

A. NOTICE INVITING TENDER (NIT)

Contact Person of the Tender:

Name : YUV JYOTI HAZARIKA
 Designation : Manager (Commercial)
 Email ID : yuv.hazarika@nrl.co.in
 Contact No : +91-9707216816

Date: 11.08.2025

Tender No : PUR1009964/YUV
Job Name : Annual Rate Contract for supply of Timing Belts for a period of 3-years

The subject job falls under the category of public safety, health, critical security operation and equipment's etc. Hence, there will be no relaxation pertaining to 'Prior turnover' and 'Prior experience' for MSE and 'Start Up' bidders in this tender. However, price preference for MSE bidders will be applicable subject to submission of valid supporting documents by the bidder.

Dear Sir (s)/Madam (s):

Online offers in Two Part Bid (Part-I: Techno-commercial part and Part-II: Priced Part) are invited from competent and experienced domestic (Indian) bidders by Numaligarh Refinery Ltd. for the job as detailed below:

1	Earnest Money Deposit (EMD)	Not Applicable	
2	Security Deposit (SD)	Not Applicable	
3	Place of submission of Bid Online in the e-tender portal, i.e. http://eprocure.gov.in/eprocure/app Note: Bids received by any other way of Post, Courier, Fax, Telex or Telegram or Email or in open condition etc. shall not be considered.		
4	Tender Schedule	Bid submission Date & Time	Before 11:00 AM of 01.09.2025
		Bid Opening Date & Time	After 11:00 AM of 02.09.2025
		Note: Please also keep a track of the tender portal / NRL website for any subsequent corrigendum / extension notice.	
5	Bidder queries, if any / Site Visit	Latest by 26.08.2025 Note: Queries raised after the above date may not be entertained by NRL.	
6	Date & Time of Pre Bid Meeting / Venue / Technical Contact persons Time & Date: At 11.00 AM of 19.08.2025 Venue / Mode: MS Team/ In person Technical person Contact details: Suman Sarma (suman.sarmah@nrl.co.in)-9957370069 Note: The minutes of "Pre-bid discussion" shall be uploaded in the tender portal and shall become a part of the bid/tender document. Prebid meeting is not mandatory to qualify for the bid. However, vendors are requested to attend the same for any clarification regarding the tender techno-commercial terms and conditions. Bidders willing to attend the meeting are requested to send the mail on or before 18.08.2025 to yuv.hazarika@nrl.co.in by keeping suman.sarmah@nrl.co.in in copy. Meeting link will be forward subsequently before the meeting		

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7	Submission of Bid	Bid documents should contain duly filled, signed / sealed / digitally signed copy of this NIT along with all requisite documents/certificates/declarations etc. The signatory of the bid should have valid Power of Attorney for signing the bid "or" should be the proprietor. "Power of Attorney" or "Proprietorship" Certificate/Proof in the name of the signatory of the bid should be submitted with the bid/tender. Being an e-tender the bid has to be submitted online in the e-tender portal i.e. http://eprocure.gov.in/eprocure/app. Kindly refer "instructions" provided in the NIT for the detailed Bid Submission procedure. For any assistance, if required for bid submission, please contact following: Mr. Dhiraj Saikia Phone No 03776-265774/7002666632, Email : z_tender@nrl.co.in
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8. Scope of Work & Supply: The scope of work & supply of this job will be in accordance with the Tender document, Technical Specification, Drawings, Datasheets and any other documents referred in the tender.

9. Price Basis: Prices are to be quoted on FOR NRL Site, Numaligarh/ showing break-up of taxes, duties, packing & forwarding, freight, third party inspection (if applicable) and transit insurance charges, (all in % age).

10. Delivery Period: Within 02 Months from the date of placement of PO/LOA/Release Order/Call Off order.

Note:

- ❖ Date of receipt of materials at NRL premises shall be considered for calculation of price reduction.
- ❖ It will be the sole responsibility of the bidder to arrange for Testing/TPI (if any) and submit the testing/Inspection certificate along with dispatch documents. No delivery date extension shall be allowed by NRL for any delay/lapse in this regard or due to any other reasons.
- ❖ NRL will release orders time to time within the contractual period based on site requirement against the ARC.

11. Payment Terms: 100% within 30 days of receipt and acceptance of goods at site subject to submission of Contract Performance Security (CPS) and Warranty Bank Guarantee (WBG), as applicable.

Note: An amount equivalent to the extent of eligible Input Tax Credit (ITC) available to NRL on each invoice shall be released only upon reflection of corresponding invoice and Input Tax Credit details in GSTR-2B report relating to NRL in GST portal. In other words, GST component eligible for Input Tax Credit, of any invoice shall be withheld till such time same is reflected in GSTR-2B.

12. Rates: : Firm rate should be quoted in figures in the Bill of Quantity (BOQ) provided with this tender document at <http://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ as it is, and quote their offer/rates in the permitted column and upload the same in the Priced bid. Bidder shall not tamper/modify the downloaded priced bid template in any manner. In case if the same is found to be tampered/modified in any manner, offer will be completely rejected and EMD (If Applicable) would be forfeited, and tenderer is liable to be banned from doing business with NRL.

Note:

- ❖ Prices are to be quoted as per price basis of the tender, showing break-up of taxes, duties, packing & forwarding, freight, third party inspection (if applicable) and transit insurance charges, (all in % age).
- ❖ Bidder to quote Unit Price (FOR NRL Site), Taxes, Duties, all other charges (i.e. P&F, Freight, TPI/ IBR Charges) in online BoQ/Priced Bid in "XLS" format strictly as per instructions provided. Charges quoted elsewhere shall be ignored and will not be taken into consideration.

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- ❖ Where any field in the online priced bid (BoQ) is left blank or =0, the charge, tax or duty shall be considered as either inclusive, nil or not applicable. Charges quoted elsewhere may be ignored in priced bid evaluation and shall not be borne by NRL.
- ❖ In case rate of GST is not selected/selected incorrectly from the dropdown list of BOQ; evaluation shall be done with correct GST rate assessed by NRL.
- ❖ No subsequent revision in the BoQ is possible after final submission. Any services, charges, taxes and duties left unquoted shall be deemed to be inclusive in the quoted price.
- ❖ Any new or additional taxes / duties and any increase in the existing taxes / duties imposed after the contractual delivery date shall be to Bidder's account whereas any corresponding decrease shall be passed on to the Owner.
- ❖ Currency for the Bidding shall be INR (Indian Rupee Rate).

13. Priced evaluation criteria of the tender: Priced Evaluation of the techno-commercially accepted offers shall be done on "Item wise Lowest offer basis".

Note:

- ❖ Comparison shall be made against the final Landing Costs at NRL Site (including all other applicable charges like P & F, Transportation charge, TPI charge, Transit Insurance etc.-as mentioned in BOQ).
- ❖ Splitting of quantity shall be done in accordance with the Purchase Preference Policy for MSE and MII (PPLC), as applicable in the tender.

14. Contract Performance Security (CPS): Not Applicable for this tender.

If applicable, the successful bidder must submit Contract Performance Security (CPS) @ 3% of contract / annualized contract / annualized estimated contract value (refer GCC of NRL for details) within 10 days from the date of notification of the award (LOA).

Same may be deposited in the form of a BG in prescribed format (provided in Annexure-XX-A) or through online transfer to the designated bank account of NRL. Detailed Work Order shall be issued/signed after receipt and verification of the requisite contract performance security. Non-submission of CPS within the provided timeline may lead to termination of award, holiday listing and forfeiture of EMD (If Applicable) and other penal actions for breach of contract.

Instructions and format for submission of Contract Performance Security (CPS) are provided in tender annexures.

Please refer to the clause 29 (A), 40 and 22 of the General Purchase Conditions(GPC)-Indigenous, 2024 of NRL (effective from 09.09.2024) for further details.

15. Warranty Bank Guarantee (WBG): Not Applicable for this tender.

If applicable, Warranty Bank Guarantee (in addition to CPS) @7% is required to be submitted by successful bidder (s) in prescribed format as attached in tender annexure (Refer tender annexure in Section E). The WBG shall be submitted in the currency of the contract, valid for 03 (three) months beyond the Guarantee/Warranty period.

Further, contractor may at his option submit a Contract Performance Security (CPS) covering also the WBG value (where WBG is applicable), valid for a period of 03 (three) months beyond the date of completion of all contractual obligations of the contractor, including warranty / guarantee period (if any) – in which case, he will not be required to submit a BG for Warranty.

In case WBG is not provided by the vendor, equivalent amount shall be kept on hold from payment in lieu of Warranty Bank Guarantee (WBG).

All compensation or other sums of money payable by the contractor to the owner under terms of the contract may be deducted from or paid by the encashment of a sufficient part of his WBG (and CPS) or from any sums which may be due or may become due to the contractor by the NRL. No interest shall be payable by the owner

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for the sum deposited as CPS or WBG. The CPS and/or WBG amounts will be refunded to the contractor without interest, after he duly performs and completes all obligations under the contract including the warranty period.

Instructions and format for submission of Warranty Bank Guarantee (WBG) are provided in tender annexures.

Please refer to the clause 29 and 40 of the General Purchase Conditions(GPC)-Indigenous, 2024 of NRL (effective from 09.09.2024) for further details.

Note:

- ❖ For the purpose of determining the applicability and amount of Warranty Bank Guarantee, the contract / order value including delivery charges like packing, freight, insurance, TPI etc. and value of associated services like installation, commissioning, AMC etc. shall be considered unless otherwise specified in the RFQ/NIT. However, the order value excluding taxes and duties shall be considered for determining the amount of security/BG
- ❖ Annualized contract value shall be total contract value [as defined above] divided by the number of years [provisional extension period, if any, and corresponding value, shall be excluded].

16. Purchase Preference Policy linked with Local Content (PP-LC): Not Applicable for the tender.

Purchase preference policy linked with local content (PP-LC) shall not be applicable in this tender as per exemption provided for proposals value less than 1 Cr. Rs. in clause 4.5 of PP-LC policy No. FP-20013/2/2017-FP-PNG dtd. 17.11.2020 issued by Govt. of India.

17. Special tender clause on procurement from a bidder from a country which shares land border with India:

The Department of Expenditure (DOE) (Ministry of Finance) of the Govt. of India through Oms no. 6/18/2019-PPD dated 23rd July 2020 has issued guidelines regarding procurement from bidders from a country or countries which share land boundary with India. The detail guidelines are available on the website of DoE (<https://doe.gov.in/>).

In compliance to the above referred guidelines by DOE, bidders are requested to kindly furnish duly filled, signed and sealed copy of the undertaking as per **Form A- Certificate of Compliance** [i.e. bidder's undertaking on Company's letter head] enclosed in tender annexures (Refer Annexure XII-A).

18. Gate Pass System: "Saraal Pravesha" is a platform developed by Numaligarh Refinery Ltd. for applying & issuing of smart card-based Photo Gate Pass required for entering Numaligarh Refinery premises. This is a web-based application and web link is available on NRL web site (<https://www.nrl.co.in/>) under "Day to Day Applications" (Link: <https://www.nrl.co.in/icwcs/>). Any contractor, consultants, service provider, vendor who is required to deploy their employees, executives, workers, experts etc. at Numaligarh Refinery premises for execution of any work or training shall register in the "Saraal Pravesha" system and apply for gate passes through this platform. Respective EICs may be contacted for further details after issuance of LOA / Work Order.

19. Trade Receivables Discounting System (TReDS): Interested bidders are requested to on-board their firm in the TReDS platform and may communicate to NRL in order to avail the facilities that the portal provides.

20. Integrity Pact: All pages of the Integrity Pact are to be returned by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid and to make binding commitments on behalf of his company. Any bid of estimated value of Rs. 1 Crore and above not accompanied by Integrity Pact duly signed by the bidder or the bidder not agreeing to submit a copy of the signed integrity pact shall be considered to be a non-responsive bid and shall be rejected. In case any bidder who has signed the integrity pact and subsequently makes any transgression of this code, the bidder is liable for punitive actions such as cancellation of contracts, banning and blacklisting and so on.

21. Price, Taxes, Duties: Without prejudice to stipulations in General Purchase Condition, the bidder should quote firm prices including all taxes. It is for the Bidder to assess and ascertain the rate of above taxes & duties applicable on quoted items. It is clearly understood that Owner will not have any additional liability towards

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payment of above taxes & duties which are based on Bidder's wrong assessment / interpretation of applicability of said taxes & duties.

However, GST as applicable will be loaded extra by NRL on the quoted value.

The Bidder shall quote in Indian Rupees and shall be paid in Indian Rupees only.

If there is delay beyond contractual completion period for reasons attributable to Contractor, any increase in taxes & duties will be borne by the Contractor and any decrease shall be passed on to Owner.

22. Clarification of bidding document/ conditions

- a) Although the details presented in this Bidding document `consisting of Conditions of Contract, Scope of Work, Technical Specifications, Drawings etc. which have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- b) Bidder shall examine the Bidding document thoroughly in all respect and if any conflict, discrepancy, ambiguity, error or omission is observed, Bidder may request information/ clarification of the Bidding Document in writing through E-mail so as to reach office of NRL not later than 07 days prior to the last date for submission of bids mentioned above.
- c) Where there is disqualification of bidder on non-meeting techno-commercial requirement bidder may submit any representation within 48 hours from the date of uploading technical recommendation (TR).
- d) NRL may respond in writing to any request for any information or clarification or query on the bidding conditions, bidding process and/or rejection of its bid - directly to the concerned bidder or by publishing in the e-tendering portal - depending on the nature & content of the information/clarification sought.
- e) Offers received from bidders who are on holiday list by NRL/MOPNG shall not be considered. Accordingly, the bidder shall submit a self-declaration as per format enclosed with Tender Document (Refer 6C). It may be noted that if this declaration 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.
- f) Any failure by Bidder to comply with the aforesaid requirement shall not excuse the Bidder, after subsequent award of contract, from execution in accordance with the contract.
- g) Bidders are requested to resolve all their clarifications/queries to the Bidding Document before submission of bid and submit their bid in total compliance to Bidding Document without any deviation /stipulation /clarification /assumption.
- h) The responses to Bidder's queries/ clarifications raised will be furnished as expeditiously as possible in the form of Corrigendum/Addendum. Any modification of the Bidding Document, which may become necessary as a result of the bidder's query, or for any reason at NRL's initiative, shall be published as a Corrigendum /Addendum which shall form a part of the Bidding document. Bidder shall submit a copy of all the Corrigendum/Addendum duly signed and stamped in token of his acceptance. Bidder shall consider its impact in his bid / submit revised bid within the last bid submission date & time. Bids submitted without all Corrigendum/Addendum are liable to be rejected.
- i) The bidder (s) or his designated representative, who have downloaded the bid document are invited to attend a PRE-BID MEETING (if applicable) as per the details given in the NIT. The purpose of meeting will be to clarify issues and to answer queries on any matter that may be raised at that stage. Further, the minutes of the pre-bid meeting will form a part of the Tender, and the bidder needs to submit the same duly signed & sealed.
- j) Bidder is also advised to visit and examine the site, its surroundings and familiarize himself with the existing facilities and environment and collect all other information which he may require for preparing and submitting the bid and entering into the Contract. Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the Bid and during implementation. Any loss to the property /life of the visitor due to visitor's negligence shall be the visitor's responsibility. Visitor shall keep NRL indemnified from any legal consequences arising there from.

23. Other Terms & Conditions:

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- a) Tenderer will fill up the all annexure attached to this Detailed Tender Notice clearly and sign every page of this Detailed Tender Notice (or digitally sign the filled-in bid document file) before submission of the tender. All requisite supporting documents should be enclosed. Tender in which any of the required particulars and prescribed information are missing or are incomplete, are liable to be rejected.
- b) 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.
- c) Offer will be considered only when NRL is satisfied with experience and capability of the tenderer to take up this work.
- d) Consortium/Joint venture bids shall not be accepted.
- e) Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- f) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept in holiday list/ blacklist apart from other penal actions as deemed fit by NRL.
- g) In case any bidder is found to be involved cartel formation, his bid will not be considered for evaluation/placement of order. Such bidder will also be debarred from bidding in future.
- h) Govt. has reduced the aggregate turnover for applicability of E-invoices from earlier limit Rs.10 crores to Rs. 5 crores, which will be effective from 1st August '2023. In view above, all concerns are requested to raise only E-invoice to NRL with all requisite details like IRN, QR code etc. Non-complied invoices shall not be accepted for further processing.
- i) NRL reserves the right to defer the date/time of opening of the offer; to make changes in the terms & conditions of tender document and to reject any or all bids without assigning any reason thereof.
- j) All other terms and conditions shall be as per General Purchase Conditions (Indigenous) of NRL. The General Purchase Conditions (Indigenous) of NRL, effective from 09.09.2024 is attached in the tender annexures, also available in NRL Website in following link:
https://www.nrl.co.in/upload/nrlGeneral_Purchase_Conditions_Indigenous_09092024.pdf

CGM (Commercial)
Commercial Department
Numaligarh Refinery Limited