



ISO: 9001, 14001 &
OHSAS: 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन 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. 235 DATED 07-04-2017

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited (NEEPCO), a Miniratna Category-I, Schedule "A" Public Sector Enterprise under the Ministry of Power, Government of India, is in need of an Independent house at New Delhi having around 15 bed rooms with attached baths, kitchen & caretaker room exclusively for its use as Transit house for its officials on monthly rental basis. Accordingly, NEEPCO invites online electronic from prospective bidders who are Legal Owners/ Lease Holders of property under Single-Stage Two-Envelops bids through Domestic Competitive bidding (DCB) route for hiring of an independent house at New Delhi having around 15 bed rooms with attached baths for use as Transit Camp by NEEPCO.

The property shall be located at any of the following areas:

1) Green Park 2) Safdarjung Enclave 3) Yusufsarai or within 2 Km radius from its office located at 15 NBCC Tower, Bhikaji Cama Place, New Delhi – 110066.

2. SCOPE OF SERVICE:

Hiring of independent house at New Delhi having around 15 bed rooms with attached baths, kitchen & caretaker room exclusively for use as Transit Camp of NEEPCO on monthly rental basis.

3. BIDDING PROCEDURE:

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

TECHNICAL BID (ENVELOPE -1):

It shall contain the following:

- Brief profile of the bidder/applicant.
- Clearance/ No Objection certificates from all relevant Central/State Government

and Municipal Authorities including fire departments for use as accommodation premises conforming to the municipality Rules/ Bye-laws along with the documents in support of ownership of building / land and construction thereon.

Approved plan of accommodation offered shall also be submitted.

- Acceptance letter for un-conditional acceptance of the Bid conditions as per Performa given at **ANNEXURE-1**, Part-III of Detailed Bid Document.
- Confirmation by the bidder/ applicant (on the format placed at **ANNEXURE-2**, Part-III of Detailed Bid Document), duly signed and stamped by the Legal owner(s)/ Lease Holder(s) of property.
- Documents as per check list (**ANNEXURE-3**, Part-III of Detailed Bid Document).
- Power of Attorney, authorising the signatory of the bid to commit on behalf of the bidder, if the bidder/ applicant is other than Legal Owner/ Lease Holder of property.
- Proof of payment made (i.e. e-receipt of money paid) towards Bid fee.
- Any other information as required to be submitted by bidders along with the bid in accordance with the Instruction to Bidders and the Addenda, if any including all supporting documentation, as part of his Technical Bid.

PRICE BID (ENVELOPE-2): It shall contain Price Bid. Price Bids of only those Bidders who qualify in Technical evaluation shall be opened.

4. **PERIOD OF CONTRACT:**

Period of lease shall be 3 (three) years from the date of issue of Letter of Intent (LOI) with an option of renewable/extension of 1 (one) year on mutually agreed rates.

5. **GENERAL REQUIREMENTS FOR THE HOUSE:**

- 5.1 The following criteria, with or without modifications, shall be adopted for selecting the house:
- i. The property should be an independent house (lockable) with separate entry.
 - ii. Adequate enclosed parking space for at least 4 (four) cars and 3(three) two wheelers should be available within the campus and adjacent to the property exclusively marked for the house offered for renting.
 - iii. The property shall be either single storied or multi-storeyed building. Offered area should be in the same/adjoining floors only.



- iv. The premises should consist of bed rooms (around 15 nos.) with attached toilet facilities, cup boards, dining hall/dining space, kitchen and fixtures on the same/adjoining floor only.
- v. Living Room—Shall be provided with adequate dining space and latest vitrified/wooden flooring etc.
- vi. Bed Room – Each bedroom should be of minimum size 110 sq. ft. with one dimension to be at least 9-1/2 feet with attached bathroom and provided with latest vitrified/wooden flooring etc.
- vii. The offered property should have 24 hours electricity supply. The property offered should also have Power back up and also have adequate space for installation of Gen set /UPS/units of split AC etc.
- viii. The accommodation should have provision for 24 hours running water supply for both drinking and utility facilities.
- ix. Bathroom: Should be with latest fittings and desirable layout of washbasin, WC etc. Each bathroom should be provided with a suitable capacity geyser attached to the shower and wash basin.
- x. Caretaker Room: There should be a separate room for care taker with attached toilet at the guest house apart from the 15 bed rooms. The room should have at least accommodation of 5 (five) persons.
- xi. The property offered should have adequate security cover and fire safety measure installed as per the requirement of Delhi Fire Service.
- xii. The space offered for lease should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payment against the same.

The bidders shall submit a brief write-up on the building indicating all available facilities/arrangement with a general layout/floor plan etc. in support of their offers along with the Bid.

- 5.2 Interested Bidders, who fulfill the general requirements as mentioned under Clause 5.1 above, may download the Detailed Bid Document from <https://neepco.abcpocure.com> with effect from **08-04-2017** on payment of Vendor Registration fee and Bid fee as given under Clause 6.0 below.

6. Participation in Bids:

6.1 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.abcpocure.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.

6.2 **Portal Registration fee:** Rs. 3,000.00 (Rupees Three thousand) only per year (Non- refundable).

6.3 **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), Mobile No. +919436306773 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.

- 6.4 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
- 6.5 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.
- 6.6 **Bid Fee:**
Bidders shall make payment of non-refundable bid fee of Rs. 500/- (Rupees five hundred) only at the following Account.
- a. Name of Beneficiary's Account: E Procurement Account, NEEPCO Ltd.,
 - b. Bank Account No.: 913020005982636 of Axis Bank, Shillong
 - c. IFS Code: UTIB0000270
- The Bidders shall clearly indicate the NIB No. against which the bid fee is made at the above account.
- 6.7 **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.**
7. **Submission and Opening of Bids:**
- 7.1 Bidders shall prepare and submit their bids online in <https://neepco.abcprocure.com> as per timeline mentioned in Clause 9 below. Online bidding forms will be available in the above website. Submission of online bids is mandatory for consideration of the bids by NEEPCO.
- 7.2 Bidders may view the tender opening results of Technical and Price Bids in <https://neepco.abcprocure.com> by marking their presence for online tender opening.
8. **Bid validity:**
120 (one hundred twenty) days from the date of opening of Technical Bids.

9. Tender timeline:

Date & time of commencement of downloading of Detailed Bid Document from https://neepco.abcprocure.com :	10:00 Hrs. of 08-04-2017
End date & time for downloading of Detailed Bid Document:	12:00 Hrs. of 01-05-2017
Last date & time for receipt of online bids:	14:00 Hrs. on 01-05-2017
Date & time of online opening of Technical bids:	16:00 Hrs. on 01-05-2017
Date & time of online opening of Price bids:	To be intimated later on to only those Bidders, who qualify in Technical 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.

- 10.** 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 Notice Inviting Bids.
- 11.** 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.



12. NEEPCO reserves the right to extend the last date and time for submission of Bid.
13. 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.

C. Sarkar
(S. R. Sarkar) 2/4/11
General Manager (C)
I/c Contracts & Procurement