



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 1 of 23

NOTICE INVITING TENDER

TABLE OF CONTENTS

A.	INTRODUCTION.....	2
B.	BRIEF SCOPE OF WORK.....	2
C.	SALIENT FEATURES OF NOTICE INVITING TENDER (NIT)	3
D.	EARNEST MONEY DEPOSIT (EMD).....	17
E.	NOTE	18
F.	GENERAL.....	18



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 2 of 23

A. INTRODUCTION

M/s. Technip India Limited (TPIL) as Project Management Consultant (Consultant / MPMC) on behalf of the M/s. Numaligarh Refinery limited (Owner/ NRL) invites Bids for execution of “**Cooling Tower Works**” (“**Project**”) for Numaligarh Refinery Expansion Project being undertaken by the Owner on open domestic tender basis under single stage two-bid system (Part - 1: Techno-Commercial Bid and Part - 2: Price Bid) from competent Bidders with sound technical and financial capabilities fulfilling the Bidder Qualification Criteria as stated elsewhere in this document.

B. BRIEF SCOPE OF WORK

The Scope of Work includes project management, consistency checks, Process Design, detailed design engineering including HAZOP/ SIL Study and other safety studies as mentioned in Bidding Documents, 3D modelling, Site development and enabling jobs, soil investigation and underground scanning as mentioned in the Bidding Documents and co-ordination for the same with Owner/ Consultant, total procurement (including chemicals, first fill of chemicals and lubricants consumables, special tools and tackles, pre- commissioning spares, commissioning spares, start-up spares and mandatory spares), fabrication, manufacturing, quality assurance, inspection and expediting, third party inspection, supplies, transportation, insurance, handling and storage of all equipment, materials, items and other construction materials at yard/site, fabrication, assembly, construction, erection, installation of all plant machinery including civil, structural, mechanical, piping, electrical and instrumentation including tie-ins, testing, insulation and refractory works, painting, fireproofing, first fill of chemicals and lubricants, obtaining all Applicable Permits, statutory approvals (except for environment clearance), Pre-commissioning and Mechanical Completion of Plant, preparation of Plant specific operating manuals, start-up, Commissioning and Performance Guarantee Test runs (PGTR), training of Owner’s operation and maintenance personnel, consumables (chemicals and lubricants) for 6 (six) months operation of the Plant, Contract closure activities of Cooling Tower Works as detailed in Bidding Documents and interconnection systems in accordance with the Bidding Documents, Final invoice/billing and handing over of the Facilities with Final and “as built” drawing/documentation, Project data and information handing over specification in accordance with the Bidding Documents, supply of spares with necessary support and services during Defect Liability Period and supply of chemicals, Tools & tackles, consumables, lubricants, refrigerants etc. for initial charge and replenishment of any loss of these during Commissioning up to handing over after successful PGTR of the Facilities.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 3 of 23

Brief scope is as follows:

S. No.	Description	Capacity
1	CT-1	7 cells (6W+1S) x 4000 m3/hr per cell
2	CT-2	7 cells (6W+1S) x 4000 m3/hr per cell
	Total CT capacity	14 cells (12W+2S) x 4000 m3/hr per cell

For detailed Scope, refer the relevant sections of the Bidding Documents.

C. SALIENT FEATURES OF NOTICE INVITING TENDER (NIT)

1.	Tender No.	082176C/NRL/T/COOLING TOWER/03
2.	Type of Bid	Domestic competitive bidding (E-BIDDING) Single stage two-bid system
3.	Name of Work	“Cooling Tower Works” for “Numaligarh Refinery Expansion Project” AT NRL NUMALIGARH Refinery located at Numaligarh, Assam, India
4.	Time Schedule	21 Months (20 Months for Mechanical Completion including Pre-commissioning along with 1 months for Commissioning) from the date of issue of the Letter of Acceptance (LOA). Detailed Completion Schedule/ Time Schedule shall be as per Annexure-II to SCC .
5	Tender download schedule	From 29-Jul-2021 to 08-Sep-2021 (Up to 14.00 Hours) Bidding Documents can be downloaded free of charge from the website http://eprocure.gov.in/eprocure/app (“E-Procurement Portal”) during the above period.
6.	Site Visit and Pre-Bid Meeting	Site Visit at 10:00 hours on 09-Aug-2021 (Refer Bid Datasheet for Site visit details). As per COVID-19 protocols, Bidders are requested to reach the site well in advance before the site visit and follow the local quarantine duration / test as per procedure. Pre-Bid meeting at 11:30 hrs. on 16-Aug-2021 via online Microsoft Teams.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 4 of 23

		Note: Bidder(s) are requested to send their request to get the e-link to attend per-bid meeting at least 5 days prior to due date as per communication details provided in Bid Data sheet. Last date for submitting Pre-bid queries: 12-Aug-2021
7.	Submission of Bid	Start Date of Submission of Bid: From 14.00 Hours 02-Sep-2021 Last date of Submission of Bid: Up to 14.00 Hrs. on 08-Sep-2021
8.	Opening date for Techno-Commercial Bid and Price Bid	14.30 Hrs. on 09-Sep-2021 (*). If date identified as (*) above happens to be a declared holiday in TPIL, Chennai/ NRL, Numaligarh, the next working day shall be considered. Date and time of Priced Bid opening will be communicated only to Techno-commercially acceptable bidders.
9.	Earnest Money Deposit (EMD)	EMD is not applicable for this Tender. The Bidder is required to submit "Bid security declaration" in lieu of EMD along with the Unpriced Offer which is attached to ITB.
10.	Bidder Qualification Criteria (BQC): Intending Bidders shall meet the minimum qualification criteria detailed below to qualify. The Bidders shall have to furnish proof of their qualification credentials and other relevant documents mentioned in the Bidding Document along with the Part-I - Techno-Commercial Bid.	



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 5 of 23

10.1	TECHNICAL EXPERIENCE CRITERIA
10.1.1	The Bidder shall have successfully executed and completed at least 1 (one) contract with single point responsibility involving “design and engineering*, Project Management, procurement, supply, construction, erection/installation and commissioning/ Commissioning assistance of at least one Induced draft Reinforced Cement Concrete (RCC) Cooling tower having minimum 1 cell with minimum Capacity of each cell as 2400 M3/Hr and RCC basin in a Refinery/ Petrochemical / On shore Oil & Gas processing facilities/ Offshore Oil & Gas processing facilities/ Chemical plant/ Fertilizer plant/ Metallurgy/ LNG/ Power Plant” Provided that, such job: (i). shall be a commercial unit i.e., not a lab plant / pilot plant / demo plant; (ii). shall only be a grass root unit and not a revamp or debottlenecked unit ; (iii). must not be a captive unit**. *Refer clause 10.1.3 **The unit will be considered as Captive unit where Bidder has equal to or more than 50% share capital in the company owning the unit.
10.1.2	The cooling towers as referred in Clause 10.1.1 above must have been: commissioned within the last 15 (fifteen) years ending on last day of the month immediately previous to the month in which last date of Bid submission falls (in case of extended bid submission date, original bid submission date shall be considered). The units referred at 10.1.1 should also have been in operation for at least 1 (one) year after commissioning. Proof of commissioning from owner/End User shall be submitted by the Intending Bidder along with the Technical Bid. However, for operation for at least 1 (one) year after commissioning, any one of the following document is required to be submitted by the Bidder along with the Bid. (i). certificate for operation for 1 (one) year from client; or (ii). certificate of Release of full security deposit (bank guarantee) by client against the defect liability period; or (iii). certificate of completion of performance guarantee and test run (PGTR) with completion date at least 1 year prior to the Bid Due Date; or



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 6 of 23

	(iv). certification by CEO/ CFO of the Bidder with due notarization that defect liability period is completed and there is no claim by client on account of performance of such process unit. Note: For reference job of NRL in support of successful operation of one year, Bidder need not submit any additional certificate. However, the qualification of the reference job order submitted by the Bidder for the tender will be checked internally by NRL based on the information submitted with the Bid.
10.1.3	In case the Bidder, on its own, meets all the criteria as per clause 10.1.1 except Design and/or Engineering, Bidder shall be considered acceptable, provided the Bidder engages an Engineering Sub-contractor who singly meets the Design and/or Engineering Experience criteria (as applicable) mentioned under clause 10.1.1. The Engineering Sub-contractor should have been established in India for the last 5 years (ending on last day of the month immediately previous to the month in which last date of Bid submission falls) (in case of extended Bid Due Date, original Bid Due Date shall be considered). Necessary documents to prove this claim shall be submitted by the Bidder along with their Techno-Commercial Bid. Such unit shall also meet the requirement specified under clause 10.1.2 Bidder shall submit the documentary evidence of the Engineering Sub-contractor meeting the said criteria. Further, the Bidder shall submit in its Techno-Commercial Bid, a Memorandum of Understanding (MoU) executed with such engineering sub-contractor for scope as per sub-clause 10.6.1(i). The MoU shall be valid for at least 04 (four) years or till the Defect Liability Period whichever is later, from the scheduled date of bid submission. Additionally, in case of award of the Project to the Bidder, such engineering sub-contractor shall not be changed during the subsistence of the Contract without prior approval of Owner. The Successful Bidder shall deploy their personnel (to be approved by Owner/ Consultant later) at the design center office of the engineering sub-contractor to control, monitor and approve the engineering design work/ deliverables of the engineering sub-contractor prior to issuance for review/ approval by Owner/ Consultant.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 7 of 23

10.2	FINANCIAL CRITERIA
10.2.1	The average annual turnover of the Bidder shall be equal to or more than INR. 40.50 crores (Indian Rupees Forty Crores and Fifty Lakhs only) during the 3 (Three) immediately preceding financial years from the date of issue of Bidding Documents. For fulfilling the Financial Criteria, the Bidders shall submit its audited balance sheet and profit and loss account. Published Annual Report available in the public domain shall also be acceptable. Note: If the financial statement(s) is prior to implementation of GST, and the Excise Duty is shown extra in the Financial Statement, the turnover shall be inclusive of Excise Duty but excluding other income.
10.2.2	<u>Bidder shall have positive net worth for the immediately preceding financial year as per the latest audited report.</u> To establish the positive net worth, Bidder shall furnish the latest audited financial statement including auditors reports, audited balance sheet, profit and loss account, notes, annexure (if any) etc. In case net worth of the Bidder is negative in the immediately preceding financial year, the Bid of such Bidder shall be rejected. The net worth means paid up share capital, share application money pending allotment* and reserve # less accumulate losses and deferred expenditure to the extent not written off. Net worth shall be calculated using the following formula: # Reserves to be considered for net-worth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation. *Share application money pending allotment will be considered only in respect of share to be allotted. Accordingly, the definition of net-worth shall be as follows:



NUMALIGARH REFINERY EXPANSION PROJECT NOTICE INVITING TENDER



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 8 of 23

Description	Values (in currency)	Reference Page no., Clause etc.)
Paid up Share capital (A)		
Add: Share Application Money pending allotment (B)		
Add: Reserves (As defined above) (C)		
Less: Accumulated Losses (D)		
Less: Deferred Revenue Expenditure to the extent not written off (E)		
Net Worth (A+B+C-D-E)		

The Financial Year closing date is **within 9 months of bid due date** and Audited Annual Report of immediate preceding financial year is not available, the Bidder has the option to submit the financial details of the previous year immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate preceding financial years.

Example, in case, audited annual report of immediate preceding Financial Year (year ending 31 March) is not available and where bid closing date is up to 31 December, the financial details of the previous year immediately prior to the last financial year may be submitted. However, in case the Bid Due Date is after 31 December, it is compulsory to submit the financial details of the immediate preceding financial year only.

Any of the following documents furnished by the Bidder in support of above clause shall be acceptable:

- (a) audited published annual report; or
- (b) audited balance sheet and profit and loss statement; or
- (c) financial statements duly certified by a practicing Chartered Accountant (not being an employee or a Director and not having any interest in the Bidder's company) where audited accounts are not mandatory as per law.

For Indian Bidders, audited annual report / financial statements needs to be accompanied with UDIN number, which is mandatory from July 2019 onwards. Any financial report which is issued after July 2019 onwards without UDIN shall not be considered for evaluation.

The failure to meet average annual turnover criteria as per Clause 10.2.1 above and net worth criteria as per Clause 10.2.2 above will render the Bid to be summarily rejected.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 9 of 23

10.2.3	Working Capital: The Bidder must have a minimum working capital of amount equivalent to INR 13.50 Crores (Indian Rupees Thirteen Crores and Fifty Lakhs only) as per immediate proceeding financial year audited annual Report. Working Capital shall be current assets minus current liabilities. In case, If the Bidder's working capital is inadequate, the Bidder should furnish a letter for line of credit from any scheduled bank in India or a commercial bank having net worth not less than INR 100 Crore, confirming the availability of the fund based line of credit for the respective amount specified above, irrespective of overall position of the Working Capital.
10.3	COMMERCIAL EXPERIENCE CRITERIA
10.3.1	For experience, the Bidder, as a main or as a sub-contractor should have executed/completed at least one or two or three contract(s) involving similar nature work with minimum value(s) as indicated below during the last 15 (fifteen) years ending on last day of the month immediately previous to the month in which the Bid Due Date falls (in case of extended Bid Due Date, original Bid Due Date shall be considered): (a) 1 (one) "Similar" successfully completed contract valuing not less than the amount equal to INR 112.50 Crores (Indian Rupees One Hundred Twelve Crores and Fifty Lakhs only). OR (b) 2 (two) "Similar" successfully completed contracts each valuing not less than the amount equal to INR 90.00 Crores /- (Indian Rupees Ninety crores only). OR (c) 3 (three) "Similar" successfully completed contracts each valuing not less than the amount equal to INR 67.50 Crores (Indian Rupees Sixty Seven Crores and Fifty Lakhs only). Date of mechanical completion will be considered as completion date and that should fall within the qualifying period. The above values of completed contract(s) shall be exclusive of GST /Service Tax. "Similar" nature of job shall have the meaning as set out in Clause 10.3.2 below



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 10 of 23

10.3.2	Similar work in Sl. No. 10.3.1 shall mean the work involving "Project management, Detailed engineering, Procurement, Construction, Mechanical completion of Cooling Tower package of RCC construction in a Refinery/ Petrochemical / On shore Oil & Gas processing facilities/ Offshore Oil & Gas processing facilities/ Chemical plant/ Fertilizer plant/ Metallurgy/ LNG/ Power Plant" Provided that, such completed job: (i). shall be a commercial unit i.e., not a lab plant / pilot plant / demo plant. (ii). shall only be a grass root unit and not a revamp or debottlenecked unit. (iii). must be New plant only. The Reference Unit must not be a captive unit*** ***The unit will be considered as captive unit where Bidder has equal to or more than 50% share capital in the company owning the unit. Note: If the Bidder's similar experience of Cooling Tower package of RCC construction also includes cooling water treatment plant in its main job, such work shall also be considered acceptable. Even if the Detailed engineering was not there in the scope of the concerned job, the job shall be considered as similar nature of work and shall be accepted towards the commercial experience criteria if it meets the requirement(s) in terms of Project Management, Procurement, Construction, Mechanical Completion under a single point responsibility. For the reference works, in case the Bidder has used services of engineering sub-contractor(s) for detailed engineering, the same shall be considered acceptable and the Bidder has to declare details of such arrangement along with the Bid (documentary evidence to be provided).
10.6	DOCUMENTATION
	The Bidder shall, in its own interest, furnish complete documentary evidence, as under, to justify that the Bidder meets the Bidder Qualification Criteria. Bidders are required to submit complete documents pertaining to BQC along with their offer. Failure to meet the BQC will render the bid to be summarily rejected. the Owner reserves the right to complete the evaluation based on the details furnished by the bidder, with or without seeking any additional supporting documents /clarifications.
	For Technical and Commercial experience criteria: (a) For technical experience criteria, The Bidder shall furnish documentary proof in the



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 11 of 23

10.6.1

form of copy of work order(s) / contract agreement(s)/ relevant pages of contract document(s) mentioning the value and the scope of work along with completion certificate(s) issued by owner/ consultant and certificate(s) of commissioning of previous plants from owner/ Consultant or any other certificate issued by owner/ consultant certifying that work is commissioned, fulfilling the technical experience criteria for themselves as well as their proposed engineering sub-contractor, as applicable.

- (b) For commercial experience criteria, The Bidder shall furnish documentary proof in the form of copy of work order(s) / contract agreement(s)/ relevant pages of contract document(s) mentioning the value and the scope of work along with completion certificate(s) or any other certificate issued by owner/ consultant certifying that work is mechanically completed, fulfilling the commercial experience criteria, as applicable.
- (c) For commercial experience criteria, the value of past experience shall be adjusted at a simple rate of 7% 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 Due Date falls.
For calculation of period of escalation of Commercial experience Criteria for such Similar Works", starting date shall be reckoned from the date of mechanical completion of the work.
- (d) In case of Bidder submitting documents for Commercial experience criteria for their work executed for private establishments (other than PSUs), work order copy along with either: (a) tax deduction at source (TDS) certificate in Form 26AS (Annual Tax Statement under Section 203AA of the Income Tax Act, 1961) or (b) bank certificate indicating receipt of payment from the owner, shall be required to furnish.
- (e) In case any other document is submitted by Bidder in support of execution for Commercial experience criteria, the same shall be subject to acceptance by the Owner or its representative.
- (f) In case, the executed value of job is more than work order value and the Bidder claims that it is meeting the BQC requirement on the basis of executed value, then it is the responsibility of the Bidder to submit the documentary evidence of final executed value (such as copy of final bill, executed value mentioned in completion certificate etc.) along with its Bid.
- (g) In case executed value is not mentioned in the completion certificate, work order value with amendments, if any, shall be considered towards BQC requirements. Where the executed value is not mentioned in the completion certificate, the copy of certified bill shall also be acceptable for determining the executed value if



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 12 of 23

submitted along with completion certificate.

- (h) Executed value mentioned in the completion certificate should be exclusive of Service Tax/ GST. 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 certificate shall be considered exclusive of Service Tax/GST and shall be evaluated accordingly.
- (i) In case of Bidder's experience in composite works, in the event the qualifying requirement cannot be ascertained from the work order/ completion certificate submitted by Bidder, Copy of Schedule of Rates (SOR), relevant pages of Contracts, copy of relevant pages of final bill certified by owner for establishing requirement of BQC or written letter from their owner specifying the nature of work with quantities and executed values can be submitted for qualification.
- (j) If the Bidder cites any reference of a job executed for Owner or executed for some client through Consultant and the Bidder is not able to furnish documentary evidence, the internal records of Owner or Consultant (as the case may be) shall be considered.
- (k) A job completed by a Bidder as a sub-contractor shall be considered for the purpose of meeting the Technical Criteria and Commercial Criteria under this NIT subject to submission of following documents in support of meeting the "Bidder Qualification Criteria":
 - 1. Copy of work order along with SOR issued by main contractor.
 - 2. Copies of completion/commissioning certificates (as the case may be) issued by the owner/ owner's consultant/main contractor. The said certificates shall have details like work order no. /date, brief scope of work, ordered & executed value of the job, completion date etc. In case Bidder is not able to furnish the completion certificates from the owner/owner's consultant in its name then the certificate issued in the name of main contractor shall also be considered as proof of completion of the relevant job.
 - 3. If the Bidder cites any reference of a job executed for the Owner or executed for some client through the Consultant and the Bidder is not able to furnish documentary evidence, the internal records of the Owner or Consultant (as the case may be) shall be considered. The sub-contractor shall furnish either (a) TDS Certificate in Form 26AS (Annual Tax Statement under Section 203AA of the Income Tax Act, 1961) or (b) Bank Certificate indicating receipt of payment from the Main Contractor.
- (l) Bidder shall submit with the Bid, the Memorandum of Understanding (MOU) between Bidder and engineering sub-contractor (as applicable) in connection with



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 13 of 23

executing the design and detailed engineering, engineering for procurement, preparation/approval of MR of critical equipment and package items as defined in the Bidding Documents elsewhere, HAZOP/ SIL studies, technical and construction audit, pre-commissioning/commissioning and PGTR etc. as applicable. The MOU shall be binding on the Bidder and not to be changed thereafter without prior approval of Owner/Consultant and shall remain in force at least till the pendency of the Contract including Defect Liability Period.

- (m) A job executed by a Bidder for its own plant/ projects can't be considered as experience for the purpose of meeting requirement of BQC of the Bidding Document. However, jobs executed by the Bidder for its subsidiary/ Affiliate/ Holding/ Parent company will be considered as experience for the purpose of meeting BQC subject to submission of tax paid invoice(s) duly certified by statutory auditor of the Bidder towards payments of statutory tax along with remittance proof in support of the such executed job. Such Bidders shall submit these documents over and above the other required documents under the various Clauses of BQC.
- (n) For Bidders (Indian Bidder), order value(s) in foreign currencies (other than INR) shall be converted to equivalent INR at the exchange rate of Reserve Bank of India (RBI) as on the date of award of such proposed qualifying work(s).
- (o) Bidder(s) are required to submit complete documents pertaining to BQC along with their Bid. However, the Owner / Consultant may give opportunity to the Bidder(s) to submit missing details or clarifications within the stipulated time. In case, these are not submitted within the stipulated time by the Bidder, offer of the Bidder will be evaluated based on available details/ information. The same shall be considered, if found adequate or else shall be rejected.
- (p) Notwithstanding any other condition/ provision in the Bidding Documents, the Bidders are required to submit complete documents pertaining to BQC along with their Bid. Failure to meet the BQC will render the Bid to be summarily rejected. the Owner reserves the right to complete the evaluation based on the details furnished by the Bidder, with or without seeking any additional supporting documents /clarifications.
- (q) The Bidders must submit complete and unambiguous documents pertaining to Bidder Qualification Criteria (BQC) in the first instance itself along with the offer. The Consultant / the Owner may not offer any opportunity to the bidder to provide complete or unambiguous documents and reserve the right to proceed on the basis of documents received along with the Bid and Incase of non-submission of some



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 14 of 23

documents or submission of incomplete or ambiguous documents, the Bid may be rejected and not evaluated. However, the Owner reserves the right to make any further queries.

- (r) Bidder shall not be allowed to submit new references or document related such new references with respect their past experience unless it is not mentioned in the list (past experience) submitted along with the Bid.
- (s) In case where the Bidder cites the reasons of non-disclosure agreement for its inability to submit necessary documents in support of meeting the Bidder Qualification Criteria, a certificate in original, certifying all the required information, issued by CEO/ CFO of such Bidder along with a declaration that the Bidder is not in a position to submit the required documents owing to non-disclosure agreement with an endorsement by Chartered Accountant / Statutory Auditor / Certified Public Accountant (not being an employee or a director or not having any interest in the Bidder) shall be accepted.

Wherever Chartered Accountant / Statutory Auditor / Certified Public Accountant (not being an employee or a Director or not having any interest in the Bidder) is not in a position to endorse such CEO / CFO's certificate due to local regulations, CEO / CFO's certificate without endorsement may be accepted provided evidence of the local regulation restricting this endorsement is given in the CEO / CFO certificate.

- (t) In case bidder has executed contract(s) meeting the requirements under clause no. 10.1 and/ or 10.3 above of BQC as a leader of Consortium/JV, the experience is acceptable for the purpose of qualification under clause 10.1 and/ or 10.3.
- (u) In case bidder has executed contract(s) meeting the requirements under clause no. 10.3, above of BQC as a consortium/JV, the value of work performed by the respective consortium members/JV partner shall be considered as the value of contract for the purpose of qualification under clause no. 10.3 above.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 15 of 23

10.6.2

For Financial Criteria:

(a) For fulfilling the **Financial Criteria**, annual audited financial statements (Balance Sheet, Profit and Loss Account, Auditor Report and all other Schedules / notes to Balance sheet and Profit & Loss Account) of the Bidder shall be considered as acceptable proof.

(b) In case the Financial Year closing date is **within 9 months of Bid Due Date** and audited annual report of immediately preceding financial year is not available, the Bidder has the option to submit the financial details of the previous year immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate preceding financial years.

Example, in case, audited annual report of immediately preceding Financial Year (year ending 31 March) is not available and where bid closing date is up to 31 December, the financial details of the previous year immediately prior to the last financial year may be submitted. However, in case the Bid Due Date is after 31 December, it is compulsory to submit the financial details of the immediate preceding financial year only.

Any of the following documents furnished by the Bidder in support of above clause shall be acceptable:

- (1) audited published annual report; or
- (2) audited balance sheet and profit and loss statement; or
- (3) financial statements duly certified by a practicing Chartered Accountant (not being an employee or a Director and not having any interest in the Bidder's company) where audited accounts are not mandatory as per law.

(c) For Indian Bidders, audited annual report / financial statements needs to be accompanied with UDIN number, which is mandatory from July 2019 onwards. Any financial report which is issued after July 2019 onwards without UDIN shall not be considered for evaluation.

(d) In connection with the submission of various documents against the Financial Criteria, the Bidder shall, inter alia, specifically refer to the **Sl. No. 10.2** of BQC also.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 16 of 23

	(e) In case a Bidder (a parent company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the Bidder certifying that separate annual report of such Bidder (without the financial data of subsidiaries) is not prepared and audited. Further, in case Bidder is a subsidiary company and separate annual report of the Bidder is not prepared and audited, but only a consolidated annual report of the its parent company is available, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the parent company certifying that separate annual report of such Bidder is not prepared and audited.	
11	Submission of authentic documents is the prime responsibility of the Bidder. Wherever the Owner has concern or apprehension regarding the authenticity/ correctness of any document, the Owner reserves the right to get the documents verified from issuing authority/any relevant source. If documents (part or full) are found forged, such offers will be summarily rejected and Bidder shall be put on Holiday List; orders, if any, placed against subject tender will be terminated and may be debarred from future tenders. For the purpose of verification, Bidders shall submit complete client details with names, address, phone number, e-mail ID etc.	
12	Mode of Submission.	Bid must be uploaded on E-Procurement Portal http://eprocure.gov.in/eprocure/app before the last date & time of submission of Tender (Bid Due Date). Bids submitted using any other mode will not be accepted.



NUMALIGARH REFINERY EXPANSION PROJECT

NOTICE INVITING TENDER



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 17 of 23

13	OTHER REQUIREMENTS	
13.1	The Bidder should furnish copy of Permanent Account Number, PF Number, Certificate of Incorporation/Partnership deed/ Proprietorship affidavit , GSTIN and place of registration, ESI Registration Code and any other statutory requirement, wherever required, at the time of submitting their Bid.	
14	Bidder shall be required to submit the power of attorney in the name of its authorized signatory who is submitting the Bid with its digital signature certificate and signature. Also, Power of Attorney of the person who has signed the Bid (if a different person) shall be submitted.	
15	Integrity Pact Agreement	Applicable
16	Reverse Auction	Not Applicable
17	Tender cost / Fee	Nil
18	Split of Work	Not applicable
19	Language	English
20	Validity of Bids	The Bid submitted by the Bidder shall remain valid for 4 (four) months from the Bid Due Date / Revised offer (if applicable as permitted by the Owner). On account of exigencies if Bidders are requested by the Owner/ Consultant to extend their Bid validity, the same should be without any deviation including change in the prices. However in such cases, the Bidders would be allowed to withdraw their Bid if so desired by the Bidder. If a Bidder still deviates or changes price, its Bid shall be rejected and not considered for evaluation.
21	Tender Inviting Authority	Technip India Limited 19, Velachery Main Road Chennai – 600 032 Tamilnadu, India

D. EARNEST MONEY DEPOSIT (EMD)

- Earnest Money Deposit (EMD) is not applicable for this Tender. The Bidder is required to submit “Bid security declaration” in lieu of EMD along with the Unpriced Offer which is attached to ITB. Bids not accompanied with “Bid security declaration” in lieu of EMD shall be liable for rejection
- EMD exemption shall be applicable for Micro or Small Enterprises registered with Udyam. The certificate issued should be valid on the date of opening of tender. Consideration of MSME bidders shall be as per prevailing MSE guidelines only.
- All other clauses mentioned elsewhere in the Tender Document related to submission of EMD shall stand cancelled



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 18 of 23

E. NOTE

The Bidder shall be put on "Holiday/ Suspension/ Banning List" in case of breach of his obligation(s), either of following circumstances:

- a) In case the bidder alters/modifies/withdraws the bid Suo-moto after opening the techno-commercial bids but within the validity period and/or submits multiple bids/ alternative bids; or
- b) If the Bidder impair or derogates from the Tender during the Validity period of Bid; or
- c) The successful bidder fails or refuse to furnish the Contract Performance security, or to execute the order, in accordance with the provisions of tender document; or
- d) If the successful bidder fails to accept arithmetical corrections; or
- e) If the information / documents submitted by the bidder in the bid is found to be false/ forged; or
- f) The successful bidder is not ready to accept Work Order / Contract or giving any conditional acceptance of Work Order /Contract; or
- g) If the Bidder is found to be indulged in corrupt/ fraudulent/ collusive/ coercive practice as per procedure.

F. GENERAL

Bidder to note the following before bidding:

1. Bids from following types of Bidders will not be accepted

- a) Who are in the Holiday List or Suspension List or Banning List or Negative list of the Licensor and/or the Owner and/or its Administrative Ministry, MOPNG or any other OIL & Gas PSU or MPMC (together "Holiday Lists") as on the due date of submission of Bid and/or has been put on such Holiday Lists at any time during the process of evaluation of the Bid. The Owner reserves the right to disqualify any Bidder during any stage of tendering if it is brought to the Owner's knowledge that the Bidder was disqualified under this clause and failed to inform the Owner of the same. Provided always that, nothing in this clause shall make a Bidder eligible hereunder if the Bidder has been removed from any of the Holiday Lists after the due date of submission of bids.
- b) Similarly, if a Bidder is qualified based on engaging a sub-contractor who meets stipulated qualification criteria and in case such a sub-contractor is on Holiday List/ Negative List/ Suspension List/ Banning List of Licensor or the Owner or MOPNG or any other OIL PSUs on due date of submission of Bid / during the process of evaluation of the Bid, the Bid of such a Bidder shall not be considered for bid opening/evaluation/Award.
- c) Not used.
- d) Consultant or their subsidiary company or companies under the management of same Consultant, are not eligible to quote for the same job for which they are working as



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 19 of 23

Consultant, with the exception of participation as TPIA for the same job.

- e) In the event, an Insolvency Event has occurred with respect to Bidder as on the Bid Due Date or during the Bidding Process, the Bids of such Bidder shall be rejected and not considered for evaluation.
- f) Bidder(s) who are under liquidation, court receivership or similar proceedings. In this connection, Bidder shall submit an Affidavit stating that they are not under liquidation, court receivership or similar proceedings.
- g) Bidder(s) who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code).
- h) Bidder(s) whose insolvency resolution process or liquidation or bankruptcy proceeding is initiated under the above Code at any stage of evaluation of the bid.

2. Bidding Documents:

- a) The subject tender is an e-tender and can be downloaded from the E-Procurement Portal available at <http://eprocure.gov.in/eprocure/app>. The Bidders who are not enrolled/registered in E-Procurement Portal should enroll/register before participating. Bidders are advised to go through instructions provided as '**Instructions for online Bid Submission**' provided at Appendix A to NIT.
- b) Bidders can access Bidding Documents from the E-Procurement Portal, fill all relevant information and submit the completed Bidding Documents into electronic tender on the E-Procurement Portal.
- c) Bids including supporting documents should be uploaded through E-Procurement Portal only by Bidders. Hard copy of the Bidding Documents will not be accepted.
- d) **Corrigendum/addendum/extension (if any) pertaining to this tender will be published at the E-Procurement Portal only.** No separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated. Failure of Bidder to submit tender without taking cognizance of Corrigendum / Amendment (if any) issued by the Owner shall make bid liable for rejection.
- e) Both Techno-Commercial Bid and Price Bid are to be submitted concurrently, duly digitally signed at the E-Procurement Portal.
- f) The Bidding Documents will not be issued in person or sent by post. Mere obtaining Bidding Documents through E-Procurement Portal shall, however, not be construed that the Bidder is considered qualified.
- g) The Owner does not take any responsibility for the correctness of Bidding Documents obtained from any other source. Bidders are advised to visit above mentioned website before submitting their Bids for official version of the Bidding Documents including any corrigendum / amendment if any, which shall be binding on the Bidder.

3. Purchase Preference to MSE will not be applicable for this tender. There will be no relaxation



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 20 of 23

in BQC criteria to MSE and Startups in this Tender.

4. Bidder shall download the Bidding Documents in its own name and submit the Bid directly in accordance with the provisions of the Bidding Documents. The Bidding Document is non-transferable. Bids submitted by Bidder/s who have not downloaded the Bidding document either directly or through their authorized person will be rejected and not considered for evaluation. Please note that the person having Power of Attorney to do bidding process on behalf of the Bidder shall only submit/upload the Bidding Document using their own DSC.
5. As far as possible Bidders are requested to clarify all the queries related to tender before the Bid opening and ensure compliance of all provisions of the Bidding Documents.
6. The Bidder is expected prior to the submission of its Bid, as a prudent and experienced contractor to make its own assessment of all the requirements of the Work comprising in the Project in accordance with the Bidding Documents and of the accuracy, correctness and completeness of any estimate, data, or information furnished by the Owner in the Bidding Documents and of the availability, suitability, propriety, adequacy and/or soundness of any suggestion made by the Owner in the Bidding Documents as hereinabove referred to.
7. All documents furnished by the Bidder in support of meeting the Bidder Qualification Criteria (BQC) shall be self-certified by the duly authorized representative of the Bidders.
8. All documents submitted by the Bidder towards meeting BQC shall be furnished in a separate booklet titled as "Documentation against Bidder Qualification Criteria" with proper indexing.
9. All documents uploaded as part of Bid submitted (Except BQC Documents) must be either digitally or physically signed by the "authorized signatory" of the Bidder holding Power of Attorney.
10. Submission of authentic documents is the prime responsibility of the bidder. Wherever the Owner/ Consultant has concern or apprehension regarding the authenticity/ correctness of any document, the Owner reserves the right to get the documents verified from issuing authority/any relevant source. If documents (part or full) are found forged, such offers will be summarily rejected, Bidder shall be put on Holiday List; Orders, if any, placed against subject tender will be terminated and may be debarred from future tenders. For the purpose of verification of documents, bidders shall submit complete client details with names, address, phone number, e-mail ID etc.
11. The Owner/ Consultant reserves the right to carry out capacity and capability assessment of the Bidder using in-house information and past performance.
12. Relevant supporting documents towards other requirements specified are also to be uploaded along with Bid, failing which the Bid is liable for rejection.
13. The Owner reserves the right to reject any or all of the Bids or any parts of the Bids so received and may cancel the Bidding Process in part or full, extend the Bid Due Date without



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 21 of 23

assigning any reason.

14. 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.
15. Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
16. The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Golaghat, Assam shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
17. During the tendering stage all communication will be made through E-Procurement Portal. However, post submission of Bids all communications / clarifications shall be sought outside the E-Procurement Portal.
18. Bidder cannot make any claim against the Owner towards its expense incurred in connection with the preparation and delivery of their Bids, participating in the discussion and other expenses incurred during Bidding Process.
19. Offers not meeting statutory requirement are liable for rejection.
20. Owner reserves its right to allow Public Sector Enterprises (Central/State), purchase preference as admissible/applicable from time to time under the existing Govt. Policy.
21. Owner shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.
22. In case of a MSE bidder, documentary evidence as per the prevailing Government policy shall be acceptable. In addition duly authenticated document in this regard shall be submitted. However, in case authenticated document is not submitted in original, the same can be accepted provided a valid MSE certification is available on Government portal (www.nsicspronline.com) or Government Udyog Aadhar portal.
23. For detailed specifications, terms and conditions and other details, refer complete Bidding Documents.
24. A Memorandum of understanding has been signed by the Owner for adoption of **Integrity Pact** in major Tenders. Bidder shall submit the **Integrity Agreement** in the prescribed **Formats (enclosed in the Bid Document)** duly signed along with the Bid.
25. Fax/ e-mail bids shall not be accepted.
26. The terms “Pre-Qualification Criteria (PQC)” and “Bidder Qualification Criteria (BQC)” shall have the same meaning in the Bidding Document.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 22 of 23

27. The terms 'Sl. No.', 'Sr. No.', 'Cl. No.' and 'Clause No.' used in this NIT document shall have the same meaning.
28. Bidder to quote the NIT/Bidding Doc. no. in all Correspondences.
29. Clarification, if any, can be obtained from MPMC / OWNER.
30. The Bidder is also expected prior to finalization of its/his/their bid to visit and examine the job site and its surroundings and to familiarize itself/himself/themselves of the ground realities, the availability, existence and suitability of facilities and sources of supply required for the work(s) and the environmental conditions which can be encountered, and collect all data and other information which the bidder may require for preparation and formulation of its/his/their Bid. The Contractor will not to be entitled to make any claim against the Owner or to raise any objection or defense to any claim based on the ignorance of existing or expected conditions, or on the lack of adequate information, or of any plan, estimate or expectation based on a different perception or expectation or information.
31. The Bidders shall be deemed before tendering to have undertaken a thorough study of the proposed work, the job site(s) involved, the site conditions, soil conditions, the terrain, the climatic conditions, the labour, power, material, and equipment availability, transport and communications facilities, the availability and suitability of borrow areas, the availability of land for right of way and temporary office and accommodations, quarters, and all other facts and facilities necessary or relevant for the formulation of the Bid, supply of materials and the performance of work
32. Unsolicited clarifications to the Bidding Documents and / or change in the prices during the validity period would render the Bid liable for rejection.
33. Bidders shall quote their most competitive rates. Negotiations will not be conducted with the bidders as a matter of routine. However, Owner reserves the right to conduct negotiations.
34. Bidder should make sure that their Price Bid (Part-II/BOQ) contains only prices. Rates mentioned elsewhere shall not be taken into cognizance. Offer shall be liable for rejection if any condition directly or implied, recorded in Price Bid (Part-II/BOQ).
35. After opening of the Techno-Commercial Bids but before the opening of the Price Bids, the Bids may be rejected for unsatisfactory performance or adverse comments which have come to the notice of Owner/Consultant after the issue of the Bidding Documents.
36. Class 1 local bidder shall be given purchase preference as per the existing Govt. PPLC policy.
37. Bidders 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 in line with requirements specified by Government of India. Broad guidelines in this regard is specified as **Attachment to ITB**. The bidder shall complete the registration process before the Bid Due Date and submit documentary evidence in this regard, failing which their Bids will be rejected.



**NUMALIGARH REFINERY
EXPANSION PROJECT
NOTICE INVITING TENDER**



Bidding Document No: 082176C/NRL/T/COOLING TOWER/03

Page 23 of 23

- 38.** Notwithstanding any other condition/ provision in the Bidding Documents, Bidders are required to submit complete documents pertaining to BQC along with their offer. Failure to meet the BQC will render the bid to be summarily rejected. the Owner reserves the right to complete the evaluation based on the details furnished by the bidder, with or without seeking any additional supporting documents /clarifications
- 39.** Post evaluation of the Bids, the Letter of Acceptance (LOA) will be issued by the Owner to the Successful Bidder.
- 40.** The Owner, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- (a) suspend and/ or cancel the Bidding Process and/ or amend the Bidding Process;
 - (b) supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
 - (c) consult with any Bidder in order to receive clarification or further information;
 - (d) retain any information and/ or evidence submitted to Owner by, on behalf of, and/ or in relation to any Bidder; and/ or
 - (e) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.

Instructions for Online Bid Submission

Appendix-A

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). 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: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal 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 Tender ID, 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. Any deviations from these may lead to rejection of the bid.
- 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.

SUBMISSION OF BIDS

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- For any technical help, the bidders can contact **Mr. Tapan Desai at Mobile No. 8866287104 and email : tapan@tender247.com**

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the priced bid have been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.
- 3) **For any assistance, please contact the following person:**
Mr. Dhiraj Mohan Saikia Phone No. 03776-265774
Email ID : z_tender@nrl.co.in

Special Instructions to the Bidders for the e-submission of the bids online through e-Procurement Portal :

- Bidder should do Online Enrolment in this Portal using the option Click Here to enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MTNLTrustline/SafeScripT/TCS.
- Bidder then logs into the portal giving user id / password chosen during enrolment.
- The e-token that is registered should be used by the bidder and should not be misused by others.
- DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids. The bidder has to submit the tender document(s) online well in advance before the prescribed

time to avoid any delay or problem during the bid submission process.

- There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

The bidders are requested to submit the bids through online e-Procurement system well before the bid submission end date and time as per NIT.