



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

Online offers in the form of a **Single cover Bid** are invited by Numaligarh Refinery Ltd. for the following work:

|                                           |                                                                                                              |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Name of Work:</b>                      | <b>Hiring of vehicles 2020 – NRL.</b>                                                                        |
| <b>Tender No. &amp; Date :</b>            | <b>OC22000125 dated 09.12.2020</b>                                                                           |
| <b>Due Date &amp; Time of Submission:</b> | <b>Closing of bidding : 01.01.2021 after 11:00 AM.</b><br><b>Opening of bid : 02.01.2021 after 11:00 AM.</b> |
| <b>EMD &amp; MSE Clause:</b>              | EMD and MSE clauses are <b>Not Applicable</b> for this tender.                                               |
| <b>Contract Period:</b>                   | 54 months.                                                                                                   |

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

**Tender Schedule:**

| <b>Sl. No.</b> | <b>Title</b>                                                                 | <b>Date &amp; Time</b>           |
|----------------|------------------------------------------------------------------------------|----------------------------------|
| 1              | Tender Publish Date / download start date / Bid Submission start date & time | <b>09.12.2020 at 11.00AM</b>     |
| 2              | Last date of on line EMD submission:                                         | <b>Not applicable</b>            |
| 3              | Tender document download end date & time / Bid Submission end date & time    | <b>01.01.2021 after 11.00 AM</b> |
| 4              | Bid opening date & time (Technical Bid)                                      | <b>02.01.2021 after 11.00 AM</b> |

The intending bidders for above tender should meet the qualifications as given below:-

**Pre-Qualification Criteria:**

- a) Applicant must have permanent address within Golaghat district.

Any one of the following documents shall be submitted along with the application as Proof of permanent address in Golaghat district:

- i) AADHAAR Card
- ii) PRC (permanent residence certificate issued by Golaghat District Administration)
- iii) Ration Card
- iv) Driving License
- v) Voter's I-card
- vi) Electricity Bill (in own name).

*No other document other than the above will be acceptable in support of address proof.*

- b) Applicant must have a valid PAN no. He/she must submit the following **online** along with application:

- Copy of PAN card. PAN No. should be in the name of the Bidder OR owner of the bidding firm.

- c) The applicant must accept NRL rates and all other terms & conditions.

Applicant have to confirm the "Acceptance of Rates & Terms & Conditions" as per the Format APPENDIX –II attached in this document.

- d) For bidders applying for the categories of vehicles reserved for **women bidders** from Golaghat district, the following documents must be submitted :

- i) Photo ID card
- ii) Self Declaration of Gender

Applicant should submit the following documents (scan copy) online in the portal:

- Duly signed tender document (signed on each page - scan copy).
  - Copy of PAN card (PAN No. should be in the name of the Bidder OR owner of the bidding firm).
  - Acceptance of Rates & Terms & Conditions (as per the excel Format of BOQ provided in subject tender with Rate display).
  - Any one of the following documents for address proof:
    - AADHAAR Card
    - PRC (permanent residence certificate issued by Golaghat District Administration)
    - Ration Card
    - Driving License
    - Voter's I-card
    - Electricity Bill (in own name).
- All the documents for address proof & PAN Card copy should be self-attested.
- No Correction Fluid should be used while filling up the required formats.

The following Applications shall be **disqualified** for Award if:

- Address proof not submitted as mentioned in Point (a) under "Pre-qualification Criteria"
- Bank passbook submitted as address proof.
- Court Affidavit submitted as address proof.
- Address outside Golaghat district.
- Copy of PAN card not submitted.
- Acceptance of Rates & Terms & Conditions not submitted.
- All pages of this document not submitted.
- All pages of this document not signed on each page.

All the documents (SCAN copy) MUST be submitted **online** in the E-tender portal.

### **Bid-Qualification Criteria:**

**Both PART (A) and PART (B) mentioned below are MANDATORY and needs to be completed in all respect.**

**If either PART (A) or PART (B) mentioned below are missing or are found incomplete in a Bid/Offer, then the same is liable to be **rejected**.**

**PART (A)** – Participant has to click on the web-link as mentioned below and fill in all preliminary information details in the form available at the link:

<https://www.nrl.co.in/weblinkvehicletender2020>

(Please click on the above link or copy-paste the same in your Internet browser to go to the desired page and fill up the form provided)

After filling up all the necessary details in the form available in the link as mentioned above, the complete form generated in PDF format is required to be **downloaded immediately** and a copy of the same submitted along with the Tender Document as per **Part (B)** mentioned below.

The above link will remain active from **10 A.M of 10.12.2020 up to 10 P.M of 31.12.2020 ONLY**.

Failure of uploading duly filled up form available in the web-link as mentioned in **Part (A)** shall result in **Rejection of offer**

**PART (B)** – Being an e-tender the bid is to be submitted online in the e-tender portal i.e. <http://eprocure.gov.in/eprocure/app>. Kindly refer “instructions” provided in the NIT for the detailed procedure.

For any assistance relating to e-procurement portal, please contact the following person:

**Mr.Dhiraj Mohan Saikia,**  
Phone No 03776 – 265774,  
E-mail: [z\\_tender@nrl.co.in](mailto:z_tender@nrl.co.in)

For any issues/assistance, please contact CPPP helpdesk at 0120-4200462 / [support-eproc@nic.in](mailto:support-eproc@nic.in)

#### **ADDITIONAL REQUIREMENT**

Possession of GST registration certificate, Income Tax, active PF code, ESI registration.

*Submission of **GST Regn. No. Income Tax, active PF code, ESI registration** etc. is not mandatory along with submission of bid. If unavailable at the time of submission of bid, **Undertaking for Compliance** of the same by bidder will be sufficient. However, the shortlisted bidder must submit the required documents/ information **within 20 days’ of notified time period** prior to allotment of work order. Failure to submit the documents within the notified time period will forfeit the allotment/work order.*

***“Important Note:** PQC will be checked at the time of techno-commercial evaluation of the offer. The intending Bidders to note that documents desired in the Tender Document against their claim for fulfilling the PQC (**Pre-qualification criteria**) conditions need to be uploaded along with the Un-priced Techno-commercial offer upfront. NRL may seek further clarification in support of information/ documents submitted by the bidder along with the bid, however, if any shortfall is observed, no additional document will be received from the bidder after opening of the bid. The offers without requisite supporting documents shall be straightaway rejected without any further communication.*

If more than one bid is received with the same PAN no. and/ or same GST Regn. no., both or all the respective bids with same PAN no. and/ or GST Regn. no. will be rejected. Hence, bidders are advised to take utmost care while submitting their pre-qualification documents at the time of offer.

#### **SPECIAL NOTE TO THE BIDDERS:**

- ***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.***

| Document submitted in support of PQC | Communication Address | Email-ID |
|--------------------------------------|-----------------------|----------|
|                                      |                       |          |
|                                      |                       |          |

Please refer tender document for 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.

**GM (Commercial) I/C**  
Numaligarh Refinery Limited

## **Instructions for Online Bid Submission**

This tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) **Bidder(s) must follow the following for submission of online EMD:**
  - (i) User Manual for Bidders is available in NRL Website under <https://www.nrl.co.in> → Tenders → Tender Manual → EMD Online Deposit Manual (HDFC Bank Payment Portal)
  - (ii) Visit HDFC Bank Payment Portal URL: <https://nrl.procure247.com>
  - (iii) Click on ‘Bidder Registration’
  - (iv) Bidder Registration Screen shall appear – Fill the mandatory details required and complete the process.
  - (v) On successful submission of details in bidder registration form, bidder will get the system generated link to verify his/her email id and login to the website. Without verifying email id bidder may not be able to login to the system.
  - (vi) After successful email verification – please login with your user id and password
  - (vii) Bidder will receive system generate One Time Password (OTP) on their registered mobile number. In case not receiving of OTP please click Regenerate OTP and login.
  - (viii) After login Screen bidder can search the tenders and proceed for EMD payment.
  - (ix) Bidders’ have to click on Payment Dashboard option available under Action tab
  - (x) Payment Dashboard – Click on Pay to proceed further for the selection of payment mode.
  - (xi) Smart Hub – Bidders’ can select the online payment and click on Pay to proceed further.
  - (xii) After click on Pay – Bidder will get an option for Cards and Net Banking. Bidders can select their preference and proceed further for the payment.
  - (xiii) On successful payment bidder will receive system generated message on screen stating “EMD paid successfully”
  - (xiv) Bidders’ can also download the Payment receipt from Payment Dashboard.
  - (xv) Downloaded payment receipt – Bidders’ can easily print the receipt and use it for their bidding purpose.

(xvi) Since the HDFC Bank payment gateway is not under the CPPP, so the payment mode is mentioned as offline (BG) in the CPP portal. Bidder has to make a dummy entry in the EMD fields of CPPP by putting 'Transaction ID' (HDFC Bank payment receipt ) as instrument no., payment date as issue date, any date as expiry date, and bank name as issuer details. Please upload the EMD payment receipt along with technical bid.

(xvii) For any technical help, the bidders can contact HDFC Bank executive Mr. Tapan Desai at Mobile No: 8866287104 and email: [tapan@tender247.com](mailto:tapan@tender247.com).

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