



**NUMALIGARH REFINERY LIMITED**  
**NOTICE INVITING TENDER**

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

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |                                                                                                                |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Name of Work:</b>           | <b>Contract for Office Assistance at various departments in Numaligarh Refinery.</b><br><b>Group 1: HR, IIS, Internal Audit</b><br><b>Group 2: Commercial Dept.</b><br><b>Group 3: Finance Dept.</b><br><b>Group 4: Mech. Maint. &amp; Maint. Planning</b><br><b>Group 5: Civil Maint.</b><br><b>Group 6: Tech. Serv. &amp; Fire &amp; Safety</b><br><b>Group 7: Project Dept</b><br><i>One bidder will be awarded only one group out of the 07 groups in this tender.</i> |                         |                                                                                                                |
| <b>Tender No. &amp; Date :</b> | <b>OC29000056/MKD dated 19.11.2020</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                                                                                                |
| <b>Due Date of Submission:</b> | <b>Before 11.00 AM of 07.12.2020</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |                                                                                                                |
| <b>Earnest Money Deposit:</b>  | <b>Rs.1,00,000.00.</b> EMD is to be submitted online through the portal of HDFC Bank – refer tender doc.                                                                                                                                                                                                                                                                                                                                                                   | <b>Contract Period:</b> | <b>03 (three) years</b> from the date of site handover. <i>Contracts are required to start from 01.01.2021</i> |

**BRIEF SCOPE OF WORK:** Refer tender document and SOR.

**Tender Schedule:**

| <b>S.No.</b> | <b>Title</b>                                                                 | <b>Date &amp; Time</b>            |
|--------------|------------------------------------------------------------------------------|-----------------------------------|
| 1            | Tender Publish Date / download start date / Bid Submission start date & time | <b>19-11-2020 after 16.00 hrs</b> |
| 2            | Tender document download / Bid Submission / EMD submission end date & time   | <b>07-12-2020 at 11.00 hrs</b>    |
| 3            | Bid opening date & time (Technical Bid)                                      | <b>08-12-2020 after 11.00 hrs</b> |

**\*\*Please refer tender document and annexures for more details.**

**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.

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.