

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 1 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

NOTICE INVITING TENDER

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 2 of 19
Name of Work: : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

25/03/2021

SALIENT DETAILS OF THE TENDER NOTICE

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

Name of Work:	Erection/Installation Of ODC/OWC Including Multimodal Transportation From Haldia Port/ Kolkata Port To NRL Site at Numaligarh Refinery Limited, Assam.
Tender No.	TP/LG/NRL/082176C/001
Bidding Document & subsequent addendum / Corrigendum (if any) available on Website for viewing & downloading	The complete document is available on CPP Portal. (https://eprocure.gov.in/)
Tender Publish Date / Download start date / Bid Submission start date & time	26/03/2021 at 09.00 Hrs
Last date of Receipt of Bidder's Queries for Pre-Bid Conference	02/04/2021
Pre-Bid Conference (Date & Time)	09/04/2021
Last date of on line EMD submission:	Bidder to submit an undertaking in lieu of EMD as per Annexure XVII
Tender document download end date & time / Bid Submission end date & time	20/05/2021 at 11.00 Hrs
Bid opening date & time (Technical Bid)*	21/05/2021 at 11.00 Hrs
Contact Person for any query/ clarification	S.Muralidharan / R.Balakrishnan Email : muralidharan.selvanambi@technipenergies.com balakrishnan.rangaraju@technipenergies.com
Online Opening of Priced Bids of Techno-Commercially Accepted Bidders	Date & Time shall be intimated later on to techno-commercially acceptable & qualified bidders
Earnest Money Deposit (EMD)	undertaking to be submitted as per Annexure XVII

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 not be entertained, since there will not be adequate time for consideration..
- Bidders shall submit the bid directly and in their own name without involving any intermediaries.
- Refer Appendix-A to this NIT for Instructions of online submission of Bid
- Brief Introduction of Project and other salient features are mentioned as below

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 3 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

1.0 Introduction

Numaligarh Refinery Limited (NRL), a subsidiary of Bharat Petroleum Corporation Limited (BPCL) presently operates a 3.0 MMTPA refinery at Golaghat, Assam.

Numaligarh Refinery Limited has embarked on plan to expand its refining capacity from current 3 MMTPA to 9 MMTPA by installing a 6MMTPA capacity refinery and associated crude oil terminals & pipeline and has appointed M/s. Technip India Limited (TPIL) as Project Management Consultant (Managing PMC) to provide PMC services.

For this Expansion Project, NRL has identified list of ODC/OWC to be transported from Haldia port/ Kolkata Port to NRL site and Installation of these Equipments in respective Units of NREP.

2.0 Brief Scope of Work

The scope consists of Project Management, Transportation Engineering, and multimodal transportation including custom clearances of ODC/OWCs from Haldia port / Kolkata Port to NRL site, located at Golaghat District, Assam as mentioned in Form SP1 and Erection/Installation in respective Units of NREP as mentioned in Form SP2 of Price Schedule attached in the Tender document.

Bidder to note that ODC/OWC will be shipped by ODC/OWC manufactures/other agency (shall be called as supplier hereafter) up to Haldia Port/Kolkata Port Accordingly, bidder will be required to take delivery of the ODC/OWC's on his barge from hooks of suppliers's Vessels at Haldia Port /Kolkata Port. After taking delivery of the ODC/OWCs on his river barge, bidder will be required to transport the ODC/OWC from the respective port through various rivers and channels of Bangladesh and then through Brahmaputra river -National Water way-2 until Dhansiri Mukh and from Dhansiri mukh to NRL Jetty through Dhansiri river. The ODC/OWC shall be unloaded at NRL jetty and then transported to NRL site by road, crossing Kaliyani river through causeway/ temporary bridge. ODC/OWC could be transported over Kaliyani Temporary Bridge with bridge jumper/structural arrangement when the water in Kalyani river is at safe level. Bridge jumper over Kaliyani River will have to be erected prior to transportation and the same shall be dismantled if required depending on the water level during monsoon. The bridge jumper/ structural member shall be reinstalled again for transportation of ODC/OWC once the water is at safe level. The ODC/OWC thus transported to site shall be erected/ installed, aligned and grouted on the foundation by the bidder including making arrangement for heavy lift cranes. The custom clearance, if required, at Haldia/ Kolkata, Bangladesh and other ports shall have to be arranged by the bidder.

The job is split into two parts as mentioned below,

Scope of work -Part A

This consists of Project Management, Transportation Engineering and multimodal transportation including custom clearances of ODC/OWCs as per Form SP1 from Haldia

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 4 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

port/ Kolkata Port to NRL site including crossing of Kaliyani river. Detail Technical scope is elaborated in Part-III .

Scope of work -Part B

This consists of Project Management, Erection/Installation,alignment and grouting of ODC/OWCs as per form SP2 in respective Units of NREP at NRL site. Detail Technical scope is elaborated in Part-III .

Note :

Bidder has the option to participate either for Part- A (Transportation) or Part- B (Erection/ Installation) or for both Part- A and Part-B.

3.0 Bidder Qualification Requirement (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 Technical Criteria

The bidder should have successfully executed/ completed “*Similar Work” in last 10 years, starting from date of completion of the work till the last day of the preceeding month of initial bid due date.

***Simillar Work applicable for Part -A**

Bidder must have successfully completed multimodal transportation of OWC equipment in India of minimum weight 450 MT in Single piece through water ways and road using SPMT/MAHT. Additionally bidder must have successfully completed transportation through river barges and road ODC/OWC equipments in India of min 150MT weight in single piece.

***Simillar Work applicable for Part -B**

- a) Bidder shall have experience in erection of following size ODC/OWC equipment in single piece in an industrial plant
 - OWC of weighing minimum 450MT and ODC of minimum length 45 meter.

Note :

Bidder participating for both Part A and Part B shall meet both the above technical criterias.

3.2 Commercial Criteria : Past Experience

The Bidder shall have experience of having successfully executed/ Completed at least one or two or three contract(s) involving similar nature of work* having minimum value(s) indicated

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 5 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

below during the last 10 (Ten) years ending on last day of the month immediately previous to the month in which last date of bid submission falls.

Tender Part	Currency	Either		
		Three	or Two	or One
		“Similar” completed work costing not less than the amount equal to		
Part A	INR (Crore)	27.0	36.0	45.0
Part B	INR (Crore)	26.0	35.0	43.0

***Definition of Similar Works : Multimodal transportation of ODC/OWC**

Note :

1. Bidders quoting for both Part A and Part B shall meet the Commercial Criteria on Past Experience for both the parts/ groups.
2. Bidder will give details of their past experience along with documentary evidence as per Annexure-III to ITB enclosed herein.
3. Relevant work order copies 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.
4. Value 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. A job executed by a bidder for its own plant/projects shall not be considered as experience for the purpose of meeting requirement of BQC of the Tender. However, jobs executed for Subsidiary/Fellow subsidiary/Holding company will be considered as experience for the purpose of meeting BQC
6. A job completed by Bidder shall be considered for the purpose of meeting the Experience Criteria of BQC subject to submission of documents in support of meeting the “Bidder Qualification Criteria”.

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 6 of 19
Name of Work : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

3.3 Financial Criteria

- a. Average Annual Turnover: Bidders quoting for either Part A or Part B or Part A&B both shall meet the criteria of minimum Average Annual Turnover during last 03 financial years as shown below :

Description	Part A	Part B	Combined Part A and Part B
Annual Financial Turn over (Crore)	23.65	31.50	46.0

- b. Net worth: The Net Worth of the Bidder in the immediate 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.
- d. **Working Capital:** The Bidder must have a minimum Working Capital of amount equivalent to **INR** as per below table and as per immediate proceeding financial year Audited Annual Report. Working Capital shall be Current Assets minus Current Liabilities.

Description	Part A INR (Crore)	Part B INR(Crore)	Combined Part A and Part B INR (Crore)
Working Capital	7.80	10.5	14.3

- e. If the bidder's working capital is inadequate, the bidder should furnish a letter for line of credit from any scheduled bank in India or a commercial bank having net worth not less than INR 100 Crore, confirming the availability of the fund based line of credit for the respective amount specified above, irrespective of overall position of the working capital.

Note :

- a) In case a bidder quoting for more than one tender part, then following shall be considered:
- The bidder shall have to meet the Commercial Experience Criteria and Financial Criteria, which is aggregate of the tender Part A and B, he is bidding. However, the treatment shall be as under:
 - In case a bidder quoting for more than one tender Part, then bidder shall have to submit Bid security declaration form separately for each group.
 - Criteria (i.e. Commercial Experience Criteria and Financial Criteria), if short of aggregate, shall lead to his offer being considered only for tender Part which is as per bidder's offer and the decision shall be based on least cost to NRL.

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 7 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

- b) 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.
- c) In case the last financial year closing date is within 9 months of bid due date and audited annual financial report of immediate preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years.
- d) Example, in case, audited annual financial report of immediate preceding financial year (year ending 31st March) is not available and where bid closing date is up to 31st December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case the bid closing date is after 31st December, it is compulsory to submit the financial details of the immediate three preceding financial years only.
- e) Bidder should possess positive net worth as on 31/03/2020.
- f) However, in certain cases tenders with relaxed net worth criteria i.e. allowing negative net worth can be floated with recommendation from the consultant and prior approval from NRL. In case Net worth is negative, the bid shall be considered for further evaluation only if the bidder provides an undertaking from any scheduled bank in India or a commercial bank having net worth not less than Rs.100 Crores towards financial support for executing orders in case of order placement on them.
- g) An undertaking (in the Format to be submitted by bidder's banker) from the bank shall be furnished along with technical bid failing which bid shall not be evaluated.
- h) 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.

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.



NUMALIGARH REFINERY EXPANSION PROJECT



Bidding Document No : TP/LG/NRL/082176C/001

Name of Work : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODAL TRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE

Page 8 of 19

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)		

The failure to meet Networth criteria above will render the bid to be summarily rejected.

Special Note to the Bidders :

Please note that relaxation of Pre-Qualification Criteria and price benefit to MSE & Start-up agencies shall not be applicable.

3.4 BID EVALUATION METHODOLOGY:

Bidder(s) have the option to quote either for Part A(all items as per Form SP1) or Part B(all items as per Form SP2) or combined Part A & Part B(all items as per Form SP3).

Partial bid either in Part A or Part B or combined Part A and Part B shall be rejected.

The unpriced techno-commercial bids for Part A, Part B and combined Part A and Part B shall be opened together.

The techno-commercial evaluation shall be carried out as per BQC mentioned in this NIT. The price bids of techno-commercially qualified bidders of Part A, Part B and combined Part A and Part B shall be opened together. Offers shall be evaluated on overall least cost basis to NRL as detailed below :

- The lowest price with applicable loading against Part A (SP1), Part B (SP2) and combined Part A & Part B (SP3) as per SOP shall be evaluated.
- The total evaluated lowest prices(L1) against Part A (SP1) and Part B (SP2) shall be compared with the total evaluated lowest prices(L1) for Combined Part A and Part B (SP3) and the award shall be made under the least cost option. In case the evaluated L1 price against Part A and Part B is found to be lesser, the job shall be awarded to the L1 bidders of respective parts i.e. Part A & Part B; whereas in case the L1 price for

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 9 of 19
Name of Work : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

Combined Part A and Part B is lowest, the job shall be awarded to the L1 bidder for Combined Part A and Part B.

Note :

1. After evaluation on least cost option (as per the methodology indicated under 3.4(a)&(b) above), If the quoted rates are high, negotiations may be conducted with L-1 bidder. The work shall be awarded to L-1 (being lowest) at quoted/negotiated rates only.

3.5 General Notes on BQC

- 3.5.1 Bidder can be an Indian Company or Indian Subsidiary of a Foreign Company/ Group company (termed as parent company).
- 3.5.2 Bidder can also use the credentials of their parent company to qualify the BQC requirements. In such case, following conditions must be complied by the bidder
 - a) The Bid shall be signed by authorized signatory of the Indian Subsidiary.
 - b) The Bidder shall provide written undertaking on the responsibilities taken by the parent company.
- 3.5.3 In case the bidder uses the Technical credentials of its Parent Company, for meeting the BQC, then both the parties i.e. bidder and Parent Company shall be jointly and severally liable for the performance of the contract. A Notarized Declaration by each such party to this effect shall be submitted with the bid under the signature of an authorized signatory of the respective parties mentioned above as per the format attached at Annexure –XVIII-A to ITB, which shall be part of the bid document and contract awarded to successful bidder later on.
- 3.5.4 In case the Parent Company of the bidder is not able to execute the Notarized Declaration as mentioned above, then the Parent Company of the Bidder shall submit along with the bid a Corporate Guarantee, as per the format herewith at Annexure – XVIII-B to ITB, which will be effective in case the bid is successful and this Corporate Guarantee shall be part of the contract awarded to the successful bidder.
- 3.5.5 The Bidder shall be established in India for at least last 5 Years.
- 3.5.6 The consortium Formation shall not be allowed.
- 3.5.7 Failure to enter into agreement between the bidder and Parent company within 3 week or failure to deploy the suitable vehicle within required time may lead to forfeiture of EMD / SD and termination of contract, subject to decision of competent authority at NRL. In such an event NRL reserves the right to engage trailers/Barges/Ships from

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 10 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

alternate bidder, at the risk and cost of the transporter and extra expenditure, if any, incurred by NRL shall be recovered from the defaulter bidder.

4 Documents required to be submitted in support of BQC:

- 4.1 Bidder shall furnish documentary evidence by way of copies of work orders /Relevant pages of contracts, completion certificates from their clients, division of responsibilities for the work performed, completion certificate, MOU document/ commitment letters, Annual Reports containing audited balance sheets including Profit and Loss Accounts statement, in support of their fulfilling the qualification criteria.

In absence of such documents, NRL reserve the right to reject the Bid without making any reference to the Bidder or assigning any reason what-so-ever.

- 4.2 All documents furnished by the bidder in support of meeting the BQC (including MSE Certificate) shall be submitted/uploaded in a separate folder titled “Documents towards BQC”, 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 “Power of Attorney” shall also be furnished with the unpriced bid.

5 Earnest Money Deposit:

- a) EMD is not applicable for this Tender. The Bidder is required to submit “Bid security declaration” in lieu of EMD along with the Unpriced Offer which is attached to ITB. Bids not accompanied with “Bid security declaration” in lieu of EMD shall be liable for rejection.
- b) Exemption of submission of “Bid security declaration” will be applicable for Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Commission or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or Udyog Aadhaar Memorandum. The certificate issued should be valid on the date of Bid Opening. Scanned copy of Registration certificate should be uploaded in the e-procurement website under e- bidding. Documentary evidence in support of such claims of bidder shall be provided. Consideration of MSME bidders shall be as per prevailing MSE guidelines only.
- c) All other clauses mentioned elsewhere in the Tender Document related to submission of EMD shall stand cancelled.

6 Contract Period:

The contract shall remain valid for a period of **36 months** from the date of issuance of Letter of Acceptance.

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 11 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

The time line for each consignment as per scope of work shall be as indicated in Appendix-II to SCC of this tender document .

7 Pre-Bid Meeting:

Bidders to visit site as and when required. Bidders to attend a pre-bid meeting for any clarification in case it is scheduled and venue will be informed later.

Pre-bid queries shall be sent to email id as given below :

Technip India Ltd :

R.Balakrishnan – Procurement Manager

Email : balakrishnan.rangaraju@technipenergies.com

With cc to

S.Muralidharan – Project Manager

Email : muralidharan.selvanambi@technipenergies.com

All replies will be uploaded in the CPP portal.

8 Bid Validity:

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

9 Tender Document:

9.1 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 at Appendix A to Notice Inviting Tender.

9.2 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> .

9.3 Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.

9.4 Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the website only.

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

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 12 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

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.

10 General:

- 10.1 NRL reserves the right to carry out capacity & capability assessment of the bidder using in-house information and past performance.
- 10.2 The bidders shall give a declaration that the bidder shall not be under liquidation, court receivership or similar proceeding and the bidder should not be under holiday list of NRL, MOPNG and any OIL PSUs.
- 10.3 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 / 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.
- 10.4 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.
- 10.5 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.
- 10.6 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 10.7 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 10.8 NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 10.9 NRL shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises(MSEs) Order 2012 and PP-LC Policy, 2017.
- 10.10 Scanned copy of the Integrity Pact duly signed & stamped shall be uploaded along with the offer.

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 13 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

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

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

Technip India Ltd : muralidharan.selvanambi@technipenergies.com
balakrishnan.rangaraju@technipenergies.com

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 14 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

Instructions for Online Bid Submission

Appendix-A

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.

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 15 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

- 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.

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 16 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

- 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.

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.

There will be no waiver of EMD for Public Sector Undertaking of Central/State Government Undertakings. EMD shall be valid for a period of 08 (Eight) months from the final bid due date for submission of Bids.

- 1) 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.
- 2) 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.

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 17 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

- 3) 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
- 4) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 5) 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.
- 6) 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.

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

- I. Bidder should do Online Enrolment in this Portal using the option Click Here to enroll 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 eMudhraCA/GNFC/IDRBT /MTNLTrustline/SafeScript/TCS.
- II. Bidder then logs into the portal giving user id / password chosen during enrolment.
- III. The e-token that is registered should be used by the bidder and should not be misused by others.
- IV. DSC once mapped to an account cannot be remapped to any other account. It can only be
- V. Inactivated.
- VI. 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.
- VII. 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.
- VIII. 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

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 18 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

- for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- IX. 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.
 - X. 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,
 - XI. they can be clubbed together.
 - XII. Bidder should arrange for the EMD as specified in the tender.
 - XIII. 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.
 - XIV. 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.
 - XV. 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
 - XVI. Incomplete/Invalid bids and are not considered for evaluation purposes.
 - XVII. 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
 - XVIII. 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.
 - XIX. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
 - XX. 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.
 - XXI. 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.
 - XXII. 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.
 - XXIII. 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

	NUMALIGARH REFINERY EXPANSION PROJECT	
Bidding Document No : TP/LG/NRL/082176C/001		Page 19 of 19
Name of Work : : ERECTION/INSTALLATION OF ODC/OWC INCLUDING MULTIMODALTRANSPORTATION FROM HALDIA PORT/KOLKATTA PORT TO NRL SITE		

- 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.
- XXIV. 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.
- XXV. 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.
- XXVI. 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).