

**Bid Document/ बिड दस्तावेज़**

| Bid Details/बिड विवरण                                                                                                                   |                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>                                                                                      | 26-03-2024 16:00:00                                                                                                                                                                                                                                                                                                                           |
| <b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>                                                                                     | 26-03-2024 16:30:00                                                                                                                                                                                                                                                                                                                           |
| <b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>                                                        | 90 (Days)                                                                                                                                                                                                                                                                                                                                     |
| <b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>                                                                                        | Ministry Of Petroleum And Natural Gas                                                                                                                                                                                                                                                                                                         |
| <b>Department Name/विभाग का नाम</b>                                                                                                     | Numaligarh Refinery Limited                                                                                                                                                                                                                                                                                                                   |
| <b>Organisation Name/संगठन का नाम</b>                                                                                                   | Numaligarh Refinery Limited                                                                                                                                                                                                                                                                                                                   |
| <b>Office Name/कार्यालय का नाम</b>                                                                                                      | Numaligarh Refinery Limited                                                                                                                                                                                                                                                                                                                   |
| <b>Item Category/मद केटेगरी</b>                                                                                                         | Assets Insurance Service - Money Insurance, Laptop Insurance Crime and Fidelity of Employee Insurance Custom Duty Package Insurance; Money Laptop Custom Duty Package Crime and Fidelity of Employee; Optional                                                                                                                                |
| <b>Contract Period/अनुबंध अवधि</b>                                                                                                      | 1 Year(s) 2 Day(s)                                                                                                                                                                                                                                                                                                                            |
| <b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>                                                 | No                                                                                                                                                                                                                                                                                                                                            |
| <b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>                                         | No                                                                                                                                                                                                                                                                                                                                            |
| <b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>                                                                     | Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>                                                                               | No                                                                                                                                                                                                                                                                                                                                            |
| <b>Type of Bid/बिड का प्रकार</b>                                                                                                        | Two Packet Bid                                                                                                                                                                                                                                                                                                                                |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                                                                                                                                                                                                                                                                                                                                        |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>                                                                                               | Total value wise evaluation                                                                                                                                                                                                                                                                                                                   |

**Bid Details/बिड विवरण****Financial Document Indicating Price****Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज**

ब्रेकअप आवश्यक है

Yes

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता

No

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता

No

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन

Yes

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Price break-up format - [1710757600.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Details for Assets to be insured:**[1710757835.pdf](#)

**Scope Inclusions/Exclusions Advisory- With reference to Order F.No. 14017/64/2020-Ins. II issued by the Department of Financial Services under Ministry of Finance, it is advised not to include Net-Worth as a criterion for Public Sector General Insurance Companies in General Insurance tenders.:[1710757855.pdf](#)**

**Assets Insurance Service - Money Insurance, Laptop Insurance Crime And Fidelity Of Employee Insurance Custom Duty Package Insurance; Money Laptop Custom Duty Package Crime And Fidelity Of Employee; Optional ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification                                                                             | Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Core</b>                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Type of Asset Insurance Policy                                                            | Money Insurance , Laptop Insurance Crime and Fidelity of Employee Insurance Custom Duty Package Insurance                                                                                                                                                                                                                                                                                                                                                                                    |
| Type of Risk Coverage                                                                     | Money Laptop Custom Duty Package Crime and Fidelity of Employee                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Re-insurance Arrangement                                                                  | Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Premium Payment Options                                                                   | Single Premium                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Risk Inspection (Assessment) Report of assets to be provided by Buyer                     | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| List of Insurer from where insurance to be taken(can indicate multiple service providers) | Bajaj Allianz General Insurance Co. Ltd , Go Digit General Insurance Ltd. , HDFC ERGO General Insurance Co.Ltd. , ICICI LOMBARD General Insurance Co. Ltd. , IFFCO TOKIO General Insurance Co. Ltd. , Magma HDI General Insurance Co. Ltd. , National Insurance Co. Ltd. , Reliance General Insurance Co. Ltd. , SBI General Insurance Co. Ltd. , Tata AIG General Insurance Co. Ltd. , The New India Assurance Co. Ltd. , The Oriental Insurance Co. Ltd. , United India Insurance Co. Ltd. |
| <b>Addon(s)/एडऑन</b>                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Additional Details/अतिरिक्त विवरण</b>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Insurance Start Date                                                                      | 2024-04-11T18:30:00.000Z                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Insurance End Date                                                                        | 2025-04-10T18:30:00.000Z                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता                                                                                                             | Number of assets to be insured | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------|
| 1              | Prem Kumar Pandey                                       | 785699,Numaligarh Refinery Limited, Chief General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562 | 1                              | N/A                                      |

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

**Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.

12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**