



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

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

Name of Work:	SERVICE CONTRACT FOR STENCILING, SIGNAGE BOARDS IN PROCESS UNITS.
Tender No. & Date :	OC26000068 dated 05/05/2017
Due Date & Time of Submission :	Closing of bidding : 29/05/2017 at 11:00 hrs. Opening of bid (Technical): 30/05/2017 at 11:00 hrs.
Earnest Money Deposit :	Rs.8,000/- (Bidders are required to submit the EMD amount online through the link https://easypay.axisbank.co.in/nrl i.e. within 29/05/2017 at 11.00 hrs. Please note that EMD amount only in online mode is acceptable and no other mode i.e. offline or hard copy is not acceptable.)
Contract Period:	Two years from the date of handover the site. There shall be a provision for repeat order/extension of the SOR quantities as per requirement of NRL for another one year or within contractual period.

BRIEF SCOPE OF WORK: SERVICE CONTRACT FOR STENCILING, SIGNAGE BOARDS IN PROCESS UNITS.

QUALIFICATION REQUIREMENT: The bidder must have experience in executing similar nature of contract in any refinery process units. Similar work means stenciling/letter writing, Letter writing of old & new display/signage board. bidder shall submit both **PO copies and Job completion certificate** for the similar jobs done as mentioned above during last seven years ending last day of month previous to the one in which applications are invited.

The intending bidders shall have to furnish proof of their pre-qualification and experience along with the Part-I Techno-commercial bid. Copies submitted in support of credentials shall be self-attested. Pre-qualification criteria will be checked at the time of techno-commercial evaluation of the offer. **Bidders are to know that no further communication may be done to ascertain their prequalification. The offers with incomplete /irrelevant documents / anomalies may be straightway rejected without any communication. Hence, bidders are advised to take utmost care while submitting their prequalification documents.**

In addition to above, bidder should also meet the followings:

- ❖ Experiences of executing contract value of similar work* completed during last 10 years ending last month as follows:
 - **One similar completed work costing Rs. 7.48 lacs;**
 - **Two similar completed work costing Rs. 5.98 lacs each;**
 - **Three similar completed work costing Rs. 4.49 lacs each.**

Note: The value of past experience shall be adjusted at a simple rate of 07% for every completed year (ending last day of the month, proceeding the month in which bids are invited).

- ❖ Average Annual Turnover during last 3 years, ending 31st March of previous Financial Year: At least **Rs. 4.49** lacs. The bidder must submit copy(ies) financial documents – Trading and P/L account(s) along with the un-priced bid in support of the above criteria
- ❖ Possession of PAN No., Service Tax No., PF Code & ESI.

Note: Bidder should have following valid documents on the date of Closing of tender:

- i. Provident Fund registration number.
- ii. ESI registration number.
- iii. Income Tax PAN Number.
- iv. Service Tax registration number.

Supporting documents to be submitted along with the technical Bid

Non fulfillment of all the above mention qualifying criteria will lead to disqualification of bidder.

Offer will be considered only when NRL is satisfied with experience and capability of the tenderer to take up this work.

Tender Schedule:

S. No.	Title	Date & Time
1	Tender Publish Date	05/05/2017 at 12.00 hrs
2	Tender document download start date & time	05/05/2017 at 12.00 hrs
3	Tender document download end date & time	29/05/2017 at 10.00 hrs
4	Clarification start date & time	05/05/2017 at 12.00 hrs
5	Clarification end date & time	29/05/2017 at 10.00 hrs
6	Bid Submission start date & time	05/05/2017 at 12.00 hrs
7	Bid Submission end date & time	29/05/2017 at 11.00 hrs
8	EMD /EM Part II Submission Start Date:	05/05/2017 at 12.00 hrs
9	EMD /EM Part II Submission End Date:	29/05/2017 at 11.00 hrs
10	Bid opening date & time (Technical Bid)	30/05/2017 at 11.00 hrs
11	Tender Withdrawal Time End Date :	29/05/2017 before 11.00 hrs

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

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 receipt generated of successful payment after online submission of EMD in the <https://easypay.axisbank.co.in/nrl> /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
 - e. PF copy, ESI etc.

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.

GM (Commercial & Legal)
Numaligarh Refinery Limited