



NUMALIGARH REFINERY LIMITED.
COMMERCIAL DEPARTMENT.

Date: 08.12.2017

CORRIGENDUM NO. 1 TO NOTICE INVITING TENDER

Job ref. : Contract for providing Office Assistance at various locations in Numaligarh refinery

Tender no. : OC22000091 dated 01.12.2017

Further to the tender for the above job, bidders may kindly note the following :

1. One new group i.e. Civil Maintenance Deptt. has been added in the tender. Total no. of groups will be 17 in place of the earlier 16 groups.
2. Following amended lists are attached herewith
 - i. Details of Groups
 - ii. Manpower Details
 - iii. Estimates for individual groups
3. The due date & opening date of tender are revised as below.
 - i. Due date of submission of tender : 20.12.2017 upto 11:00 AM
 - ii. Date of opening of bids : 21.12.2017 after 11:00 AM

All other terms and conditions of the Tender Document remain un-altered.

**GM (Commercial)
Numaligarh Refinery Limited,
Numaligarh, Dist : Golaghat,
Assam – 785 699**

Copy to: Notice Board (s)
NRL website (www.nrl.co.in)
Govt. website
E-Tender portal

DETAILS OF GROUPS

Group no.	Departments
Group 1	HR Department group 1
Group 2	Commercial Department Group 2
Group 3	Civil Deaprtment
Group 4	Project Department
Group 5	Commercial Department Group 1
Group 6	HR&IIS Department group 3
Group 7	Finance Department Group 2
Group 8	Finance Department Group 1
Group 9	Commercial Department Group 3
Group 10	Mechanical Mainteance Department
Group 11	Mainteance Planning Department
Group 12	Fire and Safety Department
Group 13	HR Department group 2
Group 14	Technical Service Department
Group 15	Internal Audit Department
Group 16	EIL DHDT Project
Group 17	PDIL Mounded Bullet Project

RATES FOR INDIVIDUAL GROUPS

Group 1

SI No	Item Header						
10	Office Assistance in HR Department Group 1		Services	SOR Qty	Unit	Rate	Amount
		10	Office Assistance with High Skilled Manpower Year 2018	1825	Man days	728	1328600
		20	Office Assistance with High Skilled Manpower Year 2019	1825	Man days	728	1328600
		30	Office Assistance with High Skilled Manpower Year 2020	1830	Man days	728	1332240
		40	PF/ESI /WCI	507,620	LS	1	507620
		50	Balance leave	114750	LS	1	114750
		60	OT	433344	LS	1	433344
		70	Special Allowance	372600	LS	1	372600
							5417754

Group 2

SI No	Item Header						
10	Office Assistance in Commercial Department Group 2		Services	SOR Qty	Unit	Rate	Amount
		10	Office Assistance with High Skilled Manpower Year 2018	1825	Man days	728	1328600
		20	Office Assistance with High Skilled Manpower Year 2019	1825	Man days	728	1328600
		30	Office Assistance with High Skilled Manpower Year 2020	1,830	Man days	728	1332240
		40	PF/ESI /WCI	507619.9	LS	1	507620
		50	balance leave	114750	LS	1	114750
		60	OT	433344	LS	1	433344
		70	Special Allowance	372600	LS	1	372600

5417754**Group 3**

SI No	Item Header						
10	Supervisory Assistance in Civil department		Services	SOR Qty	Unit	Rate	Amount
		10	Supervisory Assistance with Diploma Engineer Year 2018	12	Months	31076	372912
		20	Supervisory Assistance with Diploma Engineer Year 2019	12	Months	31076	372912
		30	Supervisory Assistance with Diploma Engineer Year 2020	12	Months	31076	372912
		40	Supervisory Assistance with HS workerYear 2018	730	Mandays	728	531440
		50	Supervisory Assistance with HS workerYear 2019	730	Mandays	728	531440
		60	Supervisory Assistance with HS workerYear 2020	732	Mandays	728	532896
		70	Supervisory Assistance with S workerYear 2018	730	Mandays	653	476690
		80	Supervisory Assistance with S workerYear 2019	730	Mandays	653	476690
		90	Supervisory Assistance with S workerYear 2020	732	Mandays	653	477996
		100	PF/ESI /WCI	518,648	LS	1	518648
		110	Balance leave	118635.2	LS	1	118635
		120	OT	442,527	LS	1	442527
		121	PPE	62250	LS	1	62250

5287948

Group 4

SI No	Item Header						
10	Office Assistance in Project Department		Services	SOR Qty	Unit	Rate	Amount
		10	Office Assistance with High Skilled Manpower Year 2018	730	Man days	728	531440
		20	Office Assistance with High Skilled Manpower Year 2019	730	Man days	728	531440
		30	Office Assistance with High Skilled Manpower Year 2020	732	Man days	728	532896
		40	Office Assistance with Skilled Manpower Year 2018	730	Man days	653	476690
		50	Office Assistance with Skilled Manpower Year 2019	730	Man days	653	476690
		60	Office Assistance with Skilled Manpower Year 2020	732	Man days	653	477996
		70	Office Assistance with UN Skilled Manpower Year 2018	365	Man days	503	183595
		80	Office Assistance with UN Skilled Manpower Year 2019	365	Man days	503	183595
		90	Office Assistance with UN Skilled Manpower Year 2020	366	Man days	503	184098
		100	PF/ESI /WCI	423672.7	LS	1	423672.72
		110	balance leave	100386	LS	1	100386
		120	OT	220105.6	LS	1	220105.6
		130	Special Allowance	149040	LS	1	149040
		140	PPE	24750	LS	1	24750
							4496394.32

Group 5

[illegible]

Group 6							
SI No	Item Header						
	Office Assistance in HR and IIS department						
10	Office Assistance in HR department with diploma engineer		Services	SOR Qty	Unit	Rate	Amount
		10	Office Assistance with Diploma Engineer Year 2018	12	Months	31076	372912
		20	Office Assistance with Diploma Engineer Year 2019	12	Months	31076	372912
		30	Office Assistance with Diploma Engineer Year 2020	12	Months	31076	372912
		40	PF/ESI /WCI	409458.1	LS	1	409458.05
		50	Reimbursement of balance leave	91959	LS	1	91959
		60	OT	126270	LS	1	126270
		70	Special Allowance	74520	LS	1	74520
20	Office Assistance in HR department with Unskilled Manpower						
		10	Office Assistance in HR with unskilled manpower 2018	1095	Mandays	503	550785
		20	Office Assistance in HR with unskilled manpower 2019	1095	Mandays	503	550785
		30	Office Assistance in HR with unskilled manpower 2020	1098	Mandays	503	552294
30	Office Assistance in IIS department with Unskilled Manpower						
		10	Office Assistance in IIS dept with unskilled manpower 2018	365	Mandays	503	183595
		20	Office Assistance in IIS dept with unskilled manpower 2019	365	Mandays	503	183595
		30	Office Assistance in IIS dept with unskilled manpower 2020	366	Mandays	503	184098
			Total Value of the Contract				4026095.05

Group 9

Sl No	Item Header						
10	Office Assistance in Commercial Department Group 3		Services	SOR Qty	Unit	Rate	Amount
		10	Office Assistance with Skilled Manpower Year 2018	1460	Man days	653	953380
		20	Office Assistance with Skilled Manpower Year 2019	1460	Man days	653	953380
		30	Office Assistance with Skilled Manpower Year 2020	1464	Man days	653	955992
		40	PF/ESI /WCI	362,845	LS	1	362845
		50	balance leave	79488	LS	1	79488
		60	OT	300641.3	LS	1	300641
		70	Special Allowance	2070	LS	1	74520
							3680246

Group 10

SI No	Item Header						
10	Office Assistance in Mechanical Maintenance Department		Services	SOR Qty	Unit	Rate	Amount
		10	Office Assistance with High Skilled Manpower Year 2018	730	Man days	728	531440
		20	Office Assistance with High Skilled Manpower Year 2019	730	Man days	728	531440
		30	Office Assistance with High Skilled Manpower Year 2020	732	Man days	728	532896
		40	Office Assistance with Skilled Manpower Year 2018	365	Man days	653	238345
		50	Office Assistance with Skilled Manpower Year 2019	365	Man days	653	238345
		60	Office Assistance with Skilled Manpower Year 2020	366	Man days	653	238998
		70	PF/ESI /WCI	294,661	LS	1	294661
		80	balance leave	65772	LS	1	65772
		90	OT	395544.8	LS	1	395545
		100	Special Allowance	223560	LS	1	223560
		110	PPE	13950	LS	1	13950
							3304951

TOTAL MANPOWER DETAILS

		Manpower					
SI No	Group Name	Diploma	High Skilled	Skilled	Semi Skilled	Unskilled	Total
1	Civil Department	1	2	2	0	0	5
2	HR Department group 1	0	5	0	0	0	5
3	HR Department group 2	0	0	3	0	0	3
4	HR & IISDepartment group 3	1	0	0	0	4	5
5	Commercial Department Group1	0	4	0	0	0	4
6	Commercial Department Group2	0	5	0	0	0	5
7	Commercial Department Group3	0	0	4	0	0	4
8	Finance Department Group 1	0	2	0	2	0	4
9	Finance Department Group 2	0	0	4	0	0	4
10	Project Department	0	2	2	0	1	5
11	EIL DHDT Project	0	0	0	3	2	5
12	PDIL Mounded Bullet Project	0	0	0	1	2	3
13	Fire & Safety Department	0	0	3	0	0	3
14	Mechanical Mainteance Department	0	2	1	0	0	3
15	Mainteance Planning Deapartment	0	1	2	0	0	3
16	Internal Audit Department	0	1	1	0	0	2
17	Technical Service Department	0	1	1	0	0	2
Total Manpower							65