

NUMALIGARH
REFINERY
LIMITED

A GOVERNMENT OF INDIA ENTERPRISE



**TENDER DOCUMENT
FOR**

**VEHICLE HIRING SERVICE ON CALL DUTY & REGULAR DUTY BASIS FOR
THE PERIOD OF 2 (TWO) YEARS AT NRL COIT PARADIP (ODISHA)**

Tender No. OC10000412

E-Tender

Bidder's offer ref: _____ Dtd. _____

**PART-I: UNPRICED BID
(File No.6100028951)**

PREPARED & ISSUED BY

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NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)

NOTICE INVITING TENDER

Our Reference: Tender No. OC10000412

Date: 02.07.2021

Dear Sirs,

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

Name of the work: Vehicle Hiring Service on Call Duty & Regular Duty Basis for the Period of 2 (Two) Years at NRL COIT Paradip (Odisha)

1. Earnest Money Deposit : Not Applicable

Note: The EMD must be submitted ONLINE within the submission due date & time specified in the NIT and tender document through the online portal of HDFC bank link: <https://nrl.procure247.com>. ~~If the EMD is not received within the specified date/time, offer shall not be considered for opening.~~ The online receipt generated against the online EMD submission should be uploaded with the bidder's online offer. MSE bidders are exempted from submission of EMD. In case of MSE registered bidders bidder has to upload the scanned copy of UAM/EM-Part II certificate with the technical bid.

2. Contract Period : 2 (two) years from the date of placement of vehicle, extendable by one (01) more year at the same rates and terms & conditions if the performance of the contractor is found satisfactory.

3. Online EMD & Bid Submission : Before 11.00 AM of 22.07.2021

4. Bid Opening date & time : After 11.00 AM of 23.07.2021 (Technical Bids only)

5. Place of submission of Bid : Online in the e-tender portal i.e., <http://eprocure.gov.in/eprocure/app>

6. Pre-Bid Discussion : NA

7. Submission of Bid :

Being an e-tender the bid has to submit online in the e-tender portal i.e. <http://eprocure.gov.in/eprocure/app>. Kindly refer “**Instructions for online Bid Submission**” provided as **Annexure A to NIT** for the detailed procedure.

For any assistance, please contact the following person:

Mr. Dhiraj Mohan Saikia,
Phone No 03776 – 265774,
E-mail: z_tender@nrl.co.in

For any issues/assistance, please contact CPPP helpdesk at 0120-4200462 / support-eproc@nic.in

8. To update MSME/UAM details please follow the steps:

- (i) Logon to the CPPP
- (ii) Login with your account details.
- (iii) Click on **My Accounts**
- (iv) Click on **Privileges**
- (v) Under **MSME** you have to update your details.

For any issues/assistance, please contact CPPP helpdesk at 0120-4200462 / support-eproc@nic.in

9. **Earnest Money:** Instructions for **ONLINE EMD** are provided in **Annexure A to NIT:-**

- a) ~~Bidders are required to submit the EMD/Bid Security for the amount, online through the link: <https://nrl.procure247.com>.~~
- b) ~~Please note that EMD amount in online mode is only acceptable and no other mode i.e. offline or hard copy is not acceptable.~~
- c) ~~In case non submission of Bid Security / EMD as mentioned above shall be considered as non responsive and such Bids shall be rejected.~~
- d) ~~EMD exemption will be applicable only for Micro or Small Enterprises (MSEs) registered District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises subject to:~~
 - ~~The unit being registered for the item tendered.~~
 - ~~Registration certificate being valid as on date of quotation.~~

10. **Tender Document:**

- (a) 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 at Appendix A to Notice Inviting Tender.
- (b) 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>.
- (c) Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.
- (d) ***Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the website only.***
- (e) Both Technical bid and Financial bid are to be submitted concurrently, duly digitally signed in the web site <http://eprocure.gov.in/eprocure/app>.
- (f) 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.

11. **General Terms and Conditions:**

- (a) The bidders shall give a declaration that the bidder shall not be under liquidation, court receivership or similar proceeding and their business is not banned by NRL, MOPNG or any OIL PSUs.
- (b) The bidders who are on Holiday / Negative list of NRL as on due date of submission of bid / during the process of evaluation of the Techno commercial bids, the offers of such bidders shall not be considered for bid opening / evaluation / Award. If the bidding document were issued inadvertently / downloaded from website, offers submitted by such bidders shall also be not considered for bid opening / evaluation/ award.
- (c) NRL will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.

- (d) In case any Bidder is found to be involved in cartel formation, his Bid will not be considered for evaluation / placement of order. Such Bidder will also be debarred from bidding in future.
- (e) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- (f) Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- (g) NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- (h) NRL reserves its right to allow Public Sector Enterprises (Central / State), purchase preference as admissible / applicable from time to time under the existing Govt. policy. NRL shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.
- (i) For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- (j) **DGM (Project Pipeline)** shall be the Engineer-in-charge of the work and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- (k) 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.
- (l) 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.
- (m) 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.
- (n) No mobilization advance will be paid to the contractor for execution of this work.
- (o) 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).
- (p) The contractor is required to obtain labour license under Contract Labour (R&A) Act, 1970 & PF registration number on awarding the contract.
- (q) 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.
- (r) **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.**
- (s) Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.

- (t) The bidder must submit their valid IT PAN No, GST registration Certificate with their offer.

12. 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.

Head (Proj-Commercial)

Numaligarh Refinery Limited

PRE-QUALIFICATION CRITERIA

Name of Work: Vehicle Hiring Service on Call Duty & Regular Duty Basis for the Period of 2 (Two) Years at NRL COIT Paradip (Odisha)

Tender No. : OC10000412

1.0 Bidder Qualification Criteria (BQC):

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

1.1 Experience Criteria:

- a) Bidders should have registered office/branch office in Paradip Odisha.
- b) The Bidder shall have the experience of having successfully executed ***similar works** executed / completed in India during the last 10 years ending on the last day of the month previous to one in which last date of original bid submission falls, meeting any one of the following options:

i) Call Duty Vehicle (SOR Item a & b):

Criteria	Past Experience (Rs. in lacs)
One similar completed work each costing not less than	11.51
Two similar completed work each costing not less than	9.21
Three similar completed work each costing not less than	6.90

ii) Regular Duty Vehicle (SOR Item c & d):

Criteria	Past Experience (Rs. in lacs)
One similar completed work each costing not less than	16.45
Two similar completed work each costing not less than	13.17
Three similar completed work each costing not less than	9.87

Note: If bidder will quote for both group (i) & (ii) bidder to qualify criteria cumulatively i.e. (i+ii)

Definition of Similar Works (*): Bidders should have experience of supplying passenger vehicles to any govt. agency or any other reputed firm at Paradip to their satisfactions.

Notes:

1. Bidders to submit copy of trade license or certificate of registration along with the bid as a proof of the same.
2. Contractor has to submit documents (i.e. WO copies, SOR, completion certificate) supporting to PQC.
3. For the consideration of job executed during last 10 (ten) years, the completion date shall be taken into account.
4. Bidder will give details of their past experience along with documentary evidence as per **Annexure-III** to ITB enclosed herein.
5. Relevant work order copies and completion certificates are to be enclosed with offer. The Completion Certificates shall have details like work order no. /date, brief scope of work, ordered & executed value of the job, commencement date, completion date etc.
6. Cost of completed works specified above shall be exclusive of Service Tax / GST. Bidder shall produce documentary evidence against the Taxes & Duties applicable against the concerned job(s). In case the value of job submitted by the bidder does not have clarity with regard to inclusion/exclusion of Service Tax/GST, the amount appearing in the Completion Certificate shall be considered exclusive of tax and shall be evaluated accordingly.
7. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and thereafter at @0.58% for every completed month ending last day of the month proceeding the month in which last date of original bid submission falls.
8. 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.
9. Bidders are requested to confirm their valid GSTIN/UIN along with the Bid Document, with a copy of the relevant certificates. NRL at its discretion may not consider the bidder's offer for further evaluation if the GSTIN/UIN is not valid/active. Any misinterpretation or misinformation with respect to GSTIN/UIN may attract penal action including putting the

10. Bids shall be liable for rejection without any notice to the bidder in case of non-submission of the following documents.

- i) Income Tax / GST TDS Certificate from the client / proof of TDS, etc. for authentication of doing such jobs in case bidder submits experience of similar jobs under private limited company.
- ii) In case of the job is a part of composite work contract, then the bidder shall have to furnish documents certified by the client about the value for the portion of such "similar job".

1.2 FINANCIAL CRITERIA :

a) **Average Annual Turnover:** Average Annual Turnover of the Bidder during last 03 financial years shall be As per following:

- i) For SOR Item (a) & (b) - minimum INR 6.90 lacs.
- ii) For SOR Item (c) & (d) - minimum INR 9.87 lacs.

Note: If bidder will quote for both group (i) & (ii) bidder to qualify criteria cumulatively i.e. (i+ii)

b) **Net worth:** The Net Worth of the Bidder in the immediate preceding financial year shall be positive.

c) Bidder should not be under liquidation, court receivership or similar proceedings. Bidder shall submit a self-certificate to this effect.

Additional Note:

- The bidder must submit copy (ies) financial documents – Trading and P/L account(s) along with the un-priced bid in support of the above criteria.
- In case audited balance sheets and profit and loss account for the immediate preceding financial year is not available for bid closing date up to 30th September, the Bidder has an option to submit the audited balance sheets and profit & loss account of the three previous years immediately prior to the last financial year. However, for bid closing date after 30th September, the bidder has to compulsorily submit the audited balance sheets and profit and loss account for the immediate three preceding financial years, for evaluation and his qualification with respect to financial criteria. In any case the date (i.e. the financial period closing date) of the immediate previous year's audited annual accounts should not be older than eighteen (18) months from the bid due date.

SPECIAL NOTE TO THE BIDDERS:

The relaxation of Prior Turnover and Prior Experience (Indicated in the tender document) will be applicable for Micro and Small Enterprise (MSE) or Startup bidder for the subject tender (Please refer Annexures X for details).

2.0 Documents required to be submitted in support of BQC

- 2.1 Bidder shall furnish documentary evidence by way of copies of work orders /Relevant pages of contracts, completion certificates from their clients, division of responsibilities for the work performed, completion certificate, MOU document/ commitment letters, Annual Reports containing audited balance sheets including Profit and Loss Accounts statement, in support of their fulfilling the qualification criteria.
- 2.2 In absence of such documents, NRL reserve the right to reject the Bid without making any reference to the Bidder or assigning any reason what-so-ever.
- 2.3 All documents furnished by the bidder in support of meeting the PQC (including MSE Certificate) shall be submitted/uploaded in a separate folder titled "Documents towards PQC", duly signed and stamped by the bidder (in case of proprietorship firm) or "Power of Attorney" holder in case of Partnership /firm/Company. Copy of such "Power of Attorney" shall also be furnished with the unpriced bid.
- 2.4 Bidders on "Holiday List of/debarred from business dealings by" NRL/Oil PSUs /MOP&NG shall not be considered for evaluation and ordering.
- 2.5 NRL decision on any matter regarding short listing of bidders shall be final.
- 2.6 **Submission of authentic documents is the prime responsibility of the Bidder. However, NRL reserves the right of getting the document cross verified, at their discretion from the document issuing authority. Bidder shall also facilitate such verification/ authentication of BQC documents and in case the documents remain unauthenticated till the given timeline, NRL reserves the right to reject such bid.**
- 2.7 NRL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise.

SIGNATURE OF BIDDER : _____
NAME OF BIDDER : _____
COMPANY SEAL : _____
DATE : _____
