



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

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

Name of Work:	Contract for operation of pantry services in plant areas at NRL Site (Group-A).
Tender No:	OC22000135/SKD
Earnest Money Deposit (EMD):	Rs.24,000.00 (Rupees Twenty Four Thousand Only). <i>The EMD must be submitted online on the portal of HDFC bank (refer instructions at 'Annexure-XVI' below) & its receipt must be uploaded along with offer. If the EMD is not received along with the offer, offer shall not be considered for opening.</i> However, MSE bidders are exempted from submission of EMD. MSE bidders must upload valid UDYAM Registration Certificate (the registration must be for the items / category of items / services relevant to the tendered items / category of items / services, as explained in "Annexure-X") instead of the EMD deposit receipt.
Contract Period:	The period of contract shall be 02 (two) years from the date of handover of the job. However, if the performance of the contractor is found satisfactory or NRL desires to extend of its own then contract may be extended for another one year or part thereof at the same rate and terms and conditions.

The intending bidders for above tender should meet the qualifications as given below:

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

- **One similar work costing not less than = Rs.24.28 Lakhs;**
- **Two similar works costing not less than = Rs.19.42 Lakhs each and**
- **Three similar works costing not less than=Rs.14.57 Lakhs each**

***Similar Works:**

a) Experience of running manpower contracts in Govt. / PSUs / Refinery for services in the last 10 years.

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

Documents to be submitted along with technical bid:

- 1) PO copy (s) with qualifying value for the similar jobs done as mentioned above during last ten years ending last day of month previous to the one in which applications are invited
- 2) Job completion certificate.

b) NRL shall have the right to disqualify contractors having poor performance track record with NRL in the past.

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

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

SPECIAL NOTE TO THE BIDDERS:

- **Catering Tea service inside refinery plant area is considered a very critical job. Therefore, relaxation pertaining to Prior turnover and prior experience shall not be applicable for MSE and Start up bidders for this tender. Pre-Qualifying Criteria (PQC) mentioned above in the tender should be complied by all participating bidders. However, MSE Price preference as per MSME Guideline is applicable for this subject tender.**

B. Average Annual Turnover: During the last 3 financial years, shall be at least Rs.14.57 Lakhs

Bidders to submit copies of audited profit & loss account for the last three financial years in support of annual turnovers "or" certification of annual turnovers for the last three financial years from a registered chartered accountant firm. Last three 3 financial years mentioned above refers to immediate 3 preceding financial years wherever the last bid submission date is after 30th Sept. In case of tenders having last bid submission date up to 30th September, and audited / CA certified turnover documents of the preceding financial year is not available, the audited / CA certified turnover documents of the 3 years prior to preceding financial year will be considered. [May refer illustrative example given at "Annexure-VII" of Tender document].

C. 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.

- Any misinterpretation or misinformation may attract penal action including putting the bidder on holiday / blacklisting as per rules in vogue at NRL.

The Tender Document is uploaded in Central Public Procurement Portal (e-procurement) – Govt of India. Bidders are requested log in to the portal for details. Any tender related information like Corrigendum / Extension of Bid Due Date etc. will be uploaded in the CPP Portal henceforth.

For any assistance you may please contact our service provider personal:

Mr. Dhiraj Mohan Saikia,
Phone No. 03776 – 265774,
Email ID: z_tender@nrl.co.in
Mobile: 96788 65102

For any Technical Clarification please contact:

Mr. Jyotish Kr. Nath, Senior Manager (Administrative)
Numaligarh Refinery Limited
E-mail ID: jyotish.k.nath@nrl.co.in

Please refer tender document and annexures for more details.

Tender Schedule:

SL.	Title	Date & Time
1	Tender Publish / Download start / Bid Submission start date & time	23-07-2022 after 11.00 AM
2	Tender document download / Bid Submission end date & time	07-08-2022 at 11.00 AM
3	Bid opening date & time (Technical Bid)	08-08-2022 after 11.00 AM

IMPORTANT NOTE:

- Tender documents should be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating, through the website <http://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided as 'Instructions for online Bid Submission' provided in the next page.
- Bidders can access tender documents from the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <http://eprocure.gov.in/eprocure/app>.
- Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.
- Both Technical bid and financial bid are to be submitted concurrently, duly digitally signed in the web site <http://eprocure.gov.in/eprocure/app>.
- Online Bids are received only on CPPP Portal website <http://eprocure.gov.in/eprocure/app> on or before due date as indicated in the NIT. The bidder shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid. Price Bids of only those bidders shall be opened who are Techno-commercially qualified, at a time and place for which notice shall be given. The qualified bidders shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with the Bid Acknowledgement Receipt.

Chief General Manager (Commercial)
Numaligarh Refinery Limited