



ISO-9001-2000
ISO14001-1996
OHSAS 18001-1999

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(A GOVT of India Enterprise)

ESTATE SERVICE DEPARTMENT

BROOKLAND COMPOUND, LOWER NEW COLONY, SHILLONG- 793003

NOTICE INVITING TENDER

TENDER NO: - NEEPCO / ES / R /35(A)/ 2013-2014 /06

Dtd. 12.03.2014

1. Sealed tenders are hereby invited with 180(One hundred eighty) days validity from experienced and resourceful contractors for the following work at NEEPCO Corporate office , Shillong.

Sl.No	Name of work	Estimated value	Earnest Money Deposit	Duration of Contract.
1.	Annual Maintenance Contract (AMC) for supply and maintenance of potted plants(indoor and outdoor)including outdoor garden etc. for 12 (twelve) months at NEEPCO Corporate office and NEEPCO Guest House, Shillong.	₹ 3,71,868.00	₹ 7440.00	12 (twelve) Months

2. Non – transferable Tender Documents can be purchased from the Office of the undersigned on all working days between 10 – 00 Hrs. to 16 – 00 Hrs. from 12.03.2014 03.04.2014 on payment of Tender Document fee of ₹.500.00 (Rupees five hundred) only per set through crossed Demand Draft / Bankers Cheque drawn in favour of **NEEPCO Ltd, Shillong**
3. Application requesting for detailed Bid documents must be accompanied with relevant documents in support of their own nursery.The office will physically inspect the nursery owned by the contractor ,if required.The tender paper will not be issued to those who do not have their own nursery.
4. Bid documents will be issued only to prospective bidders who have experience in doing similar nature of works or maintain potted plants and outdoor garden works in Government Department / PSU's / Boards etc. and also satisfy the following eligibility criteria :-
 - (i) Average Annual Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be at least ₹ 1.12 Lakhs i.e. 30% of the estimated cost.
 - (ii) Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following :-
 - ▶ 3 (three) similar completed works costing not less than ₹ 1.49 lakhs.
Or
 - ▶ 2 (two) similar completed works costing not less than ₹ 1.86 lakhs
Or
 - ▶ 1 (one) similar completed works costing not less than ₹ 2.97 lakhs.

* * * Similar works means supply and maintenance of potted plants(indoor and outdoor)including outdoor garden.etc.

The intending tenderer must submit documentary evidence in support of (i) and (ii) above in the form of certified copy of work order/ LOI having BOQ and copy of completion certificate/ certified (accepted) copy of final bill/ payment certificate/ vouchers indicating the period of work for which the payment has been made.

5. Tenderer must submit the self attested copy of the following documents:-
 - a) Permanent Account No. Card.
 - b) Company profile such as Partnership/Proprietorship/Memorandum & Article of Association of company.
 - c) The tenderer should ensure implementation of CMPF. If their employees are not registered under CMPF act 1952 amended time to time, they have to ensure implementation of CMPF and submit affidavit.
 - d) Service Tax Registration number if applicable. In case service tax is not applicable, tenderer has to submit an affidavit in this regard.
 - e) An undertaking is required to be furnished by the tenderer(s) who have downloaded the tender from the website on the following lines:

"I/We accept the tender document as available in the website and my / our tender may be rejected if any tempering is found in them. I/we also undertake that I/We can not raise any dispute in this regard."

6. Price Basis : Prices quoted shall be inclusive of all taxes &, duties levies except Service Tax and are FIRM for the entire period of Annual Maintenance Contract. Service Tax would be paid extra as admissible. Rates and amount shall be quoted in figures and words.
7. Other eligibility criteria and details required to be submitted with tender shall be available / prescribed in tender document.
8. The Corporation reserves the right to reject any or all tenders without assigning any reason thereof.
9. For further details, please log on NEEPCO Website <http://www.neepco.gov.in> Any tenderer who desires to download the tender document from website and submit the tender on due date and time may do so subject to the condition that they will deposit the cost of tender documents through A/c payee in the form of DD/Banker's cheque, in favour of NEEPCO, Shillong .
10. The bids shall have to be submitted on or before 14-00 Hrs of 10.04.2014 and shall be opened on the same day at 15 – 30 Hrs. In case of holiday or office remaining close, the next working day shall be considered for the above purpose.
11. Bidders are requested to visit NEEPCO's website regularly for any modification/clarification.