



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

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

Name of Work:	Upkeepment and Maintenance of Garden, surrounding area & Assistance to NRL Learning Centre
Tender No. & Date :	OC22000118/SAN dated 28.11.2019
Due Date & Time of Submission :	Closing of bidding : 23-12-2019 at 11:00 hrs. Opening of bid : 24-12-2019 at 11:00 hrs.
Earnest Money Deposit :	Rs.10,000.00 (Bidders are required to submit the EMD amount online through the link https://easypay.axisbank.co.in/nrl i.e. within 23-12-2019 at 11.00 hrs. Please note that EMD amount only in online mode is acceptable and no other mode i.e. offline or hard copy is not acceptable.)
Contract Period:	02 (Two) years with a provision for extension by another 01 (One) year as per requirement of NRL

BRIEF SCOPE OF WORK: As per Tender Document, SCC and SOR.

PRE-QUALIFICATION CRITERIA:

- 1. Past Experience** of having successfully completed similar works* during last 10 years ending last day of the month, proceeding the month in which bids are invited should be either of the following :-
- One similar work costing not less than **Rs.9.75[#] Lakh** or
 - Two similar works costing not less than **Rs.7.80[#] Lakh** each or
 - Three similar completed works costing **Rs.5.85[#] Lakh** each

***Similar works:** "Experience of Upkeepment & maintenance of garden, surrounding area cleaning job, housekeeping job, assistance to office jobs at Govt. organization/PSU." The bidder must submit copies of relevant Work orders, SOR and Job Completion Certificates indicating final executed value in support of this criterion along with unpriced bid.

[#] The Value of past experience be adjusted at a simple rate of 7% for every completed year and/ or part thereof ending last day of the month preceding the month in which bids are invited

Note: The bidder must submit copy (ies) of relevant Work Order(s) and Completion Certificate(s) along with the un-priced bid in support of the above criteria.

- 2.** Average Annual Financial Turnover during the last three years ending 31st March of the previous financial year, shall be at least **Rs.5.85 Lakh**. The bidder must submit copy (ies) financial documents – Trading and P/L account(s) along with the un-priced bid in support of the above criteria.
- 3.** Bidder should have following valid documents to be submitted along with the technical Bid on the date of Closing of tender.
- (i) Income Tax PAN number.
 - (ii) GST registration number.
 - (iii) PF & ESI certificate

SPECIAL NOTE TO BIDDERS:

- a) The requirement of Prior Turnover and Prior Experience (indicated in the tender document) will be relaxed if the bidder is Micro and Small Enterprise (MSE) or Startup and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder. The submitted MSE registration must be for the items/category of items/services relevant to the tendered items/category of items /services.
- b) NRL adopts a practice to verify documents submitted by L1 (successful) bidder in support of bidder's credential against PQC. Authentication may be verified with the issuing authorities, by way of direct communication to NRL over official e-mail IDs / Original letter of authentication by post. Bidders may also follow up with the issuing authority for eliciting early response. If documents remain unauthenticated till given time line, NRL reserves the right to reject the bid.

Proper address of communication, including e-mail ID of the issuing authority should be provided along the tender document.

Non fulfillment of all the above mention Technical & Commercial Qualifying criteria will lead to disqualification of bidder.

Tender Schedule:

S. No.	Title	Date & Time
1	Tender Publish Date	28-11-2019 at 17.00 hrs.
2	Tender document download and Bid Submission start date & time	28-11-2019 at 17.50 hrs.
3	Tender document download and Bid Submission end date & time	23-12-2019 at 11.00 hrs.
4	EMD Submission Start Date:	29-11-2019
5	EMD Submission End Date:	23-12-2019
6	Bid opening date & time (Technical Bid)	24-12-2019 at 11.00 hrs.

All bidders are note the above mentioned timeline for tender submission.

Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll free contact number for the helpdesk is 1800 233 7315.

For any Technical related queries, E-mail ID's are:

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**'.

- 2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document on the website <http://eprocure.gov.in/eprocure/app>.
- 3) Tenders and supporting documents should be uploaded online. Hard copy of tender documents and any supporting 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. They can also view the bid opening event online at their remote end.

For any assistance, please contact the following person:

Dhiraj Mohan Saikia, Phone No 03776 – 265774, E-mail: z_tender@nrl.co.in

To update MSME/ UAM details please follow the steps:

- (i) Logon to the CPPP
- (ii) Login with your account details
- (iii) Click on **My Accounts**
- (iv) Click on **Privileges**
- (v) Under **MSME** you have to update your details.

For any issues/assistance, please contact CPPP helpdesk at 0120-4200462 / support-eproc@nic.in

Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the website only

Kindly upload technical bid documents in folders as specified below:

1. **EMD Folder:** Scanned copy receipt generated of successful payment after online submission of EMD in the <https://easypay.axisbank.co.in/nrl/> UAM certificate/ EM Part-II for MSE bidders
2. **Tender Document Folder:** Signed and seal of each page (filled in information in tender).
3. **Technical Document Folder:**
 - a. Work order and completion certificate
 - b. Financial document in support of Annual Turnover
 - c. PAN card copy
 - d. GST Registration certificate
 - e. PF, ESI copy etc.

Procedure or Process for Online Submission of EMD:

1. Bidders will open the link <https://easypay.axisbank.co.in/nrl> and type the Tender ID for which EMD is to be paid and click on the option "Validate".
2. The web page will auto populate Tender Name, Last Date of Payment, Bid Opening date and EMD (not editable).
3. The bidder will enter his Company/ Firm Name, Address, e-Mail ID, Amount and Mobile Number.
4. The bidder is also required to enter his preferred account No. and IFS Code twice for receiving EMD refund. In case of any mismatch in the account No. or IFS Code entered twice, the web page will prompt the bidder to correct the data and then allow proceeding with payment.
5. The Bidder is then required to enter verification code as displayed in the web page and click on the option "Submit".
6. The next Web Page will then display the summary of the EMD payment along with a Unique Reference Number (URN).
7. Bidder is required to accept the payment Terms and Conditions and select his preferred mode of payment from the options provided, viz., Net Banking (Axis Bank or Other Banks), Credit/ Debit Cards or NEFT/RTGS.
8. In case of Net Banking, the bidder will enter his User ID/ Password/ Transaction Password and One time password as per the online payment system of the Bidder's Bank.
9. For Credit/ Debit Card payment, the Bidder will enter his Card Number, Expiry Date, CVV and 'Verified by VISA' or 'Master Secure' password as applicable.
10. For bidders selecting the payment option of NEFT/ RTGS, the web page will generate a challan with a Dynamic/Virtual Account Number, IFS Code, Account Name and Amount. The bidders can take a print out of this challan or just note the relevant details and initiate the NEFT payment from their Bank.
11. A receipt will be generated after successful payment (irrespective of the mode of payment). Bidder can take print out for onward submission with tender as well as save a soft copy of the receipt.

GM (Commercial), I/c

Numaligarh Refinery Limited