



NUMALIGARH REFINERY LIMITED

NOTICE INVITING TENDER

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

Name of Work:	Contract for Office Assistance at Siliguri Marketing Terminal
Tender No. & Date :	OC34000018 dated 21.10.2022
Due Date of Submission:	Before 11.00 AM of 04.11.2022
Earnest Money Deposit:	Rs.7,000/-
Contract Period:	24 months from the date of site handover and extendable by another 12 months as per requirement of NRL.

PRE-QUALIFICATION CRITERIA (PQC):-

PQC 1: Past Experience:

A) Bidder should have minimum 3 (Three) Years of Experience in executing Similar* nature of service. *Note: The 3 years' experience can be sum of duration of more than one contract.*

B) Past Experience of having **successfully completed** similar works* during last 10 years ending last day of month previous to the one in which applications are invited should be either of the following:

- **One** similar work costing not less than **Rs.6.49 Lakhs**
- **Two** similar works costing not less than **Rs.5.19 Lakhs each** and
- **Three** similar works costing not less than **Rs.3.89 Lakhs each.**

Note: Relevant work order copies and corresponding completion certificates are to be enclosed with offer. The completion certificate should consist of Name of Work, Work Order number & date, Actual executed value and Actual start date and completion date. 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.

Unless otherwise specifically mentioned in the tender, Provisional Job Completion Certificate or Job Completion Certificate issued against incomplete / in-progress job will not be acceptable.

***Similar Works:** Providing documentation and facility management services/data entry services/office assistances to Public Sector/Govt. Companies/reputed Corporate to their satisfaction.

PQC 2: The bidder should have an operating office at Siliguri.- Necessary certificate in this respect to be submitted along with their offer.

PQC 3: AVERAGE ANNUAL TURNOVER, of the last 3 financial years, shall be at least Rs. 3.89 Lakhs.

Bidders to submit copies of audited profit & loss account for the last three financial years in support of annual turnovers "or" certification of annual turnovers for the last three financial years from a registered chartered accountant firm. Last three 3 financial years mentioned above refers to immediate 3 preceding financial years wherever the last bid submission date is after 30th Sept. In case of tenders having last bid submission date up to 30th September, and audited / CA certified turnover documents of the preceding financial year is not available, the audited / CA certified turnover documents of the 3 years prior to preceding financial year will be considered. [May refer illustrative example given at Annexure-VII]

PQC 4: Possession of Valid GST registration certificate

Please refer tender document and annexures for more details.

Tender Schedule:

S.No.	Title	Date & Time
1	Tender Publish / Download start / Bid Submission start date & time	21.10.2022 after 11.00 hrs
2	Tender document download / Bid Submission end date & time	04.11.2022 at 11.00 hrs
3	Bid opening date & time (Technical Bid)	07.11.2022 after 11.00 hrs

INSTRUCTIONS:

- 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 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.

Both Technical bid and Financial bid are to be submitted concurrently, duly digitally signed in the web site <http://eprocure.gov.in/eprocure/app>.

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.

Office of the CGM (Commercial)
Numaligarh Refinery Limited