



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

Two parts bid **ONLINE (E-tender)** item rate offers requested from competent contractors for following work:

Name of Work:	Consultancy service for design, document and implement integrated ISO 9001:2015, ISO 14001:2015, and OHSAS 18001:2007 Management system.
Tender No. & Date :	OC39000028-BOR dated 18.12.2017
Due Date & Time of Submission :	Closing of bidding : On 08.01.2018 before 11:00 hrs. Opening of bid : On 09.01.2018 before 11:00 hrs.
Earnest Money Deposit :	Rs. 4,000.00
Contract Period:	Contractual Period shall be for 04 (four) months to be reckoned from the date of hand over of job and starting of job.

BRIEF SCOPE OF WORK: As detailed in Tender Document, Special Terms & Conditions & BOQ.

BID QUALIFICATION CRITERIA:

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

Past Experience of having successfully completed similar works during last 10 years ending last month should be either of the following:

- One completed similar work costing not less than **Rs.2.30 lakhs**, or
- Two completed similar works costing not less than **Rs.1.84 lakhs** each, or
- Three completed similar works costing not less than **Rs.1.38 lakhs** each.

***Similar Works :**

- The bidder must experience in successfully executing and completing work of similar jobs in any Indian Petroleum or Petrochem process Industries. Documentary evidence in support of the same shall be a part of bid documents.
- The faculty engaged by bidder for training of Internal Auditors must have certificates and experience of Auditor/Lead Auditor in latest Quality Management System, Environment Management System and OH&S Management System. Documentary evidence in support of the same shall be a part of bid documents.
- The bidder must have competent personnel having experience of executing similar services in latest Quality Management System-ISO 9001, Environment Management System-ISO14001 and OH&S Management System-OHSAS 18001. Documentary evidence in support of the same shall be a part of bid documents.

Note:

Relevant work order copies and 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 (ending last day of the month, proceeding the month in which bids are invited).

- (i) The bidder must submit copy (ies) of relevant Work Order(s) and Completion Certificate(s) along with the un-priced bid in support of the above criteria. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and/ or part thereof .
 - (ii) TDS certificate in addition to certificate issued by principal contractor/private organization (letter of award and job completion certificate etc.) shall form the basis for considering experience and value of work executed under the private organization.
2. Average Annual Turnover during last 3 years, ending 31st March of previous Financial Year: At least **Rs. 1.38 lacs**. The bidder must submit copy(ies) financial documents – Trading and P/L account(s) certified by Chartered Accountant along with the un-priced bid in support of the above criteria.
3. Bidder should have following valid documents on the date of Closing of tender and copy of the same needs to be submitted along with the technical Bid:
- i. Provident Fund Registration Number.
 - ii. ESI registration number.
 - iii. Income Tax PAN Number.
 - iv. GST Registration Number.

4. Bidders who are on holiday list by NRL or any other Oil sector PSU will not be considered. **Accordingly, the bidder shall submit a self declaration as per format enclosed with Tender Document.** It may be noted that if this declaration is found to be false, NRL shall have the right to reject bidder's offer, and if the bid has resulted in a contract, the contract is liable to be terminated.

Non fulfillment of all the above mention Technical & Commercial Qualifying criteria will lead to disqualification of bidder.

TENDER SCHEDULE:

S. No.	Title	Date & Time
1.	Tender Publish Date / download start date / Bid Submission start date & time	18.12.2017 at 5.00 PM
2.	Last date of on line EMD submission:	08.01.2018 at 11.00 AM
3.	Tender document download end date & time / Bid Submission end date & time	08.01.2018 at 11.00 AM
4.	Bid opening date & time (Technical Bid)	09.01.2018 at 11.00 AM

Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll free contact number for the helpdesk is 1800 233 7315.

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'.
- 2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document on the website <http://eprocure.gov.in/eprocure/app>.
- 3) Tenders and supporting documents should be uploaded online. Hard copy of tender documents and any supporting 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. They can also view the bid opening event online at their remote end.

For any assistance, please contact the following person:

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

Kindly upload technical bid documents in folders as specified below:

1. **Tender Document Folder:** Signed and seal of each page (filled in information in tender).
2. **Technical Document Folder:**
 - a. Work order and completion certificate
 - b. Financial document in support of Annual Turnover
 - c. PAN card copy
 - d. GST Registration certificate
 - e. PF & ESIC copy etc.

CGM (Commercial & Legal)
Numaligarh Refinery Limited