



Bidding Document No: OC10000454/KAV dtd. 01.03.2022

Name of Work: "Rate Contract for Photography, Videography, Drone services & Video editing for Numaligarh Refinery Expansion Project"

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NOTICE INVITING TENDER

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SALIENT DETAILS OF THE TENDER NOTICE

Two parts ONLINE bid (E-tender) offers are requested from competent bidders against the tender having salient features as mentioned below:

Name of Work:	Rate Contract for Photography, Videography, Drone services & Video editing for Numaligarh Refinery Expansion Project
Tender No. & Date:	OC10000454/KAV dtd. 01.03.2022
Bidding Document & subsequent addendum / Corrigendum (if any) available on Website for viewing & downloading	The complete document is available on GeM Portal.(https://eprocure.gov.in/)
Pre-bid Meeting Date & Time:	NA
Contact Person for any query/ clarification	Ms. Kaveri Hazarika, SM (Project-Commercial), Email- kaveri.hazarika@nrl.co.in
Online Opening of Priced Bids of Techno-Commercially Accepted Bidders	On date & time to be intimated later on to techno-commercially acceptable & qualified bidders
Earnest Money Deposit (EMD)	Rs. 54,000/- (Rupees Fifty Four Thousand Only)

Note:

- If identified dates as (*) above happens to be a declared holiday/closed day in NRL, activity shall be conducted on next working day at the same time.
- All amendments, time extension, clarifications, etc. will be uploaded as a Corrigendum in the websites only. Bidders should regularly visit the above website(s) to keep themselves updated.
- Request for extension received from any bidder with less than two working days prior to bid due date shall generally be ignored, since there will not be adequate time for consideration. Bidders shall submit the bid directly and in their own name without involving any intermediaries.
- The EMD must be submitted online on the portal of HDFC bank (Detail instructions at Appendix -A) 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 are required to upload UDYAM instead of the EMD deposit receipt.

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1.0 Introduction

Numaligarh Refinery Limited (NRL), is a Government of India Enterprise and a subsidiary of Bharat Petroleum Corporation Ltd. NRL operates a 3.0 MMTPA Refinery at Numaligarh in the District of Golaghat, Assam since the year 2000.

The Numaligarh Refinery Expansion Project (NREP), initiated by NRL, is a national level project of capacity enhancement from 3 MMTPA to 9 MMTPA. A project of such magnitude is continuously monitored by higher management and the MoPNG. As such, all critical day to day activities need to be recorded in audio-visual (AV) format and archived properly for future reference. This will also help in presenting the progress of the NREP to the management. Therefore, this tender has been lined up to engage a professional agency to deploy their AV specialist along with their equipment.

2.0 Brief Scope of Work:

The complete scope of work and the basic scheme has been defined in the Technical Bid (Part-III). The bidder who undertakes to take total responsibility for the complete scope of work as defined in the Bidding document shall only be considered.

3.0 Bidder Qualification Criteria (BQC):

Bidder(s) who meet all of the following criteria as specified in Clauses below shall be qualified for participating in this tender and shall submit supporting documents as detailed in the tender. Proposal submitted by bidders who qualify as per the following criteria shall be technically and commercially evaluated.

3.1 Pre-Qualification Criteria:

The bidder shall have to meet all of the below requirements to have the bid qualified and progress towards the technical evaluation process at Clause 3.2 below:

- The bidder should have previous experience of carrying out photography and videography and operation of drones (as per scope of work mentioned hereinafter) in documentary or short film (minimum 30 (thirty) minutes). Documentary evidence in the form of Work Order and Job completion certificate is to be submitted along with the bid. Bidder may produce reference of multiple contracts (executed within the last 10 (ten) years) to support the previous statement if all jobs defined in the "Scope of Work" in Part – III are not covered in a single contract.
- The Bidder must have their own office, production setup and studio set up in Assam. Documentary evidence is to be submitted along with the bid.
- The bidder should own the necessary equipment (camera for still capture, lens, camera for video recording, drone that are to be used for the works) as defined in in the "Scope of Work" in Part - III. Evidence of possessing those equipment and valid software for the photo/video editing is to be submitted along with the bid. The specification of the equipment is mentioned in Part – III of the tender document. In case the bidder does not own the necessary equipment, the same may be hired and the bidder must submit the MOU executed with the equipment owner along with the bid.
- The bidder must be in possession of a valid up to date Trade license registration. Documentary evidence of the same is to be submitted along with the bid.



- e) The bidder should have experience in production/creative related to Departmental documentation Programme in audio – visual (AV) format in the last 10 years in Government owned enterprises/PSUs. Documentary evidence in the form of Work Order and Job completion certificate is to be submitted along with the bid.

Note:

1. Bidder will give details of their past experience along with documentary evidence as per Annexure-III to ITB enclosed herein.
2. For the consideration of job executed during last 10 (ten) years, the completion date of works/ jobs shall be taken into account.
3. Relevant copy of purchase/work order/ agreement copy (containing the job description, item details, work order no., date of order, item wise ordered value, total ordered value) awarded in the name of bidder by client and completion certificates are to be enclosed with offer. The Completion Certificates shall have details like work order no. /date, brief scope of work, ordered & executed value of the job, commencement date, completion date etc. The originals of these documents shall have to be produced as and when asked for.
4. Cost of completed works specified above shall be exclusive of Service Tax / GST. Bidder shall produce documentary evidence against the Taxes & Duties applicable against the concerned job(s). In case the value of job submitted by the bidder does not have clarity with regard to inclusion/exclusion of Service Tax/GST, the amount appearing in the Completion Certificate shall be considered exclusive of tax and shall be evaluated accordingly.
5. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and thereafter at @0.58% for every completed month ending last day of the month proceeding the month in which last date of original bid submission falls.
6. It is to be noted that experience as main contractor will only be taken cognizance of for the purpose of assessing qualifying criteria. However, authorized sub-contractors under principal contractors can also be considered provided their works completion certificate is issued by the client organization in case of job executed elsewhere under PSUs, limited companies, Government Departments, Quasi government and autonomous bodies. However, in case of subcontractors under contractors engaged by NRL, the works completion certificate issued by the main contractor will also be acceptable provided the same is endorsed in original by Engineer-in-charge of NRL in terms of job description and value.
7. Bidders are requested to confirm their valid GSTIN/UIN along with the Bid Document, with a copy of the relevant certificates. NRL at its discretion may not consider the bidder's offer for further evaluation if the GSTIN/UIN is not valid/ active. Any misinterpretation or misinformation with respect to GSTIN/UIN may attract penal action including putting the bidder on holiday / blacklisting as per rules in vogue at NRL.
8. A Job executed by a Bidder for its own plant/ project cannot be considered as experience for the purpose of meeting BQC of this Tender Document. However, jobs executed by Subsidiary/Fellow subsidiary / Holding 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 in support of the job executed for Subsidiary/Fellow subsidiary/ Holding company. Such Bidders to submit these documents in addition to the documents specified to meet BQC.
9. Bids from Consortium and Joint Venture Company shall not be accepted.
10. Bids shall be liable for rejection without any notice to the bidder in case of non-submission of the following documents.
 - i) Income Tax / GST TDS Certificate from the client / proof of TDS, etc. for authentication of doing such jobs in case bidder submits experience of similar jobs under private limited company.
 - ii) In case of the job is a part of composite work contract, then the bidder shall have to furnish documents certified by the client about the value for the portion of such "similar job".

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3.2 FINANCIAL CRITERIA:

- a) **Average Annual Turnover:** Average Annual Turnover of the Bidder during last 03 financial years shall be minimum INR 8 (eight) lacs.
- b) **Net worth:** The Net Worth of the Bidder in the immediately preceding financial year shall be positive.
- c) Bidder should not be under liquidation, court receivership or similar proceedings. Bidder shall submit a self-certificate to this effect.

SPECIAL NOTE TO THE BIDDERS:

Please note that relaxation of BQC clause 3.0 above shall not be applicable for MSE / Start-up agencies. However, relaxation of EMD and purchase preference as per MSE policy will be applicable. For further details please refer Annexure to SCC.

Additional Note:

- The bidder must submit copy (ies) financial documents – Trading and P/L account(s) along with the un-priced bid in support of the above criteria.
- In case audited balance sheets and profit and loss account for the immediately preceding financial year is not available for bid closing date up to 30th September, the Bidder has an option to submit the audited balance sheets and profit & loss account of the three previous years immediately prior to the last financial year. However, for bid closing date after 30th September, the bidder has to compulsorily submit the audited balance sheets and profit and loss account for the immediate three preceding financial years, for evaluation and his qualification with respect to financial criteria. In any case the date (i.e. the financial period closing date) of the immediate previous year's audited annual accounts should not be older than eighteen (18) months from the bid due date.
- Bidders to note that, 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.

4.0 Documents to be submitted by bidder:

- 4.1 Bidder should submit documentary evidence to support the references provided and fulfilling the Bidder's Qualifying Criteria (BQC) as mentioned under Clause 3.0 herein above.
- 4.2 The following are the minimum documents required:
 - 4.2.1 Relevant documents as a proof of experience (relevant work orders / contract agreement / extracts / experience certificate from authorized officials of PSU or Government Agencies, reputed private sectors).
 - 4.2.2 The Bidder shall ensure submission of complete authentic information / documentation along with the bid.
 - 4.2.3 NRL reserves the right to directly interact with the Bidder's clients to verify the relevant documentation and the Bidder will render assistance in facilitating the same.
 - 4.2.4 All documents furnished by the bidder in support of meeting the PQC (including MSE Certificate) shall be submitted/uploaded in a separate folder titled "Documents towards PQC", duly signed and stamped by the

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bidder (in case of proprietorship firm) or "Power of Attorney" holder in case of Partnership /firm/Company. Copy of such "Power of Attorney" shall also be furnished with the unpriced bid.

- 4.3 In absence of requisite documents, NRL reserves the right to reject the Bid without making any reference to the Bidder or assigning any reason what-so-ever.
- 4.4 All documents furnished by the bidder in support of meeting the PQC (including MSE Certificate) shall be submitted/uploaded in a separate folder titled "Documents towards PQC", duly signed and stamped by the bidder (in case of proprietorship firm) or "Power of Attorney" holder in case of Partnership /firm/Company. Copy of such legally valid "Power of Attorney" shall also be furnished with the unpriced bid.
- 4.5 Bidders on "Holiday List of/debarred from business dealings by" NRL/Oil PSUs /MOP&NG shall not be considered for evaluation and ordering.
- 4.6 NRL decision on any matter regarding short listing of bidders shall be final.
- 4.7 Submission of authentic documents is the prime responsibility of the Bidder. However, NRL reserves the right of getting the document cross verified, at their discretion from the document issuing authority. Bidder shall also facilitate such verification/ authentication of BQC documents and in case the documents remain unauthenticated till the given timeline, NRL reserves the right to reject such bid.**
- 4.8 NRL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise.
- 4.9 NRL reserves the right to further verify the bidder's credentials considered for evaluation.

5.0 Earnest Money Deposit:

- 5.1 Bidders are required to submit the EMD/Bid Security for the amount, online through the link: <https://nrl.procure247.com>
- 5.2 Please note that EMD amount in online mode is only acceptable and no other mode i.e. offline or hard copy is not acceptable.
- 5.3 In case non -submission of Bid Security / EMD as mentioned above shall be considered as non-responsive and such Bids shall be rejected.**
- 5.4 EMD exemption will be applicable only for registered Micro or Small Enterprises (MSEs) as specified by Ministry of Micro Small and Medium Enterprises.

6.0 Security Deposit/ Contract Performance Bank Guarantee (CPBG):

- 6.1 In line with Department of Public Enterprises (DPE)'s letter no. DPE/7(4)/2017-Fin. (Part I) dated 19th Nov' 2020, the rate of contract performance bank guarantee/ security deposit is hereby reduced to 3% of the value of contract.
- 6.2 This reduction in the rate of contract performance bank guarantee/ security deposit is applicable only for domestic vendors/ bidders only. The same is not applicable for foreign bidders.

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6.3 This clause shall override the respective clauses written elsewhere in the subject tender document.

6.4 The security deposit / CPBG shall be released after completion of the job in all respects.

7.0 Contract duration/ Time Period

The contract shall remain valid for a period of 04 (four) years from the date of placement of order.

8.0 **Bid Validity:** Validity of bid shall be 4 (Four) months from the final Bid Due Date.

9.0 GENERAL:

9.1 The bidders shall give a declaration that the bidder shall not be under liquidation, court receivership or similar proceeding and their business is not banned by NRL, MOPNG or any OIL PSUs.

9.2 The bidders who are on Holiday / Negative list of NRL as on due date of submission of bid / during the process of evaluation of the Techno commercial bids, the offers of such bidders shall not be considered for bid opening

9.3 / evaluation / Award. If the bidding document were issued inadvertently / downloaded from website, offers submitted by such bidders shall also be not considered for bid opening / evaluation/ award.

9.4 NRL will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.

9.5 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.

9.6 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.

9.7 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.

9.8 NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.

9.9 NRL reserves its right to allow Public Sector Enterprises (Central / State), purchase preference as admissible / applicable from time to time under the existing Govt. policy. NRL shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.

9.10 Scanned copy of the Integrity Pact duly signed & stamped shall be uploaded along with the offer.

9.11 For detailed specifications, terms and conditions and other details, refer complete Bidding Document.

9.12 All questions and requests for clarifications or interpretations related to tender documents shall be addressed in writing to:

Ms. Kaveri Hazarika
SM (Project – Commercial)



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Numaligarh – 785699, Dist- Golaghat, Assam
Email – kaveri.hazarika@nrl.co.in

GM (Proj-Commercial)
Numaligarh Refinery Limited