



NUMALIGARH REFINERY LTD.

(A Govt. of India Enterprise)

REFINERY DIVISION



OFFER FOR EXPRESSION OF INTEREST FOR

Warehouse for M/s Numaligarh Refinery
Limited- to store Paraffin Wax (NRL/WAX
WH/M&BD/GHY/18)

NRL intend to lease/rent a warehouse of a exclusive floor area of APPX. 9000 Sq. feet for M/s. Numaligarh Refinery Limited Within 1km radius from Jalan Industrial Complex or Sankrail Industrial Park Dhulagarh ,Bombay Highway , NH 6 ,Howrah (WB) to store Paraffin Wax on rent for a period of 12 months and which is ready to lease within 14 days from the date of final selection. Should be Fully covered on all sides with- ready electrification /internet connection with a office cabin equipped with computer & printer having proper approach by 30 - 50 Ton Multi axle truck and having adequate security.

Interested parties kindly submit proposal on or before: 31/01/2018 within 5 p.m. to: Chief Manager (Coordination), Numalgiarh Refinery Limited, 4th floor, Bharat Bhawan, Plot No. 31, **KIT Scheme NO. 118, Prince Ghulam Md. Shah Road, Golf Green, Kolkata - 700 095**

For terms & conditions please visit our website www.nrl.co.in

Special Conditions of Contract for Wax House Rental (Option-A) & Warehouse Management (Option-B)
(NRL/WAX WH /M&BD/GHY/ 18).

Pre-Qualification Criterion:

Bidder can quote for anyone or both Option –A & B / A or B.

1. For both the Option A) & B) the agency should have similar experience of storing / handling product in cartoon for at least 1 (one) year. (bid to be supported with certified document).
2. For Option A) minimum area availability is 9000 Sq. Feet.
3. For Option B) E-record generation vide Ware-house software having internet link is required along with a printer. The computer should have capability to upload owner's business apps.

SCOPE of works / service

Option A) Rental condition.

The Warehouse offered should be owned / leased vide valid agreement with owner for entering into lease by the bidder for a minimum period of 1 year from date of Letter of Acceptance (LOA- signed by the vendor) including Insurance coverage (CAR) with a scope of extension for another 1(one) year.

The Warehouse offer for storage of NRL Paraffin Wax at Kolkata must have the following facilities

1. Location: - within a distance of 1 km distance from Railway siding for loading of 20 T /40 T container for export as well as domestic despatch.
2. Space:
 - 2.1 Warehouse should have the area of approximately Min 9000 sq.feet. ~ Max 10000Sq feet
 - 2.2 Ware house should be partitioned all around.
 - 2.3 Furnished Office Room with Toilet / water (10'X10').
 - 2.4 Warehouse floor properly finished without any undulation and clean.
 - 2.5 Warehouse should have proper ventilation.
 - 2.6 Warehouse should have single lockable entry door, however emergency exit should provided.
3. Electrical Power:
 - 3.1 Available electricity connection.
 - 3.2 DG set / Inverter for Power backup.
4. Communication:
 - 4.1 Available Telephone (LAN)
 - 4.2 Computer with Internet connection nearby.
5. Movement of truck:
 - 5.1 Available approach road width of 3 Meter for 30/50 ton truck.
 - 5.2 Available Truck entry/ exit point to the designated space.
 - 5.3 One weighbridge capacity of range from 25KGs to 50000 KGs at entry/exit point (Certified by Govt. department of Metrology)
 - 5.4 One weighing machine / weight from 1kg to 30 kg.
6. Manpower:
 - 6.1 Security Guard for 24 x 7 hour seamless.

6.2 Police verification of all staff should be maintained.

7. Safety and surveillance :

7.1 Availability of adequate Fire fighting equipment e.g. DCP, Firewater hydrant, Extinguisher, bucket etc. Should be ensured.

7.2 CCTV coverage of the warehouse area should be available in office room with at least one week record.

7.3 Stacking consumable like card board/wooden frame should be maintained.

8. Operating hours – 9:00 AM to 5:00 PM (6 days a week excluding Sunday).

9. Permission for inspection by authorised person only.

10. Boundary illumination should be available from evening to dawn.

11. Any violation will be penalised as per Engineer-in charge.

12. The warehouse to be operated as per Option-B.

13. Layout Drawing to be submitted along with Bid.

14. Draft copy of agreement to be attached along with the Bid.

15. Warehouse with pre-fabricated racks for increasing Warehouse capacity to be treated as additional capacity augmentation item.

15.1 Above 500 Ton but less than 750 Ton

15.2 Above 750 Ton but up to 1000Ton

Option B) Handling of product in rented premise as per Option A)

The agency should be able to handle Wax product with following requirement.

1. Trained manpower to be available to receive and issue Wax cartoon weighing 25 kg.

2. Unloading & loading to be done without any demurrage to transporter.

a. Workers available during working time.

b. Authorised Truck loading / unloading workers.

c. Police verification of all staff should be maintained.

3. PPE should be provided to all worker. (dust mask, safety shoe etc)

4. The record generation of details such Truck No , quantity , loss , verification of transporter etc. on day to day basis (OSRD report)

5. The record generation of despatch vide Truck No / Container , quantity etc on day-to-day basis.

6. Facilitate Custom Handling Agent.

7. Generation of Daily / Weekly / Monthly store record.

8. Operation of 8 hours per day as per statutory Industrial worker.

9. Availability of Supervisor for loading/ unloading and stock- taking.

10. Computer terminal with internet & qualified operator for generation of SAP (NRL) based invoice / Good Receipt etc.

11. Place of operation as per Option-A.
