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**Notice for Expression of Interest**

Expression of Interest is hereby invited from Transformer Repairing Firms from the state of Meghalaya/Assam for empanelment/registration in the O/o The Chief Engineer (D), MePDCL, Shillong for taking part in the future tender/work for repairing of failed Distribution Transformers and Power Transformers of 11KV and 33KV Level.

Firms interested for empanelment/registration may find the detailed information from the Website <http://www.meecl.nic.in>. and to submit their respective Expression of Interest to the office of the undersigned on or before 16:00 Hrs of 3<sup>rd</sup> April, 2025.

**Chief Engineer (Distribution),  
I/c Eastern Zone, MePDCL, Shillong**

Memo No. MePDCL/CE(D)/EZ/T-29/2024-25/109(a)

Dated: 10<sup>th</sup> March, 2025.

Copy to:

1. The P.A. to the Chief-cum-Managing Director, MeECL, Shillong for the kind information of the CMD.
2. The Director (Corporate Affairs, MeECL, Shillong.
3. The Director, Finance, MeECL, Shillong.
4. The Director (Distribution), MePDCL, Shillong.
5. The Chief Accounts Officer, MeECL, Shillong.
- ✓ 6. The Chief Engineer (Commercial), MePDCL, Shillong with a request to incorporate the above Notice in the MeECL website.
7. The Director, Information and Public Relations, Meghalaya with a request to kindly publish the Expression of Interest in the Shillong Times, U Mawphor and Salantini on or before the 12<sup>th</sup> March, 2025 within a space of 9 cm x 3 col. The Newspapers are to submit their bills in triplicate to the undersigned for payment.
8. Notice Board.
9. Relevant File.

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10/3/2025

**Chief Engineer (Distribution), I/c Eastern Zone**

10/3/2025

Expression of Interest from the Transformers Repairing Firms

1. Invitation as per Notice No.MePDCL/CE(D)/EZ/T-29/2024-25/

Dated:

2. Scope: Empanelment of firms interested for partaking in future tender/work for '*Repairing of failed Transformers for 11KV and 33KV Level under MePDCL, Eastern Zone and Western Zone. Location of a firm shall be only from the State of Meghalaya and Assam*'.

3. **Criteria of Requirement:** For a firm to get empanelled under this scope, the following minimum documents/requirements must be fulfilled:

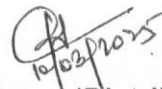
- (i) Registration document
- (ii) Licence to work at factory
- (iii) Memorandum of Articles of Association/Proprietorship/Partnership
- (iv) GST, PAN Card
- (v) Clearance Certificate from State Pollution Control Board/Any related Authority.
- (vi) List of machineries.
- (vii) Testing equipment.
- (viii) Calibrated meters
- (ix) Past Experience/past order of similar work (last 3 years)
- (x) Performance Certificates of the executed work (last 3 years)
- (xi) Approved GTPs and Drawings of the Transformers executed as per Sl. No. (ix).
- (xii) Documents of skilled and semi-skilled workers.
- (xiii) All the documents shall be up dated and valid from time to time.
- (xiv) Documents from Sl. Nos. (i) to (v) are required to establish the clear existence of a firm under recognition by the state government.
- (xv) Documents from Sl. Nos. (vi) to (viii) are required to establish the authenticity of machineries, testing equipment and the maintenance/observation of sensitivity of the reading meters with supporting of valid Certificates from NABL accredited labs.
- (xvi) Documents from Sl. Nos. (ix) to (xi) are required to establish the experience of the firm which is very crucial for observation of the quality of works being executed by a firm.
- (xvii) In case a firm apprise as a start-up firm, supporting documents must be furnished. However, documents from Sl. Nos. (i) to (viii) shall have to be furnished without fail.

#### 4. Stages of Qualification

- (i) The First stage of empanelment process will be examination/fulfilment of documentation.
- (ii) The Second stage of empanelment process will be factory inspection.
- (iii) The Third stage of empanelment process will be issuing of Approval Letter based on the Satisfactory Report submitted by the Inspecting Officer.

#### 5. SOP: The following SOP will be maintained/conducted during empanelment period:

- (i) All documents shall be submitted within 1 month from the date of floating of EOI
- (ii) Within this period, the intending firm may seek clarification/query to clear all doubts. All queries shall reach the O/o the CE(D) EZ within 7 (seven) days before the last date of submission of documents.
- (iii) After examination of documents, clarifications and queries may be raised by the Department.
- (iv) When documentation has been completed in all respect, this means the 1<sup>st</sup> stage of empanelment has been completed, the Department will inform the firm accordingly
- (v) The firm will then invite the Department for factory inspection. The date of the program shall be fixed at mutually convenient time of both parties.
- (vi) After factory inspection, the firm will get the empanelment based on the satisfactory report submitted by the Inspecting Officer.



Chief Engineer (Distribution),  
Eastern Zone, MePDCL, Shillong