

2 **Submission and opening of Bids:**

- 2.1 Bidders shall prepare and submit their bids in the electronic form in <https://etenders.gov.in>. Bidding forms will be available in the above website. Bids will be opened on the stipulated date and time in the office of the Dy.General Manager(E/M),C&P wing, NEEPCO Ltd, AGTCCPP, R.C.Nagar, Agartala, Tripura(W),Pin-799008.
- 2.2 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2.3 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2.4 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 2.5 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 2.6 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 2.7 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 2.8 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening.
- 2.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 2.10 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 2.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

3 **Important Dates & Bid Validity:**

- 3.1 Date of commencement of downloading of bid documents from the portal <https://etenders.gov.in/eprocure> w.e.f 18:00 Hrs of 06/11/2020.
- 3.2 Last date & time for submission of bids online: 13:00 Hrs of 07/12/2020.
- 3.3 Date & time for opening of bids online: 15:00 Hrs of 09/12/2020.
- 3.4 Bid validity: 120 (One Hundred Twenty) days from the date of opening of bids.

In case 09/12/2020 is a holiday, the bid shall be opened on the next working day at the appointed times.

Bidders are requested to visit e-tendering portal <https://etenders.gov.in/eprocure>, NEEPCO website <http://www.neepco.co.in> and CPP portal <https://etenders.gov.in> regularly for any modification/ clarification of bid document.

- 4 **Earnest Money:** An amount of ₹ 18,450/- (Rupees Eighteen Thousand Four Hundred Fifty) only to be submitted **ONLINE**, failing of which their bid shall not be considered. After making payment of the EMD, bidder shall attach the computer generated payment slip along with bid documents. The payment slip shall be duly certified by the bidder mentioning tender number and its date before submission on the e-portal. **Payment of EMD and Tender fee shall be made separately, not combined. This Has to be done for prompt disposal of their EMD in case bidder has not qualified or not the L1 bidder**

5 **BANK DETAILS FOR EMD AND TENDER FEE SUBMISSION:**

Name of the bank	Indian Overseas Bank
Name of the Account Holder	NEEPCO LTD
Account Number	18370200000001
Branch	Ramchandra Nagar
IFSC Number	IOBA0001837

6 Release of EMD:

- 6.1. The EMD of those Bidders who do not qualify in Techno-Commercial evaluation, shall be returned immediately after approval of Techno-Commercially evaluation through the same route. **No change of Bank details would be entertained.**
- 6.2. The EMD of the Bidders other than L-1 Bidder, will be returned immediately after issue of Letter of Intent (LOI)/ Order to the successful Bidder.

7 Forfeiture of EMD/Bid Security: The Bid Security/EMD may be forfeited;

- 7.1 If the bidder withdraws his bid after the bid opening during the period of bid validity and extension thereof.
- 7.2 If the Bidder engages in corrupt, fraudulent, collusive, coercive practices during bidding process; or
- 7.3 If the bidder does not accept the correction of the bid price d) in the case of successful bidder, if the bidder fails within the specified time limit to sign the Contract Agreement; or furnish the required Initial Security Deposit.

8 Tender fees/ Bid Document Fee: A non-refundable Tender Fee of ₹ 500/- (Rupees Five Hundred) only shall be submitted **ONLINE** failing of which their bid shall not be considered. After making payment of the tender fee, bidder shall attach the computer generated payment slip along with bid documents. The payment slip shall be duly certified by the bidder mentioning tender number and its date before submission on the e-portal. **Payment of EMD and Tender fee shall be made separately, not combined.**

Address of the undersigned : Dy. General Manager(E/M), C&P,
AGTCCPP, NEEPCO Ltd.,
R.C. Nagar, Agartala - 799008, Tripura(W).

9 Evaluation of Tender: Techno-commercial bid shall be opened on online. Tenderers' authorized representative shall be permitted to attend the tender opening only on submission of authorization letter. Purchaser will examine the Tender document to determine whether they fulfilled the qualifying requirement, whether they are complete and meet the requirements of this Tender specification. Tender submitted without fulfilling the qualification criteria shall be rejected and shall not be considered for price bid evaluation. Price bid of those tenderers meeting the qualifying requirement and requirements of Tender specification shall be opened on completion of Techno-commercial Evaluation. Date for price bid opening shall be notified at a later date through system-generated email.**INSTRUCTION TO BIDDER**

The intending bidders who fulfill the eligibility / qualifying criteria as given below should participate in the on-line Bidding process. Fulfillment of criteria as mentioned is essential, as non-compliance will lead to rejection of the Bid, without any further communication.

Qualifying Criteria: The bidders must fulfill the following qualifying criteria:

1. The Tenders of the bidders must accompany tender fee and EMD. Without Tender Fee and EMD of requisite amount, the tenders will be rejected.
2. The bidder must have the experience of having successfully completed similar nature or allied supplies during last 7 (Seven) years in any Govt. of India organization/State Govt. organization /PSU. Documentary evidence to that effect shall be submitted.
 - a) Three similar completed supplies, each of value not less than 40% of the estimated cost.
OR
 - b) Two similar completed supplies, each of value not less than 50% of the estimated cost.
OR
 - c) One similar completed supply of value not less than 80% of the estimated cost.
3. Copy of Bidder's PAN Card, Proprietor's Name, Legal Business Address, **GST Registration**, PF registration, Copy of Income Tax and Professional Tax Certificate clearance of current validity should be submitted along with their bids.
4. Bidders are to submit dealership certificate or else bid will not be evaluated
5. **Provision for EMD and Tender fee exemption for the Bidders who are registered as Micro/ Small Enterprises:** Complying with the Public Procurement Policy for Micro and Small Enterprises (MSE) 2012, the following benefits shall be applicable to bidders registered as Micro/ Small Enterprises
 - a. Exempted from payment of applicable EMD
 - b. Exempted from payment of applicable Bid fee.

- The bidders participating as Micro/ Small Enterprises shall submit an Undertaking in the prescribed format declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the relevant documents/ certificates issued by the Competent Authority i.e.
- i) District Industries Centre
 - ii) Khadi and Village Industries Commission
 - iii) Khadi and Village Industries Board
 - iv) Coir Board
 - v) National Small Industries Corporation
 - vi) Directorate of Handicraft and Handloom or
 - vii) Any other Body specified by Ministry of Micro, Small & Medium Enterprises) as evidence to their applicability of Micro and Small Enterprise.
6. 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.
 7. 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. The MSE bidder/Entrepreneurs claiming to belong to Schedule Cast(SC) or Schedule Tribe (ST) shall furnish necessary SC/ST certificate issued by Competent Authority in support of their caste/tribe in addition to certificate of registration with any one of the agencies mentioned above at Sl. No. 4. MSE owned by SC/ST shall satisfy any of the following:
 - i) In case of proprietary MSE, proprietor(s) shall be SC/ST.
 - ii) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
 - iii) In case of Private Limited Companies at least 51% share shall be held by SC/ST promoters.
 9. **Condition for Startups:** The definition of "Startups" is as per the Gazette Notification of the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion i.e DIPP) dated 17th February 2016 and all other subsequent directives/guidelines thereof. The Startup Enterprises shall submit Startup India recognition certificate issued by Department of industrial Policy and Promotion under Ministry of Commerce & Industry, Govt. of India. For more details may visit the website www.startupindia.gov.in
 10. **Relaxation of Prior experience and Prior turnover norms for Startups and Micro & Small Enterprises in Public Procurement:** In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012 Central Ministries/Departments/ Central Public Sector Undertakings may relax condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications. This has as per the Policy Circular No. 1(2)(1)/2016-MA Dt. 10th March 2016 of the Ministry of Micro, Small & Medium Enterprises, Govt. of India.
 11. **Minimum Average Annual Turnover(MAAT):** Minimum Average Annual Turnover of the bidder, in the best three Financial Year out of the last 5(Five) Financial year, ending 31st March of the previous financial year should not be less than ₹ 2.74 lakhs.
 12. **Bid capacity:** The available Bid Capacity of the Bidder at the time of submission of Bid, calculated as under should not be less than the estimated cost of the work put to tender: Bid Capacity = $A \times N \times 2 - B$ Where, A = Maximum value of works executed in any one year during last 7 (seven) years (at current price level). N = Completion time of the proposed work in years. B = Value at current price level of existing commitments and on-going works (as on the latest date for bid submission) to be completed in next "N" years. Bid capacity shall be assessed at the time of submission of Techno-commercial Bid, for which the Bidder shall have to submit documentary evidence in support of "A" & "B" above along with their Bid.
 13. **Electronic Reverse Auction (e-RA):**
 - 12.1 "Electronic reverse auction" is an online real-time purchasing technique to select the successful bid, which involves presentation by bidders of successively lowered bids during a scheduled period of time.
 - 12.2 In e-RA, all those bidders who are ascertained to be Qualified & Responsive to the bidding conditions, unless otherwise restricted, shall be invited to participate in the eRA process.
 - 12.3 The e-RA shall be conducted for procurement where Bids (including Price Bids) have already been submitted and opened subject to guidelines as may be approved from time to time.
 - 12.4 The minimum value of decrement in price for the e-RA shall be 0.5% or value deemed to be fit depending upon various aspects pertaining to procurement in question, of the L1 price evaluated on the basis of Price Bid.

14. **e-RA process:**

13.1 The tender shall be finalized through "Tender cum Auction" i.e through the tender followed by e-Reverse Auction(e-RA). After opening the financial bids, Reverse Auction shall be conducted amongst the techno-commercially qualified bidders. The date and time of e-RA shall be conveyed to the techno-commercially qualified bidders via system-generated email. NEEPCO will declare its Opening Price (OP), Reserve price(RP), which shall be visible to the all bidders during the start of the Reverse Auction. The Bidder will be required to start bidding after announcement of Opening Price and decrement amount. The start price of an item in online reverse auction is open to all the participating bidders. Any bidder can start bidding, in the online reverse auction, from the start price with decrement value. The Bidder shall note that, the first online bid that comes in the system during the online reverse auction shall be equal to the auction's start price - (minus) decrement value, or lesser than the auction's start price by multiples of decrement. The second online bid and onwards will have to be lesser than the last Accepted bid rate by one decrement value, or lesser than the last Accepted Rate by multiples of the decrement value.

13.2 Reverse Auction shall be for a period of 1 Hour (60 minutes). If a bidder places a Bid in the last 5 minutes of Closing of the Auction, the auction shall get extended automatically for another 5 minutes. In case, there is no Bid in the last 5 minutes of closing of Auction, the Auction shall get closed automatically without any extension. The bidder shall note that if there are more than one item in a single auction, the auto-extension will be applicable to the entire event i.e. whenever a bidder places an acceptable bid in the last 5 minutes of the closing of the auction, the auction shall get extended automatically for another 5 minutes from the time of this bid for all the items in the auction.

15. Offline bids shall not be considered.

GENERAL TERMS AND CONDITION

(All prospective Bidders are requested to go through these instructions carefully)

The rate quoted against this e-NIT should be submitted online. The general Terms and Conditions are:

01. **SCOPE:** Supply, transportation, transit insurance and delivery of the materials upto NEEPCO/AGTCCPP site, Ramchandra Nagar, Agartala-799008.
02. **TIME OF COMPLETION:** The supply shall have to be completed within 90(Ninety) days from the date of placement of Order.
03. **Submission of Tender :** Online Sealed bids (Single-Stage Two-Envelope) with 120 (One Hundred Twenty) days validity shall be submitted by the bidder at NEEPCO's online portal <https://etenders.gov.in> having the following two parts :

Part-I (Techno commercial bid): Technical Bid should contain technical specifications in details as well as brief write-up of various components, drawings etc.

- i. The bidder shall have to submit the offer of only one make.
- ii. Information / document required with the bid
 - a) The manufacturer and all technical details of the offered items and accordingly furnish in the technical data sheet.
 - b) Reports of all the Type Tests in accordance with the latest applicable standards.

Part-II (Price bid) : Price bid should clearly indicate group-wise price and submitted On-Line.

The technical bid shall be opened first to judge/evaluate the technical specifications. Thereafter the price bid of only technically qualified bidders will be opened. Un-successful Technical Bid shall be considered as stands cancelled. Price Bid of such bidder shall not be opened and shall be returned back to the Bidder.

04. **Taxes:** The rate quoted by the bidders should be inclusive of GST.
05. **FREIGHT & INSURANCE:** The bidder quoted price FOR AGTCCPP, NEEPCO Ltd, R.C.Nagar, Tripura(W) showing transportation & insurance charges separately. The consignments shall be duly insured against possible damage/loss during Transportation. The suppliers shall have sole liability/responsibility for settlement of claim with the insurer towards transit loss/damage if any. Replacement/rectification of the loss/damage during the transit shall be made immediately without waiting for settlement of the claims.
06. **PRICE BASIS:** Bidder shall quote the price as FOR, AGTCCPP basis. Quoted Rates shall remain **FIRM** till the completion of the contract.
07. **LIQUIDITY DAMAGE:** If the materials are not supplied within the stipulated time a Liquidity Damage shall be applicable @ $\frac{1}{2}$ %(half percent)of the total value of the undelivered items per week subject to a ceiling of 10% of the ordered value. **GST as admissible on the penal value shall be levied on the supplier/Vendor.**

- 08. PAYMENT TERMS:** - Ninety percent (90%) of basic amount along with Hundred Percent (100%) taxes & duties shall be paid after receipt and subsequent inspection and acceptance of materials at AGTCCPP site. Balance Ten percent (10%) shall be released after expiry of 12(Twelve) months from the date of receipt of the materials.
- Alternatively, Hundred (100%) payment along with Hundred percent (100%) taxes and duties shall be paid on submission of Security cum Performance BG for an amount equivalent to Ten (10%) of the billed amount with a validity of Fifteen (15) months. The BG shall be issued from any Nationalised / Scheduled Bank of India and to be submitted within 01 (one) month from the date of issue of LOI/order.
- 09. GUARANTEE:** The vendor shall give Performance guarantee for free from defects of design, materials and workmanship/ manufacturing for at least 12 months from the date of receipt of the materials at AGTCCPP.
- 10. Force Majeure Condition:** The above clause of liquidated damage shall not be applicable in case of force majeure condition such as Flood, war, civil unrest, natural calamities or acts of God on which the bidder does not have any control.
- 11.** Any dispute is within the jurisdiction of Agartala only.
- 12.** Technical specification not explicitly in the tender details is to be brought to the notice of the buyer detailing its specific utility and reasons for its induction.
- 13. Exemption:** If the bidder is eligible for any kind of exemption/concession from state Govt. /Central Govt. the bidder shall furnish documentary evidence to consider the same
- 14. Arbitration:** Except where otherwise provided, if at time, any question of a dispute or difference of opinion whatever shall arise between the Contractor and the Corporation upon or in relation there to or in connection with this Contract, either of the parties may give to the other notice in writing, of the existence of such questions, disputes or differences and if the matter is not settled amicably by and between the parties and on rejection, such matter of dispute or difference of opinion shall be referred to the Arbitration strictly in accordance with the provision contained in the **Arbitration and Conciliation Act 1996 (Act. No. 26 of 1996)**, and any amendment thereto and any rules made there under and to such other order or orders, instruction issued by the Government of India time to time in this connection. The venue of Arbitration for shall be Agartala, India.
- 15.** Bidders shall submit their bids online in electronic form in <https://etenders.gov.in>. Online bidding forms are available in above website. Manual offline Bids shall not be accepted. However, the document submitted by the bidder must be signed and sealed at each page by the bidder with signature before scanning & uploading.

The bidders are requested to note that participation in the bid shall be taken as acceptance of the terms & conditions as stated above. Bidders are requested to visit the website (<https://etenders.gov.in>) for any future change/ modification/ corrigendum/addendum to this tender. The Corporation reserves the right to change/modify the requirements or to postpone/accept or reject the tender in full or part of this Notice or cancel without assigning any reason thereof and is not bound to accept the lowest offer.

For & on behalf of North Eastern Electric Power Corporation Ltd.



(Suranjan Sarkar)
Dy.General Manager(E/M), C&P
NEEPCO Ltd., AGTCCPP