

NUMALIGARH REFINERY LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

TENDER DOCUMENT

FOR

**Contract for providing Office Assistance at
various locations in Numaligarh refinery
(COMM/C22/4928)**

Tender No. OC22000091

UNPRICED BID



PREPARED & ISSUED BY

NUMALIGARH REFINERY LIMITED

(A Govt. of India Enterprise)



NOTICE INVITING TENDER

	Date : December 01, 2017 Contact Person : A. Das; Mgr (Commercial) Phone : 03776 - 265758 Email ID : abhijit.das@nrl.co.in
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Sub: Bid document for Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)

- (Tender No.: OC22000091).

Dear Sirs,

Online offer in **Two Bid** is invited by Numaligarh Refinery Ltd. for the work as detailed below:

1.	Name of the work	The following groups are being proposed:		
		Sl. No.	Group	Area to be covered
		1	Group-1	Office Assistance Service HR Department Group 1
		2	Group-2	Office Assistance Service in Commercial Department Group 2
		3	Group-3	Office Assistance Service Project Department
		4	Group-4	Office Assistance Service Commercial Department Group 1
		5	Group-5	Office Assistance Service HR and IIS Department .
		6	Group-6	Office Assistance Service in Finance Department Group 2
		7	Group-7	Office Assistance Service in Finance Department Group1
		8	Group-8	Office Assistance Service in Commercial Department Group 3
		9	Group-9	Office Assistance Service in Mechanical Maintenance Department.
		10	Group-10	Office Assistance Service in Maintenance Planning Department
		11	Group-11	Office Assistance Service in Fire and safety Department.
		12	Group-12	Office Assistance in HR Department Group 2
		13	Group-13	Office Assistance in Technical Service Department
		14	Group-14	Office Assistance in Internal Audit Department
		15	Group-15	Office Assistance in EIL DHDT project .
		16	Group-16	Office Assistance in PDIL mounded bullet project .

3.	Contractual Period	Contractual Period from 1st Jan 2018 to 31 st Dec 2020. For EIL DHDT project and PDIL Mounded bullet project estimated contractual period is 01(one) year only. However the contract will be closed when the project is over and EIL and PDIL wind up their office.
4	Earnest Money	Rs 17000/- (Rupees Seventeen Thousand) only
4.	Bid & EMD Submission	: Before 11AM on 14 th December 2017.

5. **Bid opening date & time (Technical Bid):** After 11AM on 15-12-2017

6. **Place of submission of bid** : **online in the e-tender portal i.e. <http://nrl.etenders.in>**

7. **Submission of Bid :**

Being an e-tender the bid have to submitted online in the e-tender portal i.e. <https://eprocure.gov.in/eprocure/app>. Kindly refer **Annexure C** for the detailed procedure.

For any assistance, please contact the following persons:

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

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

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.

Quotation for the job

Sub: Bid document for Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)

(Tender No. OC22000091)

All corrections and alterations in the entries of tender paper shall be signed in full by the tenderer with date. No erasures or over writing are permissible.

8. **Earnest Money:**

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". Pl. enter tender ID as **OC22000091**.
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 to proceed 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.

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.

- 1) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 2) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 3) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 4) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 5) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 6) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

9. **Submission of offer:**

The Bidder shall prepare Bid Security, Techno- Commercial Bid and Price Bid online with Part-I as **TECHNO-COMMERCIAL BID** and Part-II as **PRICE BID**. ***For Price bid, bidders are to accept the displayed 'RATES FOR ALL GROUPS' and upload signed and stamped copy of the same .***

The original and all copies of the bid shall be typed or written in indelible ink (in case of copies, Photostats are also acceptable) and shall be signed by person(s) duly authorized to sign on behalf of the bidder. All pages of bid shall be stamped and initialed by person(s) signing the bid.

10. **Scope of work and Supply:**

The scope of work & supply of this work will be in accordance with the Tender Document, Special Conditions of Contract, Schedule of Rates and as per the direction of Engineer-in-charge.

11. **Rate:**

The rates are fixed as per NRL approved rates. Bidders must accept this Rate which is displayed in this tender document. Bidders are advised NOT TO QUOTE for any item.

NRL rates are based on Circular of wages for contract workmen.

12. **Security deposit:**

Applicable as per GCC.

13. **Measurement of work**

Payment will be made on the basis of joint measurements, taken by the contractor and certified by Engineer-in-charge.

14. **Terms of payment:**

"Payment will be made against submission of monthly RA bill and on certification of bill by Engineer-in-charge."

The above payments are subject to deductions towards security deposit, income tax and other recoveries as applicable as per terms of the contract.

15. **Defect Liability Period:**

Not Applicable.

16. **Methodology for award :**

- 1.1 This is a Single Tender for all groups.
- 1.2 A bidder will be technically qualified if he / she satisfies the Pre Qualification Criteria.
- 1.3 Only one contract (one Group) will be awarded to one bidder.
- 1.4 Lottery will be conducted amongst the techno-commercially acceptable bids.
- 1.5 1st winner will be awarded highest value of the contract. Accordingly 2nd , 3rd , 4th ----- upto 16th winner will be awarded 2nd , 3rd , 4th , -----, 16th group.
- 1.6 Contract will be from 1st January 2018 or site handover by EIC.

17. **LD Clause:**

COMPENSATION FOR DELAY (LIQUIDATED DAMAGES):

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor. The work shall throughout the stipulated period of the contract be proceeded with all the diligence (time being deemed to be essence of the contract) and the contractor shall pay to the owner as compensation an amount equal to 1% or such smaller amount as the Engineer-In-Charge (whose decision in writing shall be final), may decide on the amount of the contract value for every week that the work may remain incomplete as per the time schedule, subject to a maximum compensation of 15% of the contract value after which period action will be taken by the Engineer-In-Charge under the provisions of the contract.

To ensure good progress during the execution of the work, the contractor shall be bound, in all cases in which the time allowed for any work exceed one month, to complete one fifth of the work before one fourth of time allowed under the CONTRACT. In the event of the contractor failing to comply with this condition he shall be liable to pay as compensation at amount as stipulated above. The compensation so paid shall not relieve the contractor from his obligations to complete the work or from any other obligations and liabilities under this contract.

18. **Penalty Clause:**

In case the contractor fails to comply with provisions of tender and requirement, monetary penalty as deemed fit by the Engineer-in-charge will be levied, subject to a maximum compensation of 10% of the contract value and the same shall be final and binding on the contractor.

19. **Price, Taxes, Duties:**

Without prejudice to stipulations in General Conditions of Contract, the bidder should quote firm prices . GST as applicable will be loaded extra.

20. **Other terms and conditions:**

- (a) Transfer of tender documents issued to one shortlisted bidder to another is not permissible. Further, tender containing uncalled for remarks or any additional conditions are liable to be rejected.
- (b) The management of NRL reserves the right to reject any or all the tenders received without

assigning any reason thereof.

- (c) NRL reserves the right to allow Purchase preference to PSU etc and apply the policy of the Government with regard to Small Scale Industries and other guidelines.
- (e) Variation in the value of the work will not vitiate the tender agreement.
- (f) The contractor will have to abide by the existing laws applicable to contract works and co-operate with other contractors working at site and will not cause hindrance to other works. Page-4
- (g) The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety and Environmental rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor and the company shall have no liability whatsoever on this account.
- (h) **Officer-In-Charge of respective department of NRL** shall be the Engineer-in-charge of the work and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
 - (i) Joint Venture/Consortium Bids are not acceptable.
 - (j) **The General Conditions of contract of NRL will be applicable for this contract also.**
Intending tenderer may see the General Conditions of Contract of NRL at the website www.nrl.co.in or at the Commercial Department of NRL site office on any working day during office hours. Clauses related to arbitration will only be as per the amendment enclosed as annexure wherever the term GCC appears.
- (k) Tenderers will fill up the all annexures attached to this Letter Inviting Tender clearly and sign every page of this Letter Inviting Tender before submission of the tender. Tender in which any of the required particulars and prescribed information are missing or are incomplete, are liable to be rejected.
- (l) One authorized representative of the vendor/contractor may remain present during the tender opening on the due date, time and venue.
- (m) No escalation of contract value, in any form whatsoever will be entertained during execution of the contract.
- (n) **For applicable labour wage at NRL site & other relevant information regarding labour wages, kindly refer 'Circular of wages for contract workmen'. This circular is available at NRL Website www.nrl.co.in (Tender Room -> [Circular of Wages for Contract Workmen](#)).**
 - (o) Mobilisation advance / extended stay compensation is not applicable under this contract.
- (p) Insurance shall be effected for all employees of the contractor, engaged in the performance of the subject job. (Refer clause 104.1 (ii) of GCC).
- (q) The contractor has to accept full & exclusive liability for compliance with all obligations imposed by Employee State Insurance Act, 1948.
- (r) **The contractor is required to obtain labour license under Contract Labour (R&A) Act, 1970 & PF registration number on awarding the contract.** The present rate of PF is 12% (Refer Clause 107.2 of GCC)
- (s) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed thereunder:
 - i) The Contract Labour (Regulation and Abolition) Act, ii)
The Minimum Wages Act.
 - iii) The contractor has to accept full & exclusive liability for compliance with all obligations

- imposed by **Employee State Insurance Act, 1948.**
- iv) The Payment of Wages Act,
 - v) The Payment of Bonus Act,
 - vi) The Employees Provident Fund & Misc. Provisions Act,
 - vii) Family Pension Scheme,
 - viii) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.
- (t) Bidders are advised to quote strictly as per terms and conditions of the bidding document and not to stipulate any deviations/exceptions. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical / commercial clarifications sought on any deviations or exceptions mentioned in the bid. Similarly, no revision in quoted price shall be allowed should the deviations stipulated by him are not accepted by Owner and are required to be withdrawn by him in favour of stipulation of the bidding document. Any proposed price changes is likely to render the bid liable for rejection. In case of unsolicited price increase, such offer(s) of the Bidders shall be rejected. In case of unsolicited price decrease, the Bidder(s)'s offer shall be compared as per originally quoted prices and if the Bidder happens to be the recommended Bidder, the decrease in prices shall be taken into account for ordering.
- (u) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by NRL.

21. **TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs):**

This tender is guided by the Public Procurement Policy for Micro and Small Enterprises (MSEs) notified by the Government under the Micro, Small and Medium Enterprise Development Act, 2006, which came into effect from 1st April, 2012. The Ministry of MSME published an order known as Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 under which Micro and Small Enterprises (MSEs) shall be entitled for benefits, subject to terms and conditions as per **ANNEXURE "X"**.

The bidder *must* submit PF Code, IT PAN No. and GST Registration Certificate along with their offer.

CGM (Commercial & Legal)
Numaligarh Refinery Limited.

Name of Work: Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)

Tender No. : OC22000091

110.0 ARBITRATION:

- a) Any dispute or difference of any nature whatsoever, any claim, cross-claim, counter-claim or set off of NRL (hereinafter Company) against the Contractor/Vendors or of the Contractor/Vendors against company or regarding any right, liability, act, omission on account of any of the parties hereto arising out of or in relation to this agreement shall be resolved through Arbitration under Arbitration and Conciliation Act 1996 as amended by the Arbitration and Conciliation (Amendment) Act, 2015 or any statutory modification or re-enactment thereof.
- (b) Reference to Arbitration shall be made by writing a letter to the Managing Director of the Company, with copy to the Contractor/Vendor or Company, as the case may be.
- (c) Managing Director, on receipt of the letter referring the dispute to Arbitration, shall, within 30 days from the receipt of the said letter, appoint a sole Arbitrator, who is not disqualified to act as such Arbitrator under the Arbitration and Conciliation Act 1996, as amended by the Arbitration and Conciliation (Amendment) Act, 2015 or any statutory modification or re-enactment thereof to adjudicate the dispute(s) between the parties.
- (d) In the event the parties desire that the Arbitration will be by a Tribunal consisting of three Arbitrators, then each party will nominate one person to act as Arbitrator and the two Arbitrators so nominated will select the third and Presiding Arbitrator to adjudicate the dispute. The arbitrators so nominated / selected shall not be disqualified to act as such Arbitrators under the Arbitration and Conciliation Act 1996, as amended by the Arbitration and Conciliation (Amendment) Act, 2015 or any statutory modification or re-enactment thereof.
- (e) Subject to the provisions of the Arbitration and Conciliation Act, 1996, as amended by the Arbitration and Conciliation (Amendment) Act, 2015 or any statutory modification or re-enactment thereof, the award of the Arbitrator or the Arbitrators, as the case may be, shall be final, conclusive and binding on both parties to the Agreement.

- (f) The party(ies) against whom the Arbitration proceedings have been initiated, that is to say, the Respondents in the proceedings, shall be entitled to prefer a Cross-Claim, Counter-Claim or set off before the Arbitrator(s) in respect of any matter or issue arising out of or in relation to the Agreement without seeking a formal reference to arbitration for such Counter-Claim, Cross Claim or set off and the Arbitrator(s) shall be entitled to consider and deal with the same as if the matters arising there from has/have been referred to him/them originally and deemed to form part of the reference made to Arbitration.
- (g) Place of arbitration shall be in Numaligarh only unless otherwise fixed by the parties.
- (h) The parties hereby agree that, unless the Arbitration and Conciliation Act,1996, as amended by the Arbitration and Conciliation (Amendment) Act, 2015 or any statutory modification or re-enactment thereof prohibits, the courts in the city of Golaghat alone shall have jurisdiction to entertain any application or other proceedings in respect of anything arising under this agreement and any award or awards made by the Sole Arbitrator / Arbitral tribunal shall be filed in the concerned courts in the city of Golaghat only.

FOR THE SETTLEMENT OF DISPUTES WITH PSEs / Government (except a dispute or difference concerning the Railways, Income Tax, Customs and Excise Duties):

As per Government guidelines / circulars, etc prevailing at the time of reference of the disputes.

JURIDICTION

All disputes, actions and proceedings arising out of this contract shall be under the jurisdictions of the courts in the city of Golaghat only.

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PREQUALIFICATION CRITERIA

Name of Work : **Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)**

Tender No. : **OC22000091**

1. Technical Qualifying Criteria:

- a. The bidder must have experience in executing any Service Contract of manpower supply / maintenance for providing office assistance/ documentation job/housekeeping or up keep ment /manpower supply for operation and maintenance assistance or any maintenance contract in OIL Industry PSU
- b. Bidder should have valid PF registration . Documentary Evidence of one PF deposit challan of last two years.
- c. Bidder should have valid ESI registration .Documentary Evidence of one ESI deposit challan of last two years.

Following documents to be submitted as proof of Technical Qualification:

- a. Work order copy and job completion certificate.
- b. Documentary Evidence of one PF deposit challan of last two years.
- c. Documentary Evidence of one ESI deposit challan of last two years

The intending bidders shall have to furnish proof of their pre-qualification and experience along with the Techno-commercial bid. Copies submitted in support of credentials shall be self-attested. However, NRL may cross verify the documents at any stage and action shall be taken as per NRL policy if any discrepancy is found. Pre-qualification criteria will be checked at the time of techno-commercial evaluation of the offer. Bidders are to know that no further communication may be done to ascertain their prequalification. The offers with incomplete /irrelevant documents / anomalies may be straightway rejected without any communication. Hence, bidders are advised to take utmost care while submitting their prequalification documents.

As mentioned above, bidder shall have to submit both PO copy(s) and job completion certificate(s) for the jobs done during last 10 years ending last day of month previous to the one in which applications are invited. However, in case of multiple SOR PO copy only, the value of relevant SOR item will be considered for evaluating the PQC.

Following documents are to be submitted/uploaded as ATTACHMENT with technical bid for technical evaluation of the offer:

- i) Documents (i.e. PO copies & job completion certificate) supporting to PQC.
- ii) Undertaking by the bidder for having knowledge in Contract workmen compensation/benefit structure for wages payment with PF, ESI as per agreement in NRL and compliance of it.
- iii) Undertaking to maintain sound communication system for odd hour and emergency for manpower deployment as per direction of EIC.
- iv) Documentary Evidence of one PF deposit challan of last two years.
- v) Documentary Evidence of one ESI deposit challan of last two years

2. Average annual turnover :

Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year should be at least as :

Value (₹ in lakh)
9.91

The bidder's financial capability shall be decided based on the average annual turn over and concurrent commitments.

3. PAST EXPERIENCE :

Experience of having successfully completed similarworks* during **last 10 years ending last month** should be either of the following:

Past Experience	Value (₹ in lakh)
One similar completed work costing not less than	16.52
Two similar completed work costing not less than	13.21
Three similar completed work costing not less than	9.91

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).

Note:

- Income Tax PAN No., GST Registration no., EPF Code to be furnished.
- Offer will be considered only when NRL is satisfied with experience and capability of the tenderer to take up this work.

SPECIAL NOTE TO THE BIDDERS:

☐ ☐ ***The above mentioned requirement of prior turnover and prior experience will be relaxed if the bidder is Micro and Small Enterprise or Startup and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.***

Documents to be submitted in support of 'Micro & Small' and 'Start Ups'

Apart from the documents listed above, bidders who are willing to avail the benefit of 'Micro & Small Enterprises' and 'Start Ups' are required to submit the following documents.

For availing the benefits of 'Micro & Small Enterprise'

- MSE bidder must submit Notarized copy of MSE registration document i.e. Entrepreneurs Memorandum Acknowledgement (Part-II) from any of the following body (or any other body specified by the Ministry of MSME):

- National Small Industries Corporation (NSIC)
- District Industries Centers (DICs)
- Coir Board
- Khadi and Village Industries Commission (KVIC)
- Khadi and Village Industries Board (KVIB)
- Directorate of Handicrafts and Handloom

(ii) The MSE registration shall be valid as on date of placement of order

The registration must be for the items/category of items/services relevant to the tendered items/category of items / services. *(For details please refer **Annexure – X of the tender document**)*

For availing the benefits of ‘Start Ups’

- (i) Bidder who intends to participate as ‘Start-up’ company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

• **OTHER REQUIREMENT:**

It is to be noted that experience as main contractor will only be taken cognizance of for the purpose of assessing qualifying criteria. However, authorized sub-contractors under principal contractors can also be considered provided their works completion certificate is issued by the client organization in case of job executed elsewhere under PSUs, limited companies, Government Departments, Quasi government and autonomous bodies. However, in case of sub-contractors under contractors engaged by NRL, the works completion certificate issued by the main contractor will also be acceptable provided the same is endorsed in original by Engineer-in-charge of NRL in terms of job description and value.

For accepting experience as sub-contractor(s) or contractors under Private Organizations, in addition to the requisite certificates (letter of award and job completion certificate etc.) TDS certificate issued by principal contractor / private organization shall form the basis for considering experience and value of work executed.



SPECIAL CONDITIONS OF CONTRACT

SCOPE OF WORK

AND

TECHNICAL SPECIFICATIONS

FOR

**Contract for providing Office Assistance at
various locations in Numaligarh refinery
(COMM/C22/4928)**

Special Conditions of Contract

SCOPE OF WORK & SPECIAL CONDITIONS OF CONTRACT

Brief description of jobs :

Providing office assistance / facility management services in various locations of Refinery at Numaligarh covering the following :

The common job responsibilities :

- a. Providing Office assistance, Documentation & Data Entry service in the respective department of NRL including keeping and updating of various work execution records in soft and hard copies , maintenance of files / registers/ record, developing & maintenance of database of internal/ external correspondences , updating all records of official activities for future reference , keeping & updating of all data , updating of all statutory records/ documents , typing assistance service as per standard and to complete all other associated activities as per direction of EIC.
- b. Distribution/ Collection of documents to/from various department/location of NRL/ other agency.
- c. Filing of papers & documents.
- d. To work in MS office , data entry in MS excel, MS power point etc.
- e. Drafting of engineering drawings , updating process P&ID, checking DWG files using Auto CAD- 2015 under the guidance from NRL engineers.
- f. Assistance in Document Management Systems.
- g. Assistance in record keeping and document control.
- h. Assistance in data collection by NRL authority from process units.
- i. Photocopying of documents /drawings etc as and when required .
- j. Any other office assistance nature of job instructed by the Engineer in charge.

Special Site Conditions :

1. Working time for all the workers will be 48 hours a week.
2. Mandays imply :
 - a. All working days.
 - b. All weekly off days.
 - c. All holidays as per NRL.
 - d. All authorized leave days.
3. Overtime will be as per the existing law.
4. Leave reimbursement will be done on EL only.
5. Wage rate is considered as per the existing 2017 wage rate as per the wage revision agreement dated 28.08.2017.
6. On revision of wage revision from 1.1.2018, rates will be enhanced accordingly from the month of signing of agreement. Arrear amount will be calculated from 1st Jan 2018 to previous month of signing of agreement .
7. One diploma engineer is engaged in HR department . His salary will be :
 - a. Basic : Rs 18600.00
 - b. Statutory allowance : 13.13% of basic = Rs 2442.00
 - c. Non Statutory allowance : 24% of basic = Rs 4464.00
 - d. Fixed Special allowance (Rs 50.55 per day)= Rs 1517.00
 - e. PF to deducted on basic pay of Rs 18600.00

Instruction to contractors relating to payment to workers :

1. Worker payment to be made on or before 7th day of every month.
2. Worker payment is independent of payment received against bill.
3. If payment is delayed NRL may pay the workers directly with a penalty of 15%.
4. Worker attendance to be maintained by contractor or his authorized representative.
5. The following documents to be submitted along with the bills :
 - a. Attendance sheet of the workers.
 - b. Leave records of the workers.
 - c. Wage sheet .
 - d. Consolidated bank transfer document of wage duly authorized by the bank.
 - e. PF chalan/ ECR/ Payment confirmation slip/ ESI deposit record.
6. Contractor should submit statutory documents to statutory compliance cell for further processing the bill. Statutory compliance cell will confirm the compliance in the bill tracking system. Without clearance from the statutory compliance cell, no bill will be processed.

Special Allowance :

1. This allowance will be paid to the workers subject to:
 - a. Maintaining Discipline, Office Decorum in the work place.
 - b. Regularity in work place with proper time record is a must.
 - c. During exigency extra work to be performed as instructed by EIC / Officers.
 - d. This allowance is purely prerogative of respective EIC.
 - e. This allowance is on the performance of the worker on month to month basis.
 - f. This component will be out of the purview of wage revision due from 1st January 2018.

1. Safety Items

- a) Safety items should be supplied by the contractor. Materials should be as per specification otherwise it will be rejected. Contractor has to supply with proper Challan & CISF gate pass entry and inspection will be done at E-I-C. Every bona-fide worker against the particular contract should get the PPE as per spec below. Boiler Suit 2 pairs per year per worker, Safety Shoe 1 pair per year per worker and Helmet 1 no per year per worker.

Specification of Boiler Suit:

Boiler suit of sizes Small-Medium-Large, made of 100% cotton fabric , GSQ not less than 200 gram, Count 20x 20 and rid and Pick 108x 56 as per given sample having the following : Metallic chain starting below the waist going up to neck with double zip - Two front covered pockets (15 CMx 16.5 CM) at chests with metallic chain / Two down pockets near waist with side openings - one box type back pockets - Elbow and knee guards - Two side openings near side pockets to be provided to facilitate use of inner trousers - Two flaps on shoulder on both sides of neck . Colour Green

Specification of Safety Shoe:

Safety shoe of sizes 5/6/7/8/9 with ankle protection . The safety shoe should be black in colour and have Bis/ UN/DGCA marked . The shoe must confirm to IS 15298. The safety should also possesses the following properties . A) Oil, Grease , Chemical Resistant injection moulded PU sole with double density b) collar Cushion c) Fully leather lined with steel toe cap d) Shoe sole to be

antiskid and to provide adequate insulation e) The shoe shall be provided with lace of flat black f) No nail should be used.

Specification of Safety Helmet:

Safety helmet made of HDPE complete with 4 point stag on suspension (adjustable head band) colour green and non elastic nylon chin trap with buckle for adjustment. Helmet shall have IS-2925-84 marked.

Manpower Details

SI No	Group Name	Diploma	High Skilled	Skilled	Semi Skilled	Unskilled	Total
1	HR Department group 1	0	5	0	0	0	5
2	HR Department group 2	0	0	3	0	0	3
3	HR & IISDepartment group 3	1	0	0	0	4	5
4	Commercial Department Group1	0	4	0	0	0	4
5	Commercial Department Group2	0	5	0	0	0	5
6	Commercial Department Group3	0	0	4	0	0	4
7	Finance Department Group 1	0	2	0	2	0	4
8	Finance Department Group 2	0	0	4	0	0	4
9	Project Department	0	2	2	0	1	5
10	EIL DHDT Project	0	0	0	3	2	5
11	PDIL Mounded Bullet Project	0	0	0	1	2	3
12	Fire & Safety Department	0	0	3	0	0	3
13	Mechanical Mainteance Department	0	2	1	0	0	3
14	Mainteance Planning Deapartment	0	1	2	0	0	3
15	Internal Audit Department	0	1	1	0	0	2
16	Technical Service Department	0	1	1	0	0	2
Total Manpower							60

*****X*****

APPENDIX-I

BIDDER INFORMATION

Name of Work : **Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)**

Tender No. : **OC22000091**

1.	Bidder's name:	
2.	Complete address:	
3.	PIN Code	
4.	Telephone, Fax, mobile & e-mail:	
5.	Micro/Small/Medium/ others/ no category (mandatory)	
6.	GST Registration no	
7.	PAN No .	

(SIGNATURE OF BIDDER)

Stamp:

Date:

DETAILS OF SIMILAR WORKS DONE DURING THE PAST TEN YEARS

Name of Work : Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)

Tender No. : OC22000091

Name of Bidder :

Sl.No.	Full postal address of client & name of officer-in-charge	Description of work	Value of contract	Date of commencement	Actual compln. date	Final executed value	Remarks
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(SIGNATURE OF BIDDER)

DETAILS OF EQUIPMENTS TOOLS & TACKLES

Name of Work : **Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)**

Tender No. : **OC22000091**

Name of Bidder :

The bidder shall submit herein details of construction equipment, tools, tackles proposed to be deployed for this work and shall indicate in each case whether the same is (a) already owned by bidder and available for use on this Contract. (b) anticipated to be hired by Contractor or (c) anticipated to be purchased by Contractor. In case of (a) present location shall be stated. In case of (b) and (c) location of hirer or supplier shall be stated.

Item proposed to be deployed	Description make model & capacity	Numbers	Year of manufacture	Category (a) or (b) or (c) above	Location	Remarks
1	2	3	4	5	6	7

Contractor agrees to augment the above chart with additional number/categories of equipment if required to complete the work within the agreed time schedule of completion, as directed by the Engineer-in-Charge.

(SIGNATURE OF BIDDER)

CONCURRENT COMMITMENTS OF THE TENDERER

Name of Work : Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/492)

Tender No. : OC22000091

Name of Bidder :

SL. NO.	Full Postal Address of Client & Name of Officer-in-Charge	Description of the work	Value of contract	Date of commencement of work	Scheduled completion period	Percentage completion as on date	Expected date of completion	Delay if any	Reason of delay
1	2	3	4	5	6	7	8		

(SIGNATURE OF BIDDER)

APPENDIX -V

Name of Work : Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)

Tender No. : OC22000091

Name of Bidder :

EXCEPTIONS AND DEVAITIONS

Sl. No.	Page no. of Bid Document	Clause No.	Subject	Deviations

NOTE : All exceptions / deviations taken by the BIDDER to the stipulations of the Bidding Document shall be brought out on this format only and should be enclosed along with the **Part-I -Technical and Unpriced Commercial** Bid ONLY.

(SIGNATURE OF BIDDER)

APPENDIX - VI

ANNUAL TURNOVER IN LAST THREE YEARS

**Name of Work : Contract for providing Office Assistance at various locations in
Numaligarh refinery (COMM/C22/4928)**

Tender No. : OC22000091

Name of Bidder :

Sl. No	Financial Year	Turnover
1	2014-15	
2	2015-16	
3	2016-17	

Copy of Audited Balance Sheet including Profit & Loss Account of respective years to be provided.

(SIGNATURE OF THE BIDDER)

PROPOSED SITE ORGANISATION

**Name of Work : Contract for providing Office Assistance at various locations in
Numaligarh refinery (COMM/C22/4928)**

Tender No. : OC22000091

Our site organisation shall consists of the following categories of manpower with tentative numbers. Numbers of manpower of any category shall be increased based on instruction of the Engineer-in-Charge

(SIGNATURE OF BIDDER)

APPENDIX -VIII

COMPLIANCE TO BID REQUIREMENTS

Name of Work : **Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)**

Tender No. : **OC22000091**

Name of Bidder :

We confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

(SIGNATURE OF BIDDER)

APPENDIX -IX

BID VALIDITY

Name of Work : **Contract for providing Office Assistance at various locations in Numaligarh refinery (COMM/C22/4928)**

Tender No. : **OC22000091**

Name of Bidder :

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or cancelling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

(SIGNATURE OF BIDDER)

APPENDIX – X**CHECKLIST FOR SUBMISSION OF BIDS**

Bidders are requested to fill this checklist and also to ensure that the details/ documents have been furnished as called for in this bidding document.

Please tick (✓) the box for this details furnished in the bid.

1.	Submission of bid letter (Tender Form) along with one set of bidding document	
2.	Earnest Money Deposit with details	
3.	Details of Tenderer	
4.	Power of Attorney in the name of the signatory of the bid.	
5.	Organization Chart with qualification & experience profile of key personnel (brief CVs) including number and status of supervisory staff to be deployed.	
6.	Financial documents : (a) Audited balance sheet including Profit and Loss Accounts for the last 3 (three) years.	
7.	List of Equipment to be deployed	
8.	Details of similar works executed in last 10 years along with copies of work orders, completion Certificates indicating the scope of work etc.	
9.	Concurrent Commitment	
10.	PAN No.	
11.	PF Registration No. ESI and copy of Certificate	
12.	GST Registration Certificate	
13.	Validity of Bids	
14.	Compliance to the requirement of bidding document	
15.	Submission of signed copy of Integrity Pact	NA

Bidder should list the exclusion, if any, along with the reasons thereof.

(SIGNATURE OF THE BIDDER)

APPENDIX -A

**Name of Work : Contract for providing Office Assistance at various location
in Numaligarh refinery (COMM/C22/4928)**

Tender No. : OC22000091

01. NAME OF BIDDER :
ADDRESS
PHONE NO
E-mail ID: -
02. REGISTRATION NO. & CLASS :
IF ANY
(SPECIFY ORGANISATION)
03. EARNEST MONEY DEPOSIT :
WITH DETAILS
04. PREVIOUS EXPERIENCE :
(Bidder should submit the
work order copy and completion
certificate along with the offer)
05. SALES TAX / VAT REGISTRATION:
CERTIFICATE:
06. WHETHER SSI UNIT:
(If yes, please furnish the copy
of the Registration Certificate)
07. PAN No issued by Income Tax Dept :
(Please furnish the copy, if any)
08. Provident Fund Code No.:
(Please furnish the copy, if any)
09. SERVICE TAX REGISTRATION NO. :
(Please furnish documents, if any)

I/We hereby offer to execute the above mentioned work as per enclosed SOR (Priced Bid)
and as per laid down terms and conditions of this Bid document.

(SIGNATURE OF BIDDER)

Date :
Place :

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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:

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal 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 Tender ID, 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. Any deviations from these may lead to rejection of the bid.
- 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

- 7) 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.
- 8) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 9) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 10) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 11) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 12) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 13) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 14) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 15) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 16) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

Dear Sir/Madam,

I submit the Price Bid for_____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of authorized Representative:

Schedule of price bid in the form of BOQ_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with NRL.

TENDER ACCEPTANCE LETTER

Annexure-E

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

ame of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE "X"

TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs):

With reference to Public Procurement Policy for Micro and Small Enterprises (MSEs) notified by the Government under the Micro, Small and Medium Enterprise Development Act, 2006, which came into effect from 1st April, 2012. The Ministry of MSME published an order known as Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 under which Micro and Small Enterprises (MSEs) shall be entitled for benefits, subject to terms and conditions as under:

A. Qualifying Criteria for MSEs Bidder:

- (iii) MSE bidder must submit Notarized copy of MSE registration document i.e. Entrepreneurs Memorandum Acknowledgement (Part-II) from any of the following body (or any other body specified by the Ministry of MSME):
 - National Small Industries Corporation (NSIC)
 - District industries Centers(DICs)
 - Coir Board
 - Khadi and Village Industries Commission(KVIC)
 - Khadi and Village Industries Board(KVIB)
 - Directorate of Handicrafts and Handloom
- (iv) The MSE registration shall be valid as on date of placement of order
- (v) The registration must be for the items/category of items/services relevant to the tendered items/category of items /services.
- (vi) The classification and registration as Small Scale Industries has been rescinded, after implementation of the MSMED Act 2006. The same is also issued vide policy ref. no. 5(1)/2011-MSME Pol. dtd. 14.06.2011 issued from the Office of the Development Commissioner, Ministry of MSME, Govt. of India. So, the use of Small Scale Industries in statutes/ rules/ guidelines/ instructions etc. is to be substituted by the term Micro and Small Enterprise (MSE) and permanent SSI registration is to be substituted by Entrepreneurs Memorandum Acknowledgement (Part-II). As such, certificates with SSI registration shall not be considered eligible for the benefits under Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012.

B. Benefits Under The Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012

1. Issue of Tender Sets Free of Cost

Tenders shall be provided free of cost and tender documents are downloadable from NRL Website www.nrl.co.in, The Indian Government tenders information system www.tenders.gov.in or Central Public

Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> or can be obtained from the Office of General Manager (Commercial & Legal).

2. Exemption from payment of EMD (Earnest Money Deposit)

MSE units qualifying as at (A) above shall be exempted from paying EMD if EMD is applicable against the tender.

3. Price preference for MSEs Bidder:

- i) In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% per cent shall also be allowed to supply a portion of requirement by bringing down the price to L1 price in a situation where L1 bidder is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 percent of total tendered value.

In case of more than one such MSE, the supply shall be shared proportionately (to tendered quantity)

- ii) In case of tender item is non-splitable or non-dividable etc. MSE quoting price within price band L1+15% may be awarded the full/complete supply of the total tendered value to MSE, considering spirit of policy for enhancing the Government procurement from MSE, provided they agree to bring down their price to L1 price.

In such cases, the MSE who is lowest within the MSEs and quoting price within the price band of L1+15% shall be provided the first opportunity to agree to accept and execute the contract at the L1 price and on his refusal to accept the L1 price, opportunity shall be provided so on to the other MSEs.

• **Note:**

1. For Procurement Tender Indemnity Bond (on Rs. 100 Stamp Paper) stating that “The Bidder” shall offer and supply the entire tender quantity from the plant (situated at _____ Plant Address _____), which is having MSE Certification.

2. *Scan copy of Indemnity Bond and Notarized copy of MSE Registration documents (all the pages of the EM Acknowledgement – Part II Certificate to be uploaded by the bidder along with their un-priced (Techno-Commercial) bid and Original/True copy to be submitted in a sealed envelope super scribed as - “Submission of Original Indemnity Bond & Original Notarized copy of MSE Registration document against Tender No: _____ dated _____ and to be send to the undersigned at the following address on or before bid submission close date. In absence of above documents, benefit to MSE will not be passed on to bidders.*
