



NUMALIGARH REFINERY EXPANSION
PROJECT



NOTICE INVITING TENDER

Bidding Document No: 082176C/NRL/T/MB/18/R1

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A. INTRODUCTION

M/s. Technip Energies India Limited (TPIL) as Project Management Consultant (Consultant / MPMC) on behalf of the M/s. Numaligarh Refinery limited (Owner/ NRL) invites Bids for execution of EPCC (Engineering, Procurement, Construction and Commissioning) package comprising of **“LPG MOUNDED BULLETS PACKAGE ALONG WITH PUMPS” (“Project”)** for Numaligarh Refinery Expansion Project being undertaken by the Owner on open domestic tender basis under single stage two-bid system (Part - 1: Techno-Commercial Bid and Part - 2: Price Bid) from competent Bidders with sound technical and financial capabilities fulfilling the Bidder Qualification Criteria as stated elsewhere in this document.

B. BRIEF SCOPE OF WORK

Bidder upon being selected as Successful Bidder shall execute the work on lump sum turnkey basis (LSTK) with single point responsibility. The scope of work includes Consistency Checks, Residual Process Engineering, Detailed Design Engineering including HAZOP/SIL Study & Other Safety Studies as mentioned in Bidding Documents, Project Management, Site enabling jobs, Soil Investigation, and co-ordination for the same with MPMC / OWNER, implementation of QRA study recommendations, total Procurement (including chemicals, consumables & chemicals required for pre-commissioning, trial runs and six months continuous running, special tools and tackles, Pre-Commissioning Spares, Commissioning Spares, Start-up spares & Mandatory spares), Fabrication, Manufacturing, Quality Assurance, Inspection & Expediting, Third Party Inspection, Supplies, Transportation, Insurance, Handling & Storage of all Equipment, Materials, items and other Construction Materials at yard/site, Fabrication, Assembly, Construction, Erection, Installation of all plant machinery including civil, Structural, Mechanical, Piping, Electrical and Instrumentation including tie-ins as per bid documents , Testing, cathodic protection, Insulation, Painting, First fill of chemicals and lubricants, Obtaining all Statutory Approvals from CEA, CIF, PESO, OISD, PNGRB, etc. (except for Environment Clearance), assistance in obtaining other Statutory approvals, Pre-commissioning & Mechanical Completion of Mounded bullet Package along with the pumps , preparation of operating manuals, Start-up, Commissioning and Performance Guarantee Test Runs (PGTR), Training of Owner’s O&M personnel, consumables (Chemicals & Lubricants) for 6 (six) months operation, Contract closure activities of the Mounded Bullet Package, Final invoice/billing and handing over of the facilities with Final and “As Built” drawing/documentation, supply of spares with necessary support and services during defect liability period and supply of Chemicals, Catalysts, Tool & Tackles, Consumables, Lubricants, etc. for initial charge and replenishment of any loss of these during Commissioning up to handing over after successful PGTR of the **3 Nos. LPG Mounded Bullets ~ 8 M Dia X 64 M Length along with the pumps** for LPG Marketing Terminal Process Plant for “Numaligarh Refinery Expansion Project” located at Dabidubi Village, Dist. Golaghat, Assam, India

For detailed Scope, refer the relevant sections of the Bidding Documents.



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C. SALIENT FEATURES OF NOTICE INVITING TENDER (NIT)

1.	Tender No.	082176C/NRL/T/MB/18/R1
2.	Type of Bid	Domestic competitive bidding (E-BIDDING) Single stage two-bid system
3.	Name of Work	"LPG MOUNDED BULLETS PACKAGE ALONG WITH PUMPS" for "LPG Marketing Terminal Plant for Numaligarh Refinery Expansion Project" located at Dabidubi Village, Dist. Golaghat, Assam, India
4.	Time Schedule	21 Months (20 Months for Mechanical Completion including Pre-commissioning along with 1 month for Commissioning) from the date of issue of the Letter of Acceptance (LOA). Detailed Completion Schedule/ Time Schedule shall be as per Annexure-II to SCC .
5	Tender download schedule	From 12-Feb-2025 to 05-Mar-2025 (Up to 14.00 Hours) Bidding Documents can be downloaded free of charge from the website http://eprocure.gov.in/eprocure/app ("E-Procurement Portal") during the above period.
6.	Site Visit and Pre-Bid Meeting	Site Visit at 10:00 hours on 18-Feb-2025 (Refer Bid Datasheet for Site visit details). As per COVID-19 protocols, Bidders are requested to reach the site well in advance before the site visit and follow the local quarantine duration / test, if required, as per procedure. Pre-Bid meeting at 11:00 hrs. on 20-Feb-2025 via online Microsoft Teams (Refer below Link to join the meeting) Microsoft Teams Need help? Join the meeting now Meeting ID: 334 264 309 811 Passcode: RN9Ux7y7 Dial in by phone +91 22 6001 6121,,,,455809065# India, Mumbai Find a local number Phone conference ID: 455 809 065# Join on a video conferencing device



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		Tenant key: teams@vc.technipenergies.com Video ID: 122 393 937 9 More info Last date for submitting Pre-bid queries: 19-Feb-2025
7.	Submission of Bid	Start Date of Submission of Bid: From 14.00 Hours 03-Mar-2025 Last date of Submission of Bid: Up to 14.00 Hrs. 05-Mar-2025
8.	Opening date for Techno-Commercial Bid and Price Bid	14.30 Hrs. on 06-Mar-2025(*). If date identified as (*) above happens to be a declared holiday in TPIL, Chennai/ NRL, Numaligarh, the next working day shall be considered. Date and time of Priced Bid opening will be communicated only to Techno-commercially acceptable bidders.
9.	Earnest Money Deposit (EMD)	INR. 1,22,50,000/- (INR. One Crore Twenty-Two Lakh and Fifty Thousand only)
10.	Bidder Qualification Criteria (BQC): Intending Bidders shall meet the minimum qualification criteria detailed below to qualify for sub-clause 10.1, 10.2 and 10.3. The Bidders shall have to furnish proof of their qualification credentials and other relevant documents mentioned in the Bidding Document along with the Part-I - Techno-Commercial Bid.	



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10.1	TECHNICAL EXPERIENCE CRITERIA:
10.1.1	The Bidder must have successfully completed at least one Contract on its own with single point responsibility involving Design or Residual Design, Detailed Engineering, Supply, Fabrication, Installation and Testing of “LPG / Propylene / Propane/ Butane Mounded Bullet having minimum two numbers of Bullets in single mound. At least one mounded Bullet shall be of minimum 4.8 m dia. with MOC (material of construction) as Carbon Steel or higher metallurgy and of minimum 30 mm thickness” in hydrocarbon Storage facility/ LPG Marketing Terminal/ Marketing Terminal for Petroleum Products/ Hydro-Carbon Sector (Refineries or Petrochemical or “On-Shore Gas and/or Oil Facility” or “Off-shore Gas and/or Oil Facility”)/ Chemical Plant/ Fertilizer Sector (Fertilizer Plant) or Metallurgy Sector (Ferrous) or Power Plants (Coal based/Gas based/Petroleum Fuel based) during last 15 years ending last day of month previous to one in which the original bid due date falls. Provided that, above mentioned such executed work(s): (i). shall be for a commercial unit i.e., not a lab plant / pilot plant / demo plant; (ii). must not be a captive unit** **The unit will be considered as Captive unit where Bidder has equal to or more than 50% share capital in the company owning the unit. Note: For the reference works, if the Client/ End User has issued the Steel Plates (free issue material) for the said job, then also the Bidder shall be considered for evaluation provided the same was mentioned in such Tender (documentary evidence to be provided by the bidder). Bidder to refer Clause 10.1.2, 10.4 and other related required documents as per the tender documents for submission under technical experience criteria.
10.1.2	The works as referred in Clause 10.1.1 must have been Commissioned during last 15 years ending last day of month previous to one in which the original bid due date falls.



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The works referred to at 10.1.1 should also have been in operation for at least 1 (one) year after commissioning. Proof of commissioning from Owner/End User shall be submitted by the Intending Bidder along with the Technical Bid.

Any one of the following documents is required to be submitted by the Bidder along with the Bid as a supporting document for the operation of the works for at least 1 (one) year after commissioning.

- (i). Certificate for operation for 1 (one) year from Client; or
- (ii). Certificate of completion of performance guarantee and test run (PGTR) with completion date at least 1 year prior to the Original Bid Due Date; or

For reference job of NRL in support of the successful operation of one year, Bidder need not submit any additional certificate. However, the qualification of the reference job order submitted by the Bidder for the tender will be checked internally by NRL based on the information submitted with the Bid.

10.2 FINANCIAL CRITERIA:

10.2.1 The **average annual turnover** of the Bidder shall be equal to or more than **INR. 34.29 Crores (Indian Rupees Thirty-Four Crores and Twenty-Nine Lakh Only)** during the 3 (Three) immediately preceding financial years from the date of issue of Bidding Documents.

10.2.2 **Bidder shall have positive net worth for the immediately preceding financial year as per the latest audited report.**

To establish the positive net worth, Bidder shall furnish the latest audited financial statement (i.e., of financial year 2023-2024) including auditors reports, audited balance sheet, profit and loss account, notes, annexure (if any) etc.

The net worth means paid up share capital, share application money pending allotment* and reserve # less accumulate losses and deferred expenditure to the extent not written off.



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Net worth shall be calculated using the following formula:

Reserves to be considered for net-worth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

*Share application money pending allotment will be considered only in respect of share to be allotted.

Accordingly, the definition of net-worth shall be as follows:

Description	Values (in currency)	Reference Page no., Clause etc.)
Paid up Share capital (A)		
Add: Share Application Money pending allotment (B)		
Add: Reserves (As defined above) (C)		
Less: Accumulated Losses (D)		
Less: Deferred Revenue Expenditure to the extent not written off (E)		
Net Worth (A+B+C-D-E)		

Any of the following documents furnished by the Bidder in support of the above clause shall be acceptable:

- (a) audited published annual report; or
- (b) audited balance sheet and profit and loss statement; or
- (c) financial statements duly certified by a practicing Chartered Accountant (not being an employee or a Director and not having any interest in the Bidder's company) where audited accounts are not mandatory as per law.

For Indian Bidders, audited annual report / financial statements needs to be accompanied with UDIN number, which is mandatory from July 2019 onwards. Any financial report which is issued after July 2019 onwards without UDIN shall not be considered for evaluation.



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The failure to meet average annual turnover criteria as per Clause 10.2.1 above and net worth criteria as per Clause 10.2.2 above will render the Bid to be summarily rejected.

10.3 COMMERCIAL EXPERIENCE CRITERIA

The bidder should have past experience of having successfully completed ****Similar Works** during the last 15 (Fifteen) years ending last day of month previous to the one in which the original bid due date falls; should be either of the following:

- (a) 1 (one) "Similar" successfully completed contract valuing not less than the amount equal to **INR 100 crores/- (Indian Rupees One Hundred Crores only)**.
OR
- (b) 2 (two) "Similar" successfully completed contracts each valuing not less than the amount equal to **INR 80 crores (Indian Rupees Eighty Crores only)**.
OR
- (c) 3 (three) "Similar" successfully completed contracts each valuing not less than the amount equal to **INR 60 crores (Indian Rupees Sixty Crores only)**.

The above values of completed contract(s) shall be exclusive of GST /Service Tax.

"Similar" nature of job shall have the meaning as set out in Clause 10.3.2 below

Bidder to submit documents in support of the commercial experience criteria as outlined in Clause 10.4 below and other related documents.

Definition of Similar work:

The Bidder should have Completed / Mechanically Completed a contract on LSTK/ EPCC/ EPC/ Item Rate/composite/ Works Contract basis for Mounded Storage Bullets or hydrocarbon Storage facility or LPG Marketing Terminal or Marketing Terminal for Petroleum Products or Hydro-Carbon Sector (Refineries or Petrochemical or "On-Shore Gas and/or Oil Facility" or "Off-shore Gas and/or Oil Facility") or Chemical Plant or Fertilizer Sector (Fertilizer Plant) or Metallurgy Sector (Ferrous) or Power Plants (Coal based/Gas based/Petroleum Fuel based) during last 15 (Fifteen) years ending last day of month previous to the one in which the original bid due date falls:

Provided that, such executed works:

- (a) shall be for a commercial unit i.e., not a lab plant / pilot plant / demo plant.
(b) must be a new process unit only.



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The Reference Unit must not be a captive unit***

***The unit will be considered as captive unit where Bidder has equal to or more than 50% share capital in the company owning the unit.

Note: If any Bidder has completed balance of Plant Works of LPG Marketing Terminal involving LPG Gantry, LPG Bottling Plant, other offsite utilities required for such works of LPG Marketing terminal in the same job, still the Bidder shall be considered acceptable.

10.4

DOCUMENTATION

The Bidder shall furnish complete documentary evidence, as under, to justify that the Bidder meets the Bidder Qualification Criteria.

Bidders are required to submit complete documents pertaining to BQC along with their offer. Failure to meet the BQC will render the bid to be summarily rejected. The Owner reserves the right to complete the evaluation based on the details furnished by the bidder, with or without seeking any additional supporting documents /clarifications.

10.4.1

For Technical and Commercial experience criteria:

- (a) For technical experience criteria, The Bidder shall furnish documentary proof in the form of copy of work order(s) / contract agreement(s)/ relevant pages of contract document(s) mentioning the scope of work along with completion certificate(s) issued by owner/ consultant or any other certificate issued by owner/ consultant certifying that work is commissioned, fulfilling the technical experience criteria.

Important Note: For Supporting documents for Design and Engineering of Mound for Mounded Bullets, Bidder to submit approved drawings/documents related to Mound/s for Mounded Bullets in the name of Bidder only.

- (b) For commercial experience criteria, The Bidder shall furnish documentary proof in the form of copy of work order(s) / contract agreement(s)/ relevant pages of contract document(s) mentioning the value and the scope of work along with completion certificate(s) or any other certificate issued by owner/ consultant certifying that work is mechanically completed/completed, fulfilling the commercial experience criteria, as applicable. In case Mechanical completion certificate is not available, Commissioning date shall be considered.



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- (c) The Value of past experience shall be adjusted at a simple rate of 7% for every completed year and / or part thereof ending last day of the month previous to one in which the original bid due date falls.

For calculation of period of escalation of Commercial experience Criteria for such "Similar Works", starting date shall be reckoned from the date of mechanical completion/completion of the work.

- (d) In case of Bidder submitting documents for Commercial experience criteria for their work executed for private establishments (other than PSUs), work order copy along with either: (a) tax deduction at source (TDS) certificate in Form 26AS (Annual Tax Statement under Section 203AA of the Income Tax Act, 1961) or (b) bank certificate indicating receipt of payment from the owner, shall be required to furnish.

- (e) For past executed similar work under LSTK/EPC/EPCC basis under commercial exp. criteria: Date of mechanical completion/ Completion will be considered as completion date and that should fall within the qualifying period. In case the Mechanical Completion Certificate is not available, Commissioning date shall be considered. In case executed value is not mentioned in the mechanical completion/ Completion Certificate, work order value with amendments (if any), shall be considered for determining the value for Commercial Experience Criteria of BQC (i.e. 1 similar job / 2 similar jobs/3 similar jobs) mentioned above.

For past executed similar work under item Rate/Composite/ Works Contract basis under commercial exp. criteria: Final Executed Value and Completion date mentioned in the job completion certificate shall be considered for determining the value for Commercial Experience Criteria of BQC (i.e. 1 similar job / 2 similar jobs/3 similar jobs) mentioned above. Provisional Job Completion Certificate or Job Completion Certificate issued against incomplete / in-progress job will not be acceptable. Where the final executed value of relevant similar work is not mentioned in the completion certificate, the copy of certified bills shall also be acceptable for determining the executed value if submitted along with completion certificate.

At all times, it will be the responsibility of the Bidder to submit the necessary documentary evidence for qualification under BQC criteria as mentioned above along with Bid.

- (f) Executed value mentioned in the completion certificate should be exclusive of Service Tax/ GST.
- (g) In case of Bidder's experience in composite works, in the event the qualifying requirement cannot be ascertained from the work order/ completion certificate



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submitted by Bidder, Copy of Schedule of Rates (SOR), relevant pages of Contracts, copy of relevant pages of final bill certified by owner for establishing requirement of BQC or written letter from their owner specifying the nature of work with quantities and executed values can be submitted for qualification.

(h) If the Bidder cites any reference of a job executed for Owner or executed for some client through Consultant and the Bidder is not able to furnish documentary evidence, the internal records of Owner or Consultant (as the case may be) shall be considered.

(i) It is to be noted that experience as the main contractor will only be taken in cognizance for the purpose of assessing qualifying criteria. However, a job completed by a bidder as a sub-contractor shall also be considered for the purpose of meeting the technical and commercial experience criteria of BQC subject to submission of following documents in support of meeting the "Bidder Qualification Criteria":

a) Copy of work order along with SOR issued by Main Contractor.

b) Copies of Completion/Mechanical completion/Commissioning Certificates (as the case may be) issued by the Owner/Owner's Consultant/**Main Contractor (countersigned by Owner/Owner's Consultant). The said Certificates shall have details like work order no. /date, brief scope of work, ordered & executed value of the job, completion date etc.

**** In case bidder is not able to furnish the Completion/Mechanical completion/Commissioning Certificates (as the case may be) from the Owner/Owner's Consultant in his name then the Certificate issued by Main Contractor shall also be considered as proof of completion of the relevant job, *subject to countersigning of the aforesaid Certificate by the Owner/Owner's Consultant.***

c) If the bidder cites any reference of a job executed for NRL or executed for some other clients through same PMC working for NRL and the bidder is not able to furnish documentary evidence, the internal records of NRL or PMC (as the case may be) shall be considered.

d) The subcontractor shall furnish either (a) TDS Certificate in Form 26AS (Annual Tax Statement under Section 203AA of the Income Tax Act, 1961) or (b) Bank Certificate indicating receipt of payment from the Main Contractor.



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- (j) A job executed by a Bidder for its own plant/ projects can't be considered as experience for the purpose of meeting the requirement of BQC of the Bidding Document. However, jobs executed by the Bidder for its subsidiary/ Affiliate/ Holding/ Parent company will be considered as experience for the purpose of meeting BQC subject to submission of tax paid invoice(s) duly certified by statutory auditor of the Bidder towards payments of statutory tax along with remittance proof in support of the such executed job. Such Bidders shall submit these documents over and above the other required documents under the various Clauses of BQC.
- (k) For Indian Bidders, order value(s) in foreign currencies (other than INR) shall be converted to equivalent INR at the exchange rate of Reserve Bank of India (RBI) as on the date of award of such proposed qualifying work(s).
- (l) Bidder(s) are required to submit complete documents pertaining to BQC along with their Bid. However, the Owner / Consultant may give opportunity to the Bidder(s) to submit missing details or clarifications within the stipulated time. In case, these are not submitted within the stipulated time by the Bidder, the offer of the Bidder will be evaluated based on available details/ information. The same shall be considered, if found adequate or else shall be rejected.
- (m) Notwithstanding any other condition/ provision in the Bidding Documents, the Bidders are required to submit complete documents pertaining to BQC along with their Bid. Failure to meet the BQC will render the Bid to be summarily rejected. the Owner reserves the right to complete the evaluation based on the details furnished by the Bidder, with or without seeking any additional supporting documents /clarifications.
- (n) The Bidders must submit complete and unambiguous documents pertaining to Bidder Qualification Criteria (BQC) in the first instance itself along with the offer. The Consultant / the Owner may not offer any opportunity to the bidder to provide complete or unambiguous documents and reserve the right to proceed on the basis of documents received along with the Bid and In case of non-submission of some documents or submission of incomplete or ambiguous documents, the Bid may be rejected and not evaluated. However, the Consultant/Owner reserves the right to make any further queries.



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	(o) Bidder shall not be allowed to submit new references or document related such new references with respect their past experience unless it is not mentioned in the list of past experience submitted along with the Bid. (p) In case where the Bidder cites the reasons of non-disclosure agreement (NDA) for its inability to submit documents in support of meeting the Bidder Qualification Criteria, the Bidder shall be required to provide the following: - a certified true copy of the NDA; - all necessary documents which are excluded from the purview of the NDA, particularly the Work Order, Schedule of Rates, Mechanical Completion Certificate/Completion Certificate, One Year Operation Certificate and any other document that is necessary for meeting the Bidder Qualification Criteria as the case may be; - a certificate, certifying all the required information, issued by CEO/ CFO of such Bidder along with a declaration that the Bidder is not in a position to submit the required documents owing to the NDA duly notarized and with an endorsement by Chartered Accountant / Statutory Auditor / Certified Public Accountant (not being an employee or a Director or not having any interest in the Bidder) shall be accepted. (q) Consultant/Owner reserves the right to reject the bid and not evaluate the bid any further in case the Bidder is unable to satisfy the Consultant/Owner that it meets the Bidder Qualification Criteria and other such qualifying conditions of the Bidding Document.
10.4.2	<u>For Financial Criteria:</u> (a) Bidders to submit copies of an audited profit & loss account for the last three financial years in support of annual turnovers. The last three (3) financial years mentioned above refers to F.Y. 2021-2022, F.Y. 2022-2023 and F.Y. 2023-2024. <i>Note: If a Bidder does not submit the aforementioned financial statements for three specified years, then Average Annual Turnover will be calculated based on financial figures of only those specified years for which requisite financial statements are submitted. Turnover will be considered '0' (Zero) for the year(s) for which requisite financial statements are not submitted.</i>



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(b) For fulfilling the **Financial Criteria**, annual audited financial statements (Balance Sheet, Profit and Loss Account, Auditor Report and all other Schedules / notes to Balance sheet and Profit & Loss Account) of the Bidder shall be considered as acceptable proof.

Any of the following documents furnished by the Bidder in support of above clause shall be acceptable:

- (1) audited published annual report; or
- (2) audited balance sheet and profit and loss statement; or
- (3) financial statements duly certified by a practicing Chartered Accountant (not being an employee or a Director and not having any interest in the Bidder's company) where audited accounts are not mandatory as per law.

(c) Audited annual report / financial statements need to be accompanied with UDIN number, which is mandatory from July 2019 onwards. Any financial report which is issued after July 2019 onwards without UDIN shall not be considered for evaluation.

(d) In connection with the submission of various documents against the Financial Criteria, the Bidder shall, inter alia, specifically refer to the **Sl. No. 10.2** of BQC also.

If a Bidder does not submit the aforementioned annual report/ financial statements for three specified years, then Average Annual Turnover will be calculated based on financial figures of only those specified years for which requisite financial statements are submitted. Turnover will be considered '0' (Zero) for the year(s) for which requisite financial statements are not submitted.

(e) In case a Bidder (a parent company) is having wholly owned subsidiaries but only a single consolidated annual report/ financial statement is prepared and audited which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report/ financial statement shall be considered for establishing the financial criteria subject to statutory auditor of the Bidder certifying that separate annual report/ financial statement of such Bidder (without the financial data of subsidiaries) is not prepared and audited.



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	Further, in case Bidder is a subsidiary company and separate annual report / financial statement of the Bidder is not prepared and audited, but only a consolidated annual report / financial statement of the its parent company is available, consolidated audited annual report / financial statement shall be considered for establishing the financial criteria subject to statutory auditor of the parent company certifying that separate annual report/ financial statement of such Bidder is not prepared and audited.	
11	Submission of authentic documents is the prime responsibility of the Bidder. Wherever the Owner has concern or apprehension regarding the authenticity/ correctness of any document, the Owner reserves the right to get the documents verified from issuing authority/any relevant source. If documents (part or full) are found forged, such offers will be summarily rejected and Bidder shall be put on Holiday List; orders, if any, placed against subject tender will be terminated and may be debarred from future tenders. For the purpose of verification, Bidders shall submit complete client details with names, address, phone number, e-mail ID etc.	
12	Mode of Submission.	Bid must be uploaded on E-Procurement Portal http://eprocure.gov.in/eprocure/app before the last date & time of submission of Tender (Bid Due Date). Bids submitted using any other mode will not be accepted.
13	OTHER REQUIREMENTS	
13.1	Independent ESI (Employees State Insurance) Code or undertaking for independent ESI code in the Format given in attachment to ITB (Attachment-XXXII to ITB)	
	NOTES:	
a)	Indian Bidders who would like to quote directly shall have Indian ESI registration in their own name and submit copy of the same registration certificate along with the Bid.	
b)	If ESI Registration is not available during the Bidding Process as mentioned above, necessary undertaking shall be given by the Bidder as per the provisions of Bidding Documents that once the Project is awarded, the Successful Bidder shall arrange for the ESI Registration as per the statutory requirements.	



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13.2	Copy of PAN card	
13.3	Certificate of Incorporation / Memorandum of understanding (MOU)	
13.4	Bidders to submit copy of their ' Valid GSTIN Registration Certificate ' along with the Bid Document. Bidder to note that Owner/ Technip at its discretion may not consider the bidder's bid for further evaluation if the above-mentioned documents are not found uploaded with the bid or GSTIN not found to be valid/active in GST portal.	
13.5	PF (PROVIDENT FUND) REGISTRATION Indian Bidders who would like to quote directly shall have Indian PF registration in their own name and shall submit copy of the PF registration certificate along with the Bid.	
14	Bidder shall be required to submit the power of attorney in the name of its authorized signatory who is submitting the Bid with its digital signature certificate and signature. Also, the Power of Attorney of the person who has signed the Bid (if a different person) shall be submitted.	
15	Integrity Pact Agreement	Applicable
16	Reverse Auction	Not Applicable
17	Tender cost / Fee	Nil
18	Split of Work	Not applicable
19	Language	English
20	Validity of Bids	Regarding Bid Validity, the following condition shall supersede any other condition of Validity of Bid mentioned in the Tender document: The Bid submitted by the Bidder shall remain valid for 6 (six) months from the Final Bid Due Date. On account of exigencies if Bidders are requested by the Owner/ Consultant to extend their Bid validity, the same should be without any deviation including no change in the prices. However, in such cases, the Bidders would be allowed to withdraw their



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		Bid if so desired by the Bidder. If a Bidder still deviates or changes price, its Bid shall be rejected and not considered for evaluation.
21	Tender Inviting Authority	Gopal Sachdeva/ Praveen Kumar Annamalai Technip Energies India Limited 19, Velachery Main Road Chennai – 600 032 Tamilnadu, India Contact Number: +91-44-22303100 (Bidder to also refer Bid data Sheet for communication/ correspondences)

D. EARNEST MONEY DEPOSIT (EMD)

- i. Earnest Money Deposit (EMD)/ Bid Security shall be submitted in the following forms by the bidder:

Indian bidder shall submit EMD through **Online through HDFC bank portal** (Refer Attachment-I to NIT) or in the form of Bank Guarantee (BG) in favour of “Numaligarh Refinery Ltd.” (as per the format attached with the Bid Document), issued by a Scheduled Bank in India.

The currency of EMD for Indian Bidders shall be in INR. Indian bidder shall upload proof of EMD submission through Online/ BG in unpriced part of the Bid in CPP Portal. In case bidder fails to upload the scanned copy of proof of EMD submission, Bid shall not be considered for evaluation. Also, Indian bidders submitting the EMD in the form of Bank Guarantee (BG) shall submit original BG in a sealed envelope to the address mentioned as per the Bidding Documents (Refer Bid Data sheet for complete address) so as to receive within 10 days from Bid Due Date failing which bid shall not be considered for evaluation.

- ii. EMD exemption will be applicable only for Micro or Small Enterprises (MSEs)/Startups bidders subject to submission of valid UDYAM Registration/ Startup Registration certificate issued by DPIIT.
- iii. There will be no waiver of EMD for Public Sector Undertakings of Central/ State Governments.
- iv. **Regarding EMD BG Validity along with claim period, the following condition shall supersede any other related conditions mentioned in the Tender document:**
“The BG for EMD shall remain valid for a period not less than Bid validity plus 3 months, with a claim period of minimum another 3 months.”
- v. EMD/Bid securities shall be released to the bidders in the following circumstances:
- a) EMD of Bidders whose price bids are not opened/ disqualified during techno- commercial bid evaluation (unsuccessful Bidder) shall be released immediately by the Owner/ Consultant



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within 30 days of declaration of result of techno- commercial bid evaluation.

- b) EMD of Bidders qualified in the techno-commercial bid but unsuccessful for placement of Purchase Order shall be released after the placement of LOA/Purchase Order by the competent authority.
- c) EMD BG of the Successful Bidder shall be sent to NRL and shall be released by NRL on receipt of PBG (Performance Bank Guarantee) against Security Deposit **and subsequent authenticity confirmation from the bank.**
- d) In case Owner decides to cancel / annul the enquiry at any stage during the Bidding Process but before the award (as applicable), EMD/ Bid securities of the Bidders shall be returned at the earliest from the date of such decision.

E. FORFEITURE OF EMD

EMD shall be forfeited and the Bidder shall be put on "Holiday/ Suspension/ Banning List" in case, either of following circumstances:

- a) In case the bidder alters/modifies/withdraws the bid Suo-moto after opening the techno-commercial bids but within the validity period and/or submits multiple bids/ alternative bids; or
- b) If the Bidder impair or derogates from the Tender during the Validity period of Bid; or
- c) The successful bidder fails or refuse to furnish the Contract Performance security, or to execute the order, in accordance with the provisions of tender document; or
- d) If the successful bidder fails to accept arithmetical corrections; or
- e) If the information / documents submitted by the bidder in the bid is found to be false/ forged; or
- f) The successful bidder is not ready to sign/accept the Work Order / Contract or giving any conditional acceptance of Work Order /Contract; or
- g) If the Bidder is found to be indulged in corrupt/ fraudulent/ collusive/ coercive practice as per procedure.

F. GENERAL

Bidder to note the following before bidding:

1. Bids from following types of Bidders will not be accepted

- a) Not used.
- b) Not used.
- c) Not used.
- d) Consultant or their subsidiary company or companies under the management of same



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Consultant, are not eligible to quote for the same job for which they are working as Consultant, with the exception of participation as TPIA for the same job.

- e) In the event, an Insolvency Event has occurred with respect to Bidder as on the Bid Due Date or during the Bidding Process, the Bids of such Bidder shall be rejected and not considered for evaluation.
- f) Bidder(s) who are under liquidation, court receivership or similar proceedings. In this connection, Bidder shall submit an Affidavit stating that they are not under liquidation, court receivership or similar proceedings
- g) Bidder(s) who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code)
- h) Bidder(s) whose insolvency resolution process or liquidation or bankruptcy proceeding is initiated under the above Code at any stage of evaluation of the bid.

2. Bidding Documents:

- a) The subject tender is an e-tender and can be downloaded from the E-Procurement Portal available at <http://eprocure.gov.in/eprocure/app>. The Bidders who are not enrolled/registered in E-Procurement Portal should enroll/register before participating. Bidders are advised to go through instructions provided as '**Instructions for online Bid Submission**' provided at Appendix A to NIT.
- b) Bidders can access Bidding Documents from the E-Procurement Portal, fill all relevant information and submit the completed Bidding Documents into electronic tender on the E-Procurement Portal.
- c) Bids including supporting documents should be uploaded through E-Procurement Portal only by Bidders. Hard copy of the Bidding Documents will not be accepted.
- d) **Corrigendum/addendum/extension (if any) pertaining to this tender will be published at the E-Procurement Portal only.** No separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated. Failure of Bidder to submit tender without taking cognizance of Corrigendum / Amendment (if any) issued by the Owner shall make bid liable for rejection.
- e) Both Techno-Commercial Bid and Price Bid are to be submitted concurrently, duly digitally signed at the E-Procurement Portal.
- f) The Bidding Documents will not be issued in person or sent by post. Mere obtaining Bidding Documents through E-Procurement Portal shall, however, not be construed that the Bidder is considered qualified.



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- g) The Owner does not take any responsibility for the correctness of Bidding Documents obtained from any other source. Bidders are advised to visit above mentioned website before submitting their Bids for official version of the Bidding Documents including any corrigendum / amendment if any, which shall be binding on the Bidder.
3. The subject job is a works contract (LSTK mode) and is not covered under the Public Procurement policy for MSEs. Hence, benefits to MSE and 'Start Up' bidders are not applicable in this tender. Purchase Preference to MSE will not be applicable for this tender. There will be no relaxation in BQC criteria to MSE and Startups in this Tender. However, EMD exemption will be applicable only for Micro or Small Enterprises (MSEs)/Startups bidders subject to submission of valid UDYAM Registration/ Startup Registration certificate issued by DPIIT
 4. Bidder shall download the Bidding Documents in its own name and submit the Bid directly in accordance with the provisions of the Bidding Documents. The Bidding Document is non-transferable. Bids submitted by Bidder/s who have not downloaded the Bidding document either directly or through their authorized person will be rejected and not considered for evaluation. Please note that the person having Power of Attorney to do bidding process on behalf of the Bidder shall only submit/upload the Bidding Document using their own DSC.
 5. As far as possible Bidders are requested to clarify all the queries related to tender before the Bid opening and ensure compliance of all provisions of the Bidding Documents.
 6. The Bidder is expected prior to the submission of its Bid, as a prudent and experienced contractor to make its own assessment of all the requirements of the Work comprising in the Project in accordance with the Bidding Documents and of the accuracy, correctness and completeness of any estimate, data, or information furnished by the Owner in the Bidding Documents and of the availability, suitability, propriety, adequacy and/or soundness of any suggestion made by the Owner in the Bidding Documents as hereinabove referred to.
 7. **All documents submitted by the Bidder towards meeting BQC shall be furnished in a separate booklet titled as "Documentation against Bidder Qualification Criteria" with proper indexing.**
 8. All documents uploaded as part of Bid submitted (Except BQC Documents) must be either digitally or physically signed by the "authorized signatory" of the Bidder holding Power of Attorney.
 9. Submission of authentic documents is the prime responsibility of the bidder. Wherever the Owner/ Consultant has concern or apprehension regarding the authenticity/ correctness of any document, the Owner reserves the right to get the documents verified from issuing authority/any relevant source. If documents (part or full) are found forged, such offers will be summarily rejected, Bidder shall be put on Holiday List; Orders, if any, placed against subject tender will be terminated and may be debarred from future tenders. For the purpose of verification of documents, bidders shall



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submit complete client details with names, address, phone number, e-mail ID etc.

10. The Owner/ Consultant reserves the right to carry out capacity and capability assessment of the Bidder using in-house information and past performance.
11. Relevant supporting documents towards other requirements specified are also to be uploaded along with Bid, failing which the Bid is liable for rejection.
12. The Owner reserves the right to reject any or all of the Bids or any parts of the Bids so received and may cancel the Bidding Process in part or full, extend the Bid Due Date without assigning any reason.
13. In case any Bidder is found to be involved in cartel formation, his Bid will not be considered for evaluation / placement of order. Such Bidder will also be debarred from bidding in future.
14. Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
15. The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Golaghat, Assam shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
16. During the tendering stage all communication will be made through E-Procurement Portal. However, post submission of Bids all communications / clarifications shall be sought outside the E-Procurement Portal.
17. Bidder cannot make any claim against the Owner towards its expense incurred in connection with the preparation and delivery of their Bids, participating in the discussion and other expenses incurred during Bidding Process.
18. Offers not meeting statutory requirement are liable for rejection.
19. Owner reserves its right to allow Public Sector Enterprises (Central/State), purchase preference as admissible/applicable from time to time under the existing Govt. Policy.
20. For detailed specifications, terms and conditions and other details, refer complete Bidding Documents.
21. A Memorandum of understanding has been signed by the Owner for adoption of **Integrity Pact** in major Tenders.
Bidder shall submit the **Integrity Pact /Agreement** in the prescribed **Formats (enclosed in the Bid Document)** duly signed along with the Bid.



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22. Fax/ e-mail bids shall not be accepted.
23. The terms “Pre-Qualification Criteria (PQC)” and “Bidder Qualification Criteria (BQC)” shall have the same meaning in the Bidding Document.
24. The terms ‘Sl. No.’, ‘Sr. No.’, ‘Cl. No.’ and ‘Clause No.’ used in this NIT document shall have the same meaning.
25. Bidder to quote the NIT/Bidding Doc. no. in all Correspondences.
- ~~26.~~ Clarification, if any, can be obtained from MPMC/~~OWNER~~.
27. The Bidder is also expected prior to finalization of its/his/their bid to visit and examine the job site and its surroundings and to familiarize itself/himself/themselves of the ground realities, the availability, existence and suitability of facilities and sources of supply required for the work(s) and the environmental conditions which can be encountered, and collect all data and other information which the bidder may require for preparation and formulation of its/his/their Bid. The Contractor will not to be entitled to make any claim against the Owner or to raise any objection or defense to any claim based on the ignorance of existing or expected conditions, or on the lack of adequate information, or of any plan, estimate or expectation based on a different perception or expectation or information.
28. The Bidders shall be deemed before tendering to have undertaken a thorough study of the proposed work, the job site(s) involved, the site conditions, soil conditions, the terrain, the climatic conditions, the labour, power, material, and equipment availability, transport and communications facilities, the availability and suitability of borrow areas, the availability of land for right of way and temporary office and accommodations, quarters, and all other facts and facilities necessary or relevant for the formulation of the Bid, supply of materials and the performance of work
29. Unsolicited clarifications to the Bidding Documents and / or change in the prices during the validity period would render the Bid liable for rejection.
30. Bidder should make sure that their Price Bid (Part-II/BOQ) contains only prices. Rates mentioned elsewhere shall not be taken into cognizance. Offer shall be liable for rejection if any condition directly or implied, recorded in Price Bid (Part-II/BOQ).
31. After opening of the Techno-Commercial Bids but before the opening of the Price Bids, the Bids may be rejected for unsatisfactory performance or adverse comments which have come to the notice of Owner/Consultant after the issue of the Bidding Documents.
32. Class 1 local bidder shall be given purchase preference as per the existing Govt. PPLC policy.



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33. Consortium or JV is not allowed in the Bid.
34. Bidders shall comply land border restriction circulars and submit undertaking in this regard specified as **Attachment to ITB.**
35. Notwithstanding any other condition/ provision in the Bidding Documents, Bidders are required to submit complete documents pertaining to BQC along with their offer. Failure to meet the BQC will render the bid to be summarily rejected. the Owner reserves the right to complete the evaluation based on the details furnished by the bidder, with or without seeking any additional supporting documents /clarifications
36. Post evaluation of the Bids, the Letter of Acceptance (LOA) will be issued by the Owner to the Successful Bidder.
37. The Owner, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- (a) suspend and/ or cancel the Bidding Process and/ or amend the Bidding Process;
 - (b) supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
 - (c) consult with any Bidder in order to receive clarification or further information;
 - (d) retain any information and/ or evidence submitted to Owner by, on behalf of, and/ or in relation to any Bidder; and/ or
 - (e) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
38. Following Government Guidelines / Policies (latest version) shall be considered as part of this Tender and the Applicability of the same is as per below:

SN	POLICY DESCRIPTION	APPLICABILITY
1.	Relaxation w.r.t Bid Qualification Criteria for MSEs & Start-ups	Not Applicable
2.	Public Procurement Policy for Micro and Small Enterprises (MSEs)	Not Applicable
3.	Relaxation from submission of EMD to MSEs/Startups	Applicable
4.	Purchase Preference to Local Content (PP-LC Policy)	Applicable
5.	Domestically Manufactured Iron and Steel Products Policy (DMI&SP)	Applicable
6.	Domestically Manufactured Electronic Products (DMEP) Policy	Not Applicable



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7.	Office Memorandum regarding compliances related to any bidder from a country which shares a Land Border with India.	Applicable
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39. Notwithstanding anything stated elsewhere in the Bidding Documents, the following shall supersede relevant ITB provisions and other relevant provisions to the extent as stated below:

An undertaking shall be submitted by the Bidder along with Bid that they are not on Holiday/ Negative/ Suspension/ Banning List or Blacklisted by NRL or MOPNG on due date of submission of Bid. If any Bidder/ an agency is placed on Holiday/ Negative/ Suspension/ Banning List of or Blacklisted by the NRL/ MOPNG, they will not be considered for evaluation, at any stage prior to placement of order. If any bidder is qualified based on the credential of his parent/ associate/ affiliate etc. and the parent/ associate/ affiliate is under the Holiday/ Negative/ Suspension/ Banning List of or blacklisted by NRL/ MOPNG, the offer from the bidder shall also not be considered for evaluation, at any stage prior to placement of order. Further, any wrong declaration in respect of holiday listing shall render the vendor liable for action under the holiday listing policy of NRL. Bidder to refer Holiday Listing Policy which shall be applicable herein.

- 40. Bidder's Undertaking in case Quote lower than Estimate:** The Tenderers/ Bidders are expected to quote after careful analysis of costs involved for the performance of the complete item/ works considering all specifications and conditions of contract. In cases where the quoted prices are below/lesser than the cost estimate, prior to award, bidder may be asked by Consultant/Owner to submit an undertaking; to confirm that (i) they have read the tender terms and conditions and understood the scope of work completely; (ii) they shall execute the job at their offered price without any deviation to the tendered specification; and (iii) they shall be able to complete the job within the scheduled time. Failure to provide unconditional confirmation to any and/or all of these points shall be treated as withdrawal of offer and necessary action under NRL's Holiday Listing Policy shall be initiated.

ANNEXURE-A TO NIT

Instructions for Online Bid and EMD Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://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 “**Online Bidder Enrolment**” 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(s) must follow the following for submission of online EMD:**
 - User Manual for Bidders is available in NRL Website under <https://www.nrl.co.in> → Tenders → Tender Manual → EMD Online Deposit Manual (HDFC Bank Payment Portal)
 - Visit HDFC Bank Payment Portal URL: <https://nrl.procure247.com>
 - Click on ‘Bidder Registration’
 - Bidder Registration Screen shall appear – Fill the mandatory details required and complete the process.
 - On successful submission of details in bidder registration form, bidder will get the system generated link to verify his/her email id and login to the website. Without verifying email id bidder may not be able to login to the system.
 - After successful email verification – please login with your user id and password
 - Bidder will receive system generate One Time Password (OTP) on their registered mobile number. In case not receiving of OTP please click Regenerate OTP and login.
 - After login Screen bidder can search the tenders and proceed for EMD payment.
 - Bidders’ have to click on Payment Dashboard option available under Action tab
 - Payment Dashboard – Click on Pay to proceed further for the selection of payment mode.
 - Smart Hub – Bidders’ can select the online payment and click on Pay to proceed further.
 - After click on Pay – Bidder will get an option for Cards and Net Banking. Bidders can select their preference and proceed further for the payment.
 - On successful payment bidder will receive system generated message on screen stating “EMD paid successfully”

- Bidders' can also download the Payment receipt from Payment Dashboard.
- Downloaded payment receipt – Bidders' can easily print the receipt and use it for their bidding purpose.
- Since the HDFC Bank payment gateway is not under the CPPP, so the payment mode is mentioned as offline (BG) in the CPP portal. Bidder has to make a dummy entry in the EMD fields of CPPP by putting 'Transaction ID' (HDFC Bank payment receipt) as instrument no., payment date as issue date, any date as expiry date, and bank name as issuer details. Please upload the EMD payment receipt along with technical bid.
- For any technical help, the bidders can contact HDFC Bank executive Mr. Tapan Desai at Mobile No: 8866287104 and email: tapan@tender247.com.

A receipt will be generated after successful payment (irrespective of the mode of payment). Bidder can take print out for onward submission with tender as well as save a soft copy of the receipt.

Foreign Bidders may submit the EMD wither in the form of crossed Demand Draft in favour of "Numaligarh Refinery Limited" payable at Numaligarh or Bank Guarantee (BG). BG shall be submitted from any Indian scheduled bank which includes Indian branch of foreign bank recognized as scheduled bank by RBI. Bids without the requisite EMD as mentioned above shall be rejected.

MSE bidders are required to submit Udyog Adhaar Memorandum (UAM) or Entrepreneurs Memorandum (EM Part-II) instead of the EMD deposit receipt.

There will be no waiver of EMD for Public Sector Undertaking of Central/State Government Undertakings.

- 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 priced bid have 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 colored (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.
- 3) **For any assistance, please contact the following person:**
Dhiraj Mohan Saikia, Phone No 03776 – 265774,
E-mail: z_tender@nrl.co.in

Special Instructions to the Bidders for the e-submission of the bids online through e-Procurement Portal:

- Bidder should do Online Enrolment in this Portal using the option Click Here to enrol available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as e-Mudhra/GNFC/IDRBT /MTNL Trustline / Safe Script /TCS.
- Bidder then logs into the portal giving user id / password chosen during enrolment.
- The e-token that is registered should be used by the bidder and should not be misused by others.
- DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- The BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- Bidder should arrange for the EMD as specified in the tender.
- The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
- The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth

available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

- It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
- In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
- The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time **(as per Server System Clock).**
