

NORTH EASTERN ELECTRIC POWER CORPORATION
(A Government of India Enterprise)
D&E Wing, NEEPCO
NEEPCO Bhawan, R.G. Baruah Road, Guwahati-781005

BID DOCUMENT



Name of the work: **Digitization of Old Construction Drawings of D&E Wing, NEEPCO, Guwahati**

NIT No: NO.NEEPCO/ED(D&E)/2012-13/01 dtd.
8.8.2012

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISE)

D&E Wing, NEEPCO Bhawan, R.G.Barua Road, Guwahati

Bid Document for Digitization of Old Construction Drawings
of D&E Wing, NEEPCO Guwahati.

Application Ref. No. _____

This document is issued to _____

On submission of ` 500/- only as _____

Issued by

Date of issue



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A Government of India Enterprise)

OFFICE OF THE EXECUTIVE DIRECTOR (D&E)

NEEPCO Bhawan, R.G. Baruah Road, Guwahati-781005

Notice Inviting Tender

No. NEEPCO/ED(D&E)/2012-13/

Dated: 8.8.2012

Name of the work	Sale Date	Cost of Bid
Digitization of Old Construction Drawings	16.8.12 to 25.8.12 (1PM to 5PM)	Rs.500/-

For detail please visit www.neepco.gov.in


Sr. Manager(C)D&E
NEEPCO, Guwahati-5

Copy to : 1.Sobhagya Advertising Services with a requested to publish the above tender
in 1(one) issue of The Assam Tribune

Sr. Manager(C)D&E
NEEPCO, Guwahati-5

**Detailed Tender Document:
Digitization of Old Construction Drawings**

1. Sealed bids from prospective bidders for the work of Digitization of Old Construction Drawings of D&E Wing, NEEPCO Guwahati are invited by North Eastern Electric Power Corporation Limited (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India.
2. Information and Instruction to the Bidder

Tender Notice No.	NO.NEEPCO/ED(D&E)/2012-13/01		Date :08.08.2012
Address.	NEEPCO Ltd., NEEPCO Bhawan, R.G. Barua Road, Guwahati-5, Assam.		
Brief-Scope of Work	Digitization of Old Construction Drawings of D&E Wing, NEEPCO Guwahati. Approximate number of drawings is 70(seventy).		
Sale of Bid Documents	Starting Date	16.08.2012	Time: Between 10:00 AM To 4:00 PM
	Last Date	27.08.2012	
Last Date of Submission of bid.	Up to 14.00 Hrs. on 29.08.2012		
Opening of Bid	At 14.30 Hrs. on 29.08.2012		
Cost of Bid Document	` 500/-	Estimated Cost	` 2,80,000/- (Approx)
Completion Period	60 (sixty) days	Earnest Money	` 5,600/-
Mode of payment for Bid Document	Demand Draft/Bankers Cheque/IPO only in favour of NEEPCO Ltd., payable at Guwahati		

I. SCOPE OF WORK: The scope of work includes collection of drawings from the o/o the D&E Wing, Guwahati, engagement of manpower, computer software for digitization of the A1 size old construction drawing. The Contractor shall be fully responsible for proper custody of the drawings given to him for the purpose of Digitization and shall return on completion of the drawings. Complete payment of the work shall be released after satisfactory completion of work as per schedule and returning of all original drawings.

II. QUALIFYING REQUIREMENTS FOR BIDDER:

- a) The Bidder should have experience of Digitization of Construction Drawings/ Documents in Govt./PSU/Corporate Sector in a Single contract value not less than ` 2.00 (two) Lakh during last 3(three) years.
- b) The bidder shall be equipped with necessary software as may be required for the above mentioned job.

III. General Requirements:

- a) Trade License;
- b) Income Tax Pan Number;
- c) Service Tax registration Number/Certificate;
- d) Latest Income Tax return.

IV. General Conditions:

01 The bids documents shall be received up to 14.00 Hrs. on 29.8.2012 in the office of the D&E Wing, NEEPCO, Guwahati-5. Bid shall be opened at 14.30 Hrs on the same date in the presence of intending Bidders or his authorized representatives. If there is any change in Bid opening date due to unavoidable reasons, the same will be intimated through web site. In the event of any holiday on 27.8.2012, the sale of Bid documents shall be extended to the next working day and receipt and opening of bids shall accordingly be extended by an equal amount of time. Similarly, in the event of any holiday on 29.8.2012, the bids will be received and opened in the same time on the next working day.

02 In case the bid documents are obtained by post, NEEPCO is not

responsible for any loss or postal/communication delay, whatsoever. Offers received late/incomplete are liable to be rejected. However bidders are advised to send their bid documents by REGISTERD-POST/ SPEED POST to the office of the Executive Director (D&E), NEEPCO, Guwahati-5 well in advance for obtaining the bids as well as for depositing the bids.

03 Scope of work and other terms and conditions of NIT are contained in this bid document.

04 The bidders shall submit the photocopies of the documentary evidence as mentioned at II & III above along with the application for issue of tender.

05 The bids shall be accompanied with the photocopies of the following documentary evidence (duly attested by authorized signatory of the tenderer).

- a) Trade License;
- b) Income Tax Pan Number;
- c) Service Tax registration Number/Certificate;
- d) Latest Income Tax return;
- e) Name and addresses of the sole proprietor/partners/board of directors and memorandum of articles of association/photocopy of the partnership deed/ affidavit for proprietorship;
- f) Copy of registration with Central Govt. /State Govt. /Public Sector Undertaking ,if any applicable.

06 Notwithstanding any thing stated above, the Corporation reserves the right to assess Bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of NEEPCO Ltd. and decision of NEEPCO in this regard shall be final.

07 Issue of bid documents will not automatically mean that bidders are considered qualified. NEEPCO shall evaluate the qualifying requirements of each bidder as per NIT stipulations (II & III) after opening. The bids of the bidder who is not meeting the qualifying requirement shall be treated as non responsive and shall be rejected.

08 Submission of Bid: Bid shall be submitted in a sealed envelope clearly marked as "Digitization of Old Construction Drawings of D&E Wing, NEEPCO Guwahati" and will contain all credentials as per qualifying requirements mentioned at Sl.No.IV.05 (a to f) above, EMD of required amount in the form of Demand draft/Call Deposit/Bankers Cheque from any Indian nationalized /Scheduled Bank in favour of NEEPCO Ltd, Guwahati. The bid document shall be submitted duly signed by the bidder in each and every page including the Price Bid. Bids not accompanied with credentials as per qualifying requirements as mentioned above and requisites EMD shall be treated as disqualified and shall be rejected. The bid envelope shall be addressed to the following address:

Sr. Manager(C), D&E Wing, NEEPCO, Guwahati-5

09 NEEPCO reserves the right to reject any or all the bids without assigning any reasons thereof.

10 Bid documents can be obtained from the office of the Sr. Manager(C), D&E Wing, Guwahati at any working day between 10.00 AM and 4.00 PM on application for issue of bid documents along with payment of the cost of the bid documents (Non-Refundable) in the form of **Demand Draft/Banker's Cheque/IPO** only in favor of NEEPCO Ltd. Payable at Guwahati. An additional amount of ` 500.00 shall be paid by the bidder, if bid documents are asked for by post. The person, who wants to collect the bid documents personally, shall come with proper authorization letter duly attested his signature by the intending bidder. The Corporation shall not be responsible for any postal delay.

11 The Contractor shall provide 1(one) set of hard copies of digitized drawings in A1 size to the Corporation. Further, he will give soft copy of digitized drawings in editable format.

12 No compensation shall be paid to the contractor in case of reduction/increase of work. The contractor shall carry out the additional work .if any, on the same terms and conditions.

V. SPECIAL ATTENTION

- 01** The Corporation shall not provide any space for carrying out the job.
- 02** Bidders are advised to contact the Sr. Manager(C), D&E Wing for carrying out of this contract smoothly and satisfactorily. Any lack of knowledge to this effect on the part of the bid shall not entitle the contractor for any claim whatsoever and shall not be considered a cause of delay. The Bidders are therefore once again advised to inspect the entire working front and make proper planning before submission of bid.

VI. ARBITRATION

In the event of any dispute or difference what so ever arising relating to this contract or in connection therewith including any question relating to existing meaning and interpretation of this contract any alleged or each thereof, the same shall be referred to the sole arbitration of some other person appointed by the CMD, NEEPCO, Shillong. The arbitration shall be conducted in accordance with the provisions of Indian Arbitration & Conciliation Act 1996 and jurisdiction will be Guwahati

VII. FORECLOSURE OF CONTRACT IN FULL OR PART DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK:

If at any time after acceptance of the tender, the Corporation decides to abandon or reduce the scope of the works for reason whatsoever and hence does not require the whole or any part of the works to be carried out, the Engineer-in-Charge shall give notice in writing to that effect to the contractor and the contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he could not derive in consequence of the foreclosure of the whole or part of the works. The contractor shall be paid at contract rates for full amount of the works executed at site.

Detailed Tender Document:
Digitization of Old Construction Drawings

Price Bid

Item No.	Particulars	Unit	Quantity	Rate	
				In Fig. (`)	In Words
1	Digitization of A1 size old Construction Drawings in D&E Wing, NEEPCO, Guwahati	No	70 (Seventy)		

Signature of Issuing Authority

Signature of Contractor