

Bid Document

Bid Details	
Bid End Date/Time	21-07-2021 14:00:00
Bid Opening Date/Time	21-07-2021 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	65 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Na
Organisation Name	N/a
Office Name	Numaligarh Refinery Limited
Item Category	Custom Bid for Services - CHARGES OF SUPERVISOR OR SENIOR ENGINEER FOR EXECUTING SERVICE ON NORMAL , Custom Bid for Services - OVERTIME CHARGES OF SUPERVISOR OR SENIOR ENGINEER FOR EXECUTING SERVICE BE , Custom Bid for Services - CHARGES OF TECHNICIANS OR SERVICE ENGINEER FOR EXECUTING SERVICE ON NORMAL , Custom Bid for Services - OVERTIME CHARGES OF TECHNICIANS OR SERVICE ENGINEER FOR EXECUTING SERVICE
Contract Period	3 Year(s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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	No
Time allowed for Technical Clarifications during technical evaluation	4 Days
Estimated Bid Value	4323125
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

1. 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

Instruction To Bidder:[1625026814.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1625026837.pdf](#)

Scope of Work:[1625026851.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1625026863.pdf](#)

Service Level Agreement (SLA):[1625027935.pdf](#)

Payment Terms:[1625027121.pdf](#)

GEM Availability Report (GAR):[1625027164.pdf](#)

Buyer's Competent Authority Approval:[1625027190.pdf](#)

Custom Bid For Services - CHARGES OF SUPERVISOR OR SENIOR ENGINEER FOR EXECUTING SERVICE ON NORMAL WORKING DAYS MONDAY TO SATURDAY FROM 8 AM TO 5 PM FOR A TOTAL 54 MAN DAYS OF SERVICE SOR ITEM SL NO 10 (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	CHARGES OF SUPERVISOR OR SENIOR ENGINEER FOR EXECUTING SERVICE ON NORMAL WORKING DAYS MONDAY TO SATURDAY FROM 8 AM TO 5 PM FOR A TOTAL 54 MAN DAYS OF SERVICE SOR ITEM SL NO 10
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Quantity of Procurement (to be chosen 1 in all circumstances)	Additional Requirement
1	Samiran Gogoi	785699,Numaligarh Refinery Limited, General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Custom Bid For Services - OVERTIME CHARGES OF SUPERVISOR OR SENIOR ENGINEER FOR EXECUTING SERVICE BEYOND NORMAL WORKING HOURS ON NORMAL WORKING DAYS AND FOR WORK DURING SUNDAYS HOLIDAYS FOR A TOTAL 87 MANHOURS OF OVER TIME SERVICE SOR ITEM SL NO 20 (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	OVERTIME CHARGES OF SUPERVISOR OR SENIOR ENGINEER FOR EXECUTING SERVICE BEYOND NORMAL WORKING HOURS ON NORMAL WORKING DAYS AND FOR WORK DURING SUNDAYS HOLIDAYS FOR A TOTAL 87 MANHOURS OF OVER TIME SERVICE SOR ITEM SL NO 20
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Quantity of Procurement (to be chosen 1 in all circumstance s)	Additional Requirement
1	Samiran Gogoi	785699,Numaligarh Refinery Limited, General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Custom Bid For Services - CHARGES OF TECHNICIANS OR SERVICE ENGINEER FOR EXECUTING SERVICE ON NORMAL WORKING DAYS MONDAY TO SATURDAY FROM 8 AM TO 5 PM FOR A TOTAL 162 MAN DAYS OF SERVICE SOR ITEM SL NO 30 (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	CHARGES OF TECHNICIANS OR SERVICE ENGINEER FOR EXECUTING SERVICE ON NORMAL WORKING DAYS MONDAY TO SATURDAY FROM 8 AM TO 5 PM FOR A TOTAL 162 MAN DAYS OF SERVICE SOR ITEM SL NO 30
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Quantity of Procurement (to be chosen 1 in all circumstance s)	Additional Requirement
1	Samiran Gogoi	785699,Numaligarh Refinery Limited, General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Custom Bid For Services - OVERTIME CHARGES OF TECHNICIANS OR SERVICE ENGINEER FOR EXECUTING SERVICE BEYOND NORMAL WORKING HOURS ON NORMAL

WORKING DAYS AND FOR WORK DURING SUNDAYS HOLIDAYS FOR A TOTAL 260 MANHOURS OF OVER TIME SERVICE SOR ITEM SL NO.. (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	OVERTIME CHARGES OF TECHNICIANS OR SERVICE ENGINEER FOR EXECUTING SERVICE BEYOND NORMAL WORKING HOURS ON NORMAL WORKING DAYS AND FOR WORK DURING SUNDAYS HOLIDAYS FOR A TOTAL 260 MANHOURS OF OVER TIME SERVICE SOR ITEM SL NO 40
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Quantity of Procurement (to be chosen 1 in all circumstance s)	Additional Requirement
1	Samiran Gogoi	785699,Numaligarh Refinery Limited, General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Buyer Added Bid Specific Additional Terms and Conditions

1. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand

names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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](#), conditons 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 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.

---Thank You---

**NUMALIGARH
REFINERY
LIMITED**



A GOVERNMENT OF INDIA ENTERPRISE

**TENDER DOCUMENT FOR – “AMC FOR
MAINTENANCE OF RECIPROCATING
COMPRESSORS IN NUMALIGARH
REFINERY.”**

PART-I: UNPRICED BID



PREPARED & ISSUED BY

NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)



NUMALIGARH REFINERY LIMITED

NOTICE INVITING TENDER

Date: 30.06.2021

Dear Sir,

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

1. **Name of the work** : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.
2. **Earnest Money Deposit (EMD)** : **NIL**. However, bidders are required to submit "Declaration for bid security / Earnest Money Deposit (EMD)" enclosed as **Annexure-XI** below.

However, MSE bidders are exempted from submission of above declaration. MSE bidders are required to upload UAM or EM Part-II.
3. **Contract Period** : 02 years with a provision for extension of the contract by another 01 year at the same price and terms & conditions.
4. **Online Bid Submission:** : As per GeM bid document.
5. **Bid Opening date & time** : As per GeM bid document.
6. **Place of submission of Bid** : GeM Portal
7. **Date & Time of Pre bid Conference / Venue** : Not Applicable
8. **Submission of Bid** : Being an e-tender, the bid has to be submitted online in the GeM portal.
9. **Earnest Money** : Refer sl. no. 2 above
10. **Scope of work and Supply** :

The scope of work & supply of this work will be in accordance with Special Conditions of Contract (SCC), Tender document, SOR and as per the direction of Engineer-in-charge of NRL.

11. **Rate** : Firm Rate (inclusive of all taxes, duties, levies) should be quoted in priced bid in GeM Portal.
12. **Evaluation & Award Criteria** :
- (i) The bidders have to quote for all the items of the tender.
 - (ii) The tender items are non-splitable and evaluation will be done on 'Overall Lowest Offer Basis'.
 - (iii) MSE Policy will get precedence during evaluation of the Tender.
13. **Security Deposit** : Applicable as per clause no. 07 of Agreed Terms & Conditions (ATC) enclosed with this tender document. Security Deposit shall be released after expiry of Defect Liability period.
14. **Defect Liability Period** : 06 (six) Months from the date of completion.
15. **Measurement of Work** : Payment will be made on the basis of joint measurements, taken by the contractor and certified by Engineer-in-charge (EIC).
16. **Terms of Payment** : Payment will be made against RA bill on execution of job based on certification of Engineer-In-Charge (EIC), NRL and submission of applicable documentary evidences for tool box transportation and to & fro travelling.
- Further break-up of payment terms if deemed necessary shall be decided by the E-I-C. The above payments are subject to deductions towards security deposit, income tax, GST and other recoveries as applicable as per terms of the contract.
17. **Price, Taxes, and Duties:** Without prejudice to stipulations in General Conditions of Contract, the bidder should quote firm prices inclusive of all taxes, duties & levies on which no variation will be allowed.
18. **Penalty Clause:**
- In case the contractor fails to comply with provisions of tender and requirement, penalty (monetary or otherwise) as deemed fit by the Engineer-In-Charge (E-I-C) will be levied as per the provisions in NRL GCC and provisions of the tender and the same shall be final and binding on the contractor.
19. **Other Terms and Conditions:**
- (a) The management of NRL reserves the right to reject any or all the tenders received without assigning any reason thereof.
 - (b) Variation in the value of the work will not vitiate the tender agreement.
 - (c) The contractor will have to abide by the existing laws applicable to contract works and co-operate with other contractors working at site and will not cause hindrance to other works.
 - (d) The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety and Environmental rules &

regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor and the company shall have no liability whatsoever on this account.

- (e) **Chief Manager (Mech. Maint.), NRL Numaligarh** shall be the Engineer-in-charge (E-I-C) of the work and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- (f) 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.
- (g) **Tenderer will fill up the all 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.**
- (h) 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.
- (i) **For applicable labour wage at NRL site & other relevant information regarding labour wages, kindly refer 'Circular of wages for contract workmen'. This circular is available at NRL Website www.nrl.co.in (Tender Room -> Circular of Wages for Contract Workmen).**
- (j) Insurance shall be effected for all employees of the contractor, engaged in the performance of the subject job. (Refer clause 104.1 (ii) of GCC).
- (k) **The contractor is required to obtain** labour license under Contract Labour (R&A) Act, 1970 & **PF registration number on awarding the contract.** The present rate of PF is 12% (Refer Clause 107.2 of GCC).
- (l) 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.

- (m) 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.
- (n) Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.
- (o) The guidelines and procedures for Holiday Listing are available separately in NRL website and shall be applicable in the context of all tenders / all orders/ contracts / purchase orders. It can be accessed using the following link:
<https://www.nrl.co.in/upload/HolidayListingPolicy.pdf>

20. **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.

The bidder must submit IT PAN No, GST registration Certificate and PF registration Certificate, ESI with their offer.

**GM (Commercial) I/c
Numaligarh Refinery Limited**

PRE-QUALIFICATION CRITERIA (POC)

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.

The intending bidders for above tender should meet all the qualification criteria mentioned below:

A) PAST EXPERIENCE CRITERIA : Past Experience of having **successfully completed **similar works** during last 10 years, ending last date of month previous to the one in which bids are invited; should be either of the following:

- **One** similar work costing not less than = **Rs.21.62 Lakhs**
- Or, **Two** similar works costing not less than = **Rs.17.29 Lakhs each**
- Or, **Three** similar works costing not less than = **Rs.12.97 Lakhs each.**

**** Similar Works:** Major overhauling for API 618 Reciprocating Compressors of minimum 4HF/3 or similar higher Frame sizes with operating pressure of 160Kg/Cm² or above and handling Hydrocarbon in any crude oil refinery or petrochemical organizations.

Note to bidders:

1. The bidder shall be proficient in major overhauling /troubleshooting of API 618 Reciprocating Compressors of minimum 4HF/3 or similar higher Frame sizes with operating pressure of 160Kg/Cm² or above and handling Hydrocarbon in any crude oil refinery or petrochemical organizations.

Documentary evidence of any past references along with work order copy and work completion certificate shall be submitted with the bid.

The bidder shall also submit detail information of compressor frame size, operating pressure and service against the submitted work order copy. If such information is not appearing in the Work order, the same shall be submitted in separate sheet mentioning the Work order no. and duly vetted by the E-I-C.

2. In case bidder has prior experience for **similar work in NRL, then NRL reserves the right to consider such order(s) for evaluation of credential and performance without referring purchase order copies in other organizations. However, bidders must meet qualification criteria for financial value for such orders of NRL and hence, bidders to verify and submit necessary documents/reference along with offer.
3. 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 proceeding the month in which bids are invited.

4. Bidders are to note that no further communication may be done to ascertain their Pre-Qualification at the time of evaluation of bids, particularly for PO copies submitted with bid shall only be considered for evaluation. The offers with irrelevant purchase order copies / documents/without PO copies may be straightway rejected without any communication.

Hence, bidders are informed to take utmost care while submitting their Pre-Qualification documents, annexures etc. and also, must clarify their doubts/ deviations from NRL (E-mail id: saurav.dutta@nrl.co.in; bs.kaushik@nrl.co.in) atleast 01 week prior to Bid submission date. No deviation shall not be considered that will have financial implication.

B) AVERAGE ANNUAL TURNOVER: During the last 3 years, shall be at least Rs.12.97 Lakhs.

Note: Bidders to submit copies of audited Trading and P/L account(s) for the last three financial years in support of annual turnovers or certification of annual turnover for the last three financial years from a registered chartered accountant firm. In absence of audited Trading and P/L account(s) for FY 2020-21, bidder may submit the documents pertaining to FY 2017-18.

- C)** Bidder who is on holiday list by NRL or any other Oil sector PSU will not be considered. **Accordingly, the bidder is required to submit a self-declaration as per format enclosed with Tender Document.** It may be noted that if this declaration is not submitted or the same 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.

- D) POSSESSION OF VALID GST REGISTRATION CERTIFICATE:** Bidders are requested to upload their 'VALID GSTIN/UIN Certificate' 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.

- E) ADDITIONAL REQUIREMENT:** Possession of Income Tax PAN No.; PF code, ESI, etc.

SPECIAL NOTE TO THE BIDDERS:

- It is to be noted that experience as main contractor will only be taken cognizance of for the purpose of assessing qualifying criteria. However, authorized sub-contractors under principal contractors can also be considered provided their works completion certificate is issued by the client organization in case of job executed elsewhere under PSUs, limited companies, Government Departments, Quasi government and autonomous bodies. However, in case of sub-contractors under contractors engaged by NRL, the works completion certificate issued by the main contractor will also be acceptable provided the same is endorsed in original by Engineer-in-charge of NRL in terms of job description and value.

For accepting experience as sub-contractor(s) or contractors under Private Organizations, in addition to the requisite certificates (letter of award and job completion certificate etc.), TDS certificate issued by principal contractor / private organization shall form the basis for considering experience and value of work executed.

- 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 for eliciting early response. If documents remain unauthenticated till given time line, NRL reserves the right to reject the bid. Proper address for communication, including e-mail ID of the issuing authority should be provided along the tender document.

Document submitted in support of PQC	Communication Address	Email-ID

- The High pressure Reciprocating compressors being a part of critical hydrocarbon systems installed in NRL units, maintenance services from compressor experts is being sought, in view of ensuring proper quality, as per standards and thereby ensuring environment and public safety, Relaxation of Past Experience Criteria and Prior Annual Turnover Criteria for MSEs & Start-ups will not be applicable for this tender.**

SPECIAL CONDITIONS OF CONTRACT (SCC)

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.

Numaligarh Refinery Limited-HCU & H2U, DHDT, MSP & WAX unit has 16 nos of reciprocating compressors as indicated below:

TAG	SERVICE	MAKE	MODEL	DISCHARGE CONDITION	Number of stages
04-KA-003A/B/C	Make up H2 GAS	Nuovo Pignone	4HF/3	189.1 kg/cm2 A	3 -STAGE
04-KA-002A/B	Offgas	BPCL	4HC/3	18.95 kg/cm2 A	3 -STAGE
05-KA-203A/B	Recycle H2 GAS	DRESSER RAND	6.5X11 ESH-1 NL-2	42.95 kg/cm2	1-STAGE
05-KA-204	N2	DRESSER RAND	13.5 & 13.5X9 2HSE-1 NL2	6.393 kg/cm2	1-STAGE
14-KA-001 A/B	Make up H2 GAS	DRESSER RAND	5.25 & 5.25X7 2 PHE 1 NL2	28.90 kg/cm2	1-STAGE
16-KA-001 A/B	Make up H2 GAS	DRESSER RAND	4.75 X 7 1 PHE 1 NL2	44.96 kg/cm2	1-STAGE
19-KA-101 A/B	Hydrogen	DRESSER RAND	5.0"(SACE)X 7.0" ESH1 NL-2	123.42 kg/cm2a	1-STAGE
21-KA-102 A/B	Make up H2 GAS	Dresser Rand	11.0"&7.75" X 12" 2HHE-VB-2	84 kg/cm2 A	2 -STAGE

These compressors shall be within the scope of the contract of AMC for troubleshooting & Maintenance of the reciprocating compressors in NRL. Items shall be executed on the discretion of NRL EIC.

However, some additional reciprocating compressor in NRL may be added in the scope, at the discretion of NRL EIC, if required.

Technical specifications:-

A. SCOPE OF WORK:-

1. CONTRACTOR SCOPE OF WORK:

1. Service provider/Vendor shall deploy the indented/required manpower's/personnel to complete the maintenance related job as per accepted purchase order and as required by NRL EIC within the expected time frame as provide in the technical document.
The visit shall be finalized by EIC on award of the contract for compressor maintenance and troubleshooting .For any emergency / unforeseen problem, the contractor has to report at NRL site immediately within 72 hours of intimation. For any normal & planned nature job, vendor shall be intimated atleast 01 week prior to job for deployment.

Qualified Engineers and technicians shall be deployed by the contractor having experience in working in API 618 reciprocating compressors. Party shall have to furnish qualification and experience proof as and when called for, if deemed necessary by NRL EIC.

2. After the award of contract, Vendor shall make a complimentary visit to NRL site for a kick-off meeting, and shall check all the equipment conditions, make a list of mandatory spares required v/s available, and submit a detailed report for future references. Vendor shall also advise NRL for spare requirements, if any required, for future maintenance activities. Vendor / NRL to periodically review the recommended spare list. **Vendor shall take confirmation of this visit's requirements/details etc from NRL via email after placement of purchase order.**
3. Broad scope of work for maintenance of compressor shall be as under but the same is only indicative & not exhaustive. All jobs arising during execution of the contract shall be executed without any extra cost.
 - Dismantling of the compressor(Full or part)
 - Boxup of the compressor
 - Replacement of spare parts
 - Diagnosis of problems
 - Troubleshooting of problems
 - Submission of the maintenance report after each visit for maintenance
 - Review of spares inventory etc in collaboration with NRL and recommend procurement of spares.
4. **Detailed Maintenance and troubleshooting related activity** *(Following job description is indicative only and party shall refer to manual, drawings, standards and various guidelines):*
 1. Diagnosing of all problems in reciprocating compressor handed over to the contractor by NRL and provides a diagnostic report to NRL.
 2. Troubleshooting and rectification of all problems in reciprocating compressors.
 3. Taking up all type of maintenance activity in reciprocating compressors.
 4. Necessary preparation for starting maintenance activity as deemed necessary e.g.: Isolate equipment services & purge gas from system, install blinds, Clear all external surfaces and clear work area as necessary to ensure clear access to equipment for service , Remove all crosshead/ distance piece & crankcase inspection covers , Drain oil, record oil/ sump & filter conditions etc.
 5. Contractor shall arrange for complete cleaning of the compressor and related equipments before starting maintenance activity in the site.
 6. Removing/ installation of flywheel guard and cylinder heads and inspects condition of joints faces, re-lap if necessary. If flywheel guard is found damage, assistance in repair is required to be provided by contractor etc.

7. Checking the health of the couplings of reciprocating compressors: diaphragm type, gear type and metaflex, direct coupled and arrange for servicing/replacement of couplings, bolt checking etc., if required.
8. Measurement of piston, rider ring standouts & piston rod run outs, cylinder bump clearances of all cylinders before and after dismantling.
9. Inspection and checking of cylinder liners, where applicable and provide detailed reports with photographs. At the discretion of NRL E-I-C, replacement of cylinder for damaged liners may also be required and to be completed by vendor.
10. Opening of piston rod from cross head, checking/replacement of piston rings, rider rings and any other job related to piston of reciprocating compressors and checking and maintaining the required clearances etc. Vendor report shall contain specifically health of each component of each stages and necessary recommendations etc.
11. Opening of connecting rod, checking and maintaining all the clearances related to connecting rod like big end bearing clearances, small end bearing clearances, Cross-head shoe clearances, or any other parameter/ clearances related to connecting rod. Vendor report shall contain specifically health of each component of each stages and necessary recommendations
12. Checking, measuring and recording all the clearance related to main bearing of the compressor, polishing of bearing to attain desired clearance, replacement of bearing of the compressor when required.
13. Checking, measuring and recording all the clearance, deflection related to crankshaft of the compressor, maintenance, polishing /replacement of crankshaft of the compressor when required and as deemed necessary by NRL.
14. Contractor to enter crankcase for cleaning and other maintenance activity with dirt protective clothing without shoes for m/c safety concerns or as per API guidelines.
15. Checking and remove suction & discharge pulsation dampers, Volume bottles, inspect, clean & de-scale, if required. Volume bottles may also be required to be replaced as deemed necessary by NRL. Hydrotest of suction & discharge volume bottles including hydrotest tools shall also be inclusive in vendor's scope.
16. Opening of suction and discharge valve, checking of suction and discharge valve, repairing of suction and discharge valves, fixing up of suction and discharge valves.
17. Changing lube oil of compressor, changing of filters of compressor, checking and maintenance of breather valve/ explosion relief valves of crankcase of reciprocating compressors.
18. Checking and replacement of pressure packings. This will include taking up jobs necessary for opening of pressure packings, checking packings, rectification of packings, replacement of packings if required etc.

19. Checking and replacement of oil scraper & intermediate packing .This will include taking up jobs necessary for opening of scrapers, packings, checking packings, rectification of packings, replacement of packings, oil scraper if required etc.
20. Dechoking of all vents and drains related to cylinder, distance pieces, or any vent or drain related to compressor as a whole.
21. Checking and rectification of lubeoil leakage in the compressor lubeoil circuits, Open, Inspect, de-scale lube oil cooler exchanger. Inspect all tube line fittings for damage/ leakage. Clean, inspect lube by-pass regulation valve.
22. Inspect condition/ run-out of flywheel to drive motor coupling. Alignment of compressors, if required shall be in vendor's scope. Any special tool and arrangement required for alignment shall be inclusive in vendor's scope.
23. Measurement and recording of all detailed observations and clearances and submitting the maintenance report after carrying out any maintenance jobs in reciprocating compressor to the satisfaction of EIC.
24. All tools and tackles required for maintenance of the compressors including the manual torque wrenches, hydraulic pumps shall be in contractor's scope. The contractor has to bring all the special tools and tackles along with all types of measuring instruments as indicated in the **Annexure I to SCC**. However these are indicative only and thus not signify sufficiency.
25. Non sparking tools shall be used during the maintenance and it will be in contractor's scope.
26. Important measuring devices like deflection gauge, vernier calipers, inside micrometers and dial gauge, circlip pliers etc. shall be in contractor's scope.
27. Troubleshooter/service provider shall analyze the problem and advice the course of action regarding the compressor problem. Decision to call the troubleshooter shall be in discretion of NRL.
28. The service engineer/ technician shall be capable of recording all the important readings like piston ring clearances, piston rod run out, standout, end clearances of the piston, crank web deflection of Crankshaft, trueness of piston rod etc.
29. The contractor shall carry out any troubleshooting/ maintenance related activity as per site requirement and to the satisfaction of EIC.
30. After job completion, the contractor shall carry complete housekeeping of the job site, cleaning of equipments to the satisfaction of EIC get the same certified in the NRL housekeeping format.

5. **NRL SCOPE OF WORK:-**

1. Power, air, water from the nearest place will be provided by NRL free of cost. Contractor will make their own arrangement for drawing these from the designated location.

2. Subject to job requirement NRL will provide earth-moving equipment, NRL workshop facility for any machining required free of charge. The contractor will have to submit their requirement at least 24 hours in advance.
3. Compressor Spares, gaskets, nut bolts only related to equipment will be supplied by owner free of charge, which has to be collected by the contractor from owner's storage point after fulfilling necessary formalities. However, duly certified consumption status has to be submitted for regularization purposes and excess/ scraps are to be returned to store by the contractor. It shall be the responsibility of contractor to preserve the unused spares in good condition.

B. Other special terms and conditions:-

- 1) All work shall be carried out as per standard practice and as per the instruction of E-I-C.
- 2) Quantity against each items are indicative only. Item qty shall be executed, only if deemed necessary and required by EIC- NRL. **There is no guarantee that item with specific quantity shall be executed in the entire period of contract.**
- 3) As the contract is lined up to address critical and emergency maintenance requirement of reciprocating compressors, the contractor shall have to mobilize its resources (manpower and tools and tackles) within 72 hours of intimation for any emergency job. For any normal & planned nature job, vendor shall be intimated atleast 01 week prior to job for deployment.
 - a) To and fro travelling charges from Vendor's location to NRL site shall be reimbursed at actuals on production of documentary evidence (tickets /invoice/ payment receipt or other valid travel document with price details). Air travel, if any, undertaken by vendor to reach NRL site shall only be by economy class only. Local Conveyance charges from Guwahati / Jorhat airport to NRL Site shall be arranged by NRL or shall be reimbursed at actuals on production of documentary evidence.
 - b) NRL shall reimburse mobilization charges to party for transportation of Tool box per visit at actuals.

The amount shall be paid at actuals on submission of tickets/invoice/payment receipt or other valid travel document with price details. Vendor shall bring an all-inclusive toolbox to NRL site including any torque wrenches, hydraulic hand pump (high pressure), deflection gauge etc.

NRL shall not pay any further additional mobilization charges to vendor during the visit. if any additional tool needs to be brought to complete the job satisfactorily. Vendor to discuss with NRL representative to understand the nature of job call and mutually agree to the tools requirements.

- c) Local Transportation (To & Fro to site) and accommodation of vendor's service personals during stay at NRL site shall be in vendor's scope. NRL may provide Guest House accommodation, subject to availability on chargeable basis.

- 4) Contractor shall observe all statutory requirements against prevailing rules and regulation etc.
- 5) NRL will provide skill manpower's, as its discretion, to assist visiting compressor experts to complete the job in all aspects within the schedule time. However, the entire responsibility of job execution, equipment safety and quality will be the sole responsibility of the vendor.
- 6) In case of any shutdown, party may be required to mobilize extra manpower viz service engineer and supervisor's to attend multiple equipments within the schedule time-period.

Party shall discuss the mobilization and jobs requirements with NRL engineers and depute manpower accordingly to complete all planned jobs satisfactorily.

- 7) Contractor shall ensure that all workers engaged by him shall use personnel safety equipment such as helmet, safety-shoes, inside battery area.
- 8) The contractor shall arrange his own facilities for transportation of his engineers/supervisors / resources to the work area on all occasion. Vendor shall arrange accommodation and food for its Engineers/Technicians. NRL Canteen facility can be availed against payment.
- 9) During any visit, NRL shall decide if job assistance is required on holidays or Sundays and vendor shall abide as per NRL decisions.
- 10) The contractor shall submit a detail schedule of the jobs prior to start of work. NRL will have their overall schedule which will be made available to the contractor if desired. A kick off meeting shall be held at NRL .Date shall be intimated after the placement of order.
- 11) Party has to identify all the parts required to be replaced in the course of maintenance of the Equipment/piping/system and the detail list of the same have to be submitted to the EIC.
- 12) Work on progress and completed work will be offered for inspection to NRL or any third agency as per specific work instructions of EIC.
- 13) Following activities will be attributable for completion of any work as and where applicable.

- a) Return of safety work permit.
- b) Cleaning of area during and after completion of work. Non compliance will attract penalty as per Annexure-8 of NRL's GCC and EIC or his representative may decide not to certify the job.
- c) Return of excess material and / or scrap to store or scrap yard / owners storage point. The contractor shall bear the cost of lifting, carting from issue points to

work site / contractor store, custody, handling etc. Return of temporary facility / equipment, mobilized for the work including fire protection apparatus etc.

- 14) Pre maintenance and post maintenance recording of various measurements, Carrying NDT and Recording the result shall be in the scope of the contractor. DPT (if any) of various component shall be carried out and DP kit shall be in the scope of the contractor. Interpretation of NDT shall be done by party's engineer /NRL Inspection department.
- 15) Deputed Supervisor/Sr. Engineers and Service Engineer/technicians shall have working experience in API 618 reciprocating compressors specially high pressure 3-stage compressors.
 - **Supervisor/Sr. Engineers** shall hold a B.E. degree with minimum 02 years experience in API 618 compressor or Diploma in Engineering with minimum 05 years experience in API 618 compressor.
 - **Technicians/ Service Engineer's** shall hold minimum ITI certificate with 02 years experience in API 618 compressor overhauling.

Vendor shall provide a list of minimum 08 nos. personnel's with experience/educational details considered by vendor for execution the NRL contract.

Note: Party shall have to furnish qualification and experience proof as and when called for, if deemed necessary by NRL EIC.

- 16) The resource requirement mentioned in various paras of this document, PR or any other document forming part of enquiry is indicative only and not exhaustive. It is the responsibility of the contractor to mobilize adequate resources, manpower to complete the job in all respect within schedule.
- 17) The contractor shall abide by NRL Site Incharge instructions on meeting timelines on job completion targets. Any deviations on meeting expected timelines should be reported immediately with detailed justifications.

NRL EIC, at its discretion, may levy penalty charges for non-compliance of expected timelines related job completion.

- 18) After work completion the party shall submit the detail overhauling report in hard and soft copy documenting clearly all the steps carried out, the clearances maintained, any observation or recommendation etc accordingly.
- 19) The report shall contain the list of spares consumed along with pictorial representation of all major activity /observation. As the report will serve as the principle document for any future maintenance activity, the job/visit will be certified only after scrutiny of the same by the EIC.
- 20) The G.C.C of NRL shall govern conditions not covered above.

C. SAFETY REQUIREMENT:

- 1) Contractor shall strictly follow the safety guide lines, safety practices, work permit, height permit etc prevalent in the Refinery.
- 2) Contractor shall provide all standard quality personnel protective equipments (safety shoes, safety helmets, full body harness where ever applicable for height jobs) to all of their employees engaged for the job.
- 3) Contractor to arrange and use full body harness (full body safety belt and safety net) in all job at a height of 2.0 meter and more.
- 4) Non compliance of safety norms shall invite panel deduction as per Annexure-VIII of NRL's GCC
- 5) The contractor shall strictly follow the existing work permit system in the Refinery. No work within the Refinery premises should be done without a valid work permit issued by NRL. All cold jobs shall be governed by Company's cold permit system, all hot jobs by hot permit system. These shall have to be obtained prior to start of any jobs / activity and permit shall be kept at the work location by the concerned supervisor of the contractor liable for checking at any point of time.
- 6) All lifting equipments, tools & tackles are to be provided with valid calibration certificate by the contractor before commencement of the contract.
- 7) Tool box talk shall be delivered by contractor engineers/supervisors before starting the job.

D. AMC Contractual Period: The AMC shall be valid for 2 years with provision to extend by 01 years.

DEFECT LIABILITY PERIOD: The defect liability period for the work carried out by the contractor will be for a period 06 months from the date of completion.

Security Deposit: Security Deposit shall be released after Defect Liability period.

NOTE: Above scope of work for contractor is only indicative and not exhaustive and therefore all other materials/ consumables/ facilities which has not been specifically mentioned in NRL scope of supply, shall be arranged by the contractor to complete the job in all respect as per direction engineer in charge.

E. Annexure:

ANNEXURE-I TO SCC:

List of Tools and Tackles

The list below is indicative only and does not signify sufficiency:

1. Specialized tools required for overhauling and maintenance of Nuovo Pignone, BP&CL and Dressar Rand compressor.
2. Hydraulic & manual torque tools, and socket - as per contractors schedule.
3. Grinding M/C - As per contractor's schedule
4. Chain pulley - as required. (Minimum required: 3 MT, 2 MT, 1 MT)
5. Tool Box - (including slugging wrenches, Hammer with Wooden Handle).
6. Non sparking tools.
7. Belt sling - of required length and capacity.
8. Alignment arrangement,
9. Hydraulic pumps with hoses for disengaging/engaging hydraulic nuts etc. up to 3000 bar.
10. Important measuring devices like deflection gauge, vernier calipers, inside micrometers and dial gauge etc. shall be in contractor's scope. All precision Measuring instruments need to be duly calibrated for usage in NRL site to record various measurements.

AGREED TERMS & CONDITIONS (ATC)

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.

DULY FILLED, SIGNED & STAMPED COPIES OF THIS PRE-FILLED "QUESTIONNAIRE" SHALL BE ENCLOSED WITH BIDDER'S UNPRICED QUOTATION. FAILURE ON THE PART OF BIDDER IN NOT RETURNING THIS DULY FILLED-UP "QUESTIONNAIRE WITH UNPRICED QUOTATION AND/OR SUBMITTING INCOMPLETE REPLIES MAY LEAD TO REJECTION OF BIDDER'S QUOTATION".

SN	DESCRIPTION	BIDDER'S CONFIRMATION
01	<u>EVALUATION OF TENDER:</u> The tender items are non-splitable / non dividable. EVALUATION SHALL BE DONE ON OVERALL BASIS (i.e., L1 position shall be found out on overall lowest landed cost basis) and complete order shall be placed on a single agency. Refer details in NIT enclosed.	Noted & Confirmed
02	<u>SCOPE OF WORK AND SUPPLY:</u> The scope of work & supply of this Job will be in accordance with Special Conditions of Contract (SCC), Tender Document, Schedule of Rates (SOR) and as per the direction of Engineer-in-charge of NRL.	Noted & Confirmed
03	<u>RATE:</u> Firm Rate (inclusive of all other taxes, duties & levies) should be quoted in priced bid in GeM Portal. Variation of rate shall NOT be allowed on any account after due date & time of submission of offer.	Noted & Confirmed
04	Man-day rates shall apply from the day the service personnel reaches site and up to the day they leaves site. No payment shall be made for travel days / period.	Noted & Confirmed
05	Man-day rates quoted by bidder must be inclusive of lodging, boarding, medical, local transport (To & fro movement to site during stay at NRL Site), all insurance including third party insurance, all taxes, duties, including income tax, etc. & all other incidental charges.	Noted & Confirmed
06.	To & Fro Travel Charge of Service Personals and Tools Box Transportation Charges shall be reimbursed at actuals based on submission of documentary evidence (tickets /invoice/ payment receipt or other valid travel document with price details).	Noted & Confirmed

SN	DESCRIPTION	BIDDER'S CONFIRMATION
07	SECURITY DEPOSIT: Successful bidder has to submit Security deposit as per GCC of NRL. A sum of 3% of the accepted value of the tender or the actual value of work done whichever is applicable (due to any additional work or any other reasons) shall be deposited by the Contractor as Security Deposit. This may be deposited initially at 0.75 % of the value of contract (referred as initial security deposit) within 10 days of award of contract and the balance 2.25 % to be recovered from bill against work done. The earnest money deposited shall be adjusted towards security deposit. Alternatively, the Contractor may, at his option, deposit the full amount of 3% of the accepted value of the contract, towards security deposit, within 10 days of award of the contract. CONTRACTOR can furnish the Initial or Total Security Deposit amount through a Bank Guarantee from any Scheduled Bank in the prescribed form.	Noted & Confirmed
08	DEFECT LIABILITY PERIOD: The defect liability period shall be 06 (six) months from the date of job completion.	Noted & Confirmed
09	PAYMENT TERM: As per NIT and Special Conditions of Contract (SCC) enclosed with the Tender.	Noted & Confirmed
10	PRICE, TAXES, & DUTIES : Without prejudice to stipulations in General Conditions of Contract, the bidder should quote firm prices inclusive of all taxes, duties and other levies on which no variation will be allowed.	Noted & Confirmed
11.	Please indicate the following: (a) SAC Code: (b) Rate of IGST or CGST& SGST included in quoted price:	 _____ _____%
12.	CONTRACTUAL PERIOD : 02 years with a provision for extension of the contract by another 01 year at the same price and terms & conditions.	Noted & Confirmed
13.	COMPLIANCE TO BID REQUIREMENTS: We hereby confirm our bid complies to the total techno-commercial requirements of bidding document without any deviation.	Noted & Confirmed

SN	<u>DESCRIPTION</u>	BIDDER'S CONFIRMATION
14.	<u>BID VALIDITY:</u> Bidder to undertake that their bid for the above stated work against shall remain valid for a period of 6 (six) months from the date of bid opening. In case of our revoking or cancelling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid and take penal action as deemed fit as per NRL's holiday listing policy.	Noted & Confirmed
15	<u>FIRMNESS OF PRICES:</u> Quoted prices shall remain firm and fixed till complete execution of the Job.	Noted & Confirmed
16	All other terms and conditions shall be as per NRL's 'General Condition of Contracts'.	Noted & Confirmed

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

DATE : _____

SCHEDULE OF RATES (SOR)

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.

Item sl. no.	Item Description	Total indicative Qty for 02 years	UOM (Unit of Measurement)	Price
10	Charges of Supervisors/ Sr. Engineers for executing service on Normal working day (Monday to Saturday) Normal working timings considered : 8.00 am to 5.00 pm Payment will be based on actual utilization of man-days.	54	Man-day	To be quoted in Priced bid in GeM portal
20	Overtime charges of Supervisors/ Sr. Engineers for executing service beyond normal working hours on normal working days (Monday to Saturday) and for work during Sunday & Holiday. This shall include all jobs as detailed in item Sl. No. 10 above. <i>The item will be executed if deemed necessary by EIC. The payment will be based on actual utilization of man-hours.</i>	87	Man-Hour	To be quoted in Priced bid in GeM portal
30	Charges of Technicians /Service Engineers for executing service on Normal working day (Monday to Saturday) This shall include all jobs as detailed in SCOPE OF WORK. Normal working timings considered : 8.00 am to 5.00 pm Payment will be based on actual utilization of man-days.	162	Man-day	To be quoted in Priced bid in GeM portal
40	Overtime charges of Technicians /Service Engineers for executing service beyond normal working hours on normal working days (Monday to Saturday) and for work during Sunday & Holiday. This shall include all jobs as detailed in item Sl. no. 30 above. <i>The item will be executed if deemed necessary by EIC. The payment will be based on actual utilization of man-hours.</i>	260	Man-Hour	To be quoted in Priced bid in GeM portal

SCHEDULE OF RATES (SOR)

Item sl. no.	Item Description	Total Qty for 02 years	UOM (Unit of Measurement)	Quoted Price
50	<u>To & Fro Travel Charge:</u> To & Fro Travel Charge of service personals for maintenance of reciprocating compressors in NRL site shall be reimbursed at actuals on submission of tickets /invoice/ payment receipt or other valid travel document with price details. Note: The number of person per visit shall be decided by NRL EIC.			Not to be quoted by bidder. Shall be reimbursed at actuals.
60	<u>Tools Box transportation charges:</u> NRL shall reimburse Tool box mobilization charges to party for transportation of Tool box per visit at actuals. The amount shall be paid at actuals on submission of tickets/ invoice/ payment receipt or other valid travel document with price details. Vendor shall bring an all-inclusive toolbox to NRL site including any torque wrenches, hydraulic hand pump (high pressure), deflection gauge etc. NRL shall not pay any further additional mobilization charges to vendor during the visit, if any additional tool needs to be brought to complete the job satisfactorily.			Not to be quoted by bidder. Shall be reimbursed at actuals.

Note to Bidder :

1. Payment against line item sl. no. 10, 20, 30 & 40 of SOR shall be made based on actual utilization of man-days & man-hours by NRL.
2. Payment against item sl. no. 50 & 60 shall be reimbursed at actuals based on submission of documentary evidence (tickets /invoice/ payment receipt or other valid travel document with price details).

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

DATE : _____

BIDDER RELATED INFORMATION

DULY FILLED, SIGNED & STAMPED COPIES OF THIS CHECKLIST SHALL BE ENCLOSED WITH BIDDER'S UNPRICED QUOTATION.

SN	DESCRIPTION	BIDDER'S CONFIRMATION/COMMENT
1	NAME OF BIDDER :	
2	CONTACT PERSON NAME :	
3	COMPLETE ADDRESS :	
4	MOBILE NO :	
5	E-MAIL ID :	
6	POWER OF ATTORNEY IN THE NAME OF THE SIGNATORY OF THE BID :	
7	COMPLETE TENDER DOCUMENT DULY SEALED & SIGNED :	<i>Confirmed and submitted</i>
8	SEALED & SIGNED COPY OF THE INTEGRITY PACT :	Submitted
9	EARNEST MONEY DEPOSIT If submitted provided the URN number : If not submitted, furnish the reason of EMD relaxation :	<i>Not applicable</i> <i>However, Non-MSE bidders are required to submit "Declaration for bid security / Earnest Money Deposit (EMD)" enclosed as Annexure-XI</i>
10	MICRO AND SMALL ENTERPRISES (MSEs) (Please furnish the copy) :	
11	UDYOG ADHAAR MEMORANDUM (UAM) (Please furnish the copy) :	
12	PAN CARD NO (Please furnish the copy) :	
13	GST REGISTRATION NO (Please furnish the copy) :	
14	EMPLOYEES PROVIDENT FUND NO (Please furnish the copy) :	
15	EMPLOYEE STATE INSURANCE NO (Please furnish the copy) :	

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

SEAL : _____

ANNEXURES OF TENDER DOCUMENT

1.	Compliance To Bid Requirements and Offer Validity:	:	ANNEXURE – I
2.	Details of Equipment's Tools & Tackles	:	ANNEXURE – II
3.	Details of Similar Works	:	ANNEXURE – III
4.	Concurrent Commitments	:	ANNEXURE – IV
5.	Proposed Site Organisation	:	ANNEXURE – V
6.	Annual Turnover in Last Three Years	:	ANNEXURE – VI
9.	Pro-forma for self-declaration of black listing/holiday listing :	:	ANNEXURE – VII
10.	Micro and small enterprise (MSEs)	:	ANNEXURE – VIII
11.	Format for Exemptions and Deviations	:	ANNEXURE – IX
12.	Indemnity Bond Cum Undertaking (Payment of GST amount and filing of GST return)	:	ANNEXURE – X
13.	Declaration For Bid Security/Earnest Money Deposit (EMD)	:	ANNEXURE – XI

COMPLIANCE TO BID REQUIREMENTS

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.

Name of Bidder : _____

Name of Bidder:

We confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

(SIGNATURE OF BIDDER)

BID VALIDITY

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.

Name of Bidder : _____

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or cancelling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

(SIGNATURE OF BIDDER)

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery.

Name of Bidder : _____

DETAILS OF EQUIPMENTS TOOLS & TACKLES

The bidder shall submit herein details of equipment, tools, tackles proposed to be deployed for this work and shall indicate in each case whether the same is (a) already owned by bidder and available for use on this Contract.(b) anticipated to be hired by Contractor or (c) anticipated to be purchased by Contractor. In case of (a) present location shall be stated. In case of (b) and (c) location of hirer or supplier shall be stated.

Item proposed to be deployed	Description make model & Capacity	Numbers	Year of manufacture	Category (a) or (b) or (c) above	Location	Remarks

Contractor agrees to augment the above chart with additional number/categories of equipment if required to complete the work within the agreed time schedule of completion, as directed by the Engineer-in-Charge.

(SIGNATURE OF BIDDER)

DETAILS OF SIMILAR WORKS DONE DURING THE PAST TEN YEARS

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery

Name of Bidder : _____

Sl. No.	Full postal address of client & name of officer-in-charge	Description of work	Value of contract	Date of commencement	Actual completion time in months	Year of Completion	Remarks

(SIGNATURE OF BIDDER)

ANNEXURE-IV**CONCURRENT COMMITMENTS OF THE TENDERER**

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery

Name of Bidder : _____

Name of Bidder :

Sl. No.	Full postal address of client & name of officer-in-charge	Description of work	Value of contract	Date of commencement	Scheduled completion period	Percentage completion as on date	Expected date of completion

(SIGNATURE OF BIDDER)

ANNEXURE-V

PROPOSED SITE ORGANISATION

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery
Name of Bidder : _____

Our site organisation shall consist of the following categories of manpower with tentative numbers. Numbers of manpower of any category shall be increased based on instruction of the Engineer-in-Charge.

(SIGNATURE OF BIDDER)

ANNEXURE-VI

ANNUAL TURNOVER IN LAST THREE YEARS

Job Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery

Name of Bidder : _____

Sl. No	Financial Year	Turnover
1	2018-2019	
2	2019-2020	
3	2020-2021 <i>Note: In absence of audited Trading and P/L account(s) for FY 2020-21, bidder may submit the documents pertaining to FY 2017-18.</i>	

Bidders to submit copies of audited Trading and P/L account (s) for the last three financial years in support of annual turnovers or certification of annual turnover for the last three financial years from a registered chartered accountant firm.

(SIGNATURE OF BIDDER)

ANNEXURE –VII

PROFOMA FOR SELF DECLARATION OF BLACK LISTING/ HOLIDAY LISTING

Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery

We hereby declare that we are not currently serving any holiday listing orders issued by NRL or MOPNG debarring us from carrying on business dealings with NRL/MOPNG or serving a banning order by another Oil PSE.

It is understood that any wrong declaration in this context shall make my agency/company liable for action under the Holiday Listing Procedure of NRL.

Date :
Place :

(Authorized Signatory)
Seal:

Note: *In case any bidder does not submit the self-declaration of black listing/Holiday Listing along with un-priced techno-commercial bid, his offer shall be commercially rejected.*

SPECIAL CONDITIONS FOR MICRO AND SMALL ENTERPRISES (MSEs) BIDDERS:

With reference the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 notified by the Government under the Micro, Small and Medium Enterprise Development Act, 2006; notification S.O. 5670(E), dated 9th November, 2018, Ministry of MSME letter D.O. No. 21(8)/2018-MA dated 13th November, 2018, MoP&NG letter ref. No. J- 25011/35/2016-Gen dated 15th November, 2018 and letter F.No. 21(3)/2016-MA dated 7th May, 2018 from Office of the Development Commissioner M/o MSME; Micro and Small Enterprises (MSEs) shall be entitled for benefits, subject to terms and conditions as under:

A. Qualifying Criteria for MSE Bidder:

- (i) MSE bidder has to mandatorily submit copy of MSE registration document (i.e. Udyam Registration Certificate or Udyog Adhaar Memorandum (UAM) or Entrepreneurs Memorandum (EM Part-II)) from any of the following body :-
 - National Small Industries Corporation (NSIC)
 - District industries Centers(DICs)
 - Coir Board
 - Khadi and Village Industries Commission(KVIC)
 - Khadi and Village Industries Board(KVIB)
 - Directorate of Handicrafts and Handloom
 - Udyog Adhaar Acknowledgment/Udyog Adhaar Memorandum issued by MoMSME
 - Udyam Registration Certificate. (<https://udyamregistration.gov.in>)
 - Any other body specified by the Ministry of MSME (MoMSME)
- (ii) If the bidder fails to submit MSE registration certificate mentioned above in the original tender, the bidder shall not be considered for evaluation as MSE.
- (iii) The MSE registration shall be valid as on date of placement of order
- (iv) The registration must be for the items/category of items/services relevant to the tendered items/category of items /services

B. Additional Qualifying Criteria for SC/ST MSE Bidder:

Definition of MSEs owned by SC/ST shall be as stated below:

- In case of proprietary MSE, proprietors(s) shall be SC/ST
- In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit
- In case of Private Limited Companies, at least 51 % share shall be held by SC/ST promoters.

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 MSE shall additionally submit the following:-

- In case of a proprietorship firm, the name and address of proprietor, and certified copy of Bank Account Details or Cancelled Cheque.
- In case bidder is a partnership firm, certified copy of the partnership deed.
- In case of company (whether private or public), certified copy of the 'Certificate of Incorporation' together with certified copy of Memorandum/Articles of Association.
- Notarized copy of a relevant SC/ ST certificate in the name of SC/ ST proprietor or partner(s) holding minimum 51% shares in case of partnership or person(s) holding minimum 51% shares in limited companies, issued by any of the following:-
 - District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - Revenue Officers not below the rank of Tehsildar
 - Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.
 - Administrator/Secretary to Administrator/Development Officer (Lakshdweep Islands).

C. Additional Qualifying Criteria for MSE Bidders owned by Women Entrepreneurs:

Micro & Small Enterprises shall be considered as owned by Women Entrepreneurs as per the below definition:

- In case of proprietary MSE, proprietor should be Women.
- In case of partnership MSE, the Women partner(s) should be holding at least 51% shares in the unit.
- In case of Limited companies, at least 51% share should be held by Women shareholder(s).

In order for MSE owned by Women Entrepreneurs to qualify for benefits available under Public Procurement Policy for MSEs order 2012 to Women Entrepreneurs, the MSE shall additionally submit notarized copy of the following:

- In case of a proprietorship firm, the name and address of proprietor, and certified copy of Bank Account Details or Cancelled Cheque.
- In case bidder is a partnership firm, certified copy of the partnership deed.
- In case of company (whether private or public), certified copy of the 'Certificate of Incorporation' together with certified copy of Memorandum/Articles of Association.
- Self-certification by the women owner declaring herself as women owner of the MSE

D. Benefits Under The Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012:

1. Issue of Tender Sets Free of Cost

All Tenders shall be provided free of cost and tender documents are downloadable from the Central Public Procurement Portal (CPPP) <http://eprocure.gov.in/eprocure/app> or can be obtained from the Office of General Manager (Commercial). Tenders are also published in NRL Website www.nrl.co.in.

2. Exemption from payment of EMD (Earnest Money Deposit)

MSE units meeting the qualifying criteria (point A above) shall be exempted from paying EMD if EMD is applicable against the tender.

3. Price preference for MSE Bidder:

- i) In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% per cent shall also be allowed to supply a portion of requirement by bringing down the price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 25 percent of total tendered value.

In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity)

- ii) In case of tender item is non-splittable or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Government procurement from MSE, provided they agree to bring down their price to L1 price.

- iii) NRL reserves the right to allow micro and small enterprises as well as MSEs owned by SC/ST entrepreneur and MSEs owned by Women, purchase preference as admissible under the prevailing procurement policy for MSEs.

iv) For Supply of Goods only:

- The quantity against the item(s) of tender may be split to enable ordering of 25% quantity against the item(s) of tender to MSE bidder(s) within the price range of L1 bidder's evaluated price + 15% subject to their matching L1 bidder's price.
- The quoted prices by bidders against various items of tender shall remain valid in case of splitting of quantities to MSE bidder.
- Out of this 25% allocation for MSEs, 4% shall be to MSEs owned by SC/ ST entrepreneurs. However, in event of failure of MSEs owned by SC/ ST entrepreneurs to participate in the bidding process or meet the tender requirements and L1 price, 4% will be met from other MSEs.

- Additionally, out of above 25% allocation to MSEs, 3% shall be to MSEs owned by Women. However, in event of failure of MSEs owned by Women to participate in the bidding process or meet the tender requirements and L1 price, 3% will be met from other MSEs.
- While granting purchase preference as above, procurement of goods may include certain small work, or some services, which are incidental or consequential to supply of such goods such as transportation, insurance, installation, commissioning, training & maintenance.

Clarification:

- *In case where quantity against a line item cannot be split (i.e., minimum 25% to MSEs) or items with single quantity or in grouped item, the complete line item/ group shall be awarded on MSE bidder within the price range of L1 bidder's evaluated price + 15% subject to their matching L1 bidder's price.*
 - *In case, quantity(ies) against an item/ group cannot be split among MSEs, first opportunity shall be given to*
 - *MSEs owned by Women*
 - *then to MSEs owned by SC/ ST entrepreneurs, and*
 - *lastly to other MSEs, within the price range of L1 non-MSE bidder's evaluated price + 15%.*
 - *In cases where MSE bidder in order of preference indicated above refuses to accept the L1 price, opportunity shall be provided to the other bidders in order of preference and so on.*
- v) **For Services only:**
- *The complete scope of Services shall be awarded on MSE bidder within the price range of L1 bidder's evaluated price + 15%, subject to their matching L1 bidder's price.*
 - *In case, besides general MSEs, MSEs owned by SC/ ST and/ or MSEs owned by Women are within the price range of L1 bidder's evaluated price + 15%, first opportunity shall be given to*
 - *MSEs owned by Women*
 - *then to MSEs owned by SC/ ST entrepreneurs, and*
 - *lastly to other MSEs, within the price range of L1 non-MSE bidder's evaluated price + 15%.*
 - *In cases where MSE bidder in order of preference indicated above refuses to accept the L1 price, opportunity shall be provided to the other bidders in order of preference indicated above.*
- vi) In case purchase preference is applicable, but negotiation is to be conducted with L1 bidder, negotiation shall be carried out. Price range within 15% shall be considered for MSE bidders based on the original prices of L1 bidder not on the negotiated prices. However, MSE bidder shall be offered to match the negotiated

prices (even if, post negotiation, they are higher by more than 15% as compared to L1 bidder provided they were within 15% of L1 bidder as per original quoted prices).

E. Relaxation of Past Track Record (PTR) for MSEs and Start ups

The High pressure Reciprocating compressors being a part of critical hydrocarbon systems installed in NRL units, maintenance services from compressor experts is being sought, in view of ensuring proper quality, as per standards and thereby ensuring environment and public safety, Relaxation of Past Experience Criteria and Prior Annual Turnover Criteria for MSEs & Start-ups will not be applicable for this tender.

F. Applicability of the Policy

- i) For a participating bidder, MSE status shall be considered for purchase preference in respect to procurement of goods and services only, if the vendor is registered as MSE for the tendered category of goods / service
- ii) Policy meant for procurement of only goods produced and service rendered by MSEs. However, traders /resellers /distributors /authorized agents will not be considered for availing benefits under Public Procurement Policy 2012 for MSEs
- iii) Public Procurement Policy is applicable for supply of goods and services. Works contract is not covered under the PP Policy for MSME. Accordingly, the clause D 3 (Price preference for MSE bidder) and clause E (Relaxation of past track record (PTR) for MSEs and Startups) as mentioned above will not be extended to works contracts.
- iv) The provisions for MSE bidders mentioned in this document shall be applicable for limited enquiries as well as NITs.

Annexure -IX

FORMAT FOR EXEMPTIONS AND DEVIATIONS

Name : AMC for Maintenance of Reciprocating Compressors in Numaligarh Refinery

Bidder is required to comply with the requirements of the Bid Document, and not to stipulate any exceptions or deviation.

In case it is unavoidable, Bidder may stipulate exceptions and deviations to bid requirements only as per the format below.

Note: DEVIATIONS, IF ANY, GIVEN ELSEWHERE IN THE OFFER OTHER THAN THIS ANNEXURE SHALL BE NULL & VOID.

Sl. No.	Referred document name/ Tender document page no.	Clause No.	Description of Clause	Deviation proposed by bidder

* Please note that bidders are normally not allowed to take deviations and any deviation listed above may make the bid liable for rejection.

* No deviation shall be accepted pertaining to EMD (if applicable), contractual period, arbitration, security deposit (if applicable), defect liability period, bid validity, BOQ, termination & suspension, force majeure, scope of work & supply, compensation for delay, integrity pact (if applicable), any other bid rejection criteria mentioned in this RFQ.

*This document confirms that bidder has no deviations other than those mentioned above.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

(In Letter Head of Company /Firm)

INDEMNITY BOND CUM UNDERTAKING

Recipient Name: **M/s Numaligarh Refinery Limited**

Assam : Address: NRP Complex, NRL site, Numaligarh, Golaghat, Assam-785699
GSTIN No. 18AAACN6984B1ZD

West Bengal : Address: Forth floor, plot no.31, Bharat Bhawan, 118 Prince Gulam
Md.Shah Road,
Golf Green, Kolkata, West Bengal-700095
GSTIN No.19AAACN6984B1ZB

Delhi : Address: 6th Floor, 15-17, Tolstoy house, Tolstoy Marg, New Delhi-110001
GSTIN No: 07AAACN6984B2ZF

Reference: NRL Tender No

Sub : Payment of GST Amount and filing of GST Return for availing Input Tax Credit (ITC) by Numaligarh Refinery Limited (NRL).

Sir / Madam,

With reference to payment of GST amount and filing of GST Return for availing Input Tax Credit (ITC) by NRL as per eligibility provisions for the identified Invoices raised by us, we, M/s..... having our Registered Office at possessing GST Identification No hereby declare and undertake as follows:

3. We have disclosed all the facts relating to our firm to M/s Numaligarh Refinery Limited
4. We hereby agreed and undertake to file GSTR-1 on time i.e. 11th of the next month so that NRL can take Input Tax Credit by matching GSTR-2A.

5. We hereby declare that we shall deposit GST for the related invoices by 20th of the succeeding month as per the provision of GST law.
6. We hereby declare that we will file GSTR 3B related to all invoices in time i.e. 20th of the next month.

5. We hereby agree and undertake to indemnify as under:-

- a. The Firm / Company shall take all necessary safeguards to ensure availing of ITC for all invoices raised on NRL without any financial loss to NRL.
- b. In case of rejection of ITC by the concerned Tax Authority, for non-payment of GST amount by us or for any other reasons attributable to us, we hereby undertake and agree to indemnify NRL in full against all consequences, liabilities of any kind whatsoever directly arising from denial of ITC which includes interest and penalty arising out of such irregular availment of ITC by you opined by GST Authority.
- c. We hereby agree and confirm that, any breach of the above indemnification or undertakings shall be construed as breach of the terms and conditions for reimbursement of GST and NRL shall be at liberty to take such action against us including recovering of reimbursed GST amount from
 - i. Any of our Bank Guarantee executed in your favour, if any,
 - ii. Security Deposit paid for any of your work, if any or
 - iii. Other unpaid invoices, if any of us raised with recipient

(Authorized Signature of the Indemnifier)

ANNEXURE XI

(TO BE GIVEN ON COMPANY'S / FIRM'S LETTER HEAD)
DECLARATION FOR BID SECURITY/EARNEST MONEY DEPOSIT (EMD)
(FOR NON-MSE BIDDERS ONLY)

To,

M/s. Numaligarh Refinery Limited,

Tender No : OC44000100/PRA
Job Name : AMC for Maintenance of Rotating Equipment in all areas of Refinery and NRMT

Dear Sir,

After examining/ reviewing provisions of above referred tender document (including all corrigendum/ Addenda), we M/s. _____ **(Name of Bidder)** have submitted our offer/ bid no.

We. M/s. _____ **(Name of Bidder)** hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

We understand that we will be put on watch list/holiday/banning list (as per policies of M/s Numaligarh Refinery Limited in this regards), if we are in breach of our obligation(s) as per following:

- (a) Have withdrawn/modified/amended, impair or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid: or
- (b) Having been notified of the acceptance of our Bid by the M/s. Numaligarh Refinery Limited during the period of bid Validity:
 - i. Fail or refuse to execute the Contract, if required, or
 - ii. Fail or refuse to furnish the Contract performance Security, in accordance provisions of tender document.
 - iii. Fail or refuse to accept 'arithmetical corrections' as per provision of tender document.
- (c) I have indulged in corrupt/fraudulent/ collusive/coercive practice as per procedure.

Place:

Date

[Signature of Authorized Signatory of Bidder]

Name: