

NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)

NOTICE INVITING TENDER

Our Reference: Tender No. **OC10000474-3**

Date: 19.05.2023

Dear Sirs,

Online offers in **Two Part Bid** are invited by Numaligarh Refinery Ltd. for the work as detailed below:

Name of the work: **HIRING OF VEHICLE FOR PNCPL PROJECT FOR SILIGURI AND COOCH BEHAR LOCATIONS**

1. Earnest Money Deposit : Rs. 1,82,000.00 only

Note: The EMD must be submitted ONLINE within the submission due date & time specified in the NIT and tender document through the online portal of HDFC bank link: <https://nrl.procure247.com>. **If the EMD is not received within the specified date/time, offer shall not be considered for opening.** The online receipt generated against the online EMD submission should be uploaded with the bidder's online offer. MSE bidders are exempted from submission of EMD. In case of MSE registered bidders- **bidder has to upload the scanned copy of Udyam Registration certificate or any other certificate permitted by GOI through any prevailing Gazette notification with the technical bid.**

2. Contract Period : 2 (two) years from the date of placement of vehicle, extendable by one (01) more year at the same rates and terms & conditions if the performance of the contractor is found satisfactory.

3. Online EMD & Bid Submission : 09.06.2023 11AM

4. Bid Opening date & time : 10.06.2023 11AM

5. Place of submission of Bid : Online in the e-tender portal i.e., <https://eprocure.gov.in/eprocure/app>

6. Pre-Bid Discussion : NA

7. Submission of Bid:

Being an e-tender the bid has to submit online in the e-tender portal

i.e., <https://eprocure.gov.in/eprocure/app>. Kindly, refer “**Instructions for online Bid Submission**” provided as **Annexure A to NIT** for the detailed procedure.

For any assistance, please contact the following person:

Mr. Dhiraj Mohan Saikia
Phone No.: **03776-265774**,
Email: z_tender@nrl.co.in

For any issues/assistance, please contact CPPP helpdesk at **0120-4200462 /support-eproc@nic.in**

To update MSME / UAM details please follow the steps:

- (i) Logon to the CPPP
- (ii) Login with your account details
- (iii) Click on My Accounts
- (iv) Click on Privileges

(v) Under MSME you have to update your details

For any issues/assistance, please contact CPPP helpdesk at **0120-4200462 /support-eproc@nic.in**

8. Earnest Money: Instructions for **ONLINE EMD** are provided in **Annexure A to NIT :-**

- a) Bidders are required to submit the EMD/Bid Security for the amount, online through the link: <https://nrl.procure247.com>.
- b) Please note that EMD amount in online mode is only acceptable and no other mode i.e., offline or hard copy is not acceptable.
- c) In case non-submission of Bid Security / EMD as mentioned above shall be considered as non-responsive and such Bids shall be rejected.
- d) EMD exemption will be applicable only for Micro or Small Enterprises (MSEs) registered under Udyam Registration only subject to:
 - The unit being registered for the item tendered.
 - Registration certificate being valid as on date of quotation.

Note:

The Bid Security may be obtained in the form of electronic transfer through NEFT using payment gateway mentioned in the tender document, or Bank Guarantee from any of the Commercial Banks, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of 60 (sixty) days beyond the final bid validity period. Collection & settlement(refund/retention) of EMD should preferable be done through online EMD solutions (presently provided by HDFC Bank). Alternatively, through BG executed by any Scheduled Bank in prescribed format may also be accepted. Bank Guarantee should be routed through following SFMS platform.

i. Beneficiary bank details: Axis Bank
Chhibber House, Ground Floor, G.S Road, Guwahati -781005
IFSC: UTIB0000140

Advising message to be sent to beneficiary bank:

- (i) IFN 760 / IFN 760 COV for issuance of bank guarantee
- (ii) IFN 767 / IFN 767 COV for amendment of bank guarantee

Field number as "7037" and Particulars (to be mentioned in Row 1) as "NRL140025551" should be correctly captured in the above messages.

The supplier shall submit to NRL the copy of SFMS message as sent by the issuing bank along with the original bank guarantee. Issuing bank mail ID should be invariably mentioned on the face of the bank guarantee.

9. Tender Document:

- (a) Tender documents should be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. A sparing Bidders/Suppliers who have not enrolled/registered in e-procurement should enrol/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.
- (b) 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>.
- (c) Tenders and supporting documents should be uploaded through e-procurement portal only.

Hard copy of the tender documents will not be accepted.

- (d) ***Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the website only.***
- (e) Both Technical bid and financial bid are to be submitted concurrently, duly digitally signed in the website <http://eprocure.gov.in/eprocure/app>.
- (f) 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 Terms and Conditions:

- (a) The bidders shall give a declaration that the bidder shall not be under liquidation, court receivership or similar proceeding and their business is not banned by NRL.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- (f) Unsolicited clarifications to the offer and/or change in the prices during the validity period would render the bid liable for rejection.
- (g) NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- (h) NRL reserves its right to allow Public Sector Enterprises (Central/State), purchase preference as admissible/applicable from time to time under the existing Govt. policy. NRL shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.
- (i) For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- (j) **CM (Project Pipeline)** shall be the Engineer-In-Charge of the work and the contractor will have to abide by the instructions of Engineer-In-Charge as given from time to time.
- (k) The General Conditions of contract of NRL will be applicable for this contract also. Intending tenderer may see the General Conditions of Contract of NRL at the Commercial Department of NRL site office on any working day during office hours or may visit our website www.nrl.co.in.
- (l) Tenderer will fill up all the annexure attached to this Detailed Tender Notice clearly and sign every page of this Detailed Tender Notice before submission of the tender. Tender in which any of the required particulars and prescribed information are missing or are incomplete, are liable to be rejected.
- (m) The contractors will make necessary deductions for PF from the wages of the workers as per the

PF Act and deposit the same to the authorities concerned along with the employers' contribution.

- (n) No mobilization advance will be paid to the contractor for execution of this work.
- (o) Insurance shall be in effect for all employees of the contractor, engaged in the performance of the subject job (Refer clause 104.1 (ii) of GCC).
- (p) The contractor is required to obtain labour license under Contract Labour (R&A) Act, 1970 & PF registration number on awarding the contract.
- (q) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts & Rules framed there-under:
 - (i) The Contract Labour (Regulation and Abolition) Act,
 - (ii) The Minimum Wages Act.
 - (iii) The contractor has to accept full & exclusive liability for compliance with all obligations imposed by **Employee State Insurance Act, 1948.**
 - (iv) The Payment of Wages Act,
 - (v) The Payment of Bonus Act,
 - (vi) The Employees Provident Fund & Misc. Provisions Act,
 - (vii) Family Pension Scheme,
 - (viii) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.
- (r) **In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by NRL.**
- (s) Agencies who are already blacklisted or against whom there is adverse report on committing Criminal offence, their offers will be rejected.
- (t) The bidder must submit their valid IT PAN No, GST registration Certificate with their offer.

11. Addenda/Corrigenda of Bidding Document:

- (i) NRL may, for any reason whether at his own initiative or in response to the clarification requested by the prospective bidder(s), issue amendment in the form of Addendum/corrigendum during the bidding period or subsequent to receiving the bids. Any Addendum thus issued shall become part of Bidding Document and Bidder shall submit a copy of the Addendum duly signed and stamped in token of his acceptance.
- (ii) In case Addendum is issued during the bidding period, Bidder shall consider its impact in his bid. In case Addendum is issued subsequent to receipt of bids, Bidder shall follow the instructions issued along with Addendum with regard to submission of impact on quoted price/revised price, if any.

Head (Proj-Commercial)
Numaligarh Refinery Limited

Instruction to Bidders for payment of EMD

- 1) 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)
- 2) Visit HDFC Bank Payment Portal URL: <https://nrl.procure247.com>
- 3) Click on 'Bidder Registration'
- 4) Bidder Registration Screen shall appear – Fill the mandatory details required and complete the process.
- 5) 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.
- 6) After successful email verification – please login with your user id and password
- 7) 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.
- 8) After login Screen bidder can search the tenders and proceed for EMD payment.
- 9) Bidders' have to click on Payment Dashboard option available under Action tab
- 10) Payment Dashboard – Click on Pay to proceed further for the selection of payment mode.
- 11) Smart Hub – Bidders' can select the online payment and click on Pay to proceed further.
- 12) 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.
- 13) On successful payment bidder will receive system generated message on screen stating "EMD paid successfully"
- 14) Bidders' can also download the Payment receipt from Payment Dashboard.
- 15) Downloaded payment receipt – Bidders' can easily print the receipt and use it for their bidding purpose.
- 16) 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.
- 17) For any technical help, the bidders can contact HDFC Bank executive Mr. Tapan Desai at Mobile No.: 8866287104 and email: tapan@tender247.com.