

**NORTH EASTERN ELECTRIC POWER CORPORATION LTD.***(A Government of India Enterprise)***Human Resource Department****NEEPCO, Guwahati-781005**

*Tender for Supply of Stationary, Printing and House Keeping Materials to NEEPCO, Guwahati  
Section-I NIB and Information to Bidders*

**Notice Inviting Bid No. 01 Dtd. 08.1.2018**

(Through E-Tendering)

1. NEEPCO Ltd. invites **online electronic bids under Single-Stage Two-Envelope bids through Domestic Competitive Bidding (DCB) route** from the Manufacturers/Authorised Dealers/Stockist for Supply of Stationary, Printing and House Keeping Materials to NEEPCO, Guwahati with 180 (One Hundred Eighty) days validity from the date of opening of the Bid.

<i>Name of Work</i>	<i>Earnest Money Deposit</i>	<i>Tenure of Contract</i>	<i>Scope of Work</i>	<i>Cost of Bid Documents (non-refundable)</i>
Supply of Stationary, Printing and House Keeping Materials to NEEPCO, Guwahati	₹ 38,000/= (Rupees Thirty Eight thousand) only in the form of DD/CDR/FDR/BA NK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	From the date of issue of Work Order upto 31-03-2019	Supply of Stationary, Printing and House Keeping Materials as per Annexure 6 I, II & III	Rs. 1000.00 (Rupees One Thousand) only in the form of DD/CDR/FDR/B ANK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati..

**2. BIDDING PROCEDURE:**

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

Envelope No -1(**Techno-Commercial Bid**): Shall contain Earnest Money Deposit (EMD), E-receipt of vendor registration fee **and bid fee, all** documents in support of qualifying requirements **of Techno-Commercial Bid**.

Envelope No-2 (**Price Bid**): Shall contain Price Bid in the format at Annexure 6 I & II

**2.2 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://neepco.abcprocure.com> .

**3. PARTICIPATION IN BIDS****(a) Portal Registration for e-tendering:**

The bidders intending to participate in the e-tendering and to download the detailed bid document 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.



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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.

**Portal registration fee:**

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

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

**Step-1:** Visit the e-tendering portal <https://neepco.abcpocure.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@abcpocure.com](mailto:info@abcpocure.com)

However, bidders are free to obtain Digital Signature Certificate from any other certification agencies appointed by the Controller of Certification Agencies (CCA) under the provision of IT Act, 2000.

**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. 3 (b) 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](mailto:contract_neepco@yahoo.com) to advice the service provider for approval of the Bidders' registration.

Bidders may also contact Sri N. Kithan, Sr. 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.

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.



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**(b) Procedure / Steps for payment by SB-COLLECT of State Bank of India (for payment of portal registration fee):**

**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 Portal Registration Fees,
- 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 may a company, otherwise kept blank.
- v) Under Payment amount: The bidder is to fill up the amount i.e., Rs. 3000/- (Rupees Three Thousand) only.
- 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 for submission as per bid condition.

**4. CREDENTIALS OF THE BIDDERS TO BE FURNISHED:**

Bidders are to submit the following particulars in support of the Qualifying Requirements.

- i) Should have undertaken Rate contract with Govt./Semi-Govt./ Public Sector/State Govt. (Proof to be enclosed)
- ii) GST Registration



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- iii) Profile of the firm and client list.
- iv) PAN No.
- v) Valid trade license issued by GMC, Guwahati.
- vi) Printers Certificate of Registration, if any.
- vii) Tax return for last 3(three) years.
- viii) Earnest Money Deposit (EMD) & Bid Fees

Bids submitted without fulfilling the qualifying requirements shall be outright rejected. Price Bids of those Bidders shall only be opened, who fulfils the minimum qualifying requirements as indicated under Serial No. 4 above and have submitted the requisite EMD in the manner prescribed in the Bid Documents. The date of opening of Price Bids will be intimated later on to the bidders who will be selected in techno commercial Bid. Price Bids of unsuccessful Bidders, who fail to demonstrate the minimum qualifying requirements, shall not be opened and the EMD in that case shall be returned immediately after opening of Price Bids.

## **5. SUBMISSION AND OPENING OF BIDS**

- a. Bidders shall prepare and submit their bids **online** in <https://neepco.abcprocure.com>. 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 signatures. Submission of online bids is mandatory for consideration of bids by NEEPCO.
- b. Bidders shall submit following documents in offline mode in addition to online mode as described in the **GENERAL INSTRUCTIONS at C in SECTION-II : INSTRUCTION TO THE BIDDER :**

The offline documents shall reach this Office within the scheduled date and time mentioned below.

**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. NEEPCO will not be responsible for any delay of wrong delivery or non-delivery of the above documents.**

- c. 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 marked as "Supply of Stationary, Printing and House Keeping Materials to NEEPCO, Guwahati" along with the identification No. of NIB. The envelope shall be submitted to the Corporation at the address to "The Sr. Manager(HR), NEEPCO Ltd., R.G. Baruah Road, Guwahati-781005". If the envelope is not sealed and marked as above, the Corporation will assume no responsibility for the misplacement or premature opening of the Bid.
- d. Bidders may view the tender opening results in <https://neepco.abcprocure.com> by marking their presence for online tender opening.
- e. Bidders are requested to visit <https://neepco.abcprocure.com> and <http://www.neepco.gov.in>, regularly for any modification/clarification of the Detailed Bid Document.
- f. Interested eligible Bidders may obtain further information from the Office of the Sr. Manager (HR), NEEPCO Ltd., R.G. Baruah Road, Guwahati-781005.



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**6. REVERSE AUCTION:**

- i) The bidders whose price bids have been opened may require to participate in the Reverse Auction event conducted as per Business Rules and Conditions for Reverse Auction which is incorporated in the bid document is attached at Section-III of this Part. The Purchaser reserves the right to go for Reverse Auction process to finalize the tender or may finalize the tender without Reverse Auction, if required. However, the decision to conduct Reverse Auction or not will be conveyed to the techno-commercially qualified bidders after opening of Price Bid. In case the Purchaser decides not to go for the reverse auction procedure for the tender, the price bids already opened and evaluated shall be considered for finalizing the award.
- ii) Bidders shall furnish the Declaration (Form-H, Section-IV of Tender Forms & Schedule of Rates) along with the techno-commercial bid in their letter head.
- iii) Bidders not confirming to participate in Reverse Auction if conducted by the Purchaser, then their original quoted price shall be considered as final.
- iv) The bids of the techno-commercially qualified bidders who have confirmed acceptance to the Purchaser on reverse auction, but do not participate in Reverse Auction, then their original quoted price shall be considered as final.
- v) If a bidder does not want to quote any price below the opening/starting/ base price during Reverse Auction, their Logged In during Reverse Auction itself shall be considered as Participation. Then their original quoted price shall be considered as final.
- vi) The following procedure shall be adopted for the Reverse Auction.

- a) It shall be Purchaser's discretion to use the Lowest Evaluated Cost already evaluated amongst the Price Bids or any other price as the opening /starting/ base Price in Reverse Auction.

If the L1 Price is taken as opening /starting/ base price for conducting the Reverse Auction, then for the purpose of convenience, the L1 price shall be corrected to nearest lower multiple of 100.

- b) The minimum Price quoted by a bidder while concluding the Reverse Auction shall be considered as the lowest bid. The bidder shall be called the lowest bidder / Auction winner and the price quoted by the Auction Winner shall be called lowest price.
- c) After completion of reverse auction, the purchaser will compare the lowest price offered by the Auction Winner in reverse auction along with the original price bid of the same bidder already opened to assess the percentage decrease in price.  
  
The percentage decrease of the Lowest price with respect to the price quoted by the same bidder in Price Bid shall be effected on each rates of items in the BOQ of the Auction Winner. Accordingly, a decrease of such percentage shall be effected on the overall price quoted by the Auction Winner in the Price Bid.
- vii) After completion of reverse auction, the lowest bidder has to fax/e-mail the duly signed filled in prescribed format (**Annexure-C: Price Confirmation**) under this Part confirming the price quoted within 24 hours of auction without fail.
- viii) If no bid is received during reverse auction within the specified time duration of the online reverse auction, the price quoted by the Techno Commercially qualified bidders shall be processed to evaluate the lowest bid.
- ix) If the L1 bidder as per the original Price Bid does not participate in the e-reverse auction and the Auction Winner price received during reverse auction happens to be the same as the L1 price evaluated on the basis of price Bids of the Techno Commercially qualified

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bidders, then the bidder quoting L1 in Price Bid shall be considered for evaluation and award, irrespective of his participation in e-reverse auction.

The prices quoted in the e-reverse auction shall be the total lumpsum prices as per the scope of work in the tender inclusive of all applicable taxes & duties, levies etc. on his quoted prices as per Bid conditions.

**7. Important Dates:**

Sl. No.	Description	Date & Time
1	Date of commencement of downloading of Detailed Bid Document from <a href="https://neepco.abcpurchase.com">https://neepco.abcpurchase.com</a> :	w.e.f. 10:00 Hours of 09-1-2018
2	Last Date & Time for receipt of online bids and offline documents.	Upto 12:00 Hours on 05.2.2018
3	Date & Time of Opening of Techno-Commercial Bids online.	13:00 Hours on 05.2.2018

In the event of the last date specified for receipt and opening of Bids being declared as a closed holiday for NEEPCO, the due date for submission of Bids and opening of Bids will be the next working day at the appointed times.

Submission of bids shall not automatically construe qualification for evaluation. The Purchaser 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 Purchaser.

**Sr. Manager (HR)**  
**H.R.Wing,**  
**NEEPCO Ltd., R. G. Baruah Road,**  
**Guwahati-781005**