



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

Two parts bid **ONLINE (E-tender)** item rate offers requested from competent contractors for following work:

Name of Work:	Contract for Documentation/Misc assistance in TS-Env Cell
Tender No. & Date :	OC48000008-BOR dated 30.07.2018
Due Date & Time of Submission :	Closing of bidding : On 20.08.2018 before 11:00 hrs. Opening of bid : On 21.08.2018 after 11:00 hrs.
Earnest Money Deposit :	Rs. 4,000.00
Contract Period:	Two (02) years with an extension of another one year.

BRIEF SCOPE OF WORK: As detailed in Tender Document, Special Terms & Conditions & BOQ.

BID QUALIFICATION CRITERIA:

1. The intending bidders for above tender should meet the qualifications as given below:
Past Experience of having successfully completed similar works during last 10 years ending last month should be either of the following:
 - Three similar completed works costing not less than Rs. 1.49 Lakhs each, or
 - Two similar completed works costing not less than Rs. 1.98 Lakhs each, or
 - One similar completed work costing Rs. 2.48 Lakhs.

***Similar Works :** Bidders should have experience in Supplying manpower to carry out the activities /jobs as mentioned under 'SPECIAL CONDITIONS OF CONTRACT (SCC)' of the tender.

Note:

- (ii) The bidder must submit copy (ies) of relevant Work Order(s) and Completion Certificate(s) along with the un-priced bid in support of the above criteria. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and/ or part thereof
 - (iii) TDS certificate in addition to certificate issued by principal contractor/private organization (letter of award and job completion certificate etc.) shall form the basis for considering experience and value of work executed under the private organization.
2. Average Annual Turnover during last 3 years, ending 31st March of previous Financial Year: At least **Rs. 1.49 lakhs** . The bidder must submit copy (ies) financial documents – Trading and P/L account(s) certified by Chartered Accountant along with the un-priced bid in support of the above criteria.

SPECIAL NOTE TO THE BIDDERS:

- The above mentioned requirement of prior turnover and prior experience will be relaxed if the bidder is Micro and Small Enterprise or Startup and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.

Documents to be submitted in support of 'Micro & Small' and 'Start Ups':

Apart from the documents listed above, bidders who are willing to avail the benefit of 'Micro & Small Enterprises' and 'Start Ups' are required to submit the following documents.

For availing the benefits of 'Micro & Small Enterprise'

- (i) MSE bidders must submit Udyog Adhaar Memorandum (UAM) number.
In case bidder submits the UAM No. in the bid but same is not declared on the CPPP, such bidder will not be eligible to claim benefits.

(ii) The MSE registration shall be valid as on date of placement of order:

The registration must be for the items/category of items/services relevant to the tendered items/category of items / services. (For details please refer **Annexure – X** of the tender document)

To update UAM number following the steps:

1. Logon to the CPPP
2. Login with your account details
3. Click on 'My Account'
4. Click on Privileges
5. Under MSME you have to update your details.

If any issues occur please contact CPPP helpdesk at 0120-4200462 / support-eproc@nic.in

For availing the benefits of 'Start Ups'

Bidder who intends to participate as 'Start-up' company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

- **OTHER REQUIREMENT:**

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.

For accepting experience as sub-contractor(s) or contractors under Private Organizations, in addition to the requisite certificates (letter of award and job completion certificate etc.) TDS certificate issued by principal contractor / private organization shall form the basis for considering experience and value of work executed.

3. Bidder should have following valid documents on the date of Closing of tender and copy of the same needs to be submitted along with the technical Bid:
 - i. Provident Fund Registration Number.
 - ii. ESI registration number.
 - iii. Income Tax PAN Number.
 - iv. GST Registration Number.
4. Bidders who are on holiday list by NRL or any other Oil sector PSU will not be considered. **Accordingly, the bidder shall submit a self declaration as per format enclosed with Tender Document.** 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.

Non fulfillment of all the above mention Technical & Commercial Qualifying criteria will lead to disqualification of bidder.

TENDER SCHEDULE:

S. No.	Title	Date & Time
1.	Tender Publish Date / download start date / Bid Submission start date & time	30.08.2018 at 4.00 PM
2.	Last date of on line EMD submission:	20.08.2018 at 11.00 AM
3.	Tender document download end date & time / Bid Submission end date & time	20.08.2018 at 11.00 AM
4.	Bid opening date & time (Technical Bid)	21.08.2018 at 11.00 AM

Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll free contact number for the helpdesk is 1800 233 7315.

IMPORTANT NOTE:

- 1) Tender documents should be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating, through the website <http://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided as 'Instructions for online Bid Submission'.
- 2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document on the website <http://eprocure.gov.in/eprocure/app>.
- 3) Tenders and supporting documents should be uploaded online. Hard copy of tender documents and any supporting documents will not be accepted.

Both Technical bid and Financial bid are to be submitted concurrently, duly digitally signed in the web site <http://eprocure.gov.in/eprocure/app>.

Online Bids are received only on CPPP Portal website <http://eprocure.gov.in/eprocure/app> on or before due date as indicated in the NIT. The bidder shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid. Price Bids of only those bidders shall be opened who are Techno-commercially qualified, at a time and place for which notice shall be given. The qualified bidders shall be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with the Bid Acknowledgement Receipt. They can also view the bid opening event online at their remote end.

For any assistance, please contact the following person:

Dhiraj Mohan Saikia, Phone No 03776- 265815, E-mail: z_tender@nrl.co.in

Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the website only

Kindly upload technical bid documents in folders as specified below:

1. **Tender Document Folder:** Signed and seal of each page (filled in information in tender).
2. **Technical Document Folder:**
 - a. Work order and completion certificate
 - b. Financial document in support of Annual Turnover
 - c. PAN card copy
 - d. GST Registration certificate
 - e. PF & ESIC copy etc.

GM (Commercial), I/C
Numaligarh Refinery Limited