

**NUMALIGARH
REFINERY
LIMITED**

A GOVERNMENT OF INDIA UNDERTAKING



TENDER DOCUMENT

for

Supply of Adhesive tapes with NRL LOGO for wax carton sealing as per specifications for 02 (two) years from the date of order.

(Tender No. OC05000214/DIG)

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 Adhesive tapes with NRL LOGO for wax carton sealing as per specifications for 02 (two) years from the date of order.

TENDER DETAILS

E – Tender Reference No : OC05000241
Col. No. : OC05000214/DIG
Tender Publish Date : 11-03-2020 at 05:00 PM
Officer Name : Diganta Das; DGM (Commercial)
E-Mail : diganta.das@nrl.co.in
Phone : 03776-265409

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:

Ms. Babika Deori Borah
Senior Manager (Operation-APSU)
E-mail ID: baby.deori@nrl.co.in
Mobile No.: 9435152021

1. EVALUATION & ORDER AWARD:

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

2. **PRE-QUALIFICATION CRITERIA:**

Participating Bidders shall meet the following Pre-Qualification Criteria (PQC) (technical):

- Bidder must have experience of supplying Adhesive tapes in last 7 years in PSUs / Govt. Enterprise / Big Private House. Documentary evidence in the form of Purchase Order is required to be submitted along with the bid as a pre-requisite.

SPECIAL NOTE TO THE BIDDERS:

- a) NRL adopts a practice to verify documents submitted by L1 (successful) bidder in support of bidder's credentials against PQC. Authentication may be verified with the issuing authorities by way of direct communication to NRL over official e-mail IDs/Original letter of authentication by post. Bidders may also follow up with the issuing authority for eliciting early response. If documents remain unauthenticated till given time line, NRL reserves the right to reject the bid.
- b) 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.
- c) Both Manufacturer and their Authorized dealer / channel partner cannot bid simultaneously in the same tender. In case offers are submitted by manufacturers (OEM/ Principals) directly, the offers of dealers shall be rejected for those quoted items without any further communication.
- d) **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.

3. **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.

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

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

5. **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	12-03-2020
2	Tender document download start date & time	12-03-2020 at 05:00 PM
3	Pre Bid Meeting date & time	Not Applicable
4	Tender document download end date & time	02-04-2020 at 11.00 AM
5	Bid Submission start date & time	12-03-2020 at 05:0 PM
6	Bid Submission end date & time	02-04-2020 at 11.00 AM
7	Bid opening date & time (Technical Bid)	03-04-2020 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
