



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 various departments in Numaligarh Refinery
Tender No. & Date:	OC22000144/DEV dated 16.11.2023
Due Date of Submission:	Before 11.00 AM of 30.11.2023
Earnest Money Deposit:	As per respective groups. Please refer to the Tender OC22000144/DEV
Contract Period:	Till 31.12.2026 from the date of site handover. Expected date of site handover is January 2024.

PRE-QUALIFICATION CRITERIA:

The Pre-Qualification Criteria (PQC) related to ‘prior turnover’ and ‘prior experience’ of the bidder will be relaxed if the bidder is Micro and Small Enterprises or Startups and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.

The intending bidders for above tender should meet all the qualification criteria given below:

A) Past Experience of having **successfully completed** similar works* during last 10 years ending last day of month previous to the one in which the original bid due date falls, should be either of the following:

	One similar work costing not less than (Rs. In Lakh)	OR, Two similar works costing not less than (Rs. In Lakh)	OR, Three similar works costing not less than (Rs. In Lakh)	Average Annual Turnover (Rs. In Lakh)
Group:1 (HR/IA)	1,18,06,808.16	94,45,446.53	70,84,084.90	70,84,084.90
Group: 2 (Commercial)	1,01,18,024.77	80,94,419.82	60,70,814.86	60,70,814.86
Group: 3 (Finance)	1,03,02,144.85	82,41,715.88	61,81,286.91	61,81,286.91
Group: 4 (Maint Planning)	25,03,921.17	20,03,136.94	15,02,352.70	15,02,352.70
Group: 5 (Civil Maint)	44,22,752.02	35,38,201.62	26,53,651.21	26,53,651.21
Group: 6 (F&S/ TS)	43,41,077.02	34,72,861.62	26,04,646.21	26,04,646.21
Group: 7 (Project)	34,68,777.87	27,75,022.29	20,81,266.72	20,81,266.72
Group: 8 (Mech. Maint)	25,93,021.17	20,74,416.94	15,55,812.70	15,55,812.70
Group: 9 (IIS/Compliance)	1,02,40,891.67	81,92,713.33	61,44,535.00	61,44,535.00

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 completion date. The value of past experience shall be adjusted at a simple rate of 07% for inflation for every completed year and / or part thereof ending last day of the month proceeding the month in which the original bid due date falls. 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.

Bidders should have valid PF registration. Documentary Evidence of one PF deposit chalan of last two years. Documentary Evidence of one WCI/ESI (whichever is applicable) deposit chalan of last two years.

***Similar Works:** The bidder must have experience in executing any Service Contract for providing office assistance/ documentation job/ housekeeping or upkeepment for operation and maintenance assistance or any maintenance contract in Oil Industry/PSU.

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 financial years mentioned above refers to immediate three preceding financial years wherever the last bid submission date is after 31st December. In case of tenders having last bid submission date up to 31st December and audited / CA certified turnover documents of the preceding financial year is not available, the audited / CA certified turnover documents of the three years prior to preceding financial year will be considered. [May refer illustrative example given at Annexure-VII]

Note:- If a Bidder does not submit the aforementioned financial statements for three specified years, then Average Annual Turnover will be calculated based on financial figures of only those specified years for which requisite financial statements are submitted. Turnover will be considered '0' (Zero) for the year(s) for which requisite financial statements are not submitted.

Audited Annual Report / financial statements needs to be accompanied with UDIN number, which is mandatory from July 2019 onwards. Any Financial Report which is issued after July 2019 onwards without UDIN shall not be considered for evaluation.

B) Possession of Valid GST registration certificate: Bidders are requested to upload their **VALID GSTIN/UIN Certificate** / GSTIN Number 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.

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.

Tender Schedule:

S.No.	Title	Date & Time
1	Tender Publish / Download start / Bid Submission start date & time	16.11.2023 after 11.00 hrs.
2	Tender document download / Bid Submission end date & time	30.11.2023 at 11.00 hrs.
3	Bid opening date & time (Technical Bid)	01.12.2023 after 11.00 hrs.

INSTRUCTIONS:

- 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.

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.