

NUMALIGARH
REFINERY
LIMITED

A GOVERNMENT OF INDIA ENTERPRISE



**TENDER DOCUMENT
FOR**

**Hiring of vehicle for NRL Project Pipeline Office at Guwahati
(PUR/PRJNUM/1000558)**

Tender No. OC10000383

E-Tender

Bidder's offer ref: _____ Dtd. _____

PART-I: UNPRICED BID

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PREPARED & ISSUED BY

NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)
NOTICE INVITING TENDER

Contact person:

Ms. K. Hazarika; M (Project Commercial) Numaligarh Refinery
Limited
Phone: 0376-2643021; E-mail ID: kaveri.hazarika@nrl.co.in

Our Reference: Tender No. OC10000383

Date: 07.12.2020

Dear Sirs,

Online offers in **Two Part Bid** are invited by Numaligarh Refinery Ltd. for the work as detailed below:

- 1. Name of the work** : Hiring of vehicle for NRL Project Pipeline Office at Guwahati (PUR/PRJNUM/1000558)
- 2. Earnest Money Deposit** : Rs. 10,000.00

Note: The EMD must be submitted ONLINE within the submission due date & time specified in the NIT and tender document through the online portal of HDFC bank link: <https://nrl.procure247.com>. **If the EMD is not received within the specified date/time, offer shall not be considered for opening.** The online receipt generated against the online EMD submission should be uploaded with the bidder's online offer. MSE bidders are exempted from submission of EMD. In case of MSE registered bidders- bidder has to upload the scanned copy of UAM/EM-Part-II certificate with the technical bid.

- 3. Contract Period** : 2 (two) years from the date of placement of vehicle, extendable by one (01) more year at the same rates and terms & conditions if the performance of the contractor is found satisfactory.
- 4. Online EMD & Bid Submission** : **Before 11.00 AM of 28.12.2020**
- 5. Bid Opening date & time** : **After 11.00 AM of 29.12.2020 (Technical Bids only)**
- 6. Place of submission of Bid** : Online in the e-tender portal i.e., <http://eprocure.gov.in/eprocure/app>
- 7. Pre-Bid Discussion** : NA
- 8. Submission of Bid** :

Being an e-tender the bid has to submit online in the e-tender portal i.e. <http://eprocure.gov.in/eprocure/app>. Kindly refer "**Instructions for online Bid Submission**" provided as **Annexure A to NIT** for the detailed procedure.

For any assistance, please contact the following person:

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

For any issues/assistance, please contact CPPP helpdesk at 0120-4200462 / support-eproc@nic.in

9. To update MSME/UAM details please follow the steps:

- (i) Logon to the CPPP
- (ii) Login with your account details.
- (iii) Click on My Accounts**
- (iv) Click on Privileges**
- (v) Under **MSME** you have to update your details.

For any issues/assistance, please contact CPPP helpdesk at 0120-4200462 / support-eproc@nic.in

10. Earnest Money: Instructions for **ONLINE EMD** are provided in **Annexure A to NIT:-**

- a) Bidders are required to submit the EMD/Bid Security for the amount, online through the link: <https://nrl.procure247.com>.
- b) Please note that EMD amount in online mode is only acceptable and no other mode i.e. offline or hard copy is not acceptable.
- c) In case non -submission of Bid Security / EMD as mentioned above shall be considered as non-responsive and such Bids shall be rejected.
- d) EMD exemption will be applicable only for Micro or Small Enterprises (MSEs) registered District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises subject to:
 - The unit being registered for the item tendered.
 - Registration certificate being valid as on date of quotation.

11. Tender Document:

- (a) 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 at Appendix A to Notice Inviting Tender.
- (b) 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>.
- (c) Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.
- (d) ***Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the website only.***
- (e) Both Technical bid and Financial bid are to be submitted concurrently, duly digitally signed in the web site <http://eprocure.gov.in/eprocure/app>.
- (f) 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.

12. General Terms and Conditions:

- (a) The bidders shall give a declaration that the bidder shall not be under liquidation, court receivership or similar proceeding and their business is not banned by NRL, MOPNG or any OIL PSUs.
- (b) The bidders who are on Holiday / Negative list of NRL as on due date of submission of bid / during the process of evaluation of the Techno commercial bids, the offers of such bidders shall not be considered for bid opening / evaluation / Award. If the bidding document were issued inadvertently / downloaded from website, offers submitted by such bidders shall also be not considered for bid opening / evaluation/ award.
- (c) NRL will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.

- (d) In case any Bidder is found to be involved in cartel formation, his Bid will not be considered for evaluation / placement of order. Such Bidder will also be debarred from bidding in future.
- (e) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- (f) Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- (g) NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- (h) NRL reserves its right to allow Public Sector Enterprises (Central / State), purchase preference as admissible / applicable from time to time under the existing Govt. policy. NRL shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.
- (i) For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- (j) **DGM (Project Pipeline) 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.**
- (k) 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 Commercial Department of NRL site office on any working day during office hours or may visit our website www.nrl.co.in.
- (l) Tenderer will fill up the all annexure attached to this Detailed Tender Notice clearly and sign every page of this Detailed Tender Notice 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.
- (m) The contractors will make necessary deductions for PF from the wages of the workers as per the PF Act and deposit the same to the authorities concerned along with the employers' contribution.
- (n) No mobilization advance will be paid to the contractor for execution of this work.
- (o) 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).
- (p) The contractor is required to obtain labour license under Contract Labour (R&A) Act, 1970 & PF registration number on awarding the contract.
- (q) 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 there-under:
 - (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.
- (r) 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.**
- (s) Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.

- (t) The bidder must submit their valid IT PAN No, GST registration Certificate with their offer.

13. ADDENDA/CORRIGENDA OF BIDDING DOCUMENT:

- (i) NRL may, for any reason whether at his own initiative or in response to the clarification requested by the prospective bidder(s), issue amendment in the form of Addendum/corrigendum during the bidding period or subsequent to receiving the bids. Any Addendum thus issued shall become part of Bidding Document and Bidder shall submit a copy of the Addendum duly signed and stamped in token of his acceptance.
- (ii) In case Addendum is issued during the bidding period, Bidder shall consider its impact in his bid. In case Addendum is issued subsequent to receipt of bids, Bidder shall follow the instructions issued along with Addendum with regard to submission of impact on quoted price / revised price, if any.

Head (Proj-Commercial)

Numaligarh Refinery Limited