

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	28-07-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	28-07-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Petroleum And Natural Gas
Department Name/विभाग का नाम	Numaligarh Refinery Limited
Organisation Name/संगठन का नाम	Numaligarh Refinery Limited
Office Name/कार्यालय का नाम	Numaligarh Refinery Limited
Item Category/मद केटगरी	Custom Bid for Services - 10 Initial site visit for Adequacy assessment of work practise Hazard identification in the project location including Opening and Closing meetings by a Multidisciplinary team of 3 or 4 members for 5 five working days One O.. , Custom Bid for Services - 20 Periodic Assessment on monthly basis by a team of 2 two members for 2 Two working days Periodicity Monthly
Contract Period/अनुबंध अवधि	5 Month(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	12000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	18

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

SM

Numaligarh Refinery Limited, NUMALIGARH REFINERY Limited, NUMALIGARH REFINERY Limited, Ministry of Petroleum and Natural Gas
(Kaveri Hazarika)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any

impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1689331277.pdf](#)

Payment Terms:[1689331290.pdf](#)

Service Level Agreement (SLA):[1689331296.pdf](#)

GEM Availability Report (GAR):[1689331311.pdf](#)

Custom Bid For Services - 10 Initial Site Visit For Adequacy Assessment Of Work Practise Hazard Identification In The Project Location Including Opening And Closing Meetings By A Multidisciplinary Team Of 3 Or 4 Members For 5 Five Working Days One O.. (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	10 Initial site visit for Adequacy assessment of work practise Hazard identification in the project location including Opening and Closing meetings by a Multidisciplinary team of 3 or 4 members for 5 five working days One Occasions
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Pranjal Pathak	785699,Numaligarh Refinery Limited, Chief General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Custom Bid For Services - 20 Periodic Assessment On Monthly Basis By A Team Of 2 Two Members For 2 Two Working Days Periodicity Monthly (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	20 Periodic Assessment on monthly basis by a team of 2 two members for 2 Two working days Periodicity Monthly
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Pranjal Pathak	785699,Numaligarh Refinery Limited, Chief General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



Bidding Document No: OC10000506/KAV dtd. 14.07.2023

Page 1 of 8

Name of Work: "Construction safety audit at NREP site."

NOTICE INVITING TENDER

	Bidding Document No: OC10000506/KAV dtd. 14.07.2023	Page 2 of 8
	Name of Work: "Construction safety audit at NREP site."	

SALIENT DETAILS OF THE TENDER NOTICE

Two parts ONLINE bid (E-tender) offers are requested from competent bidders against the tender having salient features as mentioned below:

Name of Work:	Construction safety audit at NREP site
Tender No. & Date:	OC10000506/KAV dtd. 14.07.2023
Bidding Document & subsequent addendum / Corrigendum (if any) available on Website for viewing & downloading	The complete document is available on GeM Portal.
Contact Person for any query/ clarification	Ms. Kaveri Hazarika, SM (Project-Commercial), Email- kaveri.hazarika@nrl.co.in
Online Opening of Priced Bids of Techno-Commercially Accepted Bidders	On date & time to be intimated later on to techno-commercially acceptable & qualified bidders
Earnest Money Deposit (EMD)	Rs. 12,000/- (Rupees Twelve Thousand Only)

Note:

- If identified dates as (*) above happens to be a declared holiday/closed day in NRL, activity shall be conducted on next working day at the same time.
- This tender is published at GeM portal. All amendments, time extension, clarifications, etc. will be uploaded as a Corrigendum in the websites only. Bidders should regularly visit the above website(s) to keep themselves updated.
- Request for extension received from any bidder with less than two working days prior to bid due date shall generally be ignored, since there will not be adequate time for consideration. Bidders shall submit the bid directly and in their own name without involving any intermediaries.
- The EMD must be submitted online on the portal of HDFC bank (Detail instructions at Appendix -A) 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.
- MSE bidders are exempted from submission of EMD. MSE bidders are required to upload UDYAM instead of the EMD deposit receipt.

1.0 Introduction

Numaligarh Refinery Limited (NRL) operates a 3.0 MMTPA Refinery at Numaligarh in the District of Golaghat, Assam since the year 2000. NRL has embarked on an ambitious path to expand its refining capacity from current 3 MMTPA to 9 MMTPA at its existing location in Assam in next 4 years.

The subject tender is intended to engage a Third-Party agency to perform Construction Safety Audit for the ongoing construction activities of Numaligarh Refinery Expansion Project, and involves the following:

- a) Initial site visit for adequacy assessment of existing work practices & Hazard identification and submission of report.
- b) Periodic assessment on monthly basis and submission of report.



2.0 Brief Scope of Work:

The complete scope of work and the basic scheme has been defined in the Technical Bid (Part-III). The bidder who undertakes to take total responsibility for the complete scope of work as defined in the Bidding document shall only be considered.

3.0 Pre-Qualification Criteria (PQC):

Bidder(s) who meet all of the following criteria as specified in Clauses below shall be qualified for participating in this tender and shall submit supporting documents as detailed in the tender. Proposal submitted by bidders who qualify as per the following criteria shall be technically and commercially evaluated.

3.1 Technical/ Past Experience Criteria:

3.1.1 The bidder shall either be a Third party Safety Audit firm or an Academic Institution imparting education on industrial safety.

3.1.2 The agency, in case of Academic institution imparting education on industrial safety, must have following minimum criteria:

- a. Must run Certified safety program like Fire Management/ Safety Management/ Industrial Safety/ Disaster Management/Occupational Safety, Health and Environment Management and the institute shall be affiliated to any Central or State University.
- b. Resource persons must have competency and Construction safety exposures with more than 50 years of combined experience in Operating Hydrocarbon environment. The bidder shall submit all biodata of the resource's persons in their offer.
- c. At least 2 resource persons deputed for the job shall have fluency in verbal and written communication in Assamese (local language) as they are required to interact with the lower most category of workmen (more than 50% local) at safety site during audit to understand the safety environment.

3.1.3 The agency, in case of Third Party Safety Audit firm, must have the following minimum criteria:

- a. Must have completed at least 2 numbers of construction safety audit/ surveillance safety audit/HSE Audit/ Statutory Compliance Audit etc in any industry.
- b. Resource persons must have competency and Construction safety exposures with more than 50 years of combined experience in Operating Hydrocarbon environment. The bidder shall submit all biodatas of the resource's persons in their offer.
- c. At least 2 resource persons must have fluency in verbal and written communication in Assamese (local language) as they are expected to interact with the lower most category of workmen (more than 50% local) during fact finding exercise.

Note:

1. Bidders are requested to confirm their valid GSTIN/UIN, PF and PAN along with the Bid Document, with a copy of the relevant certificates. NRL at its discretion may not consider the bidder's offer for further evaluation if the GSTIN/UIN is not valid/ active. Any misinterpretation or misinformation with respect to GSTIN/UIN may attract penal action including putting the bidder on holiday / blacklisting as per rules in vogue at NRL.



2. *Bids from Consortium and Joint Venture Company shall not be accepted.*
3. *Bidder should not be under liquidation, court receivership or similar proceedings. Bidder shall submit a self-certificate to this effect.*

SPECIAL NOTE TO THE BIDDERS:

Please note that relaxation of Pre-Qualification Criteria is not applicable for MSE. However, EMD waiver & price benefit to MSE & Start-up agencies shall be applicable as per prevailing policy.

4.0 Documents to be submitted by bidder:

- 4.1 Bidder should submit documentary evidence to support the references provided and fulfilling the Bidder's Qualifying Criteria (BQC) as mentioned under Clause 3.0 herein above.
- 4.2 The following are the minimum documents required:
 - 4.2.1 Relevant documents as a proof of experience (relevant work orders / contract agreement / extracts/ experience certificate from authorized officials of PSU or Government Agencies, reputed private sectors).
 - 4.2.2 The Bidder shall ensure submission of complete authentic information / documentation along with the bid.
 - 4.2.3 NRL reserves the right to directly interact with the Bidder's clients to verify the relevant documentation and the Bidder will render assistance in facilitating the same.
 - 4.2.4 All documents furnished by the bidder in support of meeting the PQC (including MSE Certificate) shall be submitted/uploaded in a separate folder titled "Documents towards PQC", duly signed and stamped by the bidder (in case of proprietorship firm) or "Power of Attorney" holder in case of Partnership /firm/Company. Copy of such "Power of Attorney" shall also be furnished with the unpriced bid.
- 4.3 In absence of requisite documents, NRL reserves the right to reject the Bid without making any reference to the Bidder or assigning any reason what-so-ever.
- 4.4 Bidders on "Holiday List of/debarred from business dealings by NRL/Oil PSUs /MOP&NG shall not be considered for evaluation and ordering.
- 4.5 NRL decision on any matter regarding short listing of bidders shall be final.
- 4.6 **Submission of authentic documents is the prime responsibility of the Bidder. However, NRL reserves the right of getting the document cross verified, at their discretion from the document issuing authority. Bidder shall also facilitate such verification/ authentication of BQC documents and in case the documents remain unauthenticated till the given timeline, NRL reserves the right to reject such bid.**
- 4.7 NRL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise.
- 4.8 NRL reserves the right to further verify the bidder's credentials considered for evaluation.

5.0 Earnest Money Deposit:

- 5.1 Bidders are required to submit the EMD/Bid Security for the amount, online through the link: **<https://nrl.procure247.com>**
- 5.2 Please note that EMD amount in online mode is only acceptable and no other mode i.e. offline or hard copy is not acceptable.
- 5.3 Please note that EMD submission in Form of Bank Guarantee executed by any Scheduled Bank is also acceptable. Bidder shall be required to upload copy of EMD BG at CPP Portal and Original hard copy shall be required to received at the address of Tender Inviting Authority within seven days of bid due date, as mentioned elsewhere in NIT.



- 5.4** In case non -submission of Bid Security / EMD as mentioned above shall be considered as non-responsive and such Bids shall be rejected.
- 5.5** EMD exemption will be applicable only for registered Micro or Small Enterprises (MSEs) as specified by Ministry of Micro Small and Medium Enterprises.
- 6.0 Security Deposit/ Contract Performance Bank Guarantee (CPBG):**
- 6.1** In line with Department of Public Enterprises (DPE)'s letter no. DPE/7(4)/2017-Fin. (Part I) dated 19th Nov' 2020, the rate of contract performance bank guarantee/ security deposit is hereby reduced to 3% of the value of contract.
- 6.2** This reduction in the rate of contract performance bank guarantee/ security deposit is applicable only for domestic vendors/ bidders only. The same is not applicable for foreign bidders.
- 6.3** This clause shall override the respective clauses written elsewhere in the subject tender document.
- 6.4** The security deposit / CPBG shall be released after completion of the job in all respects.
- 7.0 Contract Duration/ Time Schedule:**
The contract period for the subject job shall be 05 (five) months from the date of issue of order.
- 8.0 Bid Validity:** Validity of bid shall be 180 days from the final Bid Due Date.
- 9.0 GENERAL:**
- 9.1** 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, MOPNG or any OIL PSUs.
- 9.2** 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.
- 9.3** 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.
- 9.4** 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.
- 9.5** Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 9.6** Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 9.7** NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 9.8** 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.
- 9.9** Scanned copy of the Integrity Pact duly signed & stamped shall be uploaded along with the offer.
- 9.10** For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- 9.11** Bidders to note that the Comparative Statement (boqcomparativechart.xlsx) generated after opening of the price bids is system generated and may not take into consideration of various loading and evaluation criteria, as defined in the Bid Document.



Bidding Document No: OC10000506/KAV dtd. 14.07.2023

Page 6 of 8

Name of Work: "Construction safety audit at NREP site."

The actual comparative tabulation (in pdf format) considering all loading & evaluation parameters of the tender, for Techno-Commercially acceptable offers will be uploaded on CPP Portal by the tender inviting authority, after opening of price bids, and the same shall be considered as final.

Bidders to note that no contractual obligation or complaints whatsoever shall be entertained against the system generated BOQ Comparative Chart.

- 9.12** All questions and requests for clarifications or interpretations related to tender documents shall be addressed in writing to:

Ms. Kaveri Hazarika

SM (Project – Commercial)

Numaligarh Refinery Limited

Numaligarh – 785699, Dist- Golaghat, Assam

Email – kaveri.hazarika@nrl.co.in

GM (Proj-Commercial)

Numaligarh Refinery Limited



Appendix A

ONLINE SUBMISSION OF EMD

Bidder(s) must follow the following for submission of online EMD:

- User Manual for Bidders is available in NRL Website under <https://www.nrl.co.in> → Tenders → TenderManual → EMD Online Deposit Manual (HDFC Bank Payment Portal)
- Visit HDFC Bank Payment Portal URL: <https://nrl.procure247.com>
- Click on 'Bidder Registration'
- Bidder Registration Screen shall appear – Fill the mandatory details required and complete the process.
- 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 log into the system.
- After successful email verification – please login with your user id and password
- Bidder will receive system generated One Time Password (OTP) on their registered mobile number. In case not receiving of OTP please click Regenerate OTP and login.
- After login Screen bidder can search the tenders and proceed for EMD payment.
- Bidders' have to click on Payment Dashboard option available under Action tab
- Payment Dashboard – Click on Pay to proceed further for the selection of payment mode.
- Smart Hub – Bidders' can select the online payment and click on Pay to proceed further.
- 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.
- On successful payment bidder will receive system generated message on screen stating "EMD paid successfully"
- Bidders' can also download the Payment receipt from Payment Dashboard.
- Downloaded payment receipt – Bidders' can easily print the receipt and use it for their bidding purpose.
- Since the HDFC Bank payment gateway is not under the CPPP/GeM, 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.
- For any technical help, the bidders can contact HDFC Bank executive Mr. Tapan Desai at Mobile No: 8866287104 and email: tapan@tender247.com.

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.

Foreign Bidders may submit the EMD wither in the form of crossed Demand Draft in favour of "Numaligarh Refinery Limited" payable at Numaligarh or Bank Guarantee (BG). BG shall be submitted from any Indian scheduled bank which includes Indian branch of foreign bank recognized as scheduled bank by RBI. Bids without the requisite EMD as mentioned above shall be rejected.

There will be no waiver of EMD for Public Sector Undertaking of Central/State Government Undertakings. EMD shall be valid for a period of 08 (Eight) months from the final bid due date for submission of Bids.

	Bidding Document No: OC10000506/KAV dtd. 14.07.2023	Page 8 of 8
	Name of Work: "Construction safety audit at NREP site."	

Appendix-B

INSTRUCTIONS FOR MSE BIDDERS

- a) As per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India and Gazette Notification no. 2119(E) dated 26.06.2020 in supersession of Gazette Notification no. 1702(E) dated 01.06.2020, Micro and Small Enterprises (MSE's) must have UDYAM Registration Certificate (<https://udyamregistration.gov.in>) permitted by GOI w.e.f., 01.04.2021, to avail the benefits / preference available vide Public Procurement Policy MSEs Order, 2012.
- b) MSEs participating in the tender must submit the UDYAM Registration Certificate. Policy is meant for procurements of only goods produced and services rendered by MSEs. Stockist/Traders are excluded from the purview of public procurement policy.
- c) The UDYAM Registration Certificate must be valid as on close date of the tender.
- d) The MSEs who do not have the Udyam Registration Certificate as on close date of the tender, are not eligible for exemption / preference.
- e) UDYAM Registration Certificate shall be the sole registration document for qualifying as MSE. UAM and EM Part II Certificates issued by various bodies specified like NSIC, DIC, COIR Board, KVIC, KVIB, DHH, MSME etc. shall not be considered for qualification.
- f) In order for MSE owned by SC/ ST Entrepreneurs to qualify for benefits available under Public Procurement Policy for MSEs order 2012 to SC/ST entrepreneurs, the "Social Category" in Udyam Registration Certificate should state "SC" or "ST".
- g) If the Gender is clearly stated in UDYAM Registration, the same will be considered for evaluation and no other additional document will be required to qualify as Women owned MSE.
- h) The MSEs registered with UDYAM are exempted from payment of Earnest Money Deposit (EMD).
- i) Following vendors shall not get MSE related benefits:
 - i. MSEs registered as a Service Enterprise participating in a tender for supply of goods for which they are not registered.
 - ii. MSEs registered as Manufacturing Enterprise but participating in a tender for rendering services for which they are not registered
 - iii. The preference to MSEs is not applicable for works contracts where supply of goods not produced by the MSEs is also involved
- j) The value of Performance Bank Guarantee (PBG) shall be relaxed by 50% of the requirement as per tender terms in case of MSEs owned by SC/ST & Women entrepreneurs.

NOTE: -

1. In case where tender quantity can be split and MSE vendor is already getting order for more than 25% of the tender value, no additional purchase preference will be given in that tender.
2. In case MSE vendor is already getting order for less than 25% of the tender quantity, purchase preference to this and other MSE vendors (together) shall be given only up to the differential quantity to make total as 25% to MSE vendor.