



TENDER DOCUMENT FOR

**"PROCUREMENT OF GLAND PACKINGS FOR
NUMALIGARH REFINARY LIMITED".**

(Tender No. OC01000380/YUV)

PART – I: UN-PRICED BID



Prepared & Issued By

NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)



NOTICE INVITING TENDER (NIT)

Dear Sir (s)/Madam (s):

Numaligarh Refinery Limited (NRL) invites e-bids from competent and experienced Indian supplier for the following under two bid system (Part-I: Techno-commercial part and Part-II: Price Part) with sound technical and financial capabilities fulfilling the Pre- Qualification Criteria (PQC) of the tender document.

Job Name	Procurement of Gland Packings for Numaligarh Refinery Limited
Tender No	OC01000380/YUV

1.0 **TENDER SCHEDULE:**

Tender Publish Date	20.05.2022
Tender document download start date & time	20.05.2022 at 2:00 PM
Pre-Bid Meeting Date & Time	Not Applicable
Bid Submission start date & time	20.05.2022 at 2:00 PM
Bid Submission end date & time	06.06.2022 at 11:00 AM
Bid opening date & time (Technical Bid)	07.06.2022 at 11:00 AM

2.0 **SUBMISSION OF E-BID:**

2.1 The E-Bid should be prepared in Two Parts as per the following details.

- i) PART – I : Techno-commercial / Unpriced Bid
- ii) PART - II : Price Bid

2.2 Only online offer shall be considered against the subject enquiry. For details please visit our e-tendering portal <http://eprocure.gov.in/eprocure/app>

2.3 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.

2.4 **Bids received by way of Post, Courier, Fax, Telex or Telegram or email or in open condition shall not be considered.**

2.5 Subsequent Corrigendum/ Addendum (if any) shall be published in our e-tendering portal <http://eprocure.gov.in/eprocure/app>

2.6 Any modification of the Bidding Document, which may become necessary as a result of the bidder's query/ pre-bid discussion, shall be published in e-tendering portal (<http://eprocure.gov.in/eprocure/app>) through the issue of an Addendum/ Amendment/ Corrigendum/Clarifications.

2.7 **EARNEST MONEY DEPOSIT :** Not Applicable.

2.8 **HOLIDAY LISTING:** Bidders who are on holiday list by NRL or any other Oil sector PSU will not be considered. Accordingly, the bidder shall submit a self-declaration as per format enclosed with Tender Document. It may be noted that if this declaration is found to be false, NRL shall have the right to reject bidder's offer, and if the bid has resulted in a contract, the contract is liable to be terminated.

2.9 PRE-QUALIFICATION CRITERIA (PQC):

The bidders who intend to participate in the tendering process shall meet all the following minimum requirements and only such bidders shall be pre-qualified technically for further evaluation:

1. The Bidder shall be ISO 900:2015 certified company for quality management system. Valid and appropriate certificate shall be submitted along with the technical bid.
2. The bidder shall be either a manufacturer or Authorized Dealer of gland packing. In case of an Authorized Dealer the bidder shall produce valid Authorized Dealership certificate from the manufacturer.
3. Packings must be type tested as per API-589 latest edition (Fire test for evaluation of valve stem packing) and API-607 latest edition (Fire test for soft seated quarter turn valve). Bidder must submit a copy of the complete report along with their technical offer.
4. Type test of fugitive emission must have been carried out as per API-622 latest edition. Packing must be type tested for fugitive emission for minimum 1500 mechanical cycles with at least three thermal cycles. Bidder must submit along with their offer a copy of the complete report and graph showing maximum leakage achieved during the test. Maximum leakage allowed is 500 ppm throughout 1500 cycles and no gland adjustment. Bidder must submit a copy of the report along with their offer.
5. Bidder must have supplied the offered gland packings to any petroleum refinery during last ten years from bid closing date.

(RELEVANT COPIES OF PO AND INSPECTION RELEASE NOTE/DISPATCH CHALLAN/ INVOICE ARE TO BE SUBMITTED AS PROOF OF THE SAME.)

Note:

- i. *NRL adopts a practice to verify documents submitted by L1 (successful) bidder in support of bidder's credential 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. Proper address for communication, including e-mail ID of the issuing authority should be provided along the tender document.*
- ii. *Offer will be considered only when NRL is satisfied with experience and capability of the tenderer to take up this work.*
- iii. *Failure to submit the relevant documents as sought along with the tender documents will disqualify the vendor without any further communication.*

2.9.1. PQC RELAXATION FOR MSME/START-UPS :

Pre-Qualifying Criteria mentioned in the tender is mandatory for all participating bidders including MSEs and Start Ups as the items are related to Critical safety operation and equipment.

Supporting documents for MSE bidders: Please refer **Annexure-X** enclosed.

Supporting documents for Startup: Bidder who intends to participate as 'Start-up' company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

Note: Above supporting documents are required to be uploaded by bidder along with un-priced techno-commercial bid only. It is the responsibility of the bidder to upload the above supporting documents along with their un-priced techno-commercial bid for availing relaxation on Prior Turnover and Prior Experience (if applicable in this tender). In case of non-receipt of above documents along with bidder's un-priced bid, no further communication in this regard will be carried out to ascertain bidder's qualification as 'MSE bidder/Startup' and relaxation on Prior Turnover and Prior Experience (if applicable in this tender) will not be passed on to bidder.

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

- a) Valid documents in support of PQC of the tender.
- b) Complete Technical terms and conditions (Annexure-I): **duly sealed & signed** on each page; as a token of acceptance.
- c) SOR enclosed along with Technical Specification mentioning **Quoted/Unquoted** against each item: **duly sealed & signed** on each page.
- d) Agreed Terms & Conditions (ATC) **duly filled, sealed & signed**. *The commercial terms & conditions should not be repeated in the offer.*
- e) Annexure-II: Bidder's information: **duly filled, sealed & signed** as per the format enclosed.
- f) Annexure III: Declaration for not being under Liquidation, Court Receivership or similar proceedings; **duly filled, sealed & signed on bidder's letter head** as per the format enclosed.
- g) Annexure V: Indemnity Bond cum GST undertaking: **duly filled, sealed & signed on bidder's letter head** as per the format enclosed.
- h) Annexure IX: Self-declaration of black listing / holiday listing **duly filled, sealed & signed** as per the format enclosed.
- i) Documents for availing MSE benefits as per Annexure-X (Applicable for MSE Bidders).
- j) Documents for availing PP-LC benefit as per Annexure XI.
- k) Special Tender Clause on Procurement from a Bidder from a country which shares Land Border with India according to DPE OM 6/18/2019-PPD dated 23rd July,2020; **duly filled, signed and stamped along with all relevant documents** (Form A/B/C).
- l) Integrity Pact (In case tender value is more than 1 Cr.) **duly filled, sealed & signed** on the document enclosed.
- m) NRL General Purchase Conditions 2021 (Indigenous) **duly sealed & signed** on each page; as a token of acceptance.
- n) Corrigendum issued (if any): **duly sealed & signed** on each page.
- o) Notice Inviting Tender (NIT): **duly sealed & signed** on each page.
- p) Any other relevant document in line with the requirement of the tender document.

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

- a) BoQ/Priced Bid "in "XLS" format as per instructions provided.
- b) In case of availing benefits under Purchase Preference Policy (Linked with Local Content) (PP-LC Policy) (as explained per Special Conditions of Contract enclosed), bidder shall provide break up of "Local component" and "Imported Component" along with their price bid (in PDF) as per format in 'Table 1: Calculation Of Local Content – Supply Contracts (Goods)'; refer page 5 of 7 of Special Conditions of Contract (SCC).

5.0 **EVALUATION OF THE TENDER:** Tender shall be evaluated on '**Item wise Lowest Offer Basis**'.

6.0 **TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs)**: Refer Annexure-X

7.0 **GENERAL:**

- a) NRL adopts a practice to verify documents submitted by L1 (successful) bidder in support of bidder's credential 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. Proper address for communication, including e-mail ID of the issuing authority should be provided along the tender document.
- b) Consortium/Joint venture bids shall not be accepted.
- c) Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- d) 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.
- e) In case any bidder is found to be involved cartel formation, his bid will not be considered for evaluation/placement of order. Such bidder will also be debarred from bidding in future.
- f) 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.

**CGM (Commercial) I/c
Numaligarh Refinery Limited.
Commercial Dept, Pankagrang,
PO- NR Project, Dist. – Golaghat.
PIN-785699, Assam.**

COMMUNICATION DETAILS:**For any assistance in bid Submission**

To	Dhiraj Saikia; Email ID: z_tender@nrl.co.in ; M: 03776 – 265774/7002666632
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Technical correspondence:

To	Palash Kalita; SM (Mech. Maint.);Email ID: palash.kalita@nrl.co.in ; M: 9435733096/7002806936
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Commercial correspondence:

To	Y J Hazarika, AM (Commercial); Email ID: yuv.hazarika@nrl.co.in ; M: 9707216816
CC	STA AHMED DGM (Commercial) Email ID: taz.ahmed@nrl.co.in

Enclosures:

- (i) BOQ/Price Schedule Format.
- (ii) Technical Terms and conditions and SOR
- (iii) Agreed Terms & Conditions (ATC).
- (iv) Tender additional documents with following annexures and appendix
 - Annexure-II : Bidder's information
 - Annexure-III: Declaration for not being under Liquidation, Court Receivership or similar proceedings.
 - Annexure IV: Exceptions and Deviation sheet
 - Annexure V: Indemnity Bond cum GST undertaking
 - Annexure IX: pro-forma for self-declaration of black listing / holiday listing
 - Annexure X: special conditions for Micro and Small Enterprises (MSEs) bidders.
 - Annexure XI: Declaration/Undertaking for availing Purchase preference under PP-LC policy.
 - Annexure XII: Special Tender Clause on Procurement from a Bidder from a country which shares Land Border with India
 - Appendix A: Special Instructions to Bidders (SIB)
 - Appendix B: instructions for online bid submission
 - Integrity Pact
 - Pro-forma of bank guarantee for indigenous purchase (performance)
 - NRL General Purchase Conditions 2021 (Indigenous)
 - PP-LC Policy dtd. 17.11.2020 issued by Ministry of Petroleum and Natural Gas, Govt. of India.