


North Eastern Electric Power Corporation Ltd. Supply and installation of modular work station in IT Department of NEEPCO Corporate Office, Shillong	 ISO 9001, 14001 & OHSAS 18001	Part-I Detail Notice Inviting Bids
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ISO: 9001-2000  
ISO: 14001-2004  
OHSAS: 18001-1999

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉरपोरेशन लिमिटेड  
(मिनी रत्न, श्रेणी-1, 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

**CONTRACTS & PROCUREMENT**

**BROOKLAND COMPOUND :: LOWER NEW COLONY**

**SHILLONG-793 003, MEGHALAYA, INDIA**

**Ph. 91-364-222 4582, Fax. 91-364-222 2578, E-mail: contract\_neepco@yahoo.com**

**NIB No. 238 Dated 28-04-2017**  
**DETAIL NOTICE INVITING BIDS (E-TENDER)**  
**(Domestic Competitive Bidding)**

1. North Eastern Electric Power Corporation Limited, a Miniratna Category-I, Schedule-A Public Sector Enterprise under the Ministry of Power, Government of India, invites online electronic bids from prospective experienced bidders under Single-Stage Two-Envelope bids through Domestic Competitive Bidding (DCB) route for executing the work of "Supply and installation of modular work station in the IT Department of NEEPCO Corporate Office, Shillong".
2. **Scope of work:**  
  
Supply and installation of modular work station for sitting arrangement in the IT Department at 3<sup>rd</sup> Floor of new 4<sup>th</sup> storied building near Security Barrack of NEEPCO Corporate Office, Shillong, as described under Part-IV (Technical Specifications) and Part-VI (Bill of Quantities) of Detailed 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 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.
4. **Time of Completion:** The time of completion of the work in all respect is 1 (one) month from the date of issue of Letter of Intent (LOI).
5. **Earnest Money Deposit:** Rs.12,000.00 (Rupees twelve thousand) only.

**6. Qualifying Requirements:**

**6.1 General Qualifying Requirement:**

- i) The bidder (Individual/ Company/ Firm) should be a registered entity in India.
- ii) In case of award to non-tribal bidder (Individual/Firm/Company), a valid trading license issued by Khasi Hills Autonomous District Council (KHADC), Shillong is required to be submitted prior to award of the work.

**6.2 Technical Qualifying Requirement:**

- i) The bidder (Individual/Company/Firm) shall have successfully completed similar works i.e. supplying & installation of modular workstation in any State/Central Government Departments or any State/Central PSUs or any Government Institutes/Universities, fulfilling any one of the following, during the period of 7 (seven) years, ending on the date in which this NIB is floated:

(a) at least 1(one) work valued at Rs. 5.0 lakh or more,

Or,

(b) at least 2(two) works each valued at Rs. 3.00 lakh or more,

Or,

(c) at least 3(three) works each valued at Rs.2.40 lakh or more.

**Details, including value of work executed, clients, proof of satisfactory completion of work, shall be furnished along with the Bid.**

**6.3 Financial Qualifying Requirement:**

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

Minimum Average Annual Turnover of the bidder shall be Rs. 12.00 lakhs in the best three Financial Year out of the last 5(five) Financial year, ending 31<sup>st</sup> March of the previous financial year. Other income shall not be considered for arriving at the minimum average annual turnover.

**ii) Liquid Asset:**

The bidder should have liquid assets or / and evidence to availability of unutilised credit facilities of not less than Rs. 15.00 lakhs. The Certificate of Banker regarding the availability of unutilised credit facilities (Fund based and non-fund based) shall not be dated earlier than 30(thirty) days prior to the latest date for submission of bids.

Liquid Asset = Current Asset – (Inventory + Pre-paid expenses).

iii) **Net Worth:-**

Net worth of the bidder as on last day of the preceding financial year should not be less than 50% of the Paid up capital.

The Net Worth shall be calculated based on Subscribed and Paid-up Capital + Free Reserves + Unallocated balance surplus amount of Profit and Loss Account less (a) Expenses not written off (b) Loss in Profit & Loss Account if not reduced from Reserves.

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 practising Chartered Accountant will be also considered acceptable.


Authenticated documentary evidence in support of qualifying requirements, as mentioned under Clause 6.1, 6.2 & 6.3 above, shall be submitted in Techno-Commercial Bids. The documents should be in the form of Certificate of Clients/ Owner. 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 Detailed Bid Document from <https://neepco.abcprocure.com> with effect from 01-05-2017 on payment of Vendor Registration fee and Bid fee as given under Clause 9 below.

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

8.1 The bidders participating as Micro & Small Enterprises (MSEs) shall submit an Undertaking in the prescribed format given in Tender Form 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:

- District Industries Centers (DICs)
- Khadi and Village Industries Commission (KVIC)
- Khadi and Village Industries Board (KVIB)
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)
- MSEs registered under Udyog Aadhaar Memorandum (UAM) w.e.f. 18-09-2015.

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- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 **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 the Detailed Bid Document.

9. **Participation in Bids:**

9.1 **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 once registered shall be valid for 1(one) year from the date of registration.

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 is valid till the completion of the entire bidding process of the relevant NIB.

- 9.2 **Portal Registration fee: Rs. 3,000.00 (Rupees three thousand) only per year (non-refundable).**

9.3 **The procedures for registration in e-tendering portal:**

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

Step-2: Click on new bidder registration and submit the online Form for company /bidder details required.

Already registered bidder having a valid registration may directly log-in the e-tendering portal.

**Step-3: Payment for Vendor/Bidder registration in the e-tendering portal:**

Bidders shall make payment of non-refundable Bidder registration fee of Rs. 3,000.00 (Rupees three thousand only) at the following Account:

Name of account: E Procurement Account, NEEPCO Ltd.,

Account No.: 913020005982636 of Axis Bank, Shillong.

IFS Code: UTIB0000270

**Step-4:** After payment of bidder registration fee, the scanned copy of payment receipt should be sent along with the bidder's details at email id: contract\_neepco@yahoo.com to advise the service provider for approval of the Bidder. Bidders may contact Sri N. Kithan, Manager(C), Cell No. +91 9436306773 to get confirmation regarding receipt of bidder registration fee.

**Step-5:** After successful payment, the bidder has to map the digital certificate (Class-II or Class –III Signing & Encryption Certificate) with his log-in id as per the name of the registered company for approval process.

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

Mr. Himalaya Vaishnav

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

Mobile No.09099090830

Email info@abcprocure.com

**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.

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

e-Procurement Technologies Ltd.

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

Nr. Gujarat College / Ellisbridge

Ahmedabad - 380015.

Gujarat, India

Tel : +91-79-40016802 - 77

Cell: +91-9374519754 | 9377988119

E-mail ID: Support@abcProcure.com, hemang.patel@procuretiger.com

9.5 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 online Vendor Registration, if any.

9.6 **Bid Fee:**

Bidders shall make payment of non-refundable bid fee of Rs. 500.00 (Rupees five hundred) only at the following Account.

- i) Name of Beneficiary's Account: E Procurement Account, NEEPCO Ltd.,
- ii) Bank Account No.: 913020005982636 of Axis Bank, Shillong
- iii) IFS Code: UTIB0000270

While making payment for bid fee, the Bidders shall clearly indicate the NIB No. against which the bid fee is made at the above account. The proof of payment shall be scanned and uploaded along with the online Techno-Commercial Bid.

9.7 **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.**

10 **Submission and Opening of Bids**

10.1 Bidders shall prepare and submit their bids online in <https://neepco.abcprocure.com> as per timeline mentioned in Clause 12 below. Online bidding forms will be available in the above website. Submission of online bids is mandatory for consideration of the bids by NEEPCO.

10.2 Bidders may view the tender opening results in <https://neepco.abcprocure.com> by marking their presence for online tender opening.

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

12 **Tender timeline:**

Date & time of commencement of downloading of Detailed Bid Document from <a href="https://neepco.abcprocure.com">https://neepco.abcprocure.com</a> :	10:00 Hrs. of 01-05-2017.
End date & time for downloading of Detailed Bid Document:	12:00 Hrs. of 29-05-2017
Last date & time for receipt of online bids:	14:00 Hrs. on 29-05-2017
Date & time of online opening of Techno-	16:00 Hrs. on 29-05-2017

Commercial bids:	
Date & time of online opening of Price bids:	To be intimated later on to only those Bidders, who qualify in Techno-Commercial evaluation.

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.

- 13 Bidders are requested to visit <https://neepco.abcprocure.com>, NEEPCO website <http://www.neepco.co.in> and Central Public Procurement portal <http://www.eprocure.gov.in> regularly for any subsequent notice of Addendum/ Corrigendum to this Detail Notice Inviting Bids.
- 14 The bidders are requested to adhere to the following:
- i) Obtain individual Organization Digital Signature Certificate (DSC or DC) well in advance of bid submission deadline on Electronic Tendering System (ETS).
  - ii) Register your organization on ETS well in advance to comply with the stipulated tender timeline.
  - iii) Get your organization's concerned executives trained on ETS well in advance to comply with the stipulated tender timeline.
  - iv) There could be last minute problems due to internet timeout, breakdown, etc. Accordingly, the bidders are requested to submit the bid through online e-tendering system well before the bid submission end date and time as per Server System Clock. The Corporation shall not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 15 NEEPCO reserves the right to extend the last date and time for submission of Bid.
- 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.

  
**(S. K. Sarkar)**  
 General Manager (C)  
 I/c Contracts & Procurement