



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

Two parts bid (manual) offers are requested from competent bidders for following work:

Name of Work:	Upkeepment services at NRL Site – 14 Groups (Only for PAP). [Participation is allowed only for Project Affected People (PAP) of Numaligarh Refinery Project, whose land has been acquired for the purpose of construction of Refinery or Township at the time of refinery and township construction]
Tender No. & Date :	PUR-HRNUM-1000669 dated 31.12.2020
Due Date & Time of Submission:	Bid Submission date & time : 07.01.2020 at 11:00 AM. Bid Opening date & time : 07.01.2020 at 11:00 AM.
Earnest Money Deposit:	Not applicable.
Contract Period:	36 months w.e.f. 01.01.2021 to 31.12.2023.

BRIEF SCOPE OF WORK: Refer tender document and SOR.

Collection and Submission of Bids:

COLLECTION OF BID DOCUMENTS: Bidders shall collect the Tender Documents from **Security Desk, Admin Department, NRL Site, Numaligarh** against documentary evidence of being eligible for this tender (refer clause below).

Tender document shall be issued by HR Department only against furnishing documentary proof of being eligible for this tender as per PRE-QUALIFICATION CRITERIA below.

SUBMISSION: Submission shall be at:-

Tender Box, Security Desk, Admin Department, NRL Site, Numaligarh

Bids should be submitted separately in two parts, viz. **PART I** & **PART II** in **sealed envelopes** superscribed with the Tender no., Due Date, and nature of bid (**priced or unpriced**).

PART I : One copy of **UNPRICED BID**, complete with Technical & Commercial details, relevant documents etc. **duly signed & stamped on each page, other than prices.**

PART II : One copy of **PRICED BID**, signed & stamped on each page.

The two envelopes containing Part I and Part II of bids separately, should be enclosed in a single sealed envelope superscribed :

Quotation for the job
'Upkeepment services at NRL Site.'
(Tender No. PUR-HRNUM-1000669)

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.

PRE-QUALIFICATION CRITERIA:

- The bidder should be a member of PAP family and he must submit document issued by the District Administration indicating that land has been acquired for the purpose of construction of refinery or township at the time of refinery and township construction. The bidder should also submit his proof of identity along with photograph certified by the village Headman recognized by the Govt. agencies. The bidder should not be in employment with NRL or anywhere else. The proof of identity shall be duly endorsed by HR function of NRL.*

- **Bidder has to submit copy of PAN No. , GST registration certificate, PF Code allotment certificate & ESI registration certificate.**

*(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).*

Addendum/corrigendum, IF ANY, shall be uploaded in NRL website – www.nrl.co.in under TENDERS section.

GM (Commercial) I/C
Numaligarh Refinery Limited