

**NUMALIGARH
REFINERY
LIMITED**



A GOVERNMENT OF INDIA UNDERTAKING

**TENDER DOCUMENT
for
Supply of Business Laptop Computers
(COMM/C11/6511).**

(Tender No. OC11000114/HIR)

PART – I: UN-PRICED BID



**PREPARED & ISSUED BY
NUMALIGARH REFINERY LIMITED**

A Govt. of India Enterprise)



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

JOB NAME: Supply of Business Laptop Computers (COMM/C11/6511).

TENDER DETAILS

E – tender Reference No: OC11000114; Col. No. OC11000114/HIR Tender Publish Date: 26-04-2019; Officer Name: Mr. Hirendra Kr. Borah; Designation: Officer (Commercial) E-Mail: hirendra.bora@nrl.co.in [Phone: 03776 - 265494]

Note: Only online offer shall be considered against the subject enquiry. For details please go to NRL's e-tendering portal <http://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderer/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>'.

NRL invites Online Bids from Prospective Bidders through e-tendering mode for subject items.

This Tender is being conducted in e-tendering mode and the Bid documents can be downloaded for ONLINE bidding by the bidders, who has the Digital Signature Certificates.

For any assistance you may please contact our service provider personal:

Dhiraj Mohan Saikia,
Phone No. 03776 – 265774,
Email ID: z_tender@nrl.co.in
M: 96788 65102

For any Technical Clarification please contact:

Mr. Gaurav Borgohain [गौरव बरगोहाई]
Chief Manager (ERP);
E-mail ID: gaurav.borgohain@nrl.co.in
Mobile No.: 9435152026

1. EVALUATION & ORDER AWARD:

- ❖ Evaluation will be done on “OVERALL LOWEST OFFER BASIS” and the items are **NOT SPLITABLE**.

2. PRE-QUALIFICATION CRITERIA:

1. Bidders must be manufacturer / authorized channel partner/reseller of the offered items. If bidder is not the manufacturer of the offered model, he/she must submit along with the bid the original authorization letter from manufacturer with sign and seal (Full name, e mail id and contact no. of the issuer must be clearly mentioned in the authorization letter) authorizing him/her to participate in this particular bid (Tender/RFQ no. of this tender must be mentioned in the authorization letter), else, the bid will be rejected.
2. The bidder must mention the make and model of the equipment offered. Detailed technical literature of the product offered is to be enclosed along with the bid. If these information are not provided in the bid, bid will be rejected.
3. The vendor must have their own/partner maintenance setup to provide on-site maintenance support during warranty period, at any of the NRL offices located in Numaligarh, Guwahati, Kolkata, Siliguri and Delhi. The offered brand of laptop must have authorized service centre in Assam. Addresses and contact numbers of the service set up to be provided, else the bid will be rejected.

3. SPECIAL NOTE TO THE BIDDERS:

- **As per CVC Circular no. 03/01/12 dated 13/01/2012 Para 3 a) both Manufacturer and their Authorized dealer cannot bid simultaneously in the same tender. If both of them participated in the same tender, then both the offers shall be rejected without any further communication.**
- **The requirement of Prior Turnover & Prior Experience (if any, indicated in the tender document) will be relaxed if the bidder is Micro and Small Enterprise (MSE) or Startup and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.**
- **Price preference for MSE Bidder: The price benefit/preference as per MSE policy will be extended only to the original manufacturer and not to trader. For availing MSE benefit UAM based MSE certificate has to be necessarily uploaded during submission of offer. Further, ddeclaration of Udyog Adhaar Memorandum (UAM) numbers by the bidders on CPPP (i.e. e-Tenders submitted through www.eprocure.gov.in portal) needs to ensured during bid submission.**

4. DOCUMENTS TO BE UPLOADED AS A PART OF PART – I: TECHNO-COMMERCIAL / UNPRICED E-BID:

- a) Documents in support of PQC of the tender.
- b) Complete set of tender documents duly signed and stamped.
- c) Special Instruction to bidders duly signed and stamped.
- d) Vendor Details as per Format enclosed.

5. DOCUMENTS TO BE SUBMITTED AS A PART OF PART – II: PRICED E-BID:

- (a) BoQ/Priced Bid “in "XLS" format as per instructions provided.

6. GENERAL:

- i) **Consortium/Joint venture bids shall not be accepted.**
- ii) Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- iii) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept in holiday list/ black list apart from other penal actions as deemed fit by NRL.

- iv) NRL reserves the right to defer the date/time of opening of the offer; to make changes in the terms & conditions of tender document and to reject any or all bids without assigning any reason thereof.

IMPORTANT NOTE:

- 1) Tender documents may 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>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at **Appendix-A regarding 'Instructions for online Bid Submission'**.
- 2) Tenderers can access tender documents on 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. Hard copy of the tender documents will not be accepted.
- 4) **All documents as per tender requirement should be uploaded online and further no documents will be accepted offline.**
- 5) **Any queries related to tender must be asked or clarified online (after logging with your User ID) before last date of bid submission.**
- 6) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://eprocure.gov.in/eprocure/app>.

Tender Schedule

S.No.	Title	Date & Time
1	Tender Publish Date	26-04-2019
2	Tender document download start date & time	26-04-2019 at 05:00 PM
3	Pre Bid Meeting date & time	Not Applicable
4	Tender document download end date & time	16-05-2019 at 11.00 AM
5	Bid Submission start date & time	26-04-2019 at 04.00 PM
6	Bid Submission end date & time	16-05-2019 at 11.00 AM
7	Bid opening date & time (Technical Bid)	17-05-2019 after 11.00 AM

Bid submission or queries relating to CPP Portal in general may be directed to the CPP Portal Helpdesk at 0120-4200462 / support-eproc@nic.in
