

नॉर्थईस्टर्नइलेक्ट्रिकपावरकॉर्पोरेशनलि.

(भारतसरकारकाउधम)

North Eastern Electric Power Corporation Ltd.
(A Govt. of India Enterprise)



DETAILED NOTICE INVITING BIDS

**FOR
ANNUAL MAINTENANCE CONTRACT SERVICES & SUPPORT
FOR PHOTOCOPIER/FAX MACHINE /MULTIFUNCTIONAL PRINTER
AT CORPORATE OFFICE NEEPCO, SHILLONG**

NIB NO. 272 DTD 06.03.2018

OFFICE OF THE ED(C&P)
NEEPCO, BROOKLAND COMPOUND,
LOWER NEW COLONY
SHILLONG – 793003
MEGHALAYA, INDIA
e-mail: contract@neepco.co.in

NOTICE INVITING BIDS (DNIB)
NIB NO. 272 DTD 06.03.2018

North Eastern Electric Power Corporation Ltd., (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India, invites e-tenders from reputed and experienced bidders under the Single-Stage Two-Envelope bidding system for Annual Maintenance Contract Services & Support for following equipment.

Sl. No	Particulars	Make	Quantity
1	Photocopier Machine	Xerox	32 Nos
2	Photocopier Machine	Kilburn	2 Nos
3	Photocopier Machine	Canon	2 Nos
4	Photocopier Machine	Sharp	1 No
5	Photocopier Machine	Richo	1 No
6	Fax Machine	Panasonic	3 Nos
7	Fax Machine	Canon	4 nos
8	Multifunctional Fax Machine	Xerox	11 Nos
9	Multifunctional Printer	Xerox	4 Nos

The Scope, Qualifying requirements and other terms & conditions of this NIB are indicated hereunder:

1. Brief Scope:

Annual Maintenance Contract services and support for Photocopier machine/ Fax machine/Multifunctional Printer shall cover preventive/corrective maintenance and repair/servicing on break down calls. The detail scope of works are given in Section-II.

2. AMC Period and Location of service:

The AMC period shall be 2(two) years from the date of taking over maintenance activity after issue of Letter of Intent (LOI). The contract may be extended for a further period of 1(one) year at the same rate & terms and conditions of initial contract on mutual consent and subject to satisfactory performance of the firm.

The AMC Service & support shall be provided at Corporate Head Quarter of NEEPCO, Brookland Compound, Lower New Colony, Shillong-793003.

3. Qualifying Requirement for Bidders:

The bid is opened for participation by bidders for any or all brands / make of machines as indicated in the BOQ who fulfil the minimum qualifying requirements as under.

- 3.1 The bidder should be OEM Authorized Service provider / Authorized Dealer/Distributor of the Photocopier /Fax machine. Authorization Letter from the O.E.M. with certification that the spare parts as well consumable will be made available through the service provider and the O.E.M. will provide all back up support.
- 3.2 Bidders must have experience of successfully completed at least 2(two) AMC services for Photocopier Machine/Fax Machine in any Government

Department/Public Sector Undertaking/Educational Institute during last 5 (five) years prior to the date of publication of the Notice Inviting Bids. Performance Certificates from the clients against these Orders shall also be submitted by the bidders.

- 3.3 The Minimum Average Annual Turnover of the bidder in the best 3(three) financial years out of the last 5(five) financial years should not be less than Rs15.00 lakhs (Rupees Fifteen Lacs).

Copies of Audited Annual Report/Financial Statements certified by a Chartered Accountant indicating the Annual financial turnover shall be submitted with techno-commercial bid.

4. General Requirements:

- 4.1 The bidder shall furnish copies of the following Registration Certificates;
- (a) Registration for GST;
 - (b) PAN (Permanent Account Number) for Income Tax
- 4.2 The bidders shall also provide satisfactory evidence with respect to the following:
- (a) The bidder should not have been blacklisted by any Government / Government Agency in India. Self-declaration to that effect should be submitted along with the techno-commercial bid.
 - (b) They shall submit the latest Sales Tax Clearance Certificate. In case bidders are unable to furnish such certificates, they shall give valid reason for the same. The Owner reserves the right to reject any bid if Sales Tax Clearance Certificate or the reasons for the bidders' inability to furnish such a certificate are not mentioned in the bids.
- 4.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any bank.
- 4.4 *The non-tribal bidders (Individual/ Firm/ Company) shall submit a valid trading licenses issued by Khasi Hills Autonomous District Council, Shillong along with their bids.*

5. Conditions for Micro & Small Enterprises (MSEs) :

- 5.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (Form D, Section-IV) declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the relevant document/ certificate issued by any of the Authority mentioned below:
- District Industries centers
 - Khadi and Village Industries Commission
 - Khadi and Village Industries Board
 - National Small Industries Corporation (NSIC)
 - Directorate of Handicrafts and Handloom
 - MSEs having Udog Aadhar memorandum
 - Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

The MSEs owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs; the SC/ST certificate issued by District Authority must be submitted in addition to certificate of registration with any one of the agencies mentioned above. The bidder shall be responsible to 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.
- 5.2 The registration certificate 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.
- 5.3 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.
- 5.4 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of Bid Fees and Earnest Money Deposit (EMD).**
- 6 Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience and Prior Turnover criteria:**

In line with the Policy Circular No. 1(2)(1)/2016-MA dated 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 for this tender, subject to meeting of quality and technical specifications.

The Startup Enterprises shall submit startup India recognition certificate issued by the Department of Industrial Policy and Promotion (DIPP) of Ministry of Commerce & Industry in order to be considered for relaxation in prior experience and prior turnover.

7 Participation in Bids:

7.1 Portal Registration for e-tendering:

The bidders intending to participate in the e-tendering have to register themselves in the NEEPCO’s e-tendering portal <https://neepco.abcprocure.com> . The registration of bidder once registered shall be valid for one year from the date of activation of bidder profile.

The Bidders who have already registered in NEEPCO’s e-tendering portal having valid registration need not to register again. However, such bidders are to ensure that their registration in the e-tendering system is valid till the completion of the entire bidding process of the relevant NIB.

7.2 Portal registration fee:

The fees for Bidder Registration in the portal is ₹ 3000.00 (Rupees three thousand) only per year (Non refundable).

7.3 The procedures for registration in the e-tendering portal are as under.

Step-1: Visit the e-tendering portal <https://neepco.abcprocure.com>

Step-2: Click on new *Register* and submit the online Form for company /bidder details required. Already registered bidder having a valid registration may directly **log-in to** the e-tendering portal.

Step-3: 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. For registration & Digital Certificate related information, the bidders may contact the Service Provider at:

E-Procurement Technologies Limited (ETL)

Mr. Himalaya Vaishnav

Phone No. +91-79-40016866/38/21/18

Mobile No. +91-9099090830

Email info@abcprocure.com

Step-4: Payment for bidder registration in the e-tendering portal:

Bidders shall make the payment of non-refundable Bidder registration fee of Rs.3000.00 (Rupees Three thousand only) **through “SB-COLLECT” of State Bank of India** as per procedures/steps elaborated in Cl. No. 8 below.

Step-5: After payment of bidder registration fee through **“SB-COLLECT” of State Bank of India**, this system generated receipt shall be downloaded and send it to the Contracts & Procurement Department, NEEPCO, Shillong at e-mail ID : contract_neepco@yahoo.com to advice the service provider for approval of the Bidders’ registration.

Bidders may also contact Sri N.Kithan, Manager (C), C&P Department, NEEPCO, Shillong, Mobile No. +91-9436306773, to get confirmation regarding receipt of bidder registration fee.

Step-6: On approval of the bidder in the system, e-mail will be sent by the Service Provider to the Company/bidder regarding their bidder profile activation. The registration is valid for one year once bidder profile is activated.

7.4 All the bidders are requested to get themselves registered well in advance and no extra time will be considered for submission of bids for the delay in on-line Bidder Registration, if any.

7.5 BID FEE

Bidders shall have to make a BID FEES (non-refundable) of Rs. 1000.00 (Rupees One Thousand) only for participation in this instant NIB. The Bidder shall make the payment as detailed in clause 7.3 (Step -4) above.

During payment of bid fee, Bidders shall clearly indicate the NIB No. against which the bid fee is paid.

7.6 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, contract@neepco.co.in. Bidder may contact in regard to the instant NIB at 0364-2503346/9402197818.

7.7 For any clarification related to procedure for bid submission, online furnishing of clarification in e-procurement portal etc, bidders may contact:-

E-Procurement Technologies Limited (ETL)

A - 201-208, Wall Street - II / Opp. Orient Club

Nr. Gujarat College / Ellis bridge, Ahmedabad - 380015.

Gujarat, India

Phone No. : +91-79-4027 0564 | 555 | 563 | 507 | 548

Cell: +91-93745 19729 | +91-93286 57215

Support Help-Desk No. at NEEPCO Shillong:

Tel: 0364-2507270/8974665789

Mail: support.neepco@eptl.in|support@abcProcure.com

8 The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of portal registration fee, 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 filled up his Name and Address. ii) Under Short Details of Payment : The Bidder shall indicate Portal Registration Fees, BID FEE, and EMD as applicable . In case of BID FEE and EMD payment, the Bidder shall indicate BID FEES 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) Fill Captcha. viii) Then Submit.
STEP-6	In the new screen, check the details and click “CONFIRM” , if correct.

STEP-7	<p>The Multi Option Payment System will be available for making the payment.</p> <p>The Bidder may select option as per convenient and make the payment.</p>
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>

9 Bidding Procedure& Time line:

The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form as follows:

Envelope No. 1: Techno-Commercial Bid.

Envelope No. 2: Price Bids

Bid Validity	180 days from the date of opening of Bids.
Last date & time of downloading of bid document:	1200 hrs. on 04.04.2018
Last date & time for submission of online bids:	14:00 hrs. on 04.04.2018
Opening of Techno-Commercial bids	16:00 hrs. on 04.04.2018

In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the bids shall be submitted by the bidders as per stipulated time, however, the date of opening of bids will be the following working day at the appointed times.

10 Earnest Money:

Earnest Money Deposit (EMD) shall be as under:

EMD for bidder participating for all brand of machines	Rs. 40,000/-
EMD for bidder participating for only "XEROX" brand machines	Rs. 35,000/-
EMD for bidder participating for only "CANON" brand machines	Rs. 3000/-
EMD for bidder participating for only "KILBURN" brand machines	Rs. 800/-
EMD for bidder participating for only " SHARP" or RICOH" or "PANASONIC" brand machines	Rs. 500/-

Bidder who participates in AMC for more than one brand of machines with Authorisation Letters from OEM, then the bidder shall submit the highest amount of EMD indicated above among the brands that he/she wishes to participate.

The EMD may be paid /deposited as per procedure given in Section-II of the detail bid document.

Bidder shall send scan copies of the proof of payment of EMD in e-mail id contact@neepco.co.in before closing date/time of the bid submission

11 Submission and opening of Bids:

- 11.1 Bidders shall prepare and submit their bids in the electronic form at **<https://neepco.abcpocure.com>**. Online bidding forms will be available in the above website.
- 11.2 Bidders may view the tender opening results of techno-commercial and price bids at **<https://neepco.abcpocure.com>** by marking their presence for online tender opening.
- 11.3 Bidders are requested to visit <https://neepco.abcpocure.com> and <http://www.neepco.gov.in> regularly for any modification/clarification of the bid document.
- 11.4 Submission of bids shall not automatically construe qualification for evaluation. The Owner reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids, 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 Owner.
- 12 NEEPCO reserves the right to extend the last date and time for submission of Bid.
- 13 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 grounds for such action.

Sd/-
General Manager
i/c, Contracts & Procurement,
NEEPCO Ltd., Shillong