

NUMALIGARH
REFINERY
LIMITED



(Domestic Open Tender)

TENDER DOCUMENT

FOR

Supply of Primary Hardened Tissue cultured (TC) saplings of bamboo to three forest nurseries in Assam.

[e-file: PUR-TS-1005651]

Tender No: OC48000027/ASH

Bidder's offer ref: _____ **Dtd.** _____

PART-I: UNPRICED 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 on "OPEN TENDER" basis.

Tender No	OC48000027 (e-file PUR-TS-1005651)
Job Name	Supply of Primary Hardened Tissue cultured (TC) saplings of bamboo to three forest nurseries in Assam.

1. TENDER SCHEDULE:

Tender Publish Date	26.05.2023 at 15:00 AM
Tender document download start date & time	26.05.2023 at 11:00 AM
Pre-Bid Meeting Date & Time	02.06.2023 at 11:00 AM
Bid Submission start date & time	26.05.2023 at 16:00 AM
Bid Submission end date & time	12.06.2023 at 11:00 AM
Bid opening date & time (Un-priced Bid)	13.06.2023 at 11:00 AM

2. SUBMISSION OF E-BID:

- (i) The E-Bid should be prepared in Two Parts as per the following details.
- PART – I : Techno-commercial / Unpriced Bid
 - PART - II : Price Bid
- (ii) 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. Only online offer shall be considered against the subject enquiry. For details, please visit our e-tendering portal <http://eprocure.gov.in/eprocure/app>
- (iii) Bids received by way of Post, Courier, Fax, Telex or Telegram or email or in open condition shall not be considered.
- (iv) Subsequent Corrigendum/ Addendum (if any) shall be published in our e-tendering portal <http://eprocure.gov.in/eprocure/app>
- (v) 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.
- (vi) Any queries related to bid submission/Technical/Commercial may be forwarded to the email IDs/Contact Nos. of the following officials for clarifications.

QUERY TYPE	CONCERNED OFFICIALS	
Assistance for bid submission	Name	DHIRAJ SAIKIA
	Email ID	z_tender@nrl.co.in
	Contact No	03776-265774/7002666632
Technical Queries	Name	ALOK NAYAN NATH Chief Manager (TS-Environment)
	Email ID	alok.n.nath@nrl.co.in
	Contact No	9435152836
Commercial Queries	Name	ASHRUKANA GOGOI
	Email ID	ashrukanag@nrl.co.in
	Contact No	9957190544

3. EARNEST MONEY DEPOSIT

Not Applicable.

3. PRE-BID MEETING:

- 3.1 A round of Pre-Bid Meeting/Discussion will be conducted over a Video conferencing (MS team on 02.06.2023 (**11.00 hrs, IST**)). Prospective MSE bidders meeting the BQC of the Tender may like to participate in the pre-bid meeting. E-mail ids of personals nominated by prospective bidder for participating in the Pre-bid meeting may be forwarded to following NRL officials at least 01 day prior to the Pre- Bid Meeting for issuing invitation for the meeting over MS Team.

NRL's officials	E-mail id	Mobile No
Ashrukana Gogoi	ashrukanag@nrl.co.in	9957190544
Alok Nayan Nath	alok.n.nath@nrl.co.in	9435152836

- a. Attending the Pre-Bid Meeting is recommended for a better understanding of the scope of supply. **However, non- participation in the pre-bid meeting shall not be a reason of disqualification of the bidder.**
- b. Any modification of the Bidding Document, which may become necessary as a result of the bidders query/ pre-bid discussion, shall be published in e-tendering portal (<http://eprocure.gov.in/eprocure/app>) & NRL's website (www.nrl.co.in) through the issue of an Addendum/ Amendment/ Corrigendum/Clarifications.

4. 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.

5. PRE-QUALIFICATION CRITERIA (PQC):

Refer: Para 2 of Annexure A"SPECIAL CONDITION OF THE CONTRACT(SCC)".

Note-1: All bidder shall mandatorily meet PQC criteria.

Note-2: Along with unpriced offer, bidder shall furnish all relevant documents as proof of eligibility to qualify PQC of the bid, failing to which bidder is liable to be rejected during technical evaluation without any further communication.

6. PTR RELAXATION TO MSE/START UP:

The pre-qualification criteria (PQC) related to prior turnover and prior experience of the bidder will be relaxed if the bidder is Micro and Small Enterprise (MSE) or Start Up and meets the quality and technical specifications described in the tender, subject to submission of relevant supporting documents.

- Supporting documents for MSE bidders: UDYAM certificate.
- Supporting documents for Start-up: Bidder who intends to participate as 'Start-up' company should enclose the Certificate of Recognition issued by Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India.

Note:

- a) 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/ Start-up' and relaxation on Prior Turnover and Prior Experience (if applicable in this tender) will not be passed on to bidder.

7. PRICED EVALUATION CRITERIA OF THE TENDER:

Priced Evaluation of the techno-commercially accepted offers shall be done on "Overall Lowest offer basis". Item is **NOT SPLITABLE**.

Note to all bidders: Comparison shall be made against the final Landing Costs at delivery Sites (including all other applicable charges like P & F, Transportation charge, Transit Insurance etc.-as mentioned in BOQ)

Price basis 'Free on road (FOR)' to respective delivery sites.

8. TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs):

Purchase preference to Indian MSEs (Micro & Small Enterprises) shall be applicable as per Govt. of India policies. Refer details in Annexure-X.

9. PURCHASE PREFERENCE POLICY LINKED WITH LOCAL CONTENT (PP-LC):

MOP & NG has notified the purchase preference (linked with local content) for the procurement of goods and services under Oil & Gas projects in India. Under this policy, the bidders are allowed to avail the purchase preference linked with attaining local content as stipulated in PP-LC policy enclosed with tender.

Supporting documents to be submitted: The bidder claiming the PP-LC benefit shall be required to furnish relevant documents (Form 2A and 2B) as per annexure XI confirming the meeting of local content.

10. SPECIAL TENDER CLAUSE ON PROCUREMENT FROM A BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:

The Department of Expenditure (DOE) (Ministry of Finance) of the Govt. of India through Oms no. 6/18/2019-PPD dated 23rd July 2020 has issued guidelines regarding procurement from bidders from a country or countries which share land boundary with India. The detail guidelines are available on the website of DoE (<https://doe.govin/>)

In compliance to the above referred guidelines by DOE, bidders are requested to kindly furnish duly filled, signed and sealed copy of the undertaking as per **Form A** [i.e. bidder's undertaking on Company's letter head] enclosed with tender document.

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

(Note: Document submitted with digital signature in place manual seal/sign is also acceptable.)

SN	Documents	Requirement
1	PQC document, Annexure A- SPECIAL CONDITION OF THE CONTRACT(SCC)"	- Documents as requested in PQC. - Duly sealed, Signed on each page of the Annexure A: "SPECIAL CONDITION OF THE CONTRACT(SCC)"
2	Agreed Terms and Conditions (ATC)- Annexure B	Duly filled, sealed, and signed on each page.
3	Annexure II: Bidder's information	Duly filled, sealed, and signed on each page.

4	Annexure III: Declaration for not being under Liquidation, Court Receivership, or similar proceedings.	- As per the format enclosed in the tender. - To be submitted on bidder's letterhead - Duly filled, sealed & signed on each page.
5	Annexure IV: Price Bid Undertaking	- As per the format enclosed in the tender. - Duly filled, sealed & signed on each page.
6	Annexure V: Indemnity Bond cum GST undertaking. (for indigenous bidder)	- As per the format enclosed in the tender. - To be submitted on bidder's letterhead. - Duly filled, sealed & signed on each page.
7	Annexure IX: Self-declaration of blacklisting / holiday listing.	- As per the format enclosed in the tender. - To be submitted on bidder's letterhead. - Duly filled, sealed & signed on each page.
8	Annexure X: Documents for availing MSE benefits (If applicable for indigenous bidder)	Valid UDYAM certificate.
	Annexure XI : Documents for availing PP-LC benefit as per.	Up to 10 Cr. Form 2A (duly filled, sealed and signed, as per format enclosed in annexure XI). Above 10 Cr. Both Form 2A and 2B (duly filled, sealed and signed, as per format enclosed in annexure XI).
9	Form A/B/C of Annexure XII: 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.	Form A/B/C- (Whichever is applicable) enclosed in Annexure XII of the tender document is/are to be applicable. - To be submitted on bidder's letterhead. - Duly filled, sealed & signed on each page.
10	Annexure E: Integrity Pact (Applicable for tender value more than Rs. 1 Cr.)	Not applicable
11	Corrigendum issued (if any):	Duly sealed & signed on each page.
12	Any other relevant document in line with the requirement of the tender document.	- As per requirement of the tender - Duly sealed & signed on each page.

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

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

13. PERFORMANCE BANK GUARANTEE (PBG):

Submission of Performance Bank Guarantee (PBG) for 10% of the value of the first year of the contract. PBG may be submitted for each location separately or combined. PBG shall be valid for 1 year from the first "Zero Date" of the first year with an additional 6 months claim period. PBG must be renewed (or new PBG submitted) for second and third year of the contract. In case, PBG is not provided by the vendor, 10% of the basic value shall be retained in lieu of PBG, till the expiry of BG period.

Suppliers/Contractors are required to submit their BGs strictly as per the said standard format(s) only. If any bidder desires to make any changes to the standard format(s), same should be clearly indicated in their bid itself for acceptance of NRL during the techno-commercial evaluation stage. Decision for acceptance or refusal of any request for change by NRL shall be at the sole discretion of NRL. No change request after acceptance of bid may be allowed.

BG shall be valid for: Contractual Delivery Date (CDD) + Warranty Period + Claim period of 6 months.

In case of delay in delivery/completion and/or extension of CDD/CCD, the validity of the BG should be extended by the Supplier/Contractor prior to expiry of the original validity period. Pending such timely extension, suit or action to enforce a claim under Guarantee may be initiated by NRL.

Address for submission of original BGs:

Chief General Manager (Commercial)
Commercial Dept., Administrative Building,
Numaligarh Refinery Project Site, Numaligarh
Dist: Golaghat, Assam - 785699

Bank guarantee should be routed through SFMS platform. Relevant information are as follows: (May require suitable modification in due course)

Beneficiary bank details:

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

Advising message to be sent to beneficiary bank:

IFN 760 / IFN 760 COV for issuance of bank guarantee

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.

14. GENERAL:

- (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 to elicit an early response. If documents remain unauthenticated till the given timeline, NRL reserves the right to reject the bid. A proper address for communication, including e-mail ID of the issuing authority should be provided along the tender document.
- (ii) The offer will be considered only when NRL is satisfied with the experience and capability of the tenderer to take up this work.
- (iii) Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- (iv) 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/ blacklist apart from other penal actions as deemed fit by NRL.
- (v) 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.
- (vi) Govt. has reduced the aggregate turnover for applicability of E-invoices from earlier limit Rs.20 crores to Rs. 10 crores, which will be effective from 1st Oct'2022. In view above, all concerns are requested to raise only E-invoice to NRL with all requisite details like IRN, QR code etc. Non-complied invoices shall not be accepted for further processing.
- (vii) 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.

Dealing officer,
Ms. Ashrukana Gogoi.; Sr. Manager Commercial.
For Numaligarh Refinery Limited