



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

Two parts ONLINE bid (E-tender) offers are requested from competent bidders for following work:

Name of Work:	Housekeeping, logistics & Catering Service Jobs at Delhi Office (PUR-CORDEL-1002773)
Tender No. & Date :	OC09000230 dated 21.02.2022
Pre-bid Discussion:	02.03.2022 at 11.00 am [Mandatory] Venue: Numaligarh Refinery Limited, Tolstoy House, 6th Floor, 15-17, Tolstoy Marg, New Delhi-110001.
Due Date of Submission:	Before 11.00 AM of 07.03.2022
Earnest Money Deposit:	Rs.50,000.00 (Fifty Thousand Only) The EMD must be submitted online on the portal of HDFC bank (refer instructions at 'Annexure-XVI' of the Tender document) and its receipt must be uploaded along with offer. If the EMD is not received along with the offer, offer shall not be considered for opening. MSE bidders are exempted from submission of EMD. MSE bidders must upload UDYAM Certificate (the registration must be for the items / category of items / services relevant to the tendered items / category of items / services, as explained in "Annexure-X").
Contract Period:	36 months from the date of site handover.

PRE-QUALIFICATION CRITERIA:-

A) Past Experience of having **successfully completed** similar works* during last 10 years (as on the last day of the month preceding the last bid submission date) should be either of the following:

- **One** similar work costing not less than **Rs.49.72 Lakhs**
- **Two** similar works costing not less than **Rs.39.77 Lakhs each** and
- **Three** similar works costing not less than **Rs.29.83 Lakhs each**.

Note: *Relevant work order copies and corresponding completion certificates are to be enclosed with offer. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and / or part thereof ending last day of the month preceding the last bid submission date.*

***Similar Works:** Operating Housekeeping contract in any Govt. organization/ PSU or reputed Corporate firms for a minimum period of 3 years

Other Technical:

- The bidder must have experience of operating Housekeeping contract in any Govt. organization/ PSU or reputed Corporate firms for a minimum period of 3 years.
- The Registered Office of the Agency should be located either in Delhi / NCR. An attested copy of the registration certificate of offices in Delhi / NCR shall be enclosed. The company should be reputed, experience & financially sound. Proof to this effect may be enclosed.
- In case of partnership firms, a copy of the partnership agreement, or General POA duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the General POA.

B) AVERAGE ANNUAL TURNOVER : During the last 3 financial years, shall be at least Rs.29.83 Lakhs.

Bidders to submit copies of audited profit & loss account for the last three financial years in support of annual turnovers or certification of annual turnover for the last three financial years from a registered chartered accountant firm.

C) Possession of Valid GST registration certificate

Please refer tender document and annexures for more details.

SPECIAL NOTE TO THE BIDDERS:

The relaxation pertaining to Prior turnover, prior experience and price benefit shall be applicable for MSE and Start up bidders for this tender, subject to submission of valid supporting documents by the bidder.

Tender Schedule:

S.No.	Title	Date & Time
1	Tender Publish / Download start / date & time	21.02.2022 after 05.00 PM
2	Pre-bid Discussion: [Mandatory]	02.03.2022 at 11.00 am
3	Bid Submission start date & time	02.03.2022 after 05.00 PM
4	Tender document download / Bid Submission end date & time	07.03.2022 at 11.00 PM
5	Bid opening date & time (Technical Bid)	08.03.2022 after 11.00 PM

INSTRUCTIONS:

- 1) Tender documents should be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating, through the website <http://eprocure.gov.in/eprocure/app> . Bidders are advised to go through instructions provided as **‘Instructions for online Bid Submission’** provided in the next page.
- 2) Bidders can access tender documents from the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <http://eprocure.gov.in/eprocure/app> .
- 3) Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.

Both Technical bid and Financial bid are to be submitted concurrently, duly digitally signed in the web site <http://eprocure.gov.in/eprocure/app>.

Online Bids are received only on CPPP Portal website <http://eprocure.gov.in/eprocure/app> on or before due date as indicated in the NIT. The bidder shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid. Price Bids of only those bidders shall be opened who are Techno-commercially qualified, at a time and place for which notice shall be given. The qualified bidders shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with the Bid Acknowledgement Receipt.