



# NUMALIGARH REFINERY LIMITED

( A Govt. of India Enterprise)

## NOTICE INVITING TENDER

Sealed item rate tenders in **Two -bid system** are invited from competent and experienced contractors having sound technical and financial capabilities for the following work at Numaligarh:

Name of the Work	Due Date & Time of Submission	Earnest Money Deposit	Contract Period
<b>AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)</b> Tender No. OC28000015/PAN	05.08.2010 Upto 3.00 P.M.	Rs. 12,000.00	01(year)

### **BRIEF SCOPE OF WORK:-**

**AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)**

### **QUALIFICATION REQUIREMENT:**

The contractor should have experience of similar type of contract in Up-keepment and Chemical handling job in refinery/ Process Plant.

Intending tenderer should also meet the qualifications regarding Past Experience of having successfully completed similar works in last ten years ending 30.06.2010 should be either of the following.

1. Three similar works costing not less than **Rs. 7.44 Lakhs.**
2. Two similar works costing not less than **Rs. 9.93 Lakhs.**
3. One similar successfully completed jobs **Rs. 12.41 Lakhs.**

The value of past experience shall be adjusted at a simple rate of **07%** for every completed year ending last day of the month, preceding the month in which bids are invited.

If any bidder submits experience other than NRL; TDS certificate should be furnished for that contract, along with the Work Order & Competition Certificate.

### **OTHERS**

*PAN, PF Code, Sales Tax clearance Certificate (VAT), Service Tax Registration certificate etc.*

### **DOWNLODING OF TENDER DOCUMENT:-**

Intending agencies have to download the tender document from NRL website [www.nrl.co.in](http://www.nrl.co.in). FREE OF COST.

### **SUBMISSION AND OPENING OF TENDER:**

The tenders duly completed as per requirement of the tender document shall be submitted to the office of Commercial Dept., Numaligarh Refinery Limited, NRL Site, during the specified date and time. Techno-Commercial part (Part-I) of the above Tender shall be opened on the date of submission of bids after 15-30 hrs. Price part( Part-II ) of the Techno-Commercially acceptable bids will be opened at a later date.

### **GENERAL**

NRL takes no responsibility for delay, loss or non-receipt of tenders sent by post. NRL reserve the right to accept or reject any or all the tenders without assigning any reason thereof and to allow purchase preference to Public Sector Enterprise as admissible under existing Government Guidelines. **TENDER WITHOUT EARNEST MONEY DEPOSIT WILL BE REJECTED.** For Details please log on to [www.nrl.co.in](http://www.nrl.co.in)

**GM (Commercial & CC)**

**Numaligarh Refinery Limited**

Numaligarh, July 21, 2010

**NUMALIGARH  
REFINERY  
LIMITED**



A GOVERNMENT OF INDIA ENTERPRISE

**TENDER DOCUMENT**

FOR

**AMC for Up-keepment / Periodic Maintenance of  
Operational Areas and Chemical / Lubricant Handling,  
Secured Land Filling for Utility Units. (2454)**

Tender No. OC28000015/PAN

(Techno-Commercial Bid)

PREPARED & ISSUED BY

**NUMALIGARH REFINERY LIMITED**  
(A Govt. of India Enterprise)

**LETTER INVITING TENDER**

**Date: 21.07.2010**

**Sub:** Bid document for ‘AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)’

**(Tender No.: OC28000015/PAN)**

Dear Sirs,

Sealed offer in two-bid is invited by Numaligarh Refinery Ltd. for the subject work as detailed below:

<b>i) Name of the work</b>	::	Bid document for “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”
<b>ii) Earnest Money Deposit</b>	::	Rs. 12,000.00 (Twelve thousand only)
<b>iii) Contractual Period</b>	::	01 (one) year, with a provision of extension for another one year at the same rate, terms & conditions
<b>iv) Last date &amp; time for submission of offer</b>	::	<b>15.00 hours on 05.08.2010</b>
<b>v) Date &amp; time of Opening of offer</b>	::	After 15.00 hours on 05.08.2010
<b>vi) Place of submission of offer</b>	::	General Manager (Commercial & CC) Numaligarh Refinery Limited, NRL Complex, <b>Numaligarh – 785 669</b> , Dist: GOLAGHAT, Assam
<b>vii) Qualifying Requirements</b>	::	<p>The contractor should have experience of similar type of contract in Up-keepment and Chemical handling job in refinery/ Process Plant.</p> <p>Intending tenderer should also meet the qualifications regarding Past Experience of having successfully completed similar works in last ten years ending 30.06.2010 should be either of the following.</p> <ol style="list-style-type: none"><li>1. Three similar works costing not less than <b>Rs. 7.44 Lakhs.</b></li><li>2. Two similar works costing not less than <b>Rs. 9.93 Lakhs.</b></li><li>3. One similar successfully completed jobs <b>Rs. 12.41 Lakhs.</b></li></ol> <p>The value of past experience shall be adjusted at a simple rate of <b>07%</b> for every completed year ending last day of the month, preceding the month in which bids were invited.</p> <p>If any bidder submits experience other than NRL; TDS certificate should be furnished for that contract, along with the Work Order &amp; Competition Certificate.</p> <p><b><u>Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.</u></b></p> <p>OTHERS</p> <p>PAN, PF Code, Sales Tax clearance Certificate (VAT), Service Tax Registration certificate etc.</p>

<b>viii) Payment Terms</b>	::	Payment shall be made monthly against the work done during the preceding month on pro rata basis based on certification made by Engineer in charge.
<b>ix) Security Deposit (SD)</b>	::	Applicable as per GCC. Security deposit shall be released along with final bill.
<b>x) Defect Liability Period (DLP)</b>	::	Not Applicable
<b>xi) Engineer-In Charge</b>	::	Chief Manager (Utility)
<b>xii) List of Free Issue Material:</b>		As per scope of work.

**General Manager (Commercial & CC)  
Numaligarh Refinery Limited.**

Enclosures:

- Terms and Conditions.
- Special Conditions of Contract with drawing
- Declaration by the Bidder
- Schedule of Rates.

## TERMS AND CONDITIONS

### 1. Submission of offer:

- Offer should be received at the place of submission of offer within the last date and time of submission of offer mentioned in the Letter Inviting Tender. If the last date of receipt of offer happens to be a non-working day, the last date will be the next working day at the aforesaid time. NRL take no responsibility for delay, loss or non-receipt of bids sent by post.
- Offer should be valid for a period of six months from the due date of submission of offer.
- Sealed offer should be submitted superscribed with the following:
  - Due date of submission of offer
  - Name of Work
  - Tender Number
  - Name of the bidder
- The envelope containing the PRICED BID and a second envelope containing the TECHNICAL BID should be enclosed in a single envelope.

#### The offer shall contain the following:

- Tender document duly signed & stamped on each page.
- Bidder's techno-commercial offer and all other details as per requirement of tender document.
- Schedule of Rates duly filled in.
- **All corrections and alterations in the entries of tender paper shall be signed in full by the bidder with date. No erasures or overwriting are permissible.**

### 2. Earnest Money Deposit:

The bidder shall deposit Earnest Money Deposit in the form of Demand draft of **STATE BANK OF INDIA** in favour of **Numaligarh Refinery Limited**, payable at **SBI, Numaligarh Refinery Complex Branch** (Code : 5377). Tender without earnest money will be summarily rejected.

### 3. Rate:

Rate should be quoted both in figures & words in the enclosed Schedule of Rates.

### 4. Price, Taxes, Duties

Without prejudice to stipulations in General Conditions of Contract, the bidder should quote firm prices inclusive of all taxes, duties, value added tax on works contract and other levies on which no variation will be allowed, except statutory variation in taxes/duties.

**QUOTED RATES SHOULD BE EXCLUSIVE OF SERVICE TAX.  
SERVICE TAX AS APPLICABLE WILL BE LOADED ON THE QUOTED PRICE BY NRL.  
SERVICE TAX SHALL BE PAYABLE SUBJECT TO SUBMISSION OF INVOICES AS PER RULE 4 (A)  
OF SERVICE TAX.**

### 5. Scope of work and Supply:

The scope of work & supply of this work will be in accordance with the Special Conditions of Contract, Schedule of Rates and as per the direction of Engineer-in-charge.

### 6. Security deposit:

As per GCC and security deposit shall be released after expiry of **Defect Liability Period (DLP)**.

### 7. Measurement of work:

Payment will be made on the basis of joint measurements, taken by the contractor and certified by Engineer-in-charge.

### 8. Penalty Clause:

In case the contractor fails to comply with provisions of tender and requirement, monetary penalty as deemed fit by the Engineer-in-charge will be levied, subject to a maximum penalty of 10% of the contract value and the same shall be final and binding on the contractor.

### 9. Other terms and conditions:

- (a) Transfer of tender documents issued to one bidder to another is not permissible. Further, tender containing uncalled for remarks or any additional conditions are liable to be rejected.

- (b) **Non participating agencies are requested to state the reason(s) for non-participation in the enclosed REGRET FORM.**
- (c) The bidder may visit and examine the site of work and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the offer and entering into a contract for the subject job. The bidder shall bear all costs associated with the preparation and submission of offer.
- (d) The management of NRL does not bind itself to accept the lowest tender, and reserves the right to reject any or all the tenders received without assigning any reason thereof.
- (e) Variation in the value of the work will not vitiate the tender agreement.
- (f) The contractor will have to abide by the existing laws applicable to contract works and co-operate with other contractors working at site and will not cause hindrance to other works.
- (g) The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force as well as the Safety and Environmental rules & regulations including general loss control rules of NRL. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor and the company shall have no liability whatsoever on this account.
- (h) Contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- (i) The General Conditions of contract (**GCC**) of NRL will be applicable for this contract also. GCC is available in NRL website ([www.nrl.co.in](http://www.nrl.co.in)). Clauses related to arbitration will only be as per the amendment enclosed as annexure wherever the term GCC appears.
- (j) Bidders will fill up the all annexure attached to this Detailed Tender Notice clearly and sign every page of this Detailed Tender Notice before submission of the tender. Tender in which any of the required particulars and prescribed information are missing or are incomplete, are liable to be rejected.
- (k) One authorized representative of the bidder may remain present during the tender opening on the due date, time and venue.
- (l) Insurance shall be effected for all employees of the contractor, engaged during execution of the subject job. (Refer clause 104.1 (ii) of GCC).
- (m) **The contractor is required to obtain** labour license under Contract Labour (R&A) Act, 1970 & **PF registration number on awarding the contract.** (Refer Clause 107.2 of GCC)
- (n) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed thereunder:
- i) The Contract Labour (Regulation and Abolition) Act,
  - ii) The Minimum Wages Act.
  - iii) The Workman's Compensation Act.
  - iv) The Payment of Wages Act,
  - v) The Payment of Bonus Act,
  - vi) The Employees Provident Fund & Misc. Provisions Act,
  - vii) Family Pension Scheme,
  - viii) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act,
- or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work
- (o) In case any of the document/information(s) furnished by a vendor are found to be false/forged, such vendor will be kept in holiday list apart from other penal actions as deemed fit by NRL.
- (p) The following procedures are applicable in regard to invitation of tenders from NSIC/SSI Units:
- i) Earnest Money / Security Deposit need not be taken from these Units.
  - ii) Tender sets may be given free of cost.

The above are subject to the fulfilling of under mentioned conditions:

- i) SSI Units should be registered with National Small Scale Industrial Corporation Ltd (NSIC).
- ii) The Unit should be registered for the item tendered.
- iii) The monetary limit indicated in NSIC registration certificate should cover value of items ordered.
- iv) Registration Certificate is valid as on date of order.
- v) Photostat copy of valid NSIC registration certificate should be submitted in support.

Registration with DGS&D will not entitle a Bidder to claim exemption from Security Deposits.

(q) **Applicable Labour Wage:**

- i) The minimum wages per day (Inclusive of all allowances and benefits) of contract workers wef 01-01-2007 will be as below:

- Unskilled: Rs. 147.00
- Skilled: Rs. 162.00.

$$\text{Revised Rate} = \text{Original Rate} \times \left\{ \frac{L_0 + 0.85 \times P \times (L_R - L_0)}{L_0} \right\}$$

$$P = 80.5\%$$

Where,  $L_0$  = Original Labour rate,  $L_r$  = Revised Labour rate and  $P$  = Labour Component of Item (80.5% for this contract).

- ii) For the purpose of calculating PF and other statutory payments, basic wage of unskilled and skilled category of contract workers per day will be Rs. 103.00 and Rs. 122.00 respectively.
  - iii) Bonus is to be paid to the contract workers by the contractors as per the payment of Bonus Act, 1965.
  - iv) The contractors will make necessary deductions for PF from the wages of the workers as per the PF Act and deposit the same to the authorities concerned along with the employers' contribution.
  - v) The contract workers will also be entitled to the following leave annually:
    - Earned Leave- 18 days
    - Casual Leave- 06 days.
    - Sick Leave- 04 days.
  - vi) An annual increment of Rs. 5.00 to the total wages of both Unskilled and Skilled category of workers will be given every year wef 1st January starting from 01-01-2008 till 31-12-2010.
- (r) No mobilization advance will be paid to the contractor for execution of this work.

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**ARBITRATION:**

- a) Any dispute or difference of any nature whatsoever, any claim, cross-claim, counter-claim or set off of the COMPANY against the Contractor or regarding any right, liability, act, omission on account of any of the parties hereto arising out of or in relation to his agreement shall be referred to the sole Arbitration of the Managing Director of the COMPANY or of some officer of the COMPANY who shall be nominated by the Managing Director. The Contractor will not be entitled to raise any objection to any such arbitrator on the ground that the arbitrator is an Officer of the COMPANY or that he has dealt with the matters to which the contract relates or that in the course of his duties as an Officer of the COMPANY he had expressed views on all or any other matters in dispute or difference. In the event of the arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Managing Director as aforesaid at the time of such transfer, vacation of office or inability to act may in the discretion of the Managing Director designate another person to act as arbitrator in accordance with the terms of the agreement to the end and intent that the original Arbitrator shall be entitled to continue the arbitration proceedings notwithstanding his transfer or vacation or office as an Officer of the COMPANY if the Managing Director does not designate another person to act as arbitrator on such transfer, vacation of Office or inability of original arbitrator. Such persons shall be entitled to proceed with the reference from the point at which it was left by his predecessor. It is also a term of this contract that no person other than the Managing Director or a person nominated by such Managing Director of the COMPANY as aforesaid shall act as arbitrator, hereunder. The award of the arbitrator so appointed shall be final conclusive and binding on all parties to the agreement subject to the provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof any the rules made thereunder for the time being in force shall apply to the arbitration proceedings under this clause.
- b) The award shall be made in writing and published by the Arbitrator within two years after entering upon the reference or within such extended time not exceeding further twelve months as to sole Arbitrator shall by a writing under his own hands appoint. The parties hereto shall be deemed to have irrevocably given their consent to the Arbitrator to make an publish the award within the period referred to hereinabove and shall not be entitled to raise any objection or protest thereto under any circumstances whatsoever.
- c) The arbitrator shall have power to order and direct either of the parties to abide by, observe and perform all such directions as the arbitrator may think fit having regard to the matters in difference i.e. dispute before him. The arbitrator shall have all summary powers and may take such evidence oral an / or documentary, as the arbitrator in his absolute discretion thinks fit and shall be entitled to exercise all powers under the Arbitration Act, 1940 including admission of any affidavit as evidence concerning the matters in difference i.e. dispute before him.
- d) The parties against whom the arbitration proceedings have been initiated, that is to say, the Respondents in the proceedings, shall be entitled to prefer a cross-claim, counter-claim or set off before the Arbitrator in respect of any matter an issue arising out of or in relation to the Agreement without seeking a formal reference of arbitration to the Managing Director for such counter-claim, cross or set off and the Arbitrator shall be entitled to consider an deal with the same as if the matters arising there from has been referred to him originally and deemed to form part of the reference made by the Managing Director.
- e) The arbitrator shall be at liberty to appoint, if necessary any accountant or engineering or other technical person to assist him and to act by the opinion so taken.
- f) The arbitrator shall have power to make one or more awards whether interim or otherwise in respect of the dispute and difference and in particular will be entitled to make separate awards in respect of claims or cross-claims of the parties.
- g) The arbitrator shall be entitled to direct any one of the parties to pay the costs of the other party in such manner and to such extent as the arbitrator may in his discretion determine and shall also be entitled to require one or both the parties to deposit funds in such proportion to meet the arbitrators expenses whenever called upon to do so.
- h) The parties hereby agree that the courts in the town of Golaghat alone shall have jurisdiction to entertain any application or other proceedings in respect of anything arising under this agreement and any award or awards made by the Sole Arbitrator hereunder shall be filed in the concerned courts in the town of Golaghat only.

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# **SPECIAL CONDITIONS**

**OF**

**CONTRACT**

**JOB: AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454).**

# **SPECIAL CONDITIONS OF CONTRACT**

## **TENDER NO. OC28000015/PAN**

1. The labour contractor must have valid labour supply licence .
2. Adequate manpower shall have to be made available for carrying out the above mentioned job efficiently and effectively.
3. The contractor has to abide by the rules and regulations for security, safety etc. prevailed inside refinery premises.
4. The tenderer shall observe all the formalities regarding labour acts / rules.
5. Contract will valid for one year and provision should be kept for extending upto two year depending upon the performance of the contractor.
6. Record of cleaning is to be maintained and certificate for the job attended is to be taken from the concern sectional in charge.
7. The tenderer will have to keep one supervisor at site to supervise the job and to co-ordinate the related job with the concern engineer
8. Work should be continued on Sunday and holidays without interruption.
9. If the performance of the tenderer is not found satisfactory he will be given notice for a period of one week to improve his performance. For such type of repeated poor performance NRL may terminate the contract within 15days notice.
10. The contractor will have to abide by all safety and statutory regulations and must provide all personnel protective appliances and other safety gadgets as per job requirement. These include safety shoe, helmet, goggles, gum boot, hand gloves for chemicals, safety belt etc.
11. Terms and conditions not covered above will be as per GCC of NRL.

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**DECLARATION BY THE BIDDER**

**Name of Work:** “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

**Tender No. :** OC28000015/PAN

**Name of Bidder :**

**DETAILS OF EQUIPMENTS TOOLS & TACKLES**

The bidder shall submit herein details of construction equipments, tools, tackles proposed to be deployed for this work and shall indicate in each case whether the same is (a) already owned by bidder and available for use on this Contract. (b) anticipated to be hired by Contractor or (c) anticipated to be purchased by Contractor. In case of (a) present location shall be stated. In case of (b) and (c) location of hirer or supplier shall be stated.

<b>Item proposed to be deployed</b>	<b>Description: Make, model &amp; capacity</b>	<b>Numbers</b>	<b>Year of manufacture</b>	<b>Category (a), (b) or (c)</b>	<b>Location</b>	<b>Remarks</b>

Bidder hereby agrees to augment the above declared equipment with additional number/categories of equipment if required to complete the work within the agreed time schedule of completion whenever directed by the Engineer-in-Charge.

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**(SIGNATURE OF BIDDER)**

**DETAILS OF SIMILAR WORKS DONE DURING THE PAST TEN YEARS**

Name of Work: "AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)"

Tender No. : OC28000015/PAN

SI No	Full postal address of client & officer-in-charge	Name of Work	Value of Work	Contractual Period	Date of Commencement of Contract	Date of Completion of Contract	Remarks

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(SIGNATURE OF BIDDER)

**CONCURRENT COMMITMENTS OF THE BIDDER**

Name of Work: “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”  
Tender No. : OC28000015/PAN

SI No	Full postal address of client & officer-in-charge	Name of Work	Value of Work	Contractual Period	Date of Commencement of Contract	Percentage Completion as on date	Expected date of completion

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(SIGNATURE OF BIDDER)

**COMPLIANCE TO BID REQUIREMENTS**

**Name of Work:** “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

**Tender No.** : OC28000015/PAN

We confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

\_\_\_\_\_  
**(SIGNATURE OF BIDDER)**

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**BID VALIDITY**

**Name of Work:** “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

**Tender No.** : OC28000015/PAN

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or cancelling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

\_\_\_\_\_  
**(SIGNATURE OF BIDDER)**

**ANNUAL TURNOVER IN LAST THREE YEARS**

**Name of Work:** “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

**Tender No. :** OC28000015/PAN

<b>Sl. No</b>	<b>Financial Year</b>	<b>Turnover</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		

Copy of Audited profit & loss account of respective years to be provided.

\_\_\_\_\_  
**(SIGNATURE OF BIDDER)**

**PROPOSED SITE ORGANISATION**

**Name of Work :** “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

**Tender No.:** OC28000015/PAN

Our site organization shall consist of the following categories of manpower with tentative numbers. Numbers of manpower of any category shall be increased based on instruction of the Engineer-in-Charge

\_\_\_\_\_  
**(SIGNATURE OF BIDDER)**

Name of Work : “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

**Tender No.** : OC28000015/PAN

Name of bidder:

Address

Phone no

Authorised signatory Details:

Name:

Address:

Specify if Proprietor or Partner:

EMD details:

Previous experience:

(Please submit the work order copy and completion certificate with the offer)

WHETHER SSI UNIT:

(If yes, please furnish the copy of the Registration Certificate)

PAN No issued by Income Tax Dept:

Provident Fund Code No.:

We confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or canceling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

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(Seal & signature of bidder's authorized signatory)

Date :

Place :

Name of Work : “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

Tender No. : OC28000015/PAN

**CHECKLIST FOR SUBMISSION OF BIDS**

Bidders are requested to fill this checklist and also to ensure that the details/ documents have been furnished as called for in this bidding document.

Please tick (√) the box for this details furnished in the bid.

1. Power of Attorney in the name of the signatory of the bid.	:	<input type="checkbox"/>
2. Submission of bid letter along with one set of bidding document and drawings.	:	<input type="checkbox"/>
3. Validity of bid for 6 (six) months from the date of opening of bid as per format.	:	<input type="checkbox"/>
4. Validity of Earnest Money Deposit for 6 (six) months from the date of opening of the bid.	:	<input type="checkbox"/>
5. Registration certificate under sales tax act	:	<input type="checkbox"/>
6. Equipment proposed for deployment	:	<input type="checkbox"/>
7. Details of concurrent commitment.	:	<input type="checkbox"/>
8. Details of past experience	:	<input type="checkbox"/>
9. Copy of work order and completion certificate of the work mentioned	:	<input type="checkbox"/>
10. Compliance to the requirement of bidding document	:	<input type="checkbox"/>

**Bidder should list the exclusion, if any, along with the reasons thereof.**

\_\_\_\_\_  
**(SIGNATURE OF THE BIDDER)**



**NUMALIGARH REFINERY LIMITED  
COMMERCIAL DEPARTMENT**

DATE: .....

TO,  
THE GENERAL MANAGER (COMMERCIAL & CC)  
NUMALIGARH REFINERY LTD.,  
DIST- GOLAGHAT,  
ASSAM - 785699

Sub : Tender Enquiry for “AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)”

Ref : Tender No. OC28000015/PAN

Dear Sir,

With reference to the above, this is to convey you that we have received the above mentioned tender document for the subject job on .....

We are interested to participate in the bid and shall be submit our offer within the due date of submission.

**OR**

We are not interested to participate in the bid. **(Tick whichever is applicable)**

Yours faithfully,

\_\_\_\_\_  
Authorised Signatory

Name: \_\_\_\_\_

For M/s: \_\_\_\_\_

SEAL: \_\_\_\_\_

**TENDER DOCUMENT RECEIPT**

**Name of Work:** "AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)"

**Tender No.** OC28000015/PAN

Received the tender document for the above mentioned job.

Name of the bidder : M/s

Address :

Phone & fax :

Contact Person :

\_\_\_\_\_  
Sign of the Bidder/Representative

Date :

Kindly return this receipt to **Commercial Dept. NRL Site**

**Paste This Slip On the Envelope of the Offer:**

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**Quotation for the job of:**

**AMC for Up-keepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)**

**Tender No. OC28000015/PAN**

**Due date: 05.08.2010**

To,

General Manager (Commercial & CC)  
Numaligarh Refinery Limited  
Numaligarh; Dist: Golaghat, ASSAM  
PIN: 785699

From:

M/s.....

.....

----- ✂ -----

## Declaration for Exemption/ Non-Exemption of Service Tax

Name of the Proprietor/Firm/Company:-

M/s.-----

Address:-----

Service Tax Registration No. -----

(If Registration No. is not available please write "Not Available")

Name & Address of the Division and Range office where Registered under Service Tax.:

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Bidder to mention applicability of one of the following paras and to confirm the same by putting tick mark in the appropriate box below of each para.

**A)** I/We intend to avail basic exemption under Service Tax after complying with the following requirements:

Condition	Year	Limit
My/ my firms Turnover is less than	Current Financial year 2008-09 till the date of date of submission of bid	Rs 10.00 lakhs
AND		
My/my firms Turnover is less than	Previous Financial Year i.e 2007-08	Rs 8.00 lakhs
AND		
I / my firm have not obtained Service Tax Registration No or have surrendered Service Tax Registration Certificate		
AND		
I / my firm will not take Cenvat Credit in Input Services		

**IF CLAUSE 'A' IS APPLICABLE IN YOUR CASE, PLEASE PUT A TICK MARK [     ]. IN THE BOX OTHER WISE MENTION "N.A." [NOT APPLICABLE]**

**Note: \* In case the bid amount is more than Rs. 10.00 Lakh, covering in any category of Taxable service, in that case, it will be compulsory for the bidder to provide the Service Tax Registration details without fail before filing the bid.**

**B)** I/my firm do not intend to avail basic exemption under Service Tax Rules, 1994. Accordingly Service tax is applicable which will be charged extra in our bills.

**IF CLAUSE 'B' IS APPLICABLE IN YOUR CASE, PLEASE PUT A TICK MARK [  ]. IN THE BOX OTHER WISE MENTION "N.A." [NOT APPLICABLE]**

**SELF DECLARATION**

I/We , ..... , hereby declare that the above facts and information are true. In case, it is found that the above mentioned figures and declarations are in correct, in that case we will be personally held liable for the loss caused to NRL at our cost.

**\*\* I/We am/are not defaulter in payment of Service Tax in the past.**

Date: \_\_\_\_\_  
Place: \_\_\_\_\_ **Signature of the Bidder with Seal**

**Note : The above declaration form has to be filled up by the bidder failing which his/their offer will not be evaluated and the offer will be out rightly rejected.**

**NUMALIGARH  
REFINERY  
LIMITED**



A GOVERNMENT OF INDIA ENTERPRISE

**TENDER DOCUMENT**

**FOR**

**“AMC for Up-keepment / Periodic Maintenance of  
Operational Areas and Chemical / Lubricant Handling,  
Secured Land Filling for Utility Units. (2454)”  
Tender No. OC28000015/PAN**

**(Priced Bid)**

**PREPARED & ISSUED BY**

**NUMALIGARH REFINERY LIMITED**  
**(A Govt. of India Enterprise)**



**NUMALIGARH REFINERY LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
NRL COMPLEX, NUMALIGARH,  
Dist : GOLAGHAT, ASSAM 785699  
Tel.: 03776-265413 Fax : 03776-265514



## **TENDER DOCUMENT**

**FOR**

**AMC for Upkeepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)**

**Tender No. OC28000015**

**PART - I : UNPRICED BID**

**PREPARED & ISSUED BY**  
**NUMALIGARH REFINERY LIMITED**  
( A Govt. of India Enterprise )



**NUMALIGARH REFINERY LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
NRL COMPLEX, NUMALIGARH,  
Dist : GOLAGHAT, ASSAM 785699  
Tel.: 03776-265413 Fax : 03776-265514



## **Schedule of Rate**

### **TENDER DOCUMENT**

### **FOR**

**AMC for Upkeepment / Periodic Maintenance of Operational Areas and Chemical / Lubricant Handling, Secured Land Filling for Utility Units. (2454)**

**Tender No. OC28000015**

### **PART - II : PRICED BID**

**PREPARED & ISSUED BY  
NUMALIGARH REFINERY LIMITED**

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	

**00010 AMC for upkeepment/maint.of UTY area**

**The item covers the following services:**

10	111758	Square meter	4,142,750.000	Upkeepment of buildings etc as directed by the engineer-in-charge in the following areas :CPP : 2;500 sqm DM plant : 300 sqm Nitrogen plant : 300sqm Air compressor house : 650 sqm Cooling tower : 1;000 sqm Raw water treatment plant : 2;200 sqm Fire water pump house : 300 sqm Effluent treatment plant : 3;500 sqm Sewage pump house : 100 sqm		
20	111778	Square meter	2,567,760.000	Upkeepment of internal roads and pavement as directed by the engineer-in-charge in the following areas : CPP: 10;000sqm DM plant : 8;000sqm Nitrogen plant : 1000 sqm Air compressor house : 1;200sqm Cooling tower: 10;000 sqm Raw Water Treatment Plant : 5;000sqm Fire water pump house : 8;000 sqm Effluent treatment plant : 6;000sqm		
30	111769	Meter	66,000.000	Upkeepment of internal drains of width 300-500 mm as		

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	
	directed by the Engineer-in-charge in the following areas: CPP: 300m DM plant : 200m Nitrogen plant : nil Air compressor house : 50m Cooling tower: 100 m Raw Water Treatment Plant : 100m F ire water pump house : nil Effluent treatment plant : 1600m					
40	111763  Upkeepment of day tanks; cleaning of removing soot from inside UB; HRSG; inside stack etc as directed and to the full satisfaction of the Engineer-in-charge. <approx area 20;000 sq m> <unit Of measurement occasion >	each	4.000			
50	111765  Upkeepment of cooling tower sump; basin;channel; Beams etcas directed and to the full satisfaction of the Engineer-in-charge. <approx quantity 6;000 sqm> <unit of measurement occasion >	each	1.000			
60	111782  Upkeepment of effluent sumps in DM plantand Raw water treatate	each	2.000			

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	

ment plant as directed and to the full satisfaction of the Engineer-in-charge<500sqm avg. 1 mtr depth> <unit of measurement  
ent occasion >

70	111771	Square meter	120,000.000
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Upkeepment of equipments available in utility area including the supply of wire brush; cloth etc. as required and as per the instruction of Engineer in charge.

80	111762	Numbers	3,600.000
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Neutralisation of empty containers; drum; jaricans of chemical; lube oil; etc as per the safe procedure given by EIC and using with proper PPE's delivering the Cleaned containers to store and as per instruction of Engineer-in-charge.

90	111766	each	48.000
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Loading of debris; empty drums; scraps etc from all utility units into vehicle <preferably trucks having capacity not less than 5 cum>; transportation upto a lead of 2 km and disposal of the same in the area as directed by the engineer -in - charge.<unit of measurement Per Trip>

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	
100	111761  Transportation of chemicals/HSD/lube oil:loading; transportation and unloading of chemicals<solid or liquid>/HSD/lube oil from NRL store or other units within the refinery premises and stacking in site store including cleaning and removing of spilled over chemicals.	Metric Tonnes	600.000			
110	111773  Transportation of lube oil: Transportation of lubricants from NRMT store to various units in the refinery and stacking in site store.	Metric Tonnes	12.000			
120	111780  Collection of sludge/oil from centrifuges; equalization tank / surge tank etc when required loading of same in containers . Unloading at area indicated by Engineer-in -charge within battery limit or within a distance 500mtr	Metric Tonnes	600.000			
130	111772  Unloading and loading of filter media and cleaning of side stream filters as directed and to the full satisfaction of the Engineer-in-charge. <filter media 2.6m dia * 6m length; 2	each	2.000			

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	
	nos; 25 cum filter media> <unit of measurement :occasions>					
140	111753  Excavation of earth pits for storing of non hazardous waste and back filling as per instruction of E-I-C.	Cubic meter	300.000			
150	111774  Dosing of Chemicals; Transportation of chemical to solution tank within the unit and preparation of solution including cleaning of the area.	Metric Tonnes	600.000			
160	Cleaning of manhole; underground OWS;CRW system inside battery limit; collection of sludge/debris and disposal of the same in the area indicated by the engineer I/C  Cleaning of manhole; underground OWS;CRW system inside battery limit; collection of sludge/debris and disposal of the same in the area indicated by the engineer I/C	Occasion	2.000			
170		Kilo Liter	2,891.000			

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	

Handling of Sodium chloride , preparation of brine solution as per required concentration and feed to the Electrochlorinator, Storing of Hypochlorite solution, Dosing of the same at area as per instruction of EIC, washing of the machine regularly, assistance in maintenance of the machine, cleaning of the machine area in the machines at Utility units.

**Total :**

Percentage rebate(if any) in words :

Percentage :

Less Rebate :

Grand Total in Words :

Grand Total :

Signature :

Name :

Address of the :

Contractor :

Place :

Date :