



NUMALIGARH REFINERY LIMITED

NOTICE INVITING TENDER

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

Name of Work:	AMC of Laptop, Desktop and printers
Tender No. & Date :	OC11000134 dated 21.12.2021
Due Date of Submission:	Before 11.00 AM of 11.01.2022
Earnest Money Deposit:	Nil
Contract Period:	16 months from the date of site handover.

PRE-QUALIFICATION CRITERIA:-

- A) **Past Experience** of having **successfully completed** similar works* during last 10 years (as on the last day of the month preceding the last bid submission date) should be either of the following:
- **One** similar work costing not less than **Rs.10.12 Lakhs**
 - **Two** similar works costing not less than **Rs.08.10 Lakhs each** and
 - **Three** similar works costing not less than **Rs.06.07 Lakhs each**.

Note: Relevant work order copies and corresponding completion certificates are to be enclosed with offer. 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 preceding the last bid submission date.

***Similar Works:** Bidder must have experience in execution AMC of computers, printer & scanners in PSU, Government department or MNC in last 5 years.

The bidder must have their own offices/ support service engineer in Numaligarh, Guwahati, Siliguri, Delhi and Kolkata capable of providing required maintenance service as per terms of the contract. The proof of experience and details of maintenance support arrangement along with office address and contact number of relevant person should be submitted along with the bid.

B) AVERAGE ANNUAL TURNOVER : During the last 3 financial years, shall be at least Rs.06.07 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	21.12.2021 after 11.00 hrs
2	Tender document download / Bid Submission end date & time	11.01.2022 at 11.00 hrs
3	Bid opening date & time (Technical Bid)	12.01.2022 after 11.00 hrs

INSTRUCTIONS:

- 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.