



नॉर्थ ईस्टर्न इलैक्ट्रिक पावर कॉरपोरेशन लिमिटेड
भारत सरकार का उपक्रम

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(A Government of India Enterprise)

Office of the Head of Project

P.O. Ranganadi Project, Dist. Lower Subansiri

Pin – 791 119, Arunachal Pradesh

ISO 9001-2008, 14001-2004,
OHSAS 18001-2007

NOTICE INVITING TENDER

NIT NO. 04 DATED 06.07.2013.

Sealed tenders are hereby invited by the undersigned on behalf of North eastern Electric Power Corporation Ltd., from eligible and reputed firms for Annual Maintenance Contract of Computers, Printers and other related IT peripherals installed in various offices of Ranganadi H.E. Plant.

Name of work	Earnest Money deposited (EMD)	Bid validity	Cost of bid documents
Annual Maintenance Contract of Computers, Printers and other related IT peripherals.	2.5% of quoted amount in case of general bidders or 1.0% of the quoted amount in case of SC & ST bidders	180 (one hundred eighty) days from the date of bid opening	₹. 500.00

I. SCOPE OF THE WORK:

The Scope of the work includes maintenance of hardware and software installed in the PCs and any maintenance of all other IT equipments and peripherals excluding those related to maintaining of the IT network of RHEP. The work includes:

- Preventive maintenance, which includes identification and trouble shooting of the all systems and sub systems listed in Annexure –I.
- Corrective and remedial maintenance, which includes replacement of each and every malfunctioning part of Computer, printers and related items listed at Annexure-I required for proper functioning of all systems and sub systems. Replacement of malfunctioning parts of Computer, printers and related items like Hard Disk, Floppy Drive, CD/DVD Reader/Writer, Mother Board, Keyboard, Mouse, Printer Heads, Fuser assembly, roller drums, data cables, scanning unit, network switch, switch mode power supply(SMPS), display card etc are also included in the scope of the work. The replacement of malfunctioning parts/ spares shall be done from the spares / parts supplied by the Corporation.
- The software maintenance includes **operationalising**, loading/reformatting of system with software like Windows, XP, Vista, Windows 7, Windows 8, Microsoft Office, software, Browsers like Internet Explorer, Chrome, Mozilla etc. and Mailing Software like Antivirus software, Data retrieval and installation/removal of any other software purchased by NEEPCO, from time to time. It also includes removal of virus and reinstallation of software, if corrupted.
- The work also includes replacement of cartridges in the printers installed in RHEP, which is supplied /provided by the Corporation.

II. PERIOD OF CONTRACT:- The period of the Contract shall be for 1(one) year from the date of issue of the order.

III. PAYMENT TERMS:- The Contractor shall raise monthly bill in triplicate against the works carried out during the preceding month. Payment shall be released by the Corporation on satisfactory completion of the maintenance activities by the Contractor duly verification by the Engineer – In – Charge.

IV. QUALIFYING CRITERIA:

The following documents are to be submitted along with the bid document.

- (i) Copy of valid Trade License.
- (ii) Copy of valid EPF registration under EPF&MP Act, 1952
- (iii) Copy of Income Tax PAN card.
- (iv) Copy of valid Service Tax registration.
- (v) Copy of relevant Experience of performing similar nature of jobs.
- (vi) Bank Solvency Certificate from a Scheduled/Nationalized Bank for a minimum Rs. 2.00 Lacs.

The firm must submit duly self attested copies of the above, failing which his bid will not be considered for evaluation.

V. BIDDING PROCEDURE:-

1. The bidder shall submit bid documents under the Single Stage Bidding & the bid shall contain Earnest Money Deposit as specified in the table above. The EMD submitted shall be in the form of DD/Banker cheque from a Scheduled/Nationalized Bank drawn in favour of NEEPCO Ltd. Payable at SBI, Yazali, (Branch code No. 9917). Bids supported by insufficient EMD / no EMD will be summarily rejected.
2. The complete filled up detailed bid document shall be submitted personally or registered to the Sr. Manager(E/M) C&P, RHEP, NEEPCO Ltd., Yazali, Lower Subansiri Dist, Arunachal Pradesh-791119, Phone 03809-222206. All the pages of the Document must be duly signed by the bidder giving his full credentials.
3. The Corporation is not liable for any Postal delay or non receipt of the Documents sent through posts. Bid documents sent through e-mail/ fax will not be accepted.
4. Detailed Bid documents can be obtained from the Office of the Sr. Manager (E/M), C&P, RHEP, NEEPCO, Yazali, Arunachal Pradesh addressed to the Sr. Manager (E/M), C & P by paying a bid fee of Rs 500.00 (Rupees Five Hundred only).
5. The Bid document can be obtained from NEEPCO web site "www.neepco.gov.in" and down loaded document will be entertained subject to submission of cost of Bid document. Non submission of cost of Bid document for the downloaded Bid document shall lead to rejection of the Bid.

VI. NIT will be received & opened as per following schedule:-

Last date , time & place of submission of bid	Date , time & place of opening of bid
Up to 1300 Hrs of 6 th August 2013 in the O/o The Sr. Manager (E/M), C&P, RHEP, NEEPCO. Ltd., Yazali, Lower Subansiri Dist., Arunachal Pradesh 791119.	On 6 th August 2013 at 15:00 Hrs in the O/o the Sr. Manager (E/M), C&P, RHEP, NEEPCO. Ltd., Yazali, Lower Subansiri Dist., Arunachal Pradesh 791119 in presence of bidders or their authorized representative, if there be any.

VII. CANCELLATION OF TENDER:

NEEPCO reserves the right to reject any or all bids or cancel/withdraw the invitation for bids / NIT without assigning any reason thereof and in such case no bidder/intending bidder shall have any claim arising out of such action.

-Sd-

(D. Roy)

Sr. Manager (E/M), C&P
O/o HOP, RHEP,
NEEPCO Ltd. Yazali.