



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

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

Name of Work:	New contract for e-auction service provider (PUR-MKT-1003806)
Tender No. & Date :	OC31000234 dated 28.07.2022
Due Date & Time of Submission:	Closing of bidding : 11.08.2022 at 11:00 AM. Opening of bid : 12.08.2022 at 11:00 AM.
Earnest Money Deposit:	Rs.8000. The EMD must be submitted online on the portal of HDFC bank (instructions at Annexure-XVII below) 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. However, MSE bidders are exempted from submission of EMD. MSE bidders are required to upload valid MSE registration certificate (as explained in Annexure-X) instead of the EMD deposit receipt
Contract Period:	24 months from the date of site handover with provision for extension of time for another 1 (one) year based on satisfactory performance of the Service provider and as mutually agreed upon by the parties .

BRIEF SCOPE OF WORK: Refer tender document and SOR.

Tender Schedule:

Sl. No.	Title	Date & Time
1	Tender Publish Date / download start date / Bid Submission start date & time	28.07.2022 at 04.00PM
2	Last date of on line EMD submission:	11.08.2022
3	Tender document download end date & time / Bid Submission end date & time	11.08.2022 at 11.00 AM
4	Bid opening date & time (Technical Bid)	12.08.2022 at 11.00 AM

PRE-QUALIFICATION CRITERIA:

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

- **Similar Job:** The bidder must work as a service provider as e-auction agent for large PSU or government organization. .

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.8 Lakhs**
- **Two** similar works costing not less than **Rs.6.4 Lakhs each** and
- **Three** similar works costing not less than **Rs.4.8 Lakhs each.**

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.

***Similar Works:** Bidder must have experience in execution e-auction in any Govt. or PSU organization.

B) AVERAGE ANNUAL TURNOVER, of the last 3 financial years, shall be at least Rs.4.8 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]

- 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.

SPECIAL NOTE TO THE BIDDERS:

Numaligarh Refinery Limited (NRL) known as "Assam Accord Refinery" is situated amidst beautiful and picturesque surroundings of Numaligarh in Assam, with the world famous Kaziranga National Park in its neighborhood. The Refinery owes its existence to the commitment made by Government of India in the historic "Assam Accord", signed on 15th August 1985 and was conceived as a vehicle for speedy economic development of the region.

Service provider / selling agent is required for disposal / sale of wax, broken wax, Raw Petroleum Coke(RPC), contaminated RPC, Calcined Petroleum Coke (CPC), contaminated CPC, and slop etc.

- 1) This contract shall cover disposal of all wax, broken wax, Raw Petroleum Coke (RPC), contaminated RPC, Calcined Petroleum Coke (CPC), contaminated CPC, and slop etc.
- 2) In addition to the above, any other items be added so as to be covered by the Agreement as may be mutually agreed upon.
- 3) Service provider shall Act as selling Agent for disposal of all items covered under clause 1 & 2 hereof in the home/indigenous market by way of public e-auction.
- 4) **DURATION OF CONTRACT:**The contract will remain valid for 2 (two) years from the date of issue formal work order with provision for extension of time for another 1 (one) year based on satisfactory performance of the Service provider and as mutually agreed upon by the parties hereto.
- 5) **QUANTUM OF BUSINESS:** The contract shall be valid for 02 years, extendable to another 01 year. **Bidders may consider approximate disposal value of materials to be Rs. 200.00 crores for 03 years.**
- 6) **NATURE AND SCOPE OF SERVICE AND RESPONSIBILITY OF SERVICE PROVIDER:**

" Service provider shall conduct e-auction sale directly as per intimation received from NRL.

" Service provider will offer guidance in regard to making of lots for the purpose of E-auction and will act on receipt of list of disposable materials from NRL.

" Service provider shall arrange publicity for disposal of the available lots/Materials by way of e-auction, as the case may be. In case NRL desires publicity through a particular publications or media the same would be arranged on receipt of written request and the additional cost shall be borne by NRL.

" Service provider shall arrange disposal of the materials through e-auction.

" Co-ordinator of NRL should be able to see the actual bidding process live during the e-auction.

" Responsibility for security of documents / information will be entirely on the service provider.

" Service provider shall forward comparative statement along with its recommendation for NRL's approval after observing all required formalities.

" If in respect of any item(s) covered under the Selling Agency Agreement it is desired by NRL to have a market survey, same shall be carried out on request with expenditure to be borne by NRL.

Conditions not covered above shall be governed by GCC of NRL.

IMPORTANT NOTE:

- 1) Tender documents should be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating, through the website <http://eprocure.gov.in/eprocure/app> . Bidders are advised to go through instructions provided as ‘**Instructions for online Bid Submission**’ provided in the next page.
- 2) 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> .
- 3) 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.

GM (Commercial) I/C
Numaligarh Refinery Limited

Instructions for Online Bid Submission

This tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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