



**NUMALIGARH REFINERY LIMITED**  
**NOTICE INVITING TENDER**

Two parts bid **ONLINE (E-tender)** item rate offers requested from competent contractors for following work:

|                                            |                                                                                                                                                                                                                                                                                                                                                                                         |                            |         |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------|
| <b>Name of Work:</b>                       | <b>Group-A: Servicing assistance (Instrumentation) for Shutdwon'2016 (Refinery section), Group-B: Servicing assistance (Instrumentation) for Shutdwon'2016 (I/W &amp; P&amp;U section);</b>                                                                                                                                                                                             |                            |         |
| <b>Tender No. &amp; Date :</b>             | <b>OC03000091 dated 17.05.2016</b>                                                                                                                                                                                                                                                                                                                                                      |                            |         |
| <b>Pre bid Meeting: #</b>                  | <b>11 AM on 24-05-2016 at Venue: Commercial Department, NRL site , Dist-Golaghat , Assam</b><br><br>*We feel that attending the pre-bid discussion is essential and accordingly attendance in pre-bid discussion has been made mandatory. Only agencies attending the above meeting will be eligible to participate in the tender. Bids from other agencies will be summarily rejected* |                            |         |
| <b>Earnest Money Deposit :</b>             | Rs.7,000/-<br><br>(Bidders are required to submit the EMD amount online through the link <a href="https://easypay.axisbank.co.in/nrl">https://easypay.axisbank.co.in/nrl</a> i.e. within 04-06-2016 . Please note that EMD amount only in online mode is acceptable and no other mode i.e. offline or hard copy is not acceptable.)                                                     |                            |         |
| <b>Due Date &amp; Time of Submission :</b> | <b>Closing of bidding : 06-06-2016 at 11:00 AM</b><br><b>Opening of bid : 07-06-2016 at 11:00 AM</b>                                                                                                                                                                                                                                                                                    |                            |         |
| <b>Earnest Money Deposit :</b>             | Rs.7,000/-                                                                                                                                                                                                                                                                                                                                                                              | <b>Contractual Period:</b> | 30 days |

**BRIEF SCOPE OF WORK:** Group-A: Servicing assistance (Instrumentation) for Shutdwon'2016 (Refinery section), Group-B: Servicing assistance (Instrumentation) for Shutdwon'2016 (I/W & P&U section);

**QUALIFICATION REQUIREMENT:** The bidders should meet the qualification as given below:

- Past Experience** of having successfully completed similar works\* during **last 10 (Ten) years ending last day of previous month i.e., 30-04-2016** should be either of the following :

| <b>Experience during last 10 years</b>    | <b>Group-A</b> | <b>Group-B</b> |
|-------------------------------------------|----------------|----------------|
| One similar work costing not less than    | Rs.6.97 lacs   | Rs.6.89 lacs   |
| Two similar works costing not less than   | Rs.5.57 lacs   | Rs.5.51 lacs   |
| Three similar works costing not less than | Rs.4.18 lacs   | Rs.4.14 lacs   |

**\*similar works:** “Bidder should have experience in “Instrumentation job (Erection & Installation or Maintenance or Maintenance Assistance of Field Instruments or Instrumentation control System) during the past 5 years in any Refinery/hazardous hydrocarbon Industry of India”

**Note:** The bidder must submit copy (ies) of relevant Work Order(s) and Completion Certificate(s) along with the un-priced bid in support of the above criteria. The values of past experience (#) shall be adjusted at a simple rate of 07% for every completed year (ending last day of the month, preceding the month in which bids are invited).

*TDS certificate in addition to certificate issued by principal contractor/ private organization (letter of award and job completion certificate etc.) shall form the basis for considering experience and value of work executed under the private organization.*

*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 sub-contractors under contractors engaged by NRL, the works completion certificate issued by the main contractor will only be acceptable provided the same is endorsed in original by Engineer-in-charge of NRL in terms of job description and value.

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2. Average Annual Financial Turnover during the last three years should be as follows:

|                                                               | <b>Group-A</b> | <b>Group-B</b> |
|---------------------------------------------------------------|----------------|----------------|
| Average Annual Financial Turnover during the last three years | Rs.4.18 lacs   | Rs.4.14 lacs   |

The bidder must submit copy(ies) financial documents – Trading and P/L account(s) – of the last 03 Financial years – certified by Chartered Accountant along with the un-priced bid in support of the above criteria.

3. The bidder must submit PAN No., Service Tax registration Certificate (PAN based), PF & ESI.

**Non fulfillment of all the above mention Technical & Commercial Qualifying criteria will lead to disqualification of bidder.**

**Tender Schedule:**

| S. No. | Title                                      | Date & Time                                                                                  |
|--------|--------------------------------------------|----------------------------------------------------------------------------------------------|
| 1      | Tender Publish Date                        | 17-05-2016 at 12.00 hrs                                                                      |
| 2      | Tender document download start date & time | 17-05-2016 at 12.05 hrs                                                                      |
| 3      | <b>Pre-bid discussion:</b>                 | <b>11 AM on 24-05-2016 ( Venue: Commercial Department, NRL site , Dist-Golaghat , Assam)</b> |
| 4      | Tender document download end date & time / | 06-06-2016 at 11.00 hrs                                                                      |
| 5      | Bid opening date & time (Technical Bid)    | 07-06-2016 at 11.00hrs                                                                       |

Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll free contact number for the helpdesk is 1800 233 7315.

**IMPORTANT NOTE:**

- 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'.
- 2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document on the website <http://eprocure.gov.in/eprocure/app> .
- 3) Tenders and supporting documents should be uploaded online. Hard copy of tender documents and any supporting documents will not be accepted.

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

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. They can also view the bid opening event online at their remote end.

**For any assistance, please contact the following person:**

**Dhiraj Mohan Saikia**, Phone No 03776 – 265774, E-mail: [z\\_tender@nrl.co.in](mailto:z_tender@nrl.co.in),

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

Kindly upload technical bid documents in folders as specified below:

1. **EMD Folder:** Scanned copy of EMD receipt /EM Part II certificate for MSE bidders
2. **Tender Document Folder:** Signed and seal of each page (filled in information in tender).
3. **Technical Document Folder:**
  - a. Work order and completion certificate
  - b. Financial document in support of Annual Turnover
  - c. PAN card copy
  - d. Service tax Registration certificate

### **Procedure or Process for Online Submission of EMD:**

1. Bidders will open the link <https://easypay.axisbank.co.in/nrl> and type the Tender ID for which EMD is to be paid and click on the option “Validate”.
2. The web page will auto populate Tender Name, Last Date of Payment, Bid Opening date and EMD (not editable).
3. The bidder will enter his Company/ Firm Name, Address, e-Mail ID, Amount and Mobile Number.
4. The bidder is also required to enter his preferred account No. and IFS Code twice for receiving EMD refund. In case of any mismatch in the account No. or IFS Code entered twice, the web page will prompt the bidder to correct the data and then allow to proceed with payment.
5. The Bidder is then required to enter verification code as displayed in the web page and click on the option “Submit”.
6. The next Web Page will then display the summary of the EMD payment along with a Unique Reference Number (URN).
7. Bidder is required to accept the payment Terms and Conditions and select his preferred mode of payment from the options provided, viz., Net Banking (Axis Bank or Other Banks), Credit/ Debit Cards or NEFT/RTGS.
8. In case of Net Banking, the bidder will enter his User ID/ Password/ Transaction Password and One time password as per the online payment system of the Bidder’s Bank.
9. For Credit/ Debit Card payment, the Bidder will enter his Card Number, Expiry Date, CVV and ‘Verified by VISA’ or ‘Master Secure’ password as applicable.
10. For bidders selecting the payment option of NEFT/ RTGS, the web page will generate a challan with a Dynamic/Virtual Account Number, IFS Code, Account Name and Amount. The bidders can take a print out of this challan or just note the relevant details and initiate the NEFT payment from their Bank.
11. 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.