



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

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

Name of Work:	Empanelment of Advertising Agencies for release of NIT/EOI as per NRL Media Policy
Tender No. & Date :	OC29000084/DEV dated 17.01.2023
Due Date of Submission:	Before 11.00 AM of 01.02.2023
Earnest Money Deposit:	Rs.5334
Contract Period:	3 yrs from 01.04.2023 – 31.03.2026

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.

A) 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.1.33 Lakhs**, or
- **Two** similar works costing not less than **Rs.1.07 Lakhs each**, or
- **Three** similar works costing not less than **Rs.0.80 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 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:** Experience of releasing NIT/Advertisement of large PSUs(Central or State)/ Limited Companies / Government Departments / Quasi Government/ Autonomous bodies.

B) The agencies should have their Registered Office or Regional office in Assam.

B) AVERAGE ANNUAL TURNOVER : During the last 3 financial years, shall be at least Rs.0.80 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 turnover for the last three financial years from a registered chartered accountant firm.

C) 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	18.01.2023 after 11.00 hrs
2	Tender document download / Bid Submission end date & time	01.02.2023 at 11.00 hrs
3	Bid opening date & time (Technical Bid)	02.02.2023 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 are advised to go through instructions provided as 'Instructions for online Bid Submission' provided in the next page.

- 1) 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>.
- 2) 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.