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|                                                                                                                                                                                               | <p align="center"><b>EPCM-2 SERVICES FOR RPTU UNIT FOR<br/>NUMALIGARH REFINERY EXPANSION<br/>PROJECT, ASSAM<br/>NOTICE INVITING TENDER</b></p> |  |
| <p><b>Bidding Document No:</b> TPIL/CONS/NRL/200663C/013</p> <p><b>Name of Work:</b> Structural Erection, Piping Fabrication &amp; Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited</p> |                                                                                                                                                | <p align="center">Page 1 of 22</p>                                                 |

## NOTICE INVITING TENDER

|                                                                                                                                                                                                        |                                                                                                                          |                                                                                    |
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|                                                                                                                       | <b>EPCM-2 SERVICES FOR RPTU UNIT FOR<br/>NUMALIGARH REFINERY EXPANSION<br/>PROJECT, ASSAM<br/>NOTICE INVITING TENDER</b> |  |
| <b>Bidding Document No : TPIL/CONS/NRL/200663C/013</b>                                                                                                                                                 |                                                                                                                          | Page 2 of 22                                                                       |
| <b>Name of Work:</b> Structural Erection, Piping Fabrication & Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited |                                                                                                                          |                                                                                    |

### SALIENT DETAILS OF THE TENDER NOTICE

Two parts Online bid (E-tender) offers are requested from competent bidders against the tender having salient features as mentioned below:

|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Work:                                                                                                | Structural Erection, Piping Fabrication & Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited (including left-over jobs done by other CONTRACTOR)                                                                                                                                                                                                          |
| Tender No.                                                                                                   | TPIL/CONS/NRL/200663C/013                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Type of Bid                                                                                                  | Open E Tender – Domestic Competitive Bidding under Two Bid System                                                                                                                                                                                                                                                                                                                                                                              |
| Location of Work/Site                                                                                        | NREP, Numaligarh Refinery Ltd. (NRL), Golaghat, Assam, India, Pin Code: 785699                                                                                                                                                                                                                                                                                                                                                                 |
| Bidding Document & subsequent addendum / Corrigendum (if any) available on Website for viewing & downloading | The complete document is available on CPP Portal. ( <a href="https://eprocure.gov.in/">https://eprocure.gov.in/</a> )                                                                                                                                                                                                                                                                                                                          |
| Tender Publish Date / Download start Date                                                                    | <b>11.09.2025 at 15:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| Bid Submission start Date & Time                                                                             | <b>25.09.2025 at 15:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| Last date of Receipt of Bidder's Queries for Pre-Bid Conference                                              | <b>16.09.2025 at 18:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| Site Visit Date & Time                                                                                       | <b>16.09.2025 at 10:30 Hrs.</b><br>(same day before Pre-bid meeting)                                                                                                                                                                                                                                                                                                                                                                           |
| Pre-Bid Conference (Date & Time)                                                                             | <b>16.09.2025 at 14:00 Hrs.</b><br>at Numaligarh Refinery, Assam<br><b>Mode of Meeting :</b> In person or online through MS Team ( <u>Meeting link shall be shared later through Corrigendum/Addendum</u> )<br><b>Site Address:</b><br>Technip Energies India Limited.<br>C/o Numaligarh Refinery Limited,<br>Numaligarh Refinery Complex, Golaghat Dist, Assam,<br>Numaligarh – 785699.<br>(Bidder to refer clause No. '7' of NIT for detail) |
| Tender document download end Date & time / Bid Submission end Date & Time                                    | <b>03.10.2025 at 15:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| Bid opening date & time (Technical Bid)*                                                                     | <b>06.10.2025 at 15:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <p><b>Bidding Document No :</b> TPIL/CONS/NRL/200663C/013</p> <p><b>Name of Work:</b> Structural Erection, Piping Fabrication &amp; Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited</p> |                                                                                                                                                | <p align="center">Page 3 of 22</p>                                                 |

|                                                    |                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Contact Person for any Query/ Clarification</p> | <p>1) Mr. Vinod Kumar, Joint General Manager, Subcontract<br/>Email: <a href="mailto:vinod.kumar1@ten.com">vinod.kumar1@ten.com</a><br/>Ph. No.: 0120-4301564</p> <p>2) Mr. Saurav Tyagi, Manager, Subcontract<br/>Email: <a href="mailto:saurav.tyagi@ten.com">saurav.tyagi@ten.com</a><br/>Ph. No. : 0120-4301230</p> |
| <p>Earnest Money Deposit (EMD)</p>                 | <p><b>Rs. 1,85,37,000/-</b> (Rupees One Crores Eighty-Five Lakh Thirty-Seven Thousand Only)</p>                                                                                                                                                                                                                         |

**Note :**

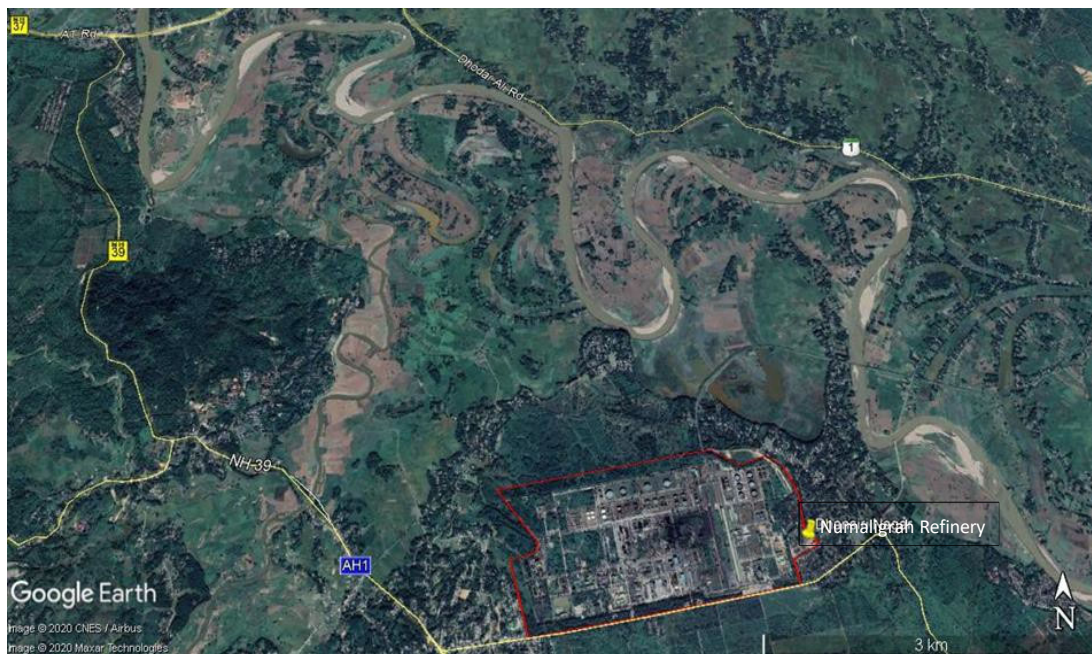
- If identified dates as (\*) above happens to be a declared holiday/closed day in NRL, activity shall be conducted on next working day at the same time.
- All amendments, time extension, clarifications, etc. will be uploaded as a Corrigendum in the websites only. Bidders should regularly visit the above website(s) to keep themselves updated.
- Request for extension received from any bidder with less than two working days prior to bid due date shall generally be ignored, since there will not be adequate time for consideration. Also any such request is purely NRL's/Technip's discretion.
- Bidders shall submit the bid directly and in their own name without involving any intermediaries.
- Refer **Appendix-A** to this NIT for Instructions of online submission of Bid
- Brief Introduction of Project and other salient features are mentioned as below.

## 1.0 Introduction

**Numaligarh Refinery Limited (NRL)** is part of Oil India Ltd, Govt. of Assam and Engineers India Ltd. Its Refinery is located at Numaligarh, District Golaghat, Assam with a capacity of 3 MMTPA. NRL got CCEA approval in Jan, 2019 for expansion of existing Refinery to 9 MMTPA capacity for processing imported crude to be received at Paradip Port and bring it to Numaligarh through about 1400KM pipeline. It has two marketing terminals for product evacuation - one is adjacent to the Refinery i.e. Numaligarh Refinery Marketing Terminal (NRMT) and the other is Siliguri Marketing Terminal (SMT) in West Bengal.

The Refinery is well connected by air, road and rail. The nearest airport –Jorhat is 50 kms away from Refinery Site. Road distance from Guwahati to Numaligarh is about 250 kms through NH-37 towards east. The nearest rail head is at Furkating Rly Jn., 25 kms from Refinery. Refer below shown Google map for easy location.

|                                                                                                                                                                                                                   |                                                                                                                                 |                                                                                    |
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|                                                                                                                                  | <p><b>EPCM-2 SERVICES FOR RPTU UNIT FOR<br/>NUMALIGARH REFINERY EXPANSION<br/>PROJECT, ASSAM<br/>NOTICE INVITING TENDER</b></p> |  |
| <p><b>Bidding Document No : TPIL/CONS/NRL/200663C/013</b></p>                                                                                                                                                     |                                                                                                                                 | <p>Page 4 of 22</p>                                                                |
| <p><b>Name of Work:</b> Structural Erection, Piping Fabrication &amp; Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited</p> |                                                                                                                                 |                                                                                    |



## 1.1 Site Information

The intending bidders shall be deemed to have visited the site and familiarized themselves with the site conditions before submitting their bids.

## 1.2 Geographical Information

|                            |                            |
|----------------------------|----------------------------|
| Job Location               | Numaligarh Refinery.       |
| District / State / Country | Golaghat / Assam / India   |
| Nearest Railway Station    | Golaghat (25KM)            |
| Nearest Airport            | Jorhat (50KM)              |
| Nearest Sea Port           | Kolkata                    |
| Nearest National Highway   | NH-37 & NH-39 (7.5KM away) |

For this Expansion Project, NRL requires ***“Structural erection, Piping fabrication and erection, Equipment erection, Insulation, Painting, and associated works. These services will be performed within the RPTU unit and other designated areas of the NREP Project as directed by NRL, all within the Numaligarh Refinery Limited premises”*** including left-over jobs done by other CONTRACTOR to be carried out at Project site.

|                                                                                                                                                                                                                   |                                                                                                                          |                                                                                    |
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|                                                                                                                                  | <p>EPCM-2 SERVICES FOR RPTU UNIT FOR<br/>NUMALIGARH REFINERY EXPANSION<br/>PROJECT, ASSAM<br/>NOTICE INVITING TENDER</p> |  |
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## 2.0 Brief Scope of Work

The job consists of carrying out Structural Erection works, Piping Fabrication & Erection, Alignment and Testing etc. works, Equipment erection works including HSED / Fire Fighting items (Supply/Installation), Insulation works, Painting works, pre-commissioning & commissioning and other Miscellaneous associated Works including left-over jobs done by other CONTRACTOR as mentioned in Price Schedule, Scope of Works and Technical Specifications attached in the Tender document for Numaligarh Refinery Limited as provided in Price Schedule, Scope of Works and Technical Specifications attached in the Tender document.

## 3.0 Bidder Qualification Requirement (BQC)

Bidder(s) who meet all of the following criteria as specified in Clause no. 3.1, 3.2 & 3.3 below shall be qualified for participating in this tender and shall submit supporting documents as detailed in the tender. Proposal submitted by bidders who qualify as per the following criteria shall be technically and commercially evaluated.

### 3.1 Technical Experience Criteria:

Bidder should have successfully completed \*\*similar works during last Ten (10) years ending on last day of month previous to one in which the original bid due date falls.

**\*\*Similar works means:**

**A.** Mechanical Works including Piping (Fabrication & Erection excluding supply) and Equipment Erection (excluding supply) works with or without Insulation / Painting works executed in any Process Units of either Petroleum Refinery or Petrochemical Industry or Fertilizer Industry in India. Job executed exclusively in utility units or offsite area or any other ancillary unit or pilot projects, Cross Country Pipeline Works shall not be considered as relevant experience.

**A.1** Additionally, the bidder should have the experience of Erection of Steel Structure (with or without Supply /Fabrication). The Total minimum Quantity of Erection of Steel Structure executed (as single work order) should be equal to or more than **3,000 MT**.

The past credential/ experience against Sl. No. A.1 above can be either same or different job submitted against Sl. No. A above.

**A.2** In case the bidder does not have experience of executing any Structural Work as mentioned in Sl. No. A.1 above on his own, he may engage a sub-contractor having requisite experience as mentioned above. In such case, the bidder will have to enter into a legally binding Agreement with the identified sub-contractor and a copy of executed agreement must be submitted along with the Techno-Commercial bid. The Agreement shall remain valid for at least 04 (four) years or till the expiry of the Defect Liability Period of the contract whichever is later, from the scheduled date of bid submission. The sub-contractor shall not be changed during the subsistence of the Contract without prior written consent of Technip/NRL. **It is further clarified that the engagement of a sub-contractor for aforesaid scope [i.e. Sl. No. A.1 shall in no way relieve the Bidder of its single-point responsibility for the complete execution of the Contract.**

|                                                                                                                                                                                                                   |                                                                                                                                 |                                                                                    |
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**OR,**

- B.** Any EPC / LSTK work which includes jobs as mentioned in Clause No. A and A.1 above in any Process units of either Petroleum Refinery or Petrochemical Industry or Fertilizer Industry in India during last ten (10) years ending last day of month previous to one in which the original bid due date falls. Against the jobs mentioned in Clause. A above, the bidder must submit relevant document e.g. Billing break up approved by Owner/ Owner's Consultant, certificate from Owner/ Owner's Consultant indicating the value of the relevant portion of the job executed as mentioned above. For the job mentioned in Cl. A.1 above, the bidder shall submit documentation from Owner/ Owner's Consultant, certifying the quantities executed as mentioned in that particular EPC work. In absence of such certification, bidder to follow provision mentioned in Cl. A. 2 above. Job executed exclusively in utility or offsite area or any other ancillary unit or pilot projects or Cross-Country Pipeline Works shall not be considered as relevant experience.

### **3.2 Commercial Experience Criteria:**

The bidder should have past experience of having successfully completed \*\*Similar Works during last ten (10) years ending last day of month previous to one in which the original bid due date falls; should be either of the following:

- (i) One "similar Work" each costing not less than the amount: **Rs. 162,87,00,000/- (Rupees One Hundred & Sixty-Two Crores Eighty-Seven Lakh Only)**  
**OR,**
- (ii) Two "similar Works" each costing not less than the amount: **Rs. 130,29,00,000/- (Rupees One Hundred & Thirty Crores Twenty-Nine Lakh Only)**  
**OR,**
- (iii) Three "similar Works" each costing not less than the amount: **Rs. 97,72,00,000/- (Rupees Ninety-Seven Crores Seventy-Two Lakh Only)**

**\*\* Definition of "SIMILAR WORKS": The following shall be treated as Similar Works for meeting Commercial BQC Criteria:**

- A.** Mechanical Works including Piping and Equipment Erection works with or without Structural / Insulation / Painting works executed in any Petroleum Refinery or Petrochemical Industry or Fertilizer Industry in India.

**Or,**

- B.** Any EPC / LSTK work which includes mechanical jobs as mentioned in Cl. A in any Process units of either Petroleum Refinery or Petrochemical Industry or Fertilizer Industry in India.

**Note to Bidder in relation to Technical Experience Criteria under clause 3.1 and Commercial Experience Criteria under clause 3.2 above:**

|                                                                                                                                                                                                        |                                                                                                                                                |                                                                                    |
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| <b>Bidding Document No :</b> TPIL/CONS/NRL/200663C/013                                                                                                                                                 |                                                                                                                                                |                                                                                    |
| <b>Name of Work:</b> Structural Erection, Piping Fabrication & Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited |                                                                                                                                                | <p align="center">Page 7 of 22</p>                                                 |

1. **For Past Executed Similar Works under Works Contract Basis (SOR Item-Based):**
  - Date of Completion of Works as per Job Completion Certificate will be considered as completion date and that should fall within qualifying period.
  - Copies of Relevant Work Order(s) with SOR and corresponding completion certificate (s) issued by the Owner/Owner's Consultant are to be submitted along with the un-priced bid. The completion certificate should consist of Work Order number & date, Name of Work, Work Order value, Actual executed value, and Actual Completion Date etc.
  - In case where Bidder has executed and completed COMPOSITE WORKS Contract and the specific qualifying Work(s) and/or their executed value of such qualifying work(s) cannot be ascertained from the work order / completion certificate submitted by bidder, Copy of Schedule of Rates / Price Schedule, relevant pages of final Bill certified by Owner/Owner's Consultant for establishing requirement of BQC or written letter from Owner/Owner's Consultant specifying the nature of Work with quantities and executed values can be submitted for qualification.
  
2. **For past executed similar work under EPC/LSTK work basis:**
  - Date of Mechanical Completion will be considered as completion date and that should fall within the qualifying period. In case the Mechanical Completion Certificate is not available, Commissioning date shall be considered as completion date.
  - Copies of Relevant Work Order(s) and corresponding Mechanical Completion Certificate (s) issued by the Owner/Owner's Consultant are to be submitted along with the un-priced bid.
  - Additionally, the bidder must submit relevant document e.g. Billing break up approved by Owner/ Owner's Consultant, certificate issued by Owner/ Owner's Consultant indicating the value of the relevant portion of the job executed as mentioned above.
  
3. If a bidder submits its qualification for Technical Experience Criteria 3.1 A. & B based on engaging a sub-contractor who meets stipulated qualification criteria as detailed above and such a sub-contractor is on suspension/ banning list of PMC/EPCM Consultant or NRL on due date of submission of bid/ during the process of evaluation of the bids, the offer of such a bidder shall not be considered for bid opening/ evaluation/ Award.
  
4. In case Bidder has executed and completed composite works Contract which includes the qualifying work(s) stated in **Cl. No. 3.2 above**, then value of such qualifying work(s) out of the total value of composite works shall be considered for the purpose of pre-qualification. For Composite works, in the event the value of the qualifying Work(s) cannot be ascertained from the work order / completion certificate submitted by bidder, Copy of Schedule of Rates / Price Schedule, relevant pages of final Bill certified by Owner/Owner's Consultant for establishing requirement of BQC or written letter from Owner/Owner's Consultant specifying the nature of Work with quantities and executed values can be submitted for qualification.
  
5. Bidder will give details of their past experience along with documentary evidence as per format **Annexure-III to ITB** enclosed herein.
  
6. Cost of completed works specified above shall be exclusive of Service Tax / GST. Bidder shall produce documentary evidence against the Taxes & Duties applicable against the concerned job(s).

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7. A job executed by a bidder for its own plant/ projects shall not be considered as experience for the purpose of meeting requirement of BQC of the Tender. However, jobs executed for Subsidiary/Fellow subsidiary/Holding 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 in support of the job executed for Subsidiary/ Fellow subsidiary / Holding company. Such bidders to submit these documents in addition to the documents specified above to meet BQC.
8. Similar Jobs executed and completed through multiple contract/work orders for the same client and same project concurrently and completion certificate has been issued by client/Consultant aggregating the value against various orders, the same shall be considered as one Work order for the purpose of evaluation
9. A job completed by Contractor shall be considered for the purpose of meeting the Experience Criteria of BQC subject to submission of documents in support of meeting the "Bidder Qualification Criteria". **Provisional Job Completion Certificate or Job Completion Certificate issued against incomplete / in-progress job will not be acceptable.**
10. Value of past experience to be adjusted at a simple rate of 7% for every completed year **and / or part thereof** ending last day of the month previous to one in which the 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/Completion of the works.
11. It is to be noted that experience as the main contractor will only be taken in cognizance for the purpose of assessing qualifying criteria. However, a job completed by a Bidder as a sub-contractor shall also be considered for the purpose of meeting the technical and commercial experience criteria of BQC subject to submission of following documents in support of meeting the "Bidder Qualification Criteria":
  - a) Copy of work order along with SOR issued by Main Contractor.
  - b) Copies of Completion/Mechanical completion/Commissioning Certificates (as the case may be) issued by the Owner/Owner's Consultant/\*\*Main Contractor (countersigned by Owner/Owner's Consultant). 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/Mechanical completion/Commissioning Certificates (as the case may be) from the Owner/Owner's Consultant in his name then the Certificate issued by Main Contractor shall also be considered as proof of completion of the relevant job, *subject to countersigning of the aforesaid Certificate by the Owner/Owner's Consultant.***
  - c) If the bidder cites any reference of a job executed for NRL or executed for some other clients through same PMC working for NRL and the bidder is not able to furnish documentary evidence, the internal records of NRL or PMC (as the case may be) shall be considered.
  - d) The subcontractor 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

|                                                                                                                                                                                                                   |                                                                                                                                 |                                                                                    |
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indicating receipt of payment from the Main Contractor in case of overseas executions / executions under overseas organizations.

12. In support of the experience and value of work executed, the sub-contractor or contractors under Private Organizations, 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 or Private Organization(s) in case of overseas executions / executions under overseas organizations.
13. Bidder shall not be allowed to submit new references or document related to such new references with respect to their past experience unless it is not mentioned in the list of past experience (as per format **Annexure-III to ITB**) along with the bid.

**Note :** So far as the submission of documents w.r.t. BQC, after opening of the tenders is concerned, only related shortfall documents may be asked for and considered by Technip/NRL [For example, if the bidder has submitted a contract without its completion certificate, the certificate can be asked for and considered. However, no other contract (which was not enclosed or referred in their original Bid including annexures), shall be asked for so as to qualify the bidder]. That is, the bidder shall not be allowed to submit new references or documents w.r.t. BQC, which were neither enclosed nor referred to in their original Bid.

### 3.3 Financial Criteria

- a) The minimum Average Annual Turnover (ATO) of the bidder during preceding three financial years from the date of NIT publication should be at least **Rs. 73,29,00,000/- (Rupees Seventy-Three Crores Twenty-Nine Lakh Only)**
- b) **Net worth:** Should be positive for the immediately preceding financial year as per the latest Audited Report.

Net worth means paid up share capital, Share Application Money pending allotment\* and reserves # less accumulated losses and deferred expenditure to the extent not written off.

**Net worth shall be calculated using the following formula:**

# Reserves to be considered for the purpose of 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.

| DESCRIPTION                                                          | VALUES (INR) | REFERENCE (PAGE NO. /CLAUSE NO.) |
|----------------------------------------------------------------------|--------------|----------------------------------|
| 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)                                                |              |                                  |

|                                                                                                                                                                                                                   |                                                                                                                          |                                                                                    |
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- c) **Bidder should have valid PF, GST Registration and PAN.**
- d) **Bidder should not be under liquidation, court receivership or similar proceedings.** Bidder shall submit a self- declaration on its company's letter head to this effect.

**Note to Bidder in relation to Financial Qualification Criteria under clause 3.3 above:**

- (i) Bidders to submit copies of audited profit & loss account for the last three financial years in support of annual turnovers. Last three 3 financial years mentioned above refers to immediate 3 preceding financial years wherever the last bid submission date is after 31st December. In case of tenders having last bid submission date up to 31<sup>st</sup> December, and audited / CA certified turnover documents of the preceding financial year is not available, the audited / CA certified turnover documents of the 3 years prior to preceding financial year will be considered.

*Note: If a Bidder does not submit the aforementioned financial statements for three specified years, then Average Annual Turnover will be calculated based on financial figures of only those specified years for which requisite financial statements are submitted. Turnover will be considered '0' (Zero) for the year(s) for which requisite financial statements are not submitted.*

- (ii) If audited report of the immediate preceding financial year is not available, in such case the audited report of the year immediately prior to that year will be considered for evaluation of Networth Criteria.
- (iii) 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.**
- (iv) Bidders to submit copy of their 'VALID GSTIN/UIN Certificate', PAN Card & PF Registration Certificate along with the Bid Document. Bidder to note that Owner/ Technip at its discretion may not consider the bidder's bid for further evaluation if the above-mentioned documents are not found uploaded with the bid and GSTN not found to be valid in GST portal.
- (v) **Bidder should not be under liquidation, court receivership or similar proceedings.** Bidder shall submit a self- declaration on its company's letter head to this effect.
- (vi) Bidders are **required** to submit all the above requisite documents towards fulfillment of Financial BQC along with their original bid within the bid due date. In absence of such documents, NRL/Technip reserve the right to reject the Bid without making any reference to the bidder or assigning any reason whatsoever.

**4.0 SPECIAL INFORMATION TO BIDDERS:**

- 4.1 **Relaxation of Bid Qualification Criteria and price benefit to MSE & Startups shall not applicable for this Tender being 'Works Contract'.** However, EMD exemption will be applicable for Micro or Small Enterprises (MSEs)/Startups bidders.
- 4.2 Checklist of documents to be submitted/uploaded in support of meeting BQC:
  - a) Work Order(s) along with SOR/Approved Billing Break-up, Certified Abstract of Final Bill and Corresponding Job Completion Certificate (s) etc. as stated above.
  - b) TDS/Bank Certificate (as applicable)

|                                                                                                                                                                                                                   |                                                                                                                                 |                                                                                    |
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|                                                                                                                                  | <p><b>EPCM-2 SERVICES FOR RPTU UNIT FOR<br/>NUMALIGARH REFINERY EXPANSION<br/>PROJECT, ASSAM<br/>NOTICE INVITING TENDER</b></p> |  |
| <p><b>Bidding Document No : TPIL/CONS/NRL/200663C/013</b></p>                                                                                                                                                     |                                                                                                                                 | <p>Page 11 of 22</p>                                                               |
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- c) Annual Reports containing audited balance sheets including Profit and Loss Accounts statement.
- d) 'VALID GSTIN/UIN Certificate', PAN Card & PF Registration Certificate.
- e) Bidder shall submit a self- declaration on its company's letter head citing that bidder is not be under liquidation, court receivership or similar proceedings on the date of submission of bid.
- f) Any other documents as mentioned under BQC Clause. no. 3.1, 3.2 & 3.3 above.

In absence of above documents, NRL/Technip reserve the right to reject the Bid without making any reference to the Bidder or assigning any reason whatsoever.

- 4.3 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 documents should have valid Power of Attorney for signing the bid "or" should be the proprietor. **Copy of Power of Attorney "or" Proprietorship Certificate/Proof in the name of the signatory of the bid should be submitted with the bid/tender.** Refer 'NOTE' below.

**NOTE:** Power of Attorney to be issued by the bidder in favour of the authorised employee(s), for purpose of signing the documents including bid, all subsequent communications, agreements, documents etc. pertaining to the tender/tender(s) and to act and take any and all decision on behalf of the bidder. Any consequence resulting due to such signing shall be binding on the Bidder.

The Power of Attorney shall be issued as per the constitution of the bidder as follows: -

- a) In case of Proprietorship: by Proprietor.
- b) In case of Partnership: by all Partners or Managing Partner.
- c) In case of Limited Liability Partnership: by any bidder's employee authorized in terms of Deed of LLP.
- d) In case of Public / Limited Company: Power of Attorney in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do so. Such Board Resolution should be duly countersigned by Company Secretary / MD / CMD / CEO.

- 4.4 Bidders on "Holiday List of/debarred from business dealings by NRL/MoPNG India shall not be considered for evaluation and ordering. **Bidder to submit self-declaration this regard as per format enclosed with ITB of tender document.**
- 4.5 NRL/Technip decision on any matter regarding short listing of bidders shall be final.
- 4.6 Submission of authentic documents is the prime responsibility of the Bidder. However, NRL/Technip reserves the right of getting the document cross verified, at their discretion from the document issuing authority. The bidder shall also facilitate such verification/ authentication of BQC documents and in case the documents remain unauthenticated till the given timeline, NRL/Technip reserves the right to reject such bid.
- 4.7 The bidders must submit complete and unambiguous documents pertaining to BQC in the first instance itself along with the offer. Consultant / NRL 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 offer and Incase of non-submission of some documents or submission of incomplete or ambiguous documents, the bid may be rejected.

|                                                                                                                                                                                                                                                                                 |                                                                                                                                                |                                                                                    |
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|                                                                                                                                                                                                | <p align="center"><b>EPCM-2 SERVICES FOR RPTU UNIT FOR<br/>NUMALIGARH REFINERY EXPANSION<br/>PROJECT, ASSAM<br/>NOTICE INVITING TENDER</b></p> |  |
| <p><b>Bidding Document No :</b> TPIL/CONS/NRL/200663C/013</p> <p><b>Name of Work:</b> Structural Erection, Piping Fabrication &amp; Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited</p> |                                                                                                                                                | <p align="right">Page 12 of 22</p>                                                 |

- 4.8 “Notwithstanding any other condition/ provision in the tender 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. OWNER/ CONSULTANT reserves the right to complete the evaluation based on the details furnished by the bidder, with or without seeking any additional supporting documents /clarifications”.
- 4.9 All documents uploaded as part of Bid must be either digitally or physically signed by the "authorized signatory" of the Bidder holding Power of Attorney. Power of Attorney (POA) to be submitted along with bid.
- 4.10 Other requirements:
- PF Code Allotment Letter / PF Registration copy
  - Independent ESI Code or Undertaking for Independent ESI Code
  - Power of Attorney in favour of person authorized to submit the Bid
  - Certificate of Incorporation/Partnership deed / Proprietorship affidavit
  - All other documents as listed in ITB / ITB Annexures & Forms / SCC Appendices etc.
  - Integrity Pact Agreement

## **5.0 EARNEST MONEY DEPOSIT (EMD) / BID SECURITY:**

- 5.1 Bidder are required to submit the EMD **online through HDFC bank portal** link <https://nrl.procure247.com> (Refer details in Annexure-A to NIT) **or in the form of Bank Guarantee (BG)** in favour of “Numaligarh Refinery Ltd.” (Refer EMD BG format in **Annexure-Annexure XIII** to ITB), issued by a Scheduled Bank in India **or in the form of Insurance Surety Bond (ISB)** from a Surety Insurer as per guidelines issued by IRDAI as per format attached in **Annexure XIV** to ITB).
- 5.2 The currency of EMD for Indian Bidders shall be in INR.
- 5.3 Regarding EMD BG/ISB Validity along with claim period, the following condition shall supersede any other related conditions mentioned in the Tender document:

Bank Guarantee for EMD: The Bank Guarantee shall be valid for at least 06 (Six) months from the final bid submission date. The bid security in the form of BG is normally to remain valid for a period of 60 (sixty) days beyond the final bid validity period. In case, Contract Performance Security (CPS) is applicable, the successful bidder has to keep his Bid Security, if submitted in the form of a BG, valid till CPS is submitted. The contractor shall be required to suitably extend the period of Bank Guarantee.

Insurance Surety Bond for EMD: The Insurance Surety Bond shall be valid for at least 08 (Eight) months from the final bid submission date. The bid security in the form of ISB is normally to remain valid for a period of 03 (three) months beyond the final bid validity period. In case, Contract Performance Security (CPS) is applicable, the successful bidder has to keep his Bid Security, if submitted in the form of a ISB, valid till CPS is submitted. The contractor shall be required to suitably extend the period of Insurance Surety Bond.

- 5.4 Bidders must upload either the online EMD payment receipt or a soft copy of the BG/ISB along with their Unpriced Bid on the CPP Portal. In case the EMD is submitted in the form of ISB/BG, the bidder shall, in addition to uploading the soft copy on the e-procurement portal, submit the

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original ISB/BG in a sealed envelope to the address of the Tender Inviting Authority provided below so as to receive within 07 (seven) days from Final bid submission end date, failing which bid shall not be considered for evaluation:

Mr. Vinod Kumar, Joint General Manager  
Email: [vinod.kumar1@ten.com](mailto:vinod.kumar1@ten.com)  
Tel: 0120-4301564

Mr. Saurav Tyagi, Manager  
Email: [saurav.tyagi@ten.com](mailto:saurav.tyagi@ten.com)  
Tel: 0120-4301230

**Technip Energies India Ltd**  
A - 4, Institutional Area, Block A, Sector 1, Noida,  
Uttar Pradesh 201301

- 5.5 In case of non-submission of Bid Security / EMD as mentioned above shall be considered as non- responsive and such Bids shall be rejected.
- 5.6 EMD exemption will be applicable only for Micro or Small Enterprises (MSEs)/Startups bidders subject to submission of valid UDYAM Registration/ Startup Registration certificate issued by DPIIT.
- 5.7 There will be no waiver of EMD for Public Sector Undertakings of Central/ State Governments.

***(For further details, please refer ITB and GCC enclosed).***

#### **6.0 TIME SCHEDULE:**

Overall Time schedule for completion of the job shall be overall **16 Months (12 Months for Mechanical Completion including pre-commissioning activities + 04 Months Commissioning Assistance)** from the date of Kick Off Meeting after placement of LOA.

Overall Time schedule of 16 months shall be the basis for applicability of Compensation for Delay/LD (for reasons attributable to contractor); as per provisions of SCC and GCC of Tender document.

For details, please refer SCC, Appendix-II to SCC and GCC.

#### **7.0 SITE VISIT & PRE-BID MEETING:**

The bidder is also expected prior to finalization of their bid to visit and examine the job site and its surroundings and to familiarize 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 their bid. The CONTRACTOR will not to be entitled to make any claim against the OWNER/PMC or to raise any objection or defense to any

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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.

Bidders are requested to attend the pre-bid meeting in person or online via MS Teams. The link for the online meeting will be shared later. The meeting is scheduled to take place at the Technip Energies India Limited Site Office, located at Numaligarh Refinery Complex, Golaghat Dist, Assam, Numaligarh – 785699.

Additionally, a site visit will be conducted on the same day as the pre-bid meeting.

For gate pass preparation, please contact Mr. M Suryanarayana Rao at [msuryanarayana.rao@ten.com](mailto:msuryanarayana.rao@ten.com) at least two days before your visit. You will need to provide your visit details, including your Aadhaar Card, name, designation, and any laptop details. Please note that visitors must bring their own Personal Protective Equipment (PPE).

The bidder may send their queries, if any, on Bidding Document or communication details of their personnel attending for Pre-Bid Meeting by e-mail to reach the tender inviting authority- Technip [Email id : [saurav.tyagi@ten.com](mailto:saurav.tyagi@ten.com) , contact No. 0120-4301230 and [vinod.kumar1@ten.com](mailto:vinod.kumar1@ten.com) , contact No. 0120-4301 564, at least 02 days prior to the date of Pre-Bid Meeting. Pre-bid queries will be discussed and replied during the Pre-bid Meeting.

**Note:**

- a. Attending pre-bid meeting is optional. Non attending the pre-bid meeting will not be a cause for disqualification.
- b. The minutes of "Pre-bid Meeting" shall be uploaded in the e-tender portal and shall become a part of the bid/tender document, bidder needs to submit the same duly signed & sealed along with their unpriced offer.
- c. Any modification of the Bidding Document, which may become necessary as a result of the bidders query, or for any reason at Technip's/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.

**8.0 BID VALIDITY:**

Validity of bid shall be **180 (One-Hundred Eighty) Days** from the final Bid submission Due Date.

**9.0 TENDER DOCUMENT:**

- 9.1 Tender documents should be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating, through the website <http://eprocure.gov.in/eprocure/app> . Bidders are advised to go through instructions provided as 'Instructions for online Bid Submission' provided at Appendix A to Notice Inviting Tender.

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- 9.2 Bidders can access tender documents from the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <http://eprocure.gov.in/eprocure/app>
- 9.3 Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.
- 9.4 Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the CPPP Portal only.
- 9.5 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 CPP 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.

10.0 **GENERAL:**

10.1 **Consortium / Joint Venture Bids are not allowed.**

10.2 NRL/Technip reserves the right to carry out capacity & capability assessment of the bidder using in-house information and past performance.

10.3 The bidders shall give a self-certification that they are not under liquidation, court receivership or similar proceeding and their business is not banned by MoPNG/ NRL on due date of submission of Bid. Failure to do so or the bidder is under, court receivership or similar proceedings, their bids

shall not be considered.

10.4 NRL/Technip will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.

10.5 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.

10.6 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.

10.7 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.

10.8 NRL/Technip reserves the right to reject any or all the bids received or annul the bidding process at

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| <p><b>Name of Work:</b> Structural Erection, Piping Fabrication &amp; Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited</p> |                                                                                                                          |                                                                                    |

any time.

NRL/Technip reserves its right to allow Public Sector Enterprises (Central / State), purchase preference as admissible / applicable from time to time under the existing Govt. policy.

The PPLC Policy (as enclosed) shall be applicable against this tender and the Class-I local supplier shall be given purchase preference, subject to fulfilling the required documentation and criteria.

- 10.9 In case of a MSE bidder, documentary evidence as per the prevailing Government policy shall be acceptable. In addition, copy of the document shall be submitted duly authenticated as per provision of the tender. However, in case authenticated document is not submitted in original, the same can be accepted provided a valid MSE certification is available on Government Udyam registration portal (<https://udyamregistration.gov.in>).
- 10.10 A scanned copy of the Integrity Pact duly signed& stamped shall be uploaded along with the offer.
- 10.11 For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- 10.12 Exceptions and deviations by the Bidder shall be mentioned only in the given pro-forma (**Annexure- VIII of ITB**) and deviations stated in the said pro-forma will have no price implications.
- 10.13 NRL/Technip reserves the right to accept/reject the bid with deviations at its absolute discretion and without giving any opportunity to such Bidder to make good such deficiency. The exceptions/ deviations mentioned elsewhere in the document shall not be considered for evaluation.
- 10.14 Following Government Guidelines / Policies (latest version) shall be considered as part of this Tender and the Applicability of the same is as per below:

| SN | POLICY DESCRIPTION                                                                                                         | APPLICABILITY     |
|----|----------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. | Benefits / Preference for MSEs as per Public Procurement Policy for Micro and Small Enterprises (MSEs)                     | Not Applicable    |
| 2. | <b>Purchase Preference to Local Content (PP-LC Policy)</b>                                                                 | <b>Applicable</b> |
| 3. | Domestic Manufacturing of Iron and Steel Policy (DMISP)                                                                    | Not Applicable    |
| 4. | Domestic Manufactured Electronic Products (DMEP)                                                                           | Not Applicable    |
| 5. | <b>Office Memorandum regarding compliances related to any bidder from a country which shares a Land Border with India.</b> | <b>Applicable</b> |
| 6. | Relaxation w.r.t Bid Qualification Criteria for MSEs & Start-ups                                                           | Not Applicable    |

- 10.15 The terms 'Sl. No.', 'Sr. No.', 'Cl. No.' and 'Clause No.' used in this NIT document shall have the same meaning.
- 10.16 Bidder should make sure that their priced bid (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 Priced Bid (BOQ).
- 10.17 After opening of the technical 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 after the issue of the tender enquiry.
- 10.18 Offers not meeting statutory requirement are liable for rejection.
- 10.19 Bidders are advised to regularly visit Announcement section/ Information for DSC/ Bidders Manual Kit/ FAQ of e –Tender Portal.
- 10.20 If documents (part or full) are found forged, such offers will be summarily rejected and bidder may be debarred from future tenders.
- 10.21 NRL (OWNER)/ Technip (CONSULTANT) reserves the right to disqualify / reject any bid for

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further evaluation in case of reported Poor Performance of works in past due to financial constraints or due to any other reasons whatsoever attributable to Bidder. Decision of OWNER / CONSULTANT in this regard shall be final.

10.22 **Bidders to ensure submission of Correct File Format in the portal. In case NRL / Technip India cannot open the bids due to corrupt bid files / formats / password protected priced bid, the offer shall be rejected.**

10.23 This work is to be done in existing refinery areas, there is presence of live lines serving, hence proper permit has to be obtained from NRL before commencement of any work.

10.24 All questions and requests for clarifications or interpretations related to tender documents shall be addressed in writing to:

1) Mr. Vinod Kumar, Joint General Manager-Subcontracts  
Email : [vinod.kumar1@ten.com](mailto:vinod.kumar1@ten.com)  
**Technip Energies India Ltd.**  
A - 4, Institutional Area, Block A, Sector 1, Noida, Uttar Pradesh 201301  
Ph. No. 0120/4301564

2) Ms. Saurav Tyagi, Manager- Subcontracts  
Email : [saurav.tyagi@ten.com](mailto:saurav.tyagi@ten.com)  
**Technip Energies India Ltd.**  
A - 4, Institutional Area, Block A, Sector 1, Noida, Uttar Pradesh 201301  
Ph. No. 0120/4301230

10.25 **ADDENDA/CORRIGENDA OF BIDDING DOCUMENT:** NRL/Technip may, for any reason whether at his own initiative or in response to the clarification requested by the prospective bidder(s), issue amendment in the form of Addendum/corrigendum during the bidding period or subsequent to receiving the bids. Any Addendum/corrigendum thus issued shall become part of Bidding Document and Bidder shall submit a copy of the Addendum/corrigendum duly signed and stamped in token of his acceptance.

11 **BIDDER'S UNDERTAKING IN CASE QUOTE LOWER THAN ESTIMATE:**

The Tenderers/ Bidders are expected to quote after careful analysis of costs involved for the performance of the complete item/ works considering all specifications and conditions of contract. In cases where the quoted prices are below/lesser than the cost estimate, prior to award, bidder may be asked by Consultant/Owner to submit an undertaking; to confirm that (i) they have read the tender terms and conditions and understood the scope of work completely; (ii) they shall execute the job at their offered price without any deviation to the tendered specification; and (iii) they shall be able to complete the job within the scheduled time. **Failure to provide unconditional confirmation to any and/or all of these points shall be treated as withdrawal of offer and necessary action under NRL's Holiday Listing Policy shall be initiated.**

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### 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

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|                                                                                                                       | <p align="center"><b>EPCM-2 SERVICES FOR RPTU UNIT FOR<br/>NUMALIGARH REFINERY EXPANSION<br/>PROJECT, ASSAM<br/>NOTICE INVITING TENDER</b></p> |  |
| <b>Bidding Document No :</b> TPIL/CONS/NRL/200663C/013                                                                                                                                                 |                                                                                                                                                |                                                                                    |
| <b>Name of Work:</b> Structural Erection, Piping Fabrication & Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited |                                                                                                                                                | <p align="right">Page 19 of 22</p>                                                 |

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**

1) 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.

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

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) **Bidder(s) must follow the following for submission of online EMD:**

- User Manual for Bidders is available in NRL Website under <https://www.nrl.co.in> → Tenders → Tender Manual → EMD Online Deposit Manual (HDFC Bank Payment Portal)
- Visit HDFC Bank Payment Portal URL: <https://nrl.procure247.com>
- Click on 'Bidder Registration'
- Bidder Registration Screen shall appear – Fill the mandatory details required and complete the process.
- On successful submission of details in bidder registration form, bidder will get the system generated link to verify his/her email id and login to the website. Without verifying email id bidder may not be able to login to the system.
- After successful email verification – please login with your user id and password
- Bidder will receive system generate One Time Password (OTP) on their registered mobile number. In case not receiving of OTP please click Regenerate OTP and login.
- After login Screen bidder can search the tenders and proceed for EMD payment.
- Bidders' have to click on Payment Dashboard option available under Action tab
- Payment Dashboard – Click on Pay to proceed further for the selection of payment mode.
- Smart Hub – Bidders' can select the online payment and click on Pay to proceed further.
- After click on Pay – Bidder will get an option for Cards and Net Banking. Bidders can select their preference and proceed further for the payment.
- On successful payment bidder will receive system generated message on screen stating "EMD paid successfully"
- Bidders' can also download the Payment receipt from Payment Dashboard.
- Downloaded payment receipt – Bidders' can easily print the receipt and use it for their bidding purpose.
- Since the HDFC Bank payment gateway is not under the CPPP, so the payment mode is mentioned as offline (BG) in the CPP portal. Bidder has to make a dummy entry in the EMD fields of CPPP by putting 'Transaction ID' (HDFC Bank payment receipt ) as instrument no., payment date as issue date, any date as expiry date, and bank name as issuer details. Please upload the EMD payment receipt along with technical bid.
- For any technical help, the bidders can contact HDFC Bank executive Mr. Tapan Desai at Mobile No: 8866287104 and email: [tapan@tender247.com](mailto:tapan@tender247.com).

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| <p><b>Bidding Document No : TPIL/CONS/NRL/200663C/013</b></p>                                                                                                                                                     |                                                                                                                                 | <p>Page 20 of 22</p>                                                               |
| <p><b>Name of Work:</b> Structural Erection, Piping Fabrication &amp; Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited</p> |                                                                                                                                 |                                                                                    |

**A receipt will be generated after successful payment (irrespective of the mode of payment). Bidder can take print out for onward submission with tender as well as save a soft copy of the receipt**

5) 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.

6) 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.

7) 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

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

9) 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.

10) 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/SafeScripTCS.

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| <p><b>Bidding Document No : TPIL/CONS/NRL/200663C/013</b></p>                                                                                                                                                     |                                                                                                                                 | <p>Page 21 of 22</p>                                                               |
| <p><b>Name of Work:</b> Structural Erection, Piping Fabrication &amp; Erection, Equipment Erection, Insulation, Painting and other Associated Works (Part II) for NREP Project at Numaligarh Refinery Limited</p> |                                                                                                                                 |                                                                                    |

- 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.
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- 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

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| <b>Bidding Document No :</b> TPIL/CONS/NRL/200663C/013                                                                                                                                                 |                                                                                                                                                |                                                                                    |
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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 to the TIA well before the bid submission end date and time (as per Server System Clock).

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