



NUMALIGARH REFINERY LIMITED
[NOTICE INVITING TENDER](#)

Two parts **ONLINE bid (E-tender)** offers are requested from competent bidders for following work:

Name of Work:	Caretaking and Catering Service Contracts for Guest Houses in Kunjakanon and Dhansiri Nagar of NRL, Numaligarh
Tender No. & Date :	OC22000131/SKD
Pre bid Conference:	Not Required
Earnest Money Deposit:	Nil. Bidders are required to submit “Declaration for bid security / Earnest Money Deposit (EMD)” enclosed as “ Annexure-XVI ”. However, MSE bidders are exempted from submission of the above declaration. MSE bidders are required to upload UAM / Udyam Certificate.
Contract Period:	The period of contract shall be 2 (two) years from the date of handover of the job/site. However, if the performance of the contractor is found satisfactory or NRL desires to extend of its own then contract may be extended for another one year or part thereof at the same rate and terms and conditions.

1. Background :

Numaligarh Refinery Limited (NRL) has four guest houses at Numaligarh location, three at Kunjakanon and one at Dhansiri Nagar, the residential townships of the company. The caretaking & catering services of these guest houses are maintained through catering service contracts. The details of the guest houses are as below:

1. **GROUP A:** Riverview & E-type Guesthouses.
It includes:
 - a. Riverview Guest House
 - b. E-1, E-3 and E-6 Guesthouses
2. **GROUP B:** Dhansiri Guest house with
It includes:
 - a. Dhansiri Guest House
 - b. Extensions of Dhansiri Guest House
 - c. Milijuli Dormitory (for drivers on touring officers)
3. **GROUP C:** Difaloo Guest House
4. **GROUP D:** Doyang Guest house

Maintenance and service contracts to be lined up for each of the above Groups of Guest Houses.

2. Technical Requirement:

The intending bidders for above tender should meet the qualifications as given below:

- 1) The bidder should have experience in operating contracts of caretaking and catering service of Guest Houses of a Govt/PSU/Hotels having at least 30 AC (air conditioned) rooms in single property in Assam for a period of at least 02 years continuously in the last 10 years.
- 2) The bidder should not be in employment with NRL directly or through other agency.
- 3) Bidder should have registered office/establishment in Assam. Following supporting documents required to be submitted by the bidder
 - i. Registration of firm/company.
 - ii. PAN card of firm/company/individual. In case of sole proprietorship firm, if the PAN does not have in the name of the bidder then the bidder need to furnish notarized affidavit correlating the name specified in the PAN and the name of the bidder.
 - iii. Goods & Service Tax (GST) registration certificate
 - iv. Trade license or any such document to establish having office in Assam.

Bidders will be required to qualify Group-wise Pre-Qualification Criteria (PQC) as indicated below:

- A. **Past Experience** of having **successfully completed** similar works* during last 10 years (as on the last date of the month preceding the last bid submission date) should be either of the following:

	Past Experience (Rs. in lakh)			
	<u>Group-A</u> River View & E-Type GH	<u>Group-B</u> Dhansiri, Extensions of Dhansiri & Milijuli Dormitory GH	<u>Group-C</u> Difaloo GH	<u>Group-D</u> Doyang GH
One similar completed work costing not less than	128.83	115.48	91.67	91.11
Two similar completed work costing not less than	103.06	92.39	73.33	72.89
Three similar completed work costing not less than	77.30	69.29	55.00	54.67

Note: Relevant work order copies and completion certificates are to be enclosed with offer. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and / or part thereof ending last day of the month proceeding the month in which bids are invited).

***Similar Works:** *The bidder should have experience in operating contracts of caretaking and catering service of Guest Houses of a Govt/PSU/Hotels having at least 30 AC (air conditioned) rooms in single property in Assam for a period of at least 02 years continuously in the last 10 years*

SPECIAL NOTE TO THE BIDDERS:

➤ *The subject job is being related to the safety, security and healthy environment in the guest houses; therefore, relaxation pertaining to Prior turnover and prior experience shall not be applicable for MSE and Start up bidders for this tender. **Pre-Qualifying Criteria (PQC) mentioned in the tender should be complied by all participating bidders. However, MSE Price preference as per MSME Guideline is applicable for this subject tender.***

- B. **Average Annual Turnover:** During the last 3 financial years, shall be as below:

	<u>Group-A</u> River View & E-Type GH	<u>Group-B</u> Dhansiri, Extensions of Dhansiri & Milijuli Dormitory GH	<u>Group-C</u> Difaloo GH	<u>Group-D</u> Doyang GH
Average Annual Turnover (Rs. in lakh)	77.30	69.29	55.00	54.67

➤ Note: Bidders to submit copies of audited profit & loss account for the last three financial years in support of annual turnovers or certification of annual turnover for the last three financial years from a registered chartered accountant firm.

- C. **Possession of Valid GST registration certificate:**

Bidders are requested to upload their VALID GSTIN/UIN Certificate along with the Bid Document. NRL at its discretion may not consider the bidder's bid for further evaluation if the same is not found uploaded with the bid or not found to be valid in GST portal.

- Any misinterpretation or misinformation may attract penal action including putting the bidder on holiday / blacklisting as per rules in vogue at NRL.

D. ADDITIONAL REQUIREMENTS:

- Possession of Income Tax PAN No.; PF code, ESI, GST registration certificate, Power of Attorney (in case the bidder is not a proprietary firm) etc.
- 'Integrity Pact' duly signed & stamped on each page without which offers will not be considered.

The Tender Document is uploaded in Central Public Procurement Portal (e-procurement) – Govt of India. Bidders are requested log in to the portal for details. Any tender related information like Corrigendum / Extension of Bid Due Date etc. will be uploaded in the CPP Portal henceforth.

For any assistance you may please contact our service provider personal:

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For any Technical Clarification please contact:

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Please refer tender document and annexures for more details.

Tender Schedule:

SL.	Title	Date & Time
1	Tender Publish / Download start / Bid Submission start date & time	13-10-2021 after 15.00 hrs
2	Date & Time of Pre bid Conference:	Not Applicable
3	Tender document download / Bid Submission end date & time	27-10-2021 at 11.00 hrs
4	Bid opening date & time (Technical Bid)	28-10-2021 after 11.00 hrs

IMPORTANT NOTE:

- 1) Tender documents should be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating, through the website <http://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided as ‘Instructions for online Bid Submission’ provided in the next page.
- 2) Bidders can access tender documents from the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <http://eprocure.gov.in/eprocure/app>.
- 3) Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.
- 4) Both Technical bid and financial bid are to be submitted concurrently, duly digitally signed in the web site <http://eprocure.gov.in/eprocure/app>.
- 5) Online Bids are received only on CPPP Portal website <http://eprocure.gov.in/eprocure/app> on or before due date as indicated in the NIT. The bidder shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid. Price Bids of only those bidders shall be opened who are Techno-commercially qualified, at a time and place for which notice shall be given. The qualified bidders shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with the Bid Acknowledgement Receipt.

Chief General Manager (Commercial)
Numaligarh Refinery Limited