

NUMALIGARH  
REFINERY  
LIMITED



A GOVERNMENT OF INDIA UNDERTAKING

# **TENDER DOCUMENT FOR – 'ANNUAL RATE CONTRACT FOR SUPPLY OF 5 PLY CARTON BOXES FOR WAX SLAB PACKAGING AT NRL SITE, NUMALIGARH'.**

**(Tender No. OC44000095/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) :

|                                                                                                                              |                                               |                         |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------|
| <b>ANNUAL RATE CONTRACT<br/>FOR SUPPLY OF 5 PLY<br/>CARTON BOXES FOR WAX<br/>SLAB PACKAGING AT NRL<br/>SITE, NUMALIGARH.</b> | Tender Publishing Date:                       | 10/02/2021 (12:05 Hrs.) |
|                                                                                                                              | Document Download/ Sale Date:                 | 10/02/2021 (12:05 Hrs.) |
|                                                                                                                              | Seek Clarification Start Date:                | 10/02/2021 (12:05 Hrs.) |
|                                                                                                                              | Seek Clarification End Date:                  | 24/02/2021 (12:05 Hrs.) |
|                                                                                                                              | Bid submission Start Date:                    | 10/02/2021 (12:05 Hrs.) |
|                                                                                                                              | Bid submission close date (i.e. Bid Due Date) | 03/03/2021 (11:00 Hrs.) |
| <b>(TENDER NO :<br/>OC44000095/PRA)</b>                                                                                      | Bid Opening Date:                             | 04/03/2021 (11:00 Hrs.) |

2. **SPECIAL NOTE TO BIDDERS:**

**A)** **This tender is reserved for Micro and Small Enterprises (MSEs) 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) MSE bidder has to mandatorily submit copy of MSE registration document (i.e. (i.e. UAM/ EM Part-II/Udyam Registration) from any of the following body:
  - National Small Industries Corporation (NSIC)
  - District industries Centers( DICs)
  - Coir Board
  - Khadi and Village Industries Commission(KVIC)
  - Khadi and Village Industries Board(KVIB)
  - Directorate of Handicrafts and Handloom
  - Udyog Adhaar Acknowledgment / Udyog Adhaar Memorandum issued by MoMSME
  - Any other body specified by the Ministry of MSME (MoMSME)
- ii) Nature of activity in UAM/EM Part-II/Udyam Registration must be for 'Manufacturing'.
- iii) MSE registration must be for the items/category of items relevant to the tendered items/category of items.
- iv) The MSE registration must be valid as on date of placement of order.

**(Refer Page 1, Clause A of Annexure-X enclosed with tender)**

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

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

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

3.2 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>

3.3 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.

3.4 For any assistance you may please contact our service provider personnel at Phone No 03776 – 265774, email: [z\\_tender@nrl.co.in](mailto:z_tender@nrl.co.in)

3.5 **Bids received by way of Post, Courier, Fax, Telex or Telegram or email or in open condition shall not be considered.**

3.6 Subsequent Corrigendum/ Addendum (if any) shall be published in our e-tendering portal <http://eprocure.gov.in/eprocure/app>

3.7 Any Pre-bid techno-commercial queries related to tender document to be forwarded to the e-mail ids of following officials for clarifications:

- a) [prasanta.barman@nrl.co.in](mailto:prasanta.barman@nrl.co.in)
- b) [diganta.das@nrl.co.in](mailto:diganta.das@nrl.co.in)

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

5. **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.**

6. **SPECIAL TENDER CLAUSE ON PROCUREMENT FROM A BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:**

The Department of Expenditure (DOE) (Ministry of Finance) of the Govt. of India through OMs no. 6/18/2019- PPD dated 23rd July and 24th July'2020 has issued guidelines regarding procurement from bidders from a country or countries which share land boundary with India. The detail guidelines are available on the website of DoE (<https://doe.gov.in/>)

**In compliance to the above referred guidelines by DOE, bidders are requested to kindly furnish duly filled, signed and sealed copy of the undertaking as per Form A [i.e. Bidder's undertaking on Company's letter head] enclosed with tender document.**

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) as a token of acceptance.
- 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) Duly filled, signed and sealed Form A [i.e. Bidder's Undertaking on Company's letter head] in compliance to Department of Expenditure's (DOE's) guidelines regarding procurement from bidders from a country or countries which share land boundary with India.
- f) Integrity Pact duly signed & sealed.
- g) GST Undertaking enclosed with tender.
- h) 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:**

- ✓ Evaluation of the tender will be on '**Lowest Landed Cost Basis**'.
- ✓ Price to be quoted by bidder for 5 Ply Carton Boxes must be considering 100% of tender quantity. NRL Reserves the right to distribute the tender quantity between 02 bidders in the ratio 70:30 as explained below:
  - 70% of the estimated tender quantity shall be offered to L1 bidder.
  - 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) NRL adopts a practice to verify documents submitted by L1 (successful) bidder in support of bidder's credential against PQC. Authentication may be verified with the issuing authorities, by way of direct communication to NRL over official e-mail IDs / Original letter of authentication by post. Bidders may also follow up with the issuing authority for eliciting early response. If documents remain unauthenticated till given time line, NRL reserves the right to reject the bid. Proper address for communication, including e-mail ID of the issuing authority should be provided along the tender document.
- 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) Consortium/Joint venture bids shall not be accepted.
- iv) 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.
- v) In case any bidder is found to be involved cartel formation, his bid will not be considered for evaluation/placement of order. Such bidder will also be debarred from bidding in future.
- vi) 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.

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

## **Enclosures:**

- (i) Technical Compliance Sheet + drawings (2 nos)
- (ii) Agreed Terms & Conditions (ATC).
- (iii) General Purchase Conditions (GPC) -Indigenous
- (iv) Bidder's Self-Declaration of black listing/ holiday listing as per Performa enclosed duly signed & sealed.
- (v) Annexure-X – for MSE Bidders.
- (vi) Special Clause regarding procurement from a country which shares land border with India and Form-A
- (vii) GST Undertaking
- (viii) Format for Bidder details
- (ix) Integrity Pact.
- (x) BOQ/Price Schedule Format.