

**NUMALIGARH REFINERY LIMITED**

(A Govt. of India Enterprise)

**NOTICE INVITING TENDER**

**Our Reference:** Tender No.OC10000474-1

**Date:** 16.09.2022

Dear Sirs,

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

**Name of the work: HIRING OF VEHICLE FOR PNCPL PROJECT FOR SILIGURI AND COOCH BEHAR LOCATIONS**

**1. Earnest Money Deposit : Rs. 46,565.00 only**

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

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

**3. Online EMD & Bid Submission : Refer to GeM Portal**

**4. Bid Opening date & time : Refer to GeM Portal**

**5. Place of submission of Bid : Online in the e-tender portal i.e. GeM Portal**

**6. Pre-Bid Discussion : NA**

**7. Submission of Bid:**

Being an e-tender the bid has to submit online in the e-tender portal i.e. [GeM Portal](#). kindly, refer "Instructions for online Bid Submission" provided as **Annexure A to NIT** for the detailed procedure.

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

a) Bidders are required to submit the EMD/Bid Security for the amount, online through the link: <https://nrl.procure247.com>.

b) Please note that EMD amount in online mode is only acceptable and no other mode i.e. offline or hard copy is not acceptable.

c) In case non -submission of Bid Security / EMD as mentioned above shall be considered as non-responsive and such Bids shall be rejected.

d) EMD exemption will be applicable only for Micro or Small Enterprises (MSEs) registered under Udyam Registration only subject to:

- The unit being registered for the item tendered.
- Registration certificate being valid as on date of quotation.

## 9. **Tender Document:**

- (a) Tender documents should be downloaded from GeM Portal only.  
Bidders are advised to go through instructions provided as '**Instructions for online Bid Submission**' provided at Appendix A to Notice Inviting Tender.
- (b) Bidders can access tender documents from the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website.
- (c) Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.
- (d) ***Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the website only.***
- (e) Both Technical bid and financial bid are to be submitted concurrently, duly digitally signed in the GeM Portal only.
- (f) Online Bids are received only on GeM Portal 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. **General Terms and Conditions:**

- (a) The bidders shall give a declaration that the bidder shall not be under liquidation, court receivership or similar proceeding and their business is not banned by NRL, MOPNG or any OILPSUs.
- (b) The bidders who are on Holiday/Negative list of NRL as on due date of submission of bid during the process of evaluation of the Techno-commercial bids, the offers of such bidders shall not be considered for bid opening/evaluation/Award. If the bidding document were issued inadvertently/ downloaded from website, offers submitted by such bidders shall also be not considered for bid opening / evaluation/award.
- (c) NRL will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.
- (d) In case any Bidder is found to be involved in cartel formation, his Bid will not be considered for evaluation/placement of order. Such Bidder will also be debarred from bidding in future.
- (e) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- (f) Unsolicited clarifications to the offer and/or change in the prices during the validity period would render the bid liable for rejection.
- (g) NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- (h) NRL reserves its right to allow Public Sector Enterprises (Central/State), purchase preference as admissible/applicable from time to time under the existing Govt. policy. NRL shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.
- (i) For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- (j) **CM (Project Pipeline) shall** be the Engineer-in-charge of the work and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- (k) The General Conditions of contract of NRL will be applicable for this contract also. Intending tenderer may see the General Conditions of Contract of NRL at the Commercial Department of NRL site office on any working day during office hours or may visit our website [www.nrl.co.in](http://www.nrl.co.in).
- (l) Tenderer will fill up the all annexure attached to this Detailed Tender Notice clearly and sign every page of this Detailed Tender Notice before submission of the tender. Tender in which any of the required particulars and prescribed information are missing or are incomplete, are liable to be

rejected.

- (m) The contractors will make necessary deductions for PF from the wages of the workers as per the PF Act and deposit the same to the authorities concerned along with the employers' contribution.
- (n) No mobilization advance will be paid to the contractor for execution of this work.
- (o) Insurance shall be effected for all employees of the contractor, engaged in the performance of the subject job. (Refer clause 104.1 (ii) of GCC).
- (p) The contractor is required to obtain labour license under Contract Labour (R&A) Act, 1970 & PF registration number on awarding the contract.
- (q) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed there-under:
  - (i) The Contract Labour (Regulation and Abolition) Act,
  - (ii) The Minimum Wages Act.
  - (iii) The contractor has to accept full & exclusive liability for compliance with all obligations imposed by **Employee State Insurance Act, 1948.**
  - (iv) The Payment of Wages Act,
  - (v) The Payment of Bonus Act,
  - (vi) The Employees Provident Fund & Misc. Provisions Act,
  - (vii) Family Pension Scheme,
  - (viii) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.
- (r) **In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by NRL.**
- (s) Agencies who are already blacklisted or against whom there is adverse report on committing Criminal offence, their offers will be rejected.

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

**11. ADDENDA/CORRIGENDA OF BIDDING DOCUMENT:**

- (i) NRL may, for any reason whether at his own initiative or in response to the clarification requested by the prospective bidder(s), issue amendment in the form of Addendum/corrigendum during the bidding period or subsequent to receiving the bids. Any Addendum thus issued shall become part of Bidding Document and Bidder shall submit a copy of the Addendum duly signed and stamped in token of his acceptance.
- (ii) In case Addendum is issued during the bidding period, Bidder shall consider its impact in his bid. In case Addendum is issued subsequent to receipt of bids, Bidder shall follow the instructions issued along with Addendum with regard to submission of impact on quoted price/revised price, if any.

**Head (Proj-Commercial)**

*Numaligarh Refinery Limited*

# Instruction to Bidders for payment of EMD

- 1) 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)
- 2) Visit HDFC Bank Payment Portal URL: <https://nrl.procure247.com>
- 3) Click on 'Bidder Registration'
- 4) Bidder Registration Screen shall appear – Fill the mandatory details required and complete the process.
- 5) 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.
- 6) After successful email verification – please login with your user id and password
- 7) 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.
- 8) After login Screen bidder can search the tenders and proceed for EMD payment.
- 9) Bidders' have to click on Payment Dashboard option available under Action tab
- 10) Payment Dashboard – Click on Pay to proceed further for the selection of payment mode.
- 11) Smart Hub – Bidders' can select the online payment and click on Pay to proceed further.
- 12) 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.
- 13) On successful payment bidder will receive system generated message on screen stating "EMD paid successfully"
- 14) Bidders' can also download the Payment receipt from Payment Dashboard.
- 15) Downloaded payment receipt – Bidders' can easily print the receipt and use it for their bidding purpose.
- 16) 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.
- 17) 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).

# Bidder Side Manual

## Numaligarh Refinery Limited

URL: <https://nrl.procure247.com/TenderPay>

23-Jan-2020 18:07:24

Contact Us : [support@procure247.com](mailto:support@procure247.com)

NUMALIGARH  
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[Bidder Registration](#)[Login](#)

Welcome to the Payment Portal of Numaligarh Refinery Limited

 Enter your email id

 .

Login

[Forgot Password?](#)

Banking Partner :  **HDFC BANK**

 Convenient

 Secure

 Fast

Bidder Registration Screen – Fill the mandatory details required and complete the process.

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Bidder Registration

Login

Bidder Registration

(\*) Mandatory

Login Detail

Email ID : \*

✓ Okay

Password : \*

Confirm Password : \*

Company Detail

Company Name : \*

Person Name : \*

GSTIN :

PAN No. : \*

State : \*

City : \*

Phone No :

Mobile No. : \*

Website :

Verification Code : \*

Grid Captcha :

F-29 B-15 C-93 E-78 A-24 D-26

Enter the numbers you see in the above grid

E78

D26

F29

By clicking upon "Register" button, you agree to Terms & Conditions and Privacy Policy of this website.

Register

Clear

Ar  
Gr

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.

© 22-Jan-2020 18:18:07

Contact Us : support@procure247.com



Bidder Registration

Login

#### Verify your Email ID

An email with email verification link has been sent to your registered email ID: rakesh@tender247.com. Please verify your Email ID to complete your profile registration.

If you haven't received this mail yet, please check following things:

- Check junk folder or change the email filter setting to start receiving mail from us.
- Click on the following resend button to resend the mail.

[Resend mail](#)

#### Welcome to the Payment Portal of Numaligarh Refinery Limited

 rakesh@tender247.com

 .....

Login

[Forgot Password?](#)

Banking Partner :  **HDFC BANK**

 Convenient

 Secure

 Fast

After successful email verification – please login with your user id and password

22-Jan-2020 18:37:44

Contact Us : support@procure247.com

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Bidder Registration

Login

Welcome to the Payment Portal of Numaligarh Refinery Limited

rakesh@tender247.com

.....

Verification Code: \*

Grid Captcha :

D-14

F-22

E-90

C-82

A-37

B-25

Enter the numbers you see in the above grid

E

D

C

Login

Forgot Password?

Banking Partner : 

Convenient

Secure

Fast

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.

22-Jan-2020 18:50:02

Contact Us : support@procure247.com

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Bidder Registration

Login

OTP has been sent to your registered Mobile No. XXXXXX667

OTP

Regenerate OTP

Submit

Login | Forgot Password?

Convenient

Secure

Fast

After login Screen to the bidder

Bidder can search the tenders and proceed for EMD payment.

© 22-Jan-2020 19:18:40

Last Login on 22-Jan-2020 18:53:31 from 182.70.114.131 Contact Us : support@procure247.com

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Tender ▾

Report ▾

Bidder 1 ▾

### Search Tenders

Tender ID :

Ref. No. :

Brief Scope of Work :

Submit

Clear

Live (2) | My Tenders | Cancelled

| # | Tender ID      | Ref. No.       | Department          | Brief Scope of Work                                                                                                                                | Last Date of Bid Submission | Bid Opening Date & Time | Document Fees | EMD         | Action                                                                              |
|---|----------------|----------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------|---------------|-------------|-------------------------------------------------------------------------------------|
| 1 | OC22000120     | OC22000120     | Purchase Department | Hiring of two vehicles (Bolero or equivalent) for Advisor (Projects) and Advisor (Pipeline Project) at Corporate Office, Guwahati-(COMM/C22/7309). | 28-Jan-2020 16:00:00        | 30-Jan-2020 16:01:00    | 0.00          | 1,00,000.00 |  |
| 2 | OC20000329/MKD | OC20000329/MKD | Purchase Department | Contract for Civil maintenance works at NRL Township                                                                                               | 30-Jan-2020 16:00:00        | 30-Jan-2020 16:01:00    | 0.00          | 100.00      |  |

Previous

1

Next

Bidders' have to click on Payment Dashboard option available under Action tab – which can be seen in above screen.

Payment Dashboard – Click on Pay to proceed further for the selection of payment mode.

Payment Dashboard

« Go Back

Tender ID : OC22000120

Reference No. : OC22000120

Submission End Date : 28-Jan-2020 16:00

Bid Opening Date & Time : 30-Jan-2020 16:01

Department : Purchase Department

Description : Hiring of two vehicles (Bolero or equivalent) for Advisor (Projects) and Advisor (Pipeline Project) at Corporate Office, Guwahati-(COMM/C22/7309).

EMD

In case if you want to pay using Challan(RTGS/NEFT), you are requested to pay at least Two (Bank) Working Days before the Bid Submission Deadline to avoid any issues related to non-receipt of the payment to the Account of the respective Department.

Mandatory

EMD Payment

EMD Amount : 1,00,000.00

Payment Type : Payment Gateway

Payment Gateway : TPSL

Pay

Payment Transaction History

| Transaction ID   | Amount | Payment Mode | Payment Status | Payment Initiation Date | Payment Date | PG Bank Ref No. | Remarks | Challan | Payment Receipt |
|------------------|--------|--------------|----------------|-------------------------|--------------|-----------------|---------|---------|-----------------|
| No records found |        |              |                |                         |              |                 |         |         |                 |

Smart Hub – Bidders’ can select the online payment and click on Pay to proceed further.



DETAILS

|                                       |            |
|---------------------------------------|------------|
| Merchant Code                         | UPSI       |
| Merchant Transaction Reference Number | E163       |
| Amount                                | 100000.00  |
| School code                           | NA         |
| School Name                           | NA         |
| Transaction Date                      | 22-01-2020 |
| Email                                 | NA         |
| Mobile Number                         | NA         |

PAYMENT TYPE :

☐ Challan ☒ Online Payment

Pay

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.

  
CARDS

  
NET BANKING

Pay using

*For Maestro cards, please enter Expiry Date and CVV no. if available or else ignore and proceed.*

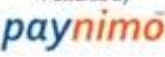
☒ Credit card

Select Credit Card Option : --Select--

[PAY NOW](#)

[Cancel](#)



Powered by  


Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.

IP address 182.70.114.131 and access time Wed Jan 22 19:21:48 IST 2020.

Payment through cards.

  
CARDS

  
NET BANKING

Pay using

*For Maestro cards, please enter Expiry Date and CVV no. if available or else ignore and proceed.*

☒ Credit card

Select Credit Card Option : VISA

Card number : \*

Card holder name :

Expiry date : \* MM YYYY

CVV number : \*  

[PAY NOW](#)

[Cancel](#)



Powered by  
**paynimō**

Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.

IP address 182.70.114.131 and access time Wed Jan 22 19:21:48 IST 2020.

Payment through Net Banking – Bidders can select their Bank from available options and click to Pay Now.

CARDS

NET BANKING

Select Bank and Proceed

Select Bank :

TEST BANK

PAY NOW

Cancel

VeriSign Trusted

VCT Compliant

ControlCode

Click to Validate

VERIFIED

by VISA

MasterCard

SecureCode

Powered by

paynimo

Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.

IP address 182.70.114.131 and access time Wed Jan 22 19:21:48 IST 2020.

After selecting of Bank – Bidders need to enter their customer ID and Password and click to submit to process payment.

TPSL BANK

TPSL BANKING SYSTEM

Click here to login into the system

Customer ID

Transaction Password

test

\*\*\*\*

Submit

Cancel

Payment Confirmation page – after entering customer id and password, bidders can view the amount they would like to pay and click submit to proceed further.



TPSL BANKING SYSTEM



Click here to confirm your transaction

Transaction Amount

Customer ID

Transaction Confirmation Password

: 100000.00

: test

: \*\*\*\*

Submit

Cancel

On successful payment bidder will receive system generated message on screen stating “EMD paid successfully” and the same is highlighted in below mentioned screen.

Bidders’ can also download the Payment receipt from this page which is also highlighted in below mentioned screen.

22-Jan-2020 19:21:42

Last Login on 22-Jan-2020 18:53:31 from 182.70.114.131 Contact Us : support@procure247.com

NUMALIGARH  
REFINERY  
LIMITED

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Tender

Report

Bidder 1

EMD paid successfully

Payment Dashboard

Go Back

Tender ID : OC22000120

Reference No. : OC22000120

Submission End Date : 28-Jan-2020 16:00

Bid Opening Date & Time : 30-Jan-2020 16:01

Department : Purchase Department

Description : Hiring of two vehicles (Bolero or equivalent) for Advisor (Projects) and Advisor (Pipeline Project) at Corporate Office, Guwahati- (COMM/C22/7309).

EMD

In case if you want to pay using Challan(RTGS/NEFT), you are requested to pay at least Two (Bank) Working Days before the Bid Submission Deadline to avoid any issues related to non-receipt of the payment to the Account of the respective Department.

Payment Transaction History

| Transaction ID | Amount      | Payment Mode | Payment Status | Payment Initiation Date | Payment Date      | PG Bank Ref No. | Remarks | Challan | Payment Receipt |
|----------------|-------------|--------------|----------------|-------------------------|-------------------|-----------------|---------|---------|-----------------|
| E164           | 1,00,000.00 | Online       | Success        | 22-Jan-2020 19:20       | 22-Jan-2020 19:21 | E164            | NA      | ---     | Download        |
| E163           | 1,00,000.00 | NEFT-RTGS    | Pending        | 22-Jan-2020 19:19       | ---               | ---             | Pending | ---     | ---             |

Activate Wii

Go to PC settings

Downloaded payment receipt – Bidders' can easily print the receipt and use it for their bidding purpose.



## Payment Receipt

|                                 |                                                                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transaction ID:</b>          | E164                                                                                                                                               |
| <b>Tender ID:</b>               | OC22000120                                                                                                                                         |
| <b>Reference No.:</b>           | OC22000120                                                                                                                                         |
| <b>Organisation:</b>            | Numaligarh Refinery Limited                                                                                                                        |
| <b>Department:</b>              | Purchase Department                                                                                                                                |
| <b>Brief Scope of Work:</b>     | Hiring of two vehicles (Bolero or equivalent) for Advisor (Projects) and Advisor (Pipeline Project) at Corporate Office, Guwahati-(COMM/C22/7309). |
| <b>Company name:</b>            | Bidder 1 Pvt Ltd                                                                                                                                   |
| <b>Bid Submission End Date:</b> | 28-Jan-2020 16:00                                                                                                                                  |
| <b>PG Bank Ref No.:</b>         | E164                                                                                                                                               |
| <b>Payment Mode:</b>            | Online                                                                                                                                             |
| <b>Payment For:</b>             | EMD Payment                                                                                                                                        |
| <b>EMD Fees:</b>                | 100,000.00/-                                                                                                                                       |
| <b>Payment Date &amp; Time:</b> | 22-Jan-2020 19:21                                                                                                                                  |
| <b>Payment Status:</b>          | Successful                                                                                                                                         |

## **PRE-QUALIFICATION CRITERIA**

**Name of Work:   HIRING OF VEHICLE FOR PNCPL PROJECT FOR SILIGURI AND COOCH BEHAR LOCATIONS**

**Tender No. :**       OC10000474-1

### **1.0 Bidder Qualification Criteria (BQC):**

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

#### **1.1 Experience Criteria:**

- a) Bidder should have experience of supplying passenger vehicles to any govt. agency or any other Limited company.
- b) The Bidder shall have the experience of having successfully executed **\*similar works** executed / completed in India during the last 10 years ending on the last day of the month previous to one in which last date of original bid submission falls, meeting any one of the following options:

##### **Regular Duty Vehicle:**

| Experience Criteria                                     | Past Experience (Rs. in lakhs) |
|---------------------------------------------------------|--------------------------------|
| One similar completed work each costing not less than   | 46.57                          |
| Two similar completed work each costing not less than   | 37.25                          |
| Three similar completed work each costing not less than | 27.94                          |

**Definition of Similar Works** (\*): Bidders should have experience of supplying passenger vehicles to any govt. agency or any other Limited company.

#### **Notes:**

1. Bidders to submit copy of valid trade license or certificate of registration of West Bengal along with the bid as a proof of the same.
2. Contractor has to submit documents (i.e. WO copies, SOR, completion certificate) supporting to PQC.
3. For the consideration of job executed during last 10 (ten) years, the completion date shall be taken in to account.
4. Bidder will give details of their past experience along with documentary evidence as per **Annexure-III** to ITB enclosed herein.
5. Relevant work order copies and completion certificates are to be enclosed with offer. The Completion Certificates shall have details like work order no. /date, brief scope of work, ordered & executed value of the job, commencement date, completion date etc.
6. Cost of completed works specified above shall be exclusive of Service Tax / GST. Bidder shall produce documentary evidence against the Taxes & Duties applicable against the concerned job(s). In case the value of job submitted by the bidder does not have clarity with regard to inclusion/exclusion of Service Tax/GST, the amount appearing in the Completion Certificate shall be considered exclusive of tax and shall be evaluated accordingly.
7. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and thereafter at @0.58% for every completed month ending last day of the month proceeding the month in which last date of original bid submission falls.
8. It is to be noted that experience as main contractor will only be taken cognizance of for the purpose of assessing qualifying criteria. However, authorized sub-contractors under principal contractors can also be considered provided their works completion certificate is issued by the client organization in case of job executed elsewhere under PSUs, limited companies, Government Departments, Quasi government and autonomous bodies. However, in case of sub-contractors under contractors engaged by NRL, the works completion certificate issued by the main contractor will also be acceptable provided the same is endorsed in original by Engineer-in-charge of NRL in terms of job description and value.
9. Bidders are requested to confirm their valid GSTIN/UIN along with the Bid Document, with a copy of the relevant certificates. NRL at its discretion may not consider the bidder's offer for further evaluation if the GSTIN/UIN is not valid/ active. Any misinterpretation or misinformation with respect to GSTIN/UIN may attract penal action including putting the bidder on holiday / blacklisting as per rules in vogue at NRL.
10. Bids shall be liable for rejection without any notice to the bidder in case of non-submission of the following documents.
  - i) Income Tax / GSTTDS Certificate from the client / proof of TDS, etc. for authentication of doing such jobs in case bidder submits experience of similar jobs under private limited company.
  - ii) In case of the job is a part of composite work contract, then the bidder shall have to furnish documents certified by the client about the value for the portion of such "similar job".

## 1.2 FINANCIAL CRITERIA:

- a) **Average Annual Turnover:** Average Annual Turnover of the Bidder during last 03 financial years shall be minimum INR 27.94 Lakhs
- b) **Networth:** The Net Worth of the Bidder in the immediate preceding financial year shall be positive.
- c) Bidder should not be under liquidation, court receivership or similar proceedings. Bidder shall submit a self-certificate to this effect.

### **Additional Note:**

- The bidder must submit copy (ies) financial documents – Trading and P/L account(s) along with the un-priced bid in support of the above criteria.
- Bidder shall ensure that the certificate/reports issued/attested by practicing Chartered Accountant(CA)/Statutory Auditor in India shall contain Unique Document Identification Number(UDIN) of the CA, without which these Certificates/reports shall not be considered for evaluation. However, this requirement of including UDIN shall not be applicable for certificate/reports issued/attested by a CA practicing in foreign country.
- In case audited balance sheets and profit and loss account for the immediately preceding financial year is not available for bid closing date up to 31<sup>st</sup> December, the bidder has an option to submit the audited balance sheets and profit & loss account of the three previous years immediately prior to the last financial year. However, for bid closing date after 31<sup>st</sup> December, the bidder has to compulsorily submit the audited balance sheets and profit and loss account for the immediate three preceding financial years, for evaluation and his qualification with respect to financial criteria. In any case, the date (i.e. the financial period closing date) of the immediate previous year's audited annual accounts should not be older than twenty one (21) months from the bid due date.

### **SPECIAL NOTE TO THE BIDDERS:**

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

## 2.0 Documents required to be submitted in support of BQC/PQC

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

**SIGNATURE OF BIDDER** : \_\_\_\_\_  
**NAME OF BIDDER** : \_\_\_\_\_  
**COMPANY SEAL** : \_\_\_\_\_  
**DATE** : \_\_\_\_\_