

**NUMALIGARH
REFINERY
LIMITED**



A GOVERNMENT OF INDIA UNDERTAKING

**TENDER DOCUMENT FOR – ANNUAL RATE
CONTRACT FOR SUPPLY OF MULTIFUNCTIONAL
ADDITIVE (MFA) TO NRL.**

(Tender No. OC44000020/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 competent and experienced Indian supplier for the following under two bid system (Part-I: Techno-commercial part and Part-II: Price Part) with sound technical and financial capabilities fulfilling the Pre- Qualification Criteria (PQC) of the tender document.

ANNUAL RATE CONTRACT FOR SUPPLY OF MULTIFUNCTIONAL ADDITIVES (MFA) TO NRL (Tender No : OC44000020/PRA)	Tender Publishing Date:	31.12.2018 (12.05 Hours)
	Document Download/ Sale Date:	31.12.2018 (12.05 Hours)
	Seek Clarification Start Date:	31.12.2018 (12.05 Hours)
	Seek Clarification End Date:	17.01.2019 (12.05 Hours)
	Bid submission start date:	31.12.2018 (12.05 Hours)
	Bid submission close date (i.e. Bid Due Date)	21.01.2019 (11.00 Hours)
	Bid Opening Date:	22.01.2019 (11.00 Hours)

2. **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.

3. **EARNEST MONEY DEPOSIT:** Not applicable.

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.**

5. **PRE-QUALIFICATION CRITERIA (PQC):** Bidder should have previous experience of supplying the chemical to other oil refineries. Purchase order copy (ies) is required to be submitted by bidder along with the un-priced techno-commercial offer in support of their claim.

6. The requirement of Prior Turnover and Prior Experience (if any, indicated in the tender document) will be relaxed if the bidder is Micro and Small Enterprise (MSE) or Startup and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.

This relaxation of prior turnover and prior experience will not be applicable for items related to public safety, health, critical security operation and equipment etc.

A) Supporting documents/ mandatory compliance for MSE bidders:

- 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.

***** 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. 6 (A) (i) above; in that case the bidder will not be considered as MSE and in that case, bidder will not be eligible to claim MSE benefit/ relaxation on Prior Turnover and Prior Experience (if applicable in this tender)***

B) Supporting documents for Startup:

Bidder who intends to participate as 'Start-up' company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India along with their un-priced techno-commercial bid.

Note: Above supporting documents (as explained in 6A & 6B above) are required to be uploaded by MSE/ Start-up along with un-priced techno-commercial bid only. It is the responsibility of the bidder to upload the above supporting documents along with their un-priced techno-commercial bid for availing relaxation on Prior Turnover and Prior Experience (if applicable in this tender). In case of non-submission/ non-compliance, no further communication in this regard will be carried out to ascertain bidder's qualification as 'MSE bidder/ Startup' and relaxation on Prior Turnover and Prior Experience (if applicable in this tender) under the above mentioned condition will not be passed on to bidder.

7. **DOCUMENTS TO BE UPLOADED AS A PART OF PART – I: TECHNO-COMMERCIAL / UNPRICED E-BID:**

- a) Documents in support of PQC of the tender.
- b) Technical Compliance Sheet (duly sealed & signed) as a token of acceptance.
- c) Agreed Terms & Conditions (ATC) duly filled, signed & stamped. **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) **In case of Micro & Small Enterprise (MSE), bidders are mandatorily required to update/ declare their Udyog Aadhar Memorandum (UAM) Number on Central Public Procurement (CPP) Portal; failing which such bidders will not be eligible for benefits applicable to MSEs under Public Procurement policy for MSEs Order 2012 issued by MSME. After declaring UAM Number on CPP Portal, MSE bidder also need up upload a copy of UAM in their un-priced Techno-Commercial bid.**
- f) In case of availing benefits under Purchase Preference Policy (Linked with Local Content) (PP-LC Policy), bidder to submit documents as per Special Conditions of Contract (SCC) and 'Table 1: Calculation of Local Content – Supply Contracts (Goods)' (i.e. Page 5 of 7 of SCC) to be stated as **'QUOTED IN PRICED BID'**
- g) 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.
- In case of availing benefits under Purchase Preference Policy (Linked with Local Content) (PP-LC Policy) (as explained per Special Conditions of Contract enclosed), bidder shall provide break up of "Local component" and "Imported Component" along with their price bid (in PDF) as per format in 'Table 1: Calculation Of Local Content – Supply Contracts (Goods)'; refer page 5 of 7 of Special Conditions of Contract (SCC).

9. **EVALUATION OF THE TENDER:** Tender shall be evaluated on **'Lowest Offer Basis'**.

10. **TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs):**

The Government of India vide letter No. J-25011/31/2018-Gen dated March, 2018 (Ministry of Petroleum & Natural Gas) and Office Memorandum no. F.5/4/2018-PPD dated 28th February, 2018 (Ministry of Finance) has mandated that **declaration of Udyog Aadhar Memorandum (UAM) numbers by the vendors on CPP Portal (i.e. E-tenders submitted through www.eprocure.gov.in portal) is mandatory with effect from 01-04-2018. The bidders who fail to declare UAM number on the CPP Portal shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME, for tenders invited electronically through CPPP.**

In case, UAM number of such bidder is not available on the CPP Portal, no benefits shall be given to such bidders and in case such bidder have not submitted EMD (if applicable against tender) and availed EMD exemption, such bidder shall be rejected for further evaluation.

TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs):

With reference to Public Procurement Policy for Micro and Small Enterprises (MSEs) notified by the Government under the Micro, Small and Medium Enterprise Development Act, 2006, which came into effect from 1st April, 2012. The Ministry of MSME published an order known as Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 under which Micro and Small Enterprises (MSEs) shall be entitled for benefits, subject to terms and conditions as under:

A. Qualifying Criteria for MSEs Bidder:

- 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
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- 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.

***** 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 above; in that case the bidder will not be considered as MSE and in that case, bidder will not be eligible to claim MSE benefit.***

B. Benefits Under The Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012:

(i) Issue of Tender Sets Free of Cost:

Tenders shall be provided free of cost and tender documents are downloadable from NRL Website www.nrl.co.in, The Indian Government tenders information system www.tenders.gov.in or Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> or can be obtained from the Office of General Manager (Commercial & Legal).

(ii) **Exemption from payment of EMD (Earnest Money Deposit)**

MSE units qualifying as at (A) above shall be exempt from paying EMD if EMD is applicable against the tender.

(iii) **Price preference for MSEs Bidder:**

- i) In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% per cent shall also be allowed to supply a portion of requirement by bringing down the price to L1 price in a situation where L1 bidder is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 percent of total tendered value.

In case of more than one such MSE, the supply shall be shared proportionately (to tendered quantity)

- ii) In case of tender item is non-splitable or non-dividable etc. MSE quoting price within price band L1+15% may be awarded the full/complete supply of the total tendered value to MSE, considering spirit of policy for enhancing the Government procurement from MSE, provided they agree to bring down their price to L1 price.

In such cases, the MSE who is lowest within the MSEs and quoting price within the price band of L1+15% shall be provided the first opportunity to agree to accept and execute the contract at the L1 price and on his refusal to accept the L1 price, opportunity shall be provided so on to the other MSEs.

11. **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: 31.12.2018

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