required to furnish a DATA

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SHEET 2 (Annual Turnover & Solvency). 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.

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. 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.

11. Participation in Bids

11.1 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) Mr. Lastbornson Pyngrope
Functional Manpower,
National Informatics Centre, Meghalaya State Centre, Shillong
Mobile No. 9774764136
Email Id: l.pyngrope29@gmail.com



11.2 BID FEE

Bidders shall have to pay BID FEES (non-refundable) of **Rs. 1000.00** (Rupees one thousand) 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. 11.3 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

11.3 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 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” 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 Name of Payer : The Bidder is to filled up his Company/ Firm Name and Address. ii) Under Short Details of Payment : 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”). iii) Under Type of PAYER :The Bidder is to select VENDOR . 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. Under Payment amount :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 " 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 and send it to The Head of Project, Township & Estate Division, NEEPCO Ltd., Lower New Colony, Shillong, Meghalaya, India-793003, at e-mail ID: estate_neepco@rediffmail.com . 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.

12. Submission and opening of Bids

12.1 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 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.... Datedfor the work of (Name of work).....*" at the following address within the scheduled date and time mentioned in Clause 14 below.

The Head of Department,
Township & Estate Division, NEEPCO Ltd.,
Brookland Compound, Lower New Colony,
Shillong – 793 003, Meghalaya, India.
Tel: 0364-2222790
E-mail: estateservice@neepco.co.in

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

14. Tender timeline:

a	Date of Commencement of downloading of bid document from https://etenders.gov.in	23/12/2024
b	End date & time for downloading of Bid Document:	12:00 Hours of 13/01/2025
c	Last date & time for receipt of online bids:	14:00 Hours on 15/01/2025
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 17/01/2025

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.

- 15.** 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.
- 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.

(Ashim Deb)
Head of Department
Township & Estate Division

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NOT IN ORIGINAL

Memo No.: NEEPCO/HOP/ES/FL-39/2024-2025/ 599-607

Dated- 20/12/2024

Copy to:

- 1) The Sr. E.S. to CMD for kind appraisal to Chairman and Managing Director, NEEPCO Ltd., Shillong please.
- 2) The E.S. to D (F) for kind appraisal of Director (Finance) NEEPCO Ltd., Shillong please.
- 3) The E.S. to D (T) for kind appraisal of Director (Technical) NEEPCO Ltd., Shillong please.
- 4) The E.S. to D (P) for kind appraisal of Director (Personnel) NEEPCO Ltd., Shillong please.
- 5) The E.S. to CVO for kind appraisal of Chief Vigilance Officer, NEEPCO Ltd., Shillong, Please.
- 6) The Chief General Manager (Fin) Concurrence, NEEPCO Ltd., Shillong for information please.
- 7) The General Manager (IT), NEEPCO Ltd., Shillong, for information and necessary action please.
- 8) The General Manager (Fin.), Bills, NEEPCO::Shillong, for information and necessary action. A copy of the approval is enclosed herewith for ready reference.
- 9) Notice Board.

Place : Shillong
Dated: **20/12/2024**


Head of Department
Township & Estate Division