

**NUMALIGARH
REFINERY
LIMITED**



A GOVERNMENT OF INDIA UNDERTAKING

TENDER DOCUMENT FOR SUPPLY OF CARTON BOXES FOR AUTOMATIC SLABBING & PACKING UNIT (ASPU) OF NRL.

(Tender No. OC44000019/PRA)

PART – I: UN-PRICED BID



**PREPARED & ISSUED BY
NUMALIGARH REFINERY LIMITED**

A Govt. of India Enterprise)



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER (NIT)

1. Numaligarh Refinery Limited (NRL) invites e-bids from **Micro & Small Enterprises (MSE)** only for the following under two bid system (Part-I: Techno-commercial part and Part-II: Price Part) :

Supply of Carton Boxes for Automatic Slabbing & Packing Unit of NRL. (Tender No : OC44000019/PRA)	Tender Publishing Date:	19.12.2018 (15.00 Hours)
	Document Download/ Sale Date:	19.12.2018 (15.00 Hours)
	Seek Clarification Start Date:	19.12.2018 (15.00 Hours)
	Seek Clarification End Date:	31.12.2018 (23.59 Hours)
	Bid submission Start Date:	19.12.2018 (15.00 Hours)
	Pre-bid meeting date (refer clause 3 of NIT):	03.01.2019 (15.00 Hours)
	Bid submission close date (i.e. Bid Due Date)	10.01.2019 (11.00 Hours)
	Bid Opening Date:	11.01.2019 (11.00 Hours)

2. **SPECIAL NOTE TO BIDDERS:**

A) **This tender is reserved for MSE vendor's only.** Offers from the bidders other than MSE will not be considered.

B) **To qualify as MSE against this tender, bidder must fulfill all the following mandatory conditions:**

- i) **** Udyog Aadhar Memorandum (UAM)** Number of bidder must be updated/ declared on Central Public Procurement (CPP) Portal as on date of un-priced techno-commercial bid opening. **To declare/ update UAM number in CPP Portal, please follow the steps:**

1. Logon to the CPPP
2. Login with your account details
3. Click on 'My Account'
4. Click on Privileges
5. Under MSME you have to update your details.

If any issues occur please contact CPPP helpdesk @ 0120-4200462 / support-eproc@nic.in

- ii) Must submit a copy of Udyog Aadhar Memorandum (UAM)* in un-priced techno-commercial bid; wherein bidder is registered as 'Micro/ Small Enterprise'.
- iii) Nature of activity in UAM must be for 'Manufacturing'.
- iv) MSE registration must be for the items/category of items relevant to the tendered items/category of items.
- v) The MSE registration must be valid as on date of placement of order.

**** Note: In case a bidder submits copy of UAM along with un-priced bid; however fails to declare/ update UAM number on the CPP Portal as on date of un-priced bid opening as explained in sl. no. 2 (B) (i) above; in that case the bidder will not be considered as MSE and as such, gets disqualified for further participation for this tender.**

3. **PRE-BID MEETING FOLLOWED BY SITE VISIT:**

- 3.1 A visit to the site prior to submission of offer is highly recommended to have a firsthand knowledge about the plant and our requirement. As such, a round of pre-bid meeting will be held on **03.01.2019 (3.00 PM)** at NRL Refinery, Numaligarh followed by a site visit. Interested MSE bidders having capability to meet our tender requirement may participate in the pre-bid meeting to be held at the following venue:

**Commercial Dept, Admin Building (3rd Floor),
Numaligarh Refinery Limited, Pankagrath,
PO: Numaligarh Refinery Project,
Dist-Golaghat (Assam), India, PIN-785699.**

- 3.2 Attendance of the bidders in pre-bid meeting is not mandatory but highly encouraged. However, non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.
- 3.3 Prospective Bidder or their authorized representative (**only 1 person per bidder**) is permitted to participate in the pre-bid meeting followed by site visit. Bidder may forward their request for participation in the pre-bid meeting **by 01.01.2019** as per format enclosed at **Appendix-A** (enclosed) for arrangement of gate pass formalities in advance. Request for participation in the pre-bid meeting to be forwarded over e-mail (e-mail id: prasanta.barman@nrl.co.in diganta.das@nrl.co.in) / by post at address indicated in NIT below; latest by **01.01.2019**.
- 3.4 Further, prospective bidder (s) may forward their pre-bid queries (if any) in writing over e-mail (e-mail id: prasanta.barman@nrl.co.in; diganta.das@nrl.co.in) / by post at address indicated in NIT below; latest by **01.01.2019**.
- 3.5 Any modification of the Bidding Document, which may become necessary as a result of the bidder's query/ pre-bid discussion, shall be published in e-tendering portal (<http://eprocure.gov.in/eprocure/app>) through the issue of an Addendum/ Amendment/ Corrigendum/ Clarifications.

4. **SUBMISSION OF E-BID:**

The E-Bid should be prepared in Two Parts as per the following details.

- i) PART – I : Techno-commercial / Unpriced Bid
- ii) PART - II : Price Bid

Note:

- i) Only online offer shall be considered against the subject enquiry. For details please go to our e-tendering portal <http://eprocure.gov.in/eprocure/app>
- ii) This Tender is being conducted in e-tendering mode and the Bid documents can be downloaded for ONLINE bidding by the bidders, who has the Digital Signature Certificates.
- iii) For any assistance you may please contact our service provider personnel at Phone No 03776 – 265774, email: z_tender@nrl.co.in
- iv) **Bids received by way of Post, Courier, Fax, Telex or Telegram or email or in open condition shall not be considered.**
- v) Corrigendum, Addendum (if any) will be published in e-tendering portal (<http://eprocure.gov.in/eprocure/app>) only.

5. **EARNEST MONEY DEPOSIT:** Not applicable.
6. **MSE 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.**
7. **DOCUMENTS TO BE UPLOADED AS A PART OF PART – I: TECHNO-COMMERCIAL / UNPRICED E-BID:**
- a) Documents in support of MSE as per clause no. 2 of NIT.
 - b) Technical Compliance Sheets & Drawings duly filled, signed and sealed.
 - c) Agreed Terms & Conditions (ATC) duly filled, signed & sealed **The commercial terms & conditions should not be repeated in the offer.**
 - d) Bidder's Self-Declaration of black listing/ holiday listing as per Performa enclosed - duly signed & sealed.
 - e) Integrity Pact duly signed & sealed.
 - f) Vendor Details as per Format enclosed.
8. **DOCUMENTS TO BE SUBMITTED AS A PART OF PART – II: PRICED E-BID:**
- BoQ/Priced Bid "in "XLS" format as per instructions provided.
9. **EVALUATION OF THE TENDER:**
- ✓ Bidder may quote for item sl.no. 10 or 20 or both. Evaluation of the tender will be on '**Itemwise Lowest Offer Basis**'.
 - ✓ Price to be quoted by bidder for individual item must be considering 100% of tender quantity. NRL Reserves the right to distribute the tender quantity of each individual item between 02 bidders in the ratio 70:30 as explained below:
 - 70% of the estimated tender quantity of each individual item shall be offered to L1 bidder of that item.
 - Balance 30% of the tender quantity shall be offered to bidder as per methodology explained below:
 - L2 bidder will be asked to match their total landed cost (by reducing their basic quoted price) with the Landed Cost of L1 Bidder. Once L2 bidder matches the same, 30% of the tender quantity of the item shall be offered to them.
 - In case of refusal by L2 bidder to match the L1 price, the opportunity shall be provided so on to the other bidders.
 - In case no bidders agree to match the L1 price (as explained above), this 30% quantity shall also be offered to L1 bidder.

10. **GENERAL:**

- i) **Consortium/Joint venture bids shall not be accepted.**
- ii) Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- iii) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept in holiday list/ black list apart from other penal actions as deemed fit by NRL.
- iv) NRL reserves the right to defer the date/time of opening of the offer; to make changes in the terms & conditions of tender document and to reject any or all bids without assigning any reason thereof.

Date: 19.12.2018

**GM (Commercial) I/c
Numaligarh Refinery Limited.
Commercial Dept, Pankagrang,
PO- NR Project, Dist – Golaghat.
PIN-785699, Assam.**

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