



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A Government of India Enterprise)

Coordination Wing
NEEPCO, Guwahati-781005

Architectural and Design Consultancy Services for "Planning, Design & Construction of Advanced Engineering Centre (AEC) Building, NEEPCO, Guwahati, Assam.

Section-I

Expression of Interest & Terms of Reference

EOI No. 04 Dtd. 17.3.2021.

Tender (Through e-tendering process only)

Name of Work: Architectural and Design Consultancy Services for "Planning, Design & Construction of Advanced Engineering Centre (AEC) Building, NEEPCO, Guwahati, Assam".

NEEPCO Ltd. invites **online electronic bids** through e-tendering process through Open Tender basis from competent, experienced and reputed Architects under (Single-Stage-Single-Envelop Bidding System) to empanel Architects / Firms for the work "Architectural and Design Consultancy Services for "Planning, Design & Construction of Advanced Engineering Centre (AEC) Building, NEEPCO, Guwahati, Assam". with 90 (Ninety) days validity from the date of opening of the Bid.

1. **E-Tendering / E-Procurement**

This tender is being processed through e-tendering system. The bidding documents are to be downloaded from <https://etenders.gov.in> and bids are to be submitted/uploaded through above e-tendering system. Guidelines for e-tendering system are available on e-tender portal.

2. **Registration for Participation in Bids:**

2.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.

2.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

2.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

2.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token

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 on-line Bidder Registration, if any.



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3. **Project Background:**

North Eastern Electric Power Corporation Ltd. (NEEPCO) intends to setup an Advanced Engineering Centre (AEC) Building at Guwahati on a plot of land within NEEPCO Bhawan premise at Sundarpur, RG Baruah Road in Guwahati.

4. **Basic Requirements:**

- a) A G+7 Storey Building of Plinth Area 867 Sqm with total floor area of 6,936 Sqm (herein after referred to as **Complete Building**).
- b) However, during the 1st stage, a part of the complete proposal viz. a G+4 Storey Building of Plinth area 327 sqm & total floor area of 1,635 Sqm shall be constructed (herein after referred to as **Phase-I**).

c) Requirements:

Office space for officers as well as staffs (80-100 capacity), Common minimum facilities like conference room (2 numbers with capacity of 30 people each), cafeteria, reception, security facilities, visitor's waiting room, battery room, store /record keeping room, wash room, server room, car parking, stairs, lift, housekeeping and other service room etc. as per requirement and design. These facilities may be enhanced / reduced considering space constraints, if need arises.

- d) Provisions shall be kept for future vertical & horizontal expansion while designing the foundations as well as other structures and services.

5. **Introduction of Terms of Reference (ToR):**

This Terms of Reference (ToR) of the work covers the requirements of the Architectural & Design Consultancy services including providing assistance to NEEPCO for obtaining clearance / permission from various statutory bodies and during execution until completion of the work "**Planning, Design & Construction of Advanced Engineering Centre (AEC) Building, NEEPCO, Guwahati, Assam**". All the works of the Consultancy services described herein shall be performed in close cooperation with NEEPCO and its authorised representatives and in compliance with the guidelines issued by various local authorities / statutory bodies. It has been attempted to outline the consultant's tasks during execution of his services as detailed as possible. However, the consultant shall bear in mind that the list of tasks and activities can by no means be considered as the complete and comprehensive description of the consultant's duties. It is rather the consultant's responsibility to critically verify the scope of services indicated and to extend, reduce or amend it as per technical requirement. Similarly, the scope of services may be modified whenever NEEPCO deems necessary. It is understood that the consultant performs all works / activities as necessary to perform the objective of this Contract. During the Consultant's assignment, other consultant / experts may provide services to the project and it is the responsibilities of the Consultant to meet & coordinate his activities with others relevant to the project. It is to be ensured that the proposed standards, systems, methods, etc. are compatible as much as possible to avoid duplication of efforts.



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6. Scope of the Work:

Space Planning and Comprehensive Architectural and Engineering consultancy for preparation of the architectural plan, designing of all required infrastructure and services including internal services (water supply, sanitary, plumbing, electrical installation) and external services like lighting & illumination, landscaping, security system, rain water harvesting, etc., preparation of working drawings, Cost Estimate, Bill of quantities and necessary tender paper (technical specifications, BoQ & tender drawings), assisting NEEPCO for obtaining building permission from local and statutory authorities wherever needed, providing assistance during construction stage, submission of necessary drawings, documents & assisting NEEPCO for obtaining NOC / completion certificate from appropriate authorities and preparation & submission of As-Built Drawings incorporating all changes in design & drawings as per requirement etc. complete in all respect as per satisfaction to NEEPCO.

The following services are to be rendered and are deemed to be included in the quoted price unless mentioned otherwise:

- a) Visit to the project site and taking note of NEEPCO's requirement & site evaluation.
- b) Space planning and Prepare conceptual designs with reference to the requirements of Complete Building and rough cost estimate on the plinth area basis as per of Assam PWD / CPWD norms.
- c) Preparation of site plan / layout plan, section, elevation, floor plans, perspectives, preliminary drawings, etc. for Complete Building as per the requirements of local authorities and to the satisfaction of NEEPCO.
- d) Providing assistance to NEEPCO for obtaining all necessary building permissions from local authorities and other statutory bodies as required for the complete building.
- e) Preparation of following Detailed Design and drawings for Phase-I:
 - Landscaping,
 - Structural Designs,
 - Architectural Working Drawings,
 - Sanitary, Plumbing, Drainage, Water Supply, Sewage disposal, Rainwater harvesting etc.
 - Electrical Installations, Power Supply System, etc.
 - Heating, Ventilation and Air Conditioning design.
 - Fire detection, Fire protection and Security Systems etc.
 - Lift and other mechanical requirements



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- Any other works related to the buildings as well as other services as required for safe occupation and operation of the office building.
 - Prepare and issue working drawings and details for proper execution of work during construction.
 - Modify the designs incorporating changes as required during the course of execution.
 - Preparing as built drawings of building and services after completion of work.
- f) Prepare detailed cost estimate of the Phase-I for all the civil, electrical, mechanical and other related work, Technical Specifications and Tender Drawings.
- g) Prepare and submit working drawings for the Phase-I.
- h) Periodic inspection and evaluation of Constructions works with reference to design and drawings to ensure that the project proceeds generally in accordance to design and render advice on actions, if required.
- i) Prepare and submit completion reports and drawings for the project as required and assisting NEEPCO for obtaining "NOC / Completion / Occupancy Certificate" from statutory authorities, wherever required.
- j) Issue of as-built drawings including services and structures.
- k) Any other requirement for the building and area around but not particularly mentioned above.

7. Schedule of Services:

The Consultant shall after taking instructions from the Engineer-in-Charge regarding basic area allocations for different functions, render the following services:

a) Concept Design for Complete Building:

- (i) Prepare & submit the Layout Plan, floor plans, section, elevation, etc.
- (ii) Prepare conceptual designs and prepare Plinth Area estimate of the project.

b) Preliminary Design for Complete Building:

- (i) Modify the conceptual designs & documents incorporating required changes as per requirements of various Statutory Bodies / NEEPCO's and prepare & submit the same for obtaining approval / permission from Statutory Bodies.
- (ii) Providing assistance to NEEPCO for obtaining all necessary building construction permissions from local authorities and other statutory bodies as required.

c) Detailed Cost Estimate and Tender Documents for Phase-I:

- (i) Preparation of detailed cost estimate based on the applicable SOR of Assam PWD or DSR, CPWD, wherever applicable and on the basis of the prevailing market rate analysis where Central / State SOR rates are not available. The



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estimate should be comprehensive and should include all items. It is desired that the Consultant shall incorporate eco-friendly building materials, low VOC paints, energy efficient equipment's & fixtures, etc. in the Details Cost Estimate as per the rules of the Govt. / Statutory Bodies.

(ii) Prepare Tender drawings, specifications, Bill of Quantities. The submittals are required to be approved by NEEPCO prior to floating of tender.

d) Assistance during construction of Phase-I:

- (i) Prepare & submit schedule of release of construction drawings. The schedule is required to be approved by NEEPCO.
- (ii) Prepare & submit Detailed Architectural Drawings & Structural Design & Drawings (both in hard as well as soft copy in dwg. & std. format only) for all components of the schemes including getting approval from NEEPCO.
- (iii) Prepare & submit Detailed Electrical / Mechanical Design & Drawings (both in hard as well as soft copy in .dwg format only) for all components of the schemes including getting approval from NEEPCO.
- (iv) Prepare & submit any other drawings / information / details required for completion and execution of work including getting approval from NEEPCO.
- (v) Prepare working drawings based on the aforesaid approval and submit for onward issue to site for proper execution of works during construction.
- (vi) Approve samples of various elements and components.
- (vii) Check and approve shop drawings submitted by the Contractors / vendors.
- (viii) The Consultant shall take-up the following 22 (twenty-two) nos. of site visits to the construction site to ensure adherence of execution as per issued construction drawings & specifications including sorting out problems & issue necessary clarifications / instructions at site:
 - 1 (one) site visit at the time of foundation layout by the Civil Contractor.
 - 4 (four) Nos. of site visits to check of laying of reinforcement for the foundations.
 - 5 (five) Nos. of site visits, each prior to casting of slabs for each floor.
 - Remaining 12 (twelve) Nos. of site visits to inspect finishing works of each floor (1st to 4th Floor) (3 (three) visits per floor, 1 (one) each during brick work, flooring & painting works).

No extra payment shall be made to the Consultant for the aforesaid 22 (twenty-two) no. of visits. However, the consultant shall indicate cost incurred by him against each site visit in his bid.

If situation arises, the client may request the Consultant to take additional site visits as per the requirements, for which consultant shall be paid at a man day rate of INR 3,000.00/-.



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In case of non-compliance of the 22 (twenty-two) nos. of site visits by the consultant during the stipulated duration as mentioned above, an amount of INR 5,000.00/- per site visit shall be recovered from the amount payable to the consultant.

e) Completion Stage for Phase-I:

- (i) Issue of 2 (two) sets of As- Built drawings including all services and structures. The Consultant shall also submit soft copies of the As- Built Drawings in .dwg Format only.
- (ii) Prepare and submit completion reports and drawings for the project as required and assisting NEEPCO for obtaining "NOC / Completion / Occupancy Certificate" from statutory authorities, wherever required.

8. Terms of Payment:

The Bidder shall assume for the preparation of his financial proposal that payments will be made in the following sequence:

- a) Payment against the Invoices submitted by the Consultant to the Engineer-in-Charge shall be released by NEEPCO after verification and certifications of Invoices. The payment shall be made in the following stages consistent with the work done:

Sl. No.	Milestone	Percentage of Payment w.r.t. total contract amount
1.	On completion of Preliminary Stage upto submission of preliminary design, estimate & permission drawings for Complete Buildings.	10%
2.	After obtaining building permission from statutory bodies for Complete Building.	10%
3.	On submission of Detailed Cost Estimate, Technical Specification, BoQ & Tender Drawings including obtaining approval from NEEPCO for Phase-I.	10%
4.	On submission of detailed construction drawings required for commencement of execution work at site and approval of NEEPCO for Phase-I. (Phase-wise payment against submission of the detailed construction drawings shall be carried out on pro-rata basis as per the approved schedule of release of drawings prepared by the consultant & approved by NEEPCO)	45% (The percentage shall be break-up into the following sub-heads)
4.1	Architectural Landscaping Drawing including Sanitary and Plumbing, Water Supply, Soil and Storm Water Drainage Systems, Parking Layout, Rainwater Harvesting, etc.	5%
4.2	Detailed Foundation Drawings	10%
4.3	Detailed Architectural & Structural Drawings of the Super-	25%



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Sl. No.	Milestone	Percentage of Payment w.r.t. total contract amount
	Structures	
4.3.1	Detailed Architectural & Structural Drawings for Ground Floor	5%
4.3.2	Detailed Architectural & Structural Drawings for 1 st Floor	5%
4.3.3	Detailed Architectural & Structural Drawings for 2 nd Floor	5%
4.3.4	Detailed Architectural & Structural Drawings for 3 rd Floor	5%
4.3.5	Detailed Architectural & Structural Drawings for 4 th Floor	5%
4.3.6	Detailed Electrical / Mechanical Drawings including Electrical Installation, HVAC System, Installation of Lifts, Security Arrangements and Fire-fighting Systems, etc.	5% (1% for each Floor)
4.4	Modification/ Revision during construction: This milestones shall be linked up with execution. Part payment against this milestone shall be released on pro-rata basis taking in consideration the actual progress of work. 100% payment of this milestone shall only be released after completion of the execution and submission of 3 (three) sets of As-built drawings. Even if, there is no modification during the course of execution, progressive payment shall continue and full payment against this milestone shall be paid to the consultant on completion of the work & after submission of 2 (two) sets of the As-Built drawings.	10%
4.5	After obtaining NOC / Occupancy / Completion certificate from the Statutory Bodies	5%
4.6	Defect Liability Period: This amount shall be released to the Consultant after completion of the stipulated Defect Liability Period.	10%
5.	Total	100%

b) All the cost of the establishment, works and services not specifically mentioned here but required to be done as per the scope of the consultancy services for completion for the work, shall be deemed to be included in the aforesaid terms of payment and no separate payment shall be made.

c) **Duration of the Services**

The duration of Consultancy Works is estimated to last for **36 months** from the date of issue of the Letter of Intent. Detailed Break-up for completion of different milestones.



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Sl. No.	Milestone	Time
1.	Conceptualization and preparation of preliminary schemes, Site Plan / Layout Plan, etc.	1 Month from the date of issue of LOI
2.	Assist NEEPCO for obtaining permission from various statutory bodies	As per the provision of the statutory bodies
3.	Preparation of Tender Documents (Detailed Cost Estimate, Technical Specification, Tender Drawings, etc.)	15 days from the date of obtaining building permission (Start of zero date)
4.	Detailed Design Works including issue of working / construction drawings	
4.1.	Issue of Construction Drawings pertaining to Foundations	2 (two) months from the zero date
4.2.	Issue of Architectural & Structural Drawings at different Floor Levels	3 (three) months from the zero date
4.3.	Detailed Electrical / Mechanical Drawings including Electrical Installation, HVAC System, Installation of Lifts, Security Arrangements and Fire-fighting Systems, etc.	3 (three) months from the zero date
5.	Assistant in construction including modification & revision of drawings & site visits, whenever required.	Full duration of Construction / Execution Works
6.	Issue of 2 (two) sets of As- Built Drawings	At the time of applying for NOC / Occupancy / Completion Certificate
7.	Assist NEEPCO for obtaining NOC / Occupancy / Completion certificates from various statutory bodies	As per the provision of the statutory bodies

This period includes time required for Conceptualization and preparation of preliminary schemes, obtaining permission, preparation of technical specifications, Tender Drawings, BoQ & Cost Estimates, detail design, planning & preparation of working drawings and assist NEEPCO during execution of the project.

9. Responsibilities of NEEPCO

NEEPCO will provide free of charge all existing information, data, reports and drawings as far as available. However, it is the duty of the Consultant to check availability, quality and suitability of this information. The information, data,



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reports etc. as mentioned above will be available for the Consultant's unlimited use during execution of the proposed services.

10. **Technical qualifying criteria:**

The Technical Qualifying Criteria of the Consultant for the proposed work "Planning, Design & Construction of AEC Building, NEEPCO, Guwahati, Assam" are enumerated below:

Minimum 10 (ten) years of experience as Design & Architectural Consultant in executing building projects as on 28.2.2021.

The experience should include all consultancy services for Office Buildings for Architectural, Structural, Engineering and all internal and external services including Electrical Installation, Sanitary and Plumbing, Water Supply, etc.

11. **Experience in successful completion of similar works:**

The Consultant must have successfully completed similar kind of works during last 10 (ten) years ending on 28.2.2021, the contract values of which should be either of the following:

3 (Three) similar completed works each of value not less than 11 Lacs.

Or,

2 (Two) similar completed works each of value not less than 14 Lacs.

Or,

1 (One) similar completed work of value not less than 22 Lacs.

Similar works are defined as "Planning, Architectural & Design Consultancy Services for Architectural, Structural, Engineering and all internal and external services including Electrical Installation, Sanitary and Plumbing, etc. for Office Building". Previous experience of works completed under Govt. Organization (Central / State, PSUs, etc.) shall only be considered. The Bidder shall require to produce copies of Work Order and Completion certificate from the appropriate authorities certifying that the concerned bidder has successfully completed similar works as proof of previous experience. The date of issue of Work Order as well as the completion certificate shall be within the last 10 (ten) years (ending on last day of the month previous to the one in which the tender is invited).

12. **Instruction to the Bidders:**

The intending bidders fulfilling the aforesaid technical qualifying criteria, shall have to prepare & submit a detailed presentation of the proposal & scheme (for the Complete Building & Phase-I construction) in conformity with the local building bye-laws and other applicable norms of various statutory bodies including perspective view.

Based on the quality of the presentation w.r.t. maximum use of available resources, NEEPCO shall shortlist the perspective bidders for submission of quotation along



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with technical bids. The nos. of shortlisted bidders shall not be more than 5 (five) nos. Decision of NEPCO in regard to shortlisting shall be final and no claim in this regard shall be entertained. The selected bidders shall be paid an honorarium of INR 15,000.00/- each as appreciation for the efforts put in by them. The bidder shall quote the consultancy fee considering the following:

- Consultancy Services upto obtaining permission for the complete building.
- Consultancy Services upto completion of Phase-I Construction.

Shortlisted Bidders are required to submit the details of their organization, experience, list of technical personnel in their organization, proven competence to handle the tendered works, in house computer aided design facilities, etc.

13. Evaluation of the Technical Bid:

The techno-commercial evaluation of bids shall be carried out as per **Quality & Cost Based Selection (QCBS)** System which includes 85% scope of the quality (Techno-Commercial) Bid and 15% weightage of the Price Bid.

Criteria for evaluation of Techno- Commercial Bid:

Sl. No.	Broad Criteria/ Technical Parameters for Selection	Max. Marks	Min. Marks	Remarks
1.	Design Concept:			
1.1.	Architectural features, section, elevation & perspectives, preliminary structural lay-out plan, floor plan indicating all other amenities, specifications and approximate plinth area based estimated cost.	35	25	Marks shall be awarded considering the merit of the submittal.
2.	Previous experience establishing the competency to handle the tendered job	35	25	Marks shall be awarded as per the list of previous experience including submitted copies of Work Order & Completion certificate. Full marks shall be awarded to the bidder with maximum acceptable submission. Remaining bidders shall be awarded on pro-rata basis.
3.	List of key personnel to be engaged	20	15	Marks shall be awarded as per the list of personnel engaged including copies of the respective resumes.



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Sl. No.	Broad Criteria/ Technical Parameters for Selection	Max. Marks	Min. Marks	Remarks
4.	In house capability for preparation of detailed architectural, structural & services design & drawings	10	5	Marks shall be awarded based on the details of in-house computer aided design facilities available.
5.	Total	100	70	

14. General Requirements

1. Registration with Council of Architects as per Architects Registration Act, 1972 and/ or corporate member of institution of Town Planners, India.
2. GST Registration No.
3. Income Tax Pan No Number along with proof of having submitted IT returns for the last 3 (three) years, profit & loss account and balance sheet certificate by the auditor.

15. General Conditions

1. Detailed specification of job includes scope of work and all terms and conditions of NIT's are given in tender documents.
2. Bid must be accompanied with the photocopies of the following documentary evidence (duly attested by authorized signatory of the tenderer).
 - a) Copy of Registration with Council of Architect and / or Corporate Member of Institute of Town Planners, India.
 - b) Copy of GST Registration.
 - c) Copy of Work Orders/LOAs and Completion Certificates / proof of completion from respective Authority.
 - d) Name and address of the sole Proprietor/Partners/Board of Directors and Memorandum of Articles of Association / photocopy of the Partnership Deed/affidavit for Proprietorship.
 - e) Copy of Registration with Central Govt. / State Govt. / Public Sector Undertaking if any applicable.
 - f) Copy of PAN along with proof of having submitted IT returns for the last 3 (Three) years, profit & loss account and balance sheet certified by the auditor.
 - g) The Bidder participating as Micro / Small Enterprises (MSE) shall submit valid document.
 - h) The MSE's who have applied for registration or renewal of registration with authorized agencies / bodies, but have not obtained the valid certificate as on close date of tender, are not eligible for exemption / preference.
 - i) Notwithstanding anything stated above, the owner **reverses** the right to assess Bidder's capability and capacity to perform the contract should the circumstances



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warrant such assessment in the overall interest of NEEPCO Ltd. and decision of NEEPCO in this regard shall be final.

16. Submission and Opening of Bids

16.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Online bidding forms will be available in the above website. Detailed Bid document can be downloaded from this website after vendor registration. In the online Bid submission, Bidders will submit their Bids using their digital signature.

16.2 Submission of online bid is mandatory.

16.3 Bids should be submitted online in the e-Tender Portal <https://etenders.gov.in>. The offline envelopes shall be addressed as below:

To

**The Dy. General Manager (C),
Coordination Wing,
NEEPCO Bhawan, R.G. Baruah Road,
Guwahati-5, Assam.**

16.4 The offline documents shall reach this office within the scheduled date and time mentioned Clause No:22.

16.5 The documents received by the Corporation in offline mode as specified above after the stipulated date and time will be returned unopened to the Bidder and his online Bid will not be considered for evaluation.

17. **Assessment:** The Technical Evaluation shall be done on the basis of the submittals furnished in the Techno-Commercial Bid. Having all the requisite credentials as per the General Requirements as well as per General Condition, the preliminary proposal of the Bidder shall be examined by NEEPCO and the accepted offers shall be considered for Price Evaluation. The bidder may require to give a power-point presentation on their proposal if NEEPCO desires so. The decision of NEEPCO in this regard shall be final and binding on the bidders.

18. Special Attention

18.1 Bidders are advised to contact DGM (C), Coordination, for any clarification about the above mentioned work. Any lack of knowledge to this effect on the part of the Tenderer shall not entitle the contract for any claim whatsoever and shall not be considered. The Tenderer are therefore once again advised to inspect the entire working front and make proper planning before submission of Tender.

18.2 The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under:

- i) If the tender is submitted by any individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.
- ii) If the tender is submitted by a Firm in Partnership, it shall be signed by all the Partners of the Firm above their full name and current business address, or by a Partner holding the Power of Attorney for the Firm and signing the tender in which case certified copy of the Partnership Deed and current business of all the Partners of the Firm shall also accompany the tenders.



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- iii) If the tender is submitted by a Limited Company or a Limited Corporation, it shall be signed by a duly authorized person holding the Power of Attorney for signing the tender in which case a certified copy of the Power of Attorney may be required to furnish with satisfactory evidence of its existence before the contract is awarded.
19. Bidders may view the tender opening results in <https://etenders.gov.in> by marking their presence for online tender opening.
20. Bidders are requested to visit <https://etenders.gov.in> regularly for any modification/clarification of the detailed bid document.
21. 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 such action on the part of NEEPCO.
22. **Important dates:**

Date of commencement of downloading of bid document from https://etenders.gov.in	w.e.f. 1000 Hrs. of 18.3.2021
Last date & time for receipt of online bids:	1200 Hrs. of 15.4.2021
Last date & time for receipt of offline bids:	1200 Hrs. of 15.4.2021
Date & time of online opening of bids	1200 hrs. of 16.4.2021

In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the date of opening of bids will be the following working day at the appointed times.

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

Executive Director(P)Hydro
NEEPCO, Guwahati

Covering Letter

(On the letter head of the Applicant, with full postal address, telephone no., fax no. & e-mail address)

To,

**The DGM (C)
Coordination Wing
NEEPCO Ltd., NEEPCO Bhawan,
Sundarpur, R.G. Baruah Road,
Guwahati -781005.**

Sir,

1. This has a reference to your Empanelment notice, which appeared in www.neepco.co.in and <https://etenders.gov.in> inviting “Expression of Interest (EOI)” to empanel Architects / Firms for the work “Architectural and Design Consultancy Services for “Planning, Design & Construction of Advanced Engineering Centre (AEC) Building, NEEPCO, Guwahati, Assam”.
2. I have fully studied and understood the clauses mentioned in the detail notice and the guidelines for empanelment and all information / details provided therein.
3. Annexed to this application are the certified copies of documents conveying and confirming the signatories’ legal status.
4. All information / particulars as mentioned in the detail notice inviting “Expression of Interest (EOI)” have been submitted herewith.
5. NEEPCO and its authorized representatives are hereby authorized to conduct or to make any enquiry or investigations to verify the statements / information submitted with this application.

The undersigned hereby declares that the statement made and the information provided in this application is complete, true and correct in all respects.

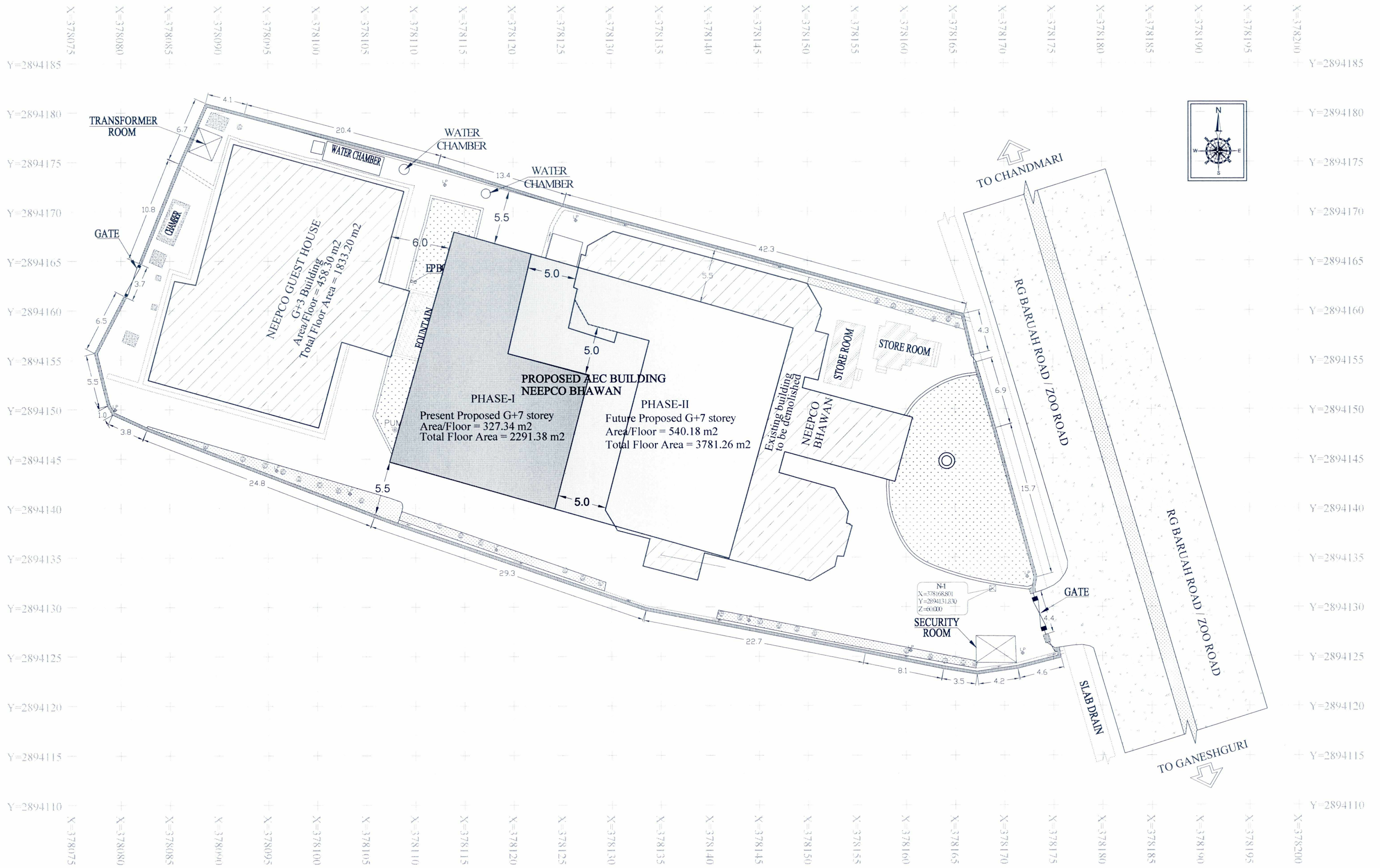
I accept and confirm.

Date: dd/mm/yy

Place: -----

(Signature of the Applicant)

(Designation)



SITE PLAN : PROPOSED AEC BUILDING, NEEPCO BHAWAN, GUWAHATI