



NUMALIGARH REFINERY LIMITED
Commercial Department

জাননী

নুমলীগড় শোষণাগাৰত দৈনন্দিন ব্যৱহাৰৰ বাবে গোলাঘাট জিলাৰ স্থায়ী বাসিন্দাৰ পৰা আবেদন পত্ৰ বিছৰা হৈছে। উক্ত আবেদন সমূহ লটাৰীযোগে পঞ্জীয়ন কৰা হ'ব। গাড়ীসমূহৰ ম্যাদ মাত্ৰ দুবছৰৰ বাবেহে নিৰ্ধাৰন কৰা হৈছে। উক্ত ম্যাদ উকলি গ'লে প্ৰয়োজন সাপেক্ষে সময় সীমা এবছৰ বঢ়াই দিয়া হ'ব পাৰে।

আবেদন পত্ৰৰ বিষয়ে সবিশেষ জানিবলৈ/আবেদন পূৰাবলৈ ই-টেনদাৰ ৱেবচাইট <http://eprocure.gov.in/eprocure/app> চাব পাৰিব। আবেদন পত্ৰ পূৰাবৰ বাবে ডিজিটেল চিগনেচাৰ ক্লাচ ২ (Digital Signature Class II) প্ৰয়োজন হ'ব।

NOTICE INVITING APPLICATION FROM PEOPLE OF GOLAGHAT DISTRICT

Introduction : Numaligarh Refinery limited, Numaligarh, Golaghat has published Notice Inviting Applications for “Empanelment of agencies through Lottery for Hiring vehicles at NRL” with contractual period for two (02) years with a provision for extension for another one year (if required)”.

Applicants shall be restricted to the persons having permanent address at Golaghat District only.

The category of vehicles required to be hired under this contract are :

1. BUS: 32 seater ULTRA Bus
2. BUS: 24 seater Star Bus
3. Mahindra Bolero (DI 4WD non AC)
4. Mahindra Bolero (AC SLX BS3 New)
5. Mahindra Bolero Camper Huber (2 WD BS3 REF)
6. TATA Sumo GOLD (CX Non AC)
7. Bolero Ambulance (AC BS3)
8. Tata Winger, 14 seater Winger Std
9. Toyota Innova 2.5 G (Diesel)

Application No. : NRLVEH2017

Submission of Application:

The application is available in the e-tender portal <http://eprocure.gov.in/eprocure/app>

(search **NRLVEH2017** in the portal)

The application has to be submitted online in the e-tender portal i.e. <http://eprocure.gov.in/eprocure/app>.

Kindly refer Annexure C for the detailed procedure.

ALL THE DOCUMENTS (SCAN COPY) MUST BE SUBMITTED ONLINE IN THE E-TENDER PORTAL.

Applicants will require Digital Signature Certificate (Class II Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

For any assistance, please contact the following person:

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

Corrigendum/addendum/extension (if any) pertaining to this application will be published in the website only.

If the last date of receipt of application happens to be a non-working day, the last date will be the next working day at the aforesaid time.

All corrections and alterations in the entries of application paper shall be signed in full by the applicant with date. No erasers or over writing are permissible.

For each Group of vehicle, application has to be submitted separately in the online portal.

If the applicant wishes to apply for more than one Group of vehicles, it must apply separately in the respective Group (s) and submit all the documents separately in each group.

However only one vehicle shall be awarded to one agency.

1. NAME OF THE WORK : Hiring of Vehicle at NRL.
2. CONTRACTUAL PERIOD : 02 (two) years with a provision for extension by 01 (one) more year.
3. APPLICANT'S QUALIFYING REQUIREMENT :
 - a) Applicant must have permanent address within Golaghat district.

Any one of the following documents shall be submitted along with the application as Proof of permanent address in Golaghat district :

- i) PRC (permanent residence certificate)
- ii) Ration Card
- iii) Driving License
- iv) voter's I-card
- v) Electricity Bill (in own name).

- b) Applicant must submit the following online along with application:
- copy of PAN card.
 - Service tax declaration format (Declaration for Exemption/ Non-Exemption of Service Tax) as per the Format attached in the .
- c) The applicant must accept NRL rates and all other terms & conditions.

Applicant have to confirm the “Acceptance of Rates & Terms & Conditions” as per the Format APPENDIX –II attached in this document .

4. EARNEST MONEY DEPOSIT : NIL
5. **DATE & TIME** : From **To**
for submission of bid **05.01.2017** **30.01.2017**
up to 11.00 Hrs.
6. Place of submission of Bid : online in the e-tender portal
<http://eprocure.gov.in/eprocure/app>
7. BRIEF SCOPE OF WORK: As per the Scope of Work.
8. TERMS OF AWARD:
- Application shall be closed at 11:00 Hrs on the due date of submission of applications.
 - After that through a separate Notice, the list of candidates with respective serial number, for each category of vehicle will be published in the notice board at CISF Gate of NRL premises as well as NRL website. The date for Lottery will also be published through the same Notice as well as NRL website.
 - The contracts for the subject vehicles will be awarded at NRL approved rates & terms & conditions only and the award will be through Lottery among the applicants from Golaghat district only.
9. Corrigendum / extension / addendum (if any) pertaining to this tender will be published in the in the e-tender portal <http://eprocure.gov.in/eprocure/app>

Date: January 05, 2017

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

Copy to: Notice Board(s)
NRL/Govt Website
Notice Board, DC Office, Golaghat
Notice Board, SDO Office, Bokakhat
Notice Board, SDO Office, Sarupathar

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed,

the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.