



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

Two parts ONLINE bid (E-tender) offers are requested from competent bidders for following work:

*There will be relaxation pertaining to 'prior turnover' and 'prior experience' for MSE and 'Start Up' bidders in this tender.*

<b>Name of Work:</b>	<b>Engagement of key workers for operation &amp; maintenance of NRL Centre, Guwahati</b>
<b>Tender No. &amp; Date:</b>	OC29000094/AJA
<b>Earnest Money Deposit:</b>	<b>Rs. 156,000.00. (Rupees One Lacs Fifty-Six Thousand only).</b> <i>The EMD must be submitted online on the <b>portal of HDFC bank</b> (instructions at Annexure-XVII below) and its receipt must be uploaded along with offer. If the EMD is not received along with the offer, offer shall not be considered for opening.</i> <i>However, MSE bidders are exempted from submission of EMD. MSE bidders are required to upload valid MSE registration certificate (as explained in Annexure-X) instead of the EMD deposit receipt.</i>
<b>Contract Period:</b>	<b>24 months</b> from the date of site handover.
<b>Date &amp; Time of Pre-Bid Meeting / Venue / Contact persons:</b>	Not applicable
<b>Bid Submission / Tender Opening Date:</b>	As per GeM bid document

**PRE-QUALIFICATION CRITERIA: -**

**A. Past Experience** of having successfully completed **similar works\*** during last 10 years ending last day of month previous to the one in which applications are invited should be either of the following:

- **One similar work costing not less than Rs.39.02 Lakhs, or**
- **Two similar works costing not less than Rs.31.21 Lakhs each, or**
- **Three similar works costing not less than Rs.23.41 Lakhs each.**

Note: *Relevant work order copies and corresponding completion certificates are to be enclosed with offer. The completion certificate should consist of Name of Work, Work Order number & date, Actual executed value and Actual completion date. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and / or part thereof ending last day of the month preceding the month in which the original bid due date falls.*

*Unless otherwise specifically mentioned in the tender, Provisional Job Completion Certificate or Job Completion Certificate issued against incomplete / in-progress job will not be acceptable.*

**\*Similar Works:** 1) Bidder should have experience in carrying out similar kind of job. Experience should be supported by submission of WO/work completion certificate. 2) Bidder should have experience of handling large no. of contract workers (at least 06 nos in one contract).

- Bidder should have permanent office establishment in Guwahati. Supporting documents need to be submitted at the time of submission of the bid..

**B. AVERAGE ANNUAL TURNOVER, of the last 3 (three) financial years, shall be at least Rs.23.41 Lakhs #.**

*Bidders to submit copies of audited profit & loss account for the last three financial years in support of annual turnovers "or" certification of annual turnovers for the last three financial years from a registered chartered accountant firm. Last three financial years mentioned above refers to immediate three preceding financial years wherever the last bid submission date is after 31st December. In case of tenders having last bid submission date up to 31st December and audited / CA certified turnover documents of the preceding financial year is not available, the audited / CA certified turnover documents of the three years prior to preceding financial year will be considered. [May refer illustrative example given at Annexure-VII]*

***Audited Annual Report / financial statements needs to be accompanied with UDIN number, which is mandatory from July***

**2019 onwards. Any Financial Report which is issued after July 2019 onwards without UDIN shall not be considered for evaluation.**

- C. Possession of Valid GST registration certificate:** Bidders are requested to upload their VALID GSTIN/UIN Certificate / GSTIN Number along with the Bid Document. NRL at its discretion may not consider the bidder's bid for further evaluation if the same is not found uploaded with the bid or not found to be valid in GST portal. Any misinterpretation or misinformation may attract penal action including putting the bidder on holiday / blacklisting as per rules in vogue at NRL.

**TENDER SCHEDULE: As per GeM bid document**

**INSTRUCTIONS:**

Kindly refer "instructions" provided in the GeM Bid Document for the detailed Bid Submission procedure.

For CGM (Commercial)  
Numaligarh Refinery Limited

*Mr. Ajanta Borah, DGM (Commercial)*