



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

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

Name of Work:	Reconstruction of incidents / accidents into customized 3D Animation movies with narration in English & Hindi		
Tender No. & Date :	OC27000023 dated 18.09.2017		
Due Date & Time of Submission :	Bid submission close date	:	09.10.2017 at 11:00 hrs.
	Bid opening date	:	10.10.2017 at 11:00 hrs.
Earnest Money Deposit :	Rs.5,500/- <i>(Bidders are required to submit the EMD amount online through the link https://easypay.axisbank.co.in/nrl i.e. within 09.10.2017 at 11.00 hrs. Please note that EMD amount only in online mode is acceptable and no other mode i.e. offline or hard copy is not acceptable.)</i>		
Contract Completion Period:	Within 03 (three) months from the date of placement of Work Order.		

BRIEF SCOPE OF WORK : As per tender document, Bid Qualification Criteria, Special Conditions of Contract and BoQ.

BID -QUALIFICATION REQUIREMENT:

A) The bidders should meet the qualification as given below:

Bidder should have experience in producing "Animation Film(s) for Industrial use" having minimum duration of three (03) minutes during the last 5 years (to be counted from the bid due date).

Bidder must submit copies of work order(s) or contract agreement(s) & completion certificate(s) against the experiences shown by them.

Along with these documents, for qualitative scrutiny, bidder must also submit a copy of the same film (s). (i.e., if a bidder submits work order and completion certificate of a film ABC (say), a copy of the film ABC must be included - in a CD / DVD). The copy of the CD/DVD shall be reached at NRL site on or before the bid submission close date as stated below. **Acceptance of submitted experience(s) by NRL shall be subject to acceptance of the quality of the Film / Video.**

CD/DVD (which contains copy of the film/ video as stated above) should be submitted in a single sealed envelope superscribed – **“Submission of CD/DVD against the tender for Reconstruction of incidents / accidents into customized 3D Animation movies with narration in English & Hindi (Tender No.: OC27000023) to the following address on or before the bid submission close date:**

Mr. Diganta Das.
DGM (Commercial)
Commercial Dept, Numaligarh Refinery Limited
Pankagrang, PO-NR Project
Dist: Golaghat, PIN-785699, Assam, India.

B) **SPECIAL INSTRUCTIONS TO THE BIDDER:** Engagement of subcontract shall not be allowed for this contract.

C) Bidder should have following valid documents on the date of Closing of tender and copies of the same needs to be submitted along with the un-priced Bid:.

- Income Tax PAN Number.
- GST Registration No.

SPECIAL NOTE TO BIDDERS:

The requirement of Prior Turnover and Prior Experience (if any, indicated in the tender document) will be relaxed if the bidder is Micro and Small Enterprise (MSE) or Startup and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.

This relaxation of prior turnover and prior experience will not be applicable for items related to public safety, health, critical security operation and equipment etc.

Supporting documents for MSE bidders:

- (i) EM-2 certificate or Udyog Aadhaar Memorandum wherein bidder is registered as 'Micro/ Small Enterprise'.
- (ii) The MSE registration must be for the items/category of items/services relevant to the tendered items/category of items /services.

Supporting documents for Startup:

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

Above supporting documents are required to be uploaded by bidder along with un-priced bid only. It is the responsibility of the bidder to upload the above supporting documents along with their un-priced techno-commercial bid for availing relaxation on Prior Turnover and Prior Experience (if applicable in this tender). In case of non-receipt of above documents along with bidder's un-priced bid, no further communication in this regard will be carried out to ascertain bidder's qualification as 'MSE bidder/ Startup' and relaxation on Prior Turnover and Prior Experience (if applicable in this tender) under the above mentioned additional condition will not be passed on to bidder.

TENDER SCHEDULE:

S.No.	Title	Date & Time
1	Tender Publish Date / download start date / Bid Submission start date & time	18.09.2017 at 11.00 AM
2	Last date of on line EMD submission:	09.10.2017 at 11.00 AM
3	Tender document download end date & time / Bid Submission end date & time	09.10.2017 at 11.00 AM
4	Bid opening date & time (Technical Bid)	10.10.2017 at 11.00 AM

IMPORTANT NOTE:

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

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

Online Bids are received only on 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. They can also view the bid opening event online at their remote end.

For any assistance, please contact the following person:

Dhiraj Mohan Saikia, Phone No. 03776 – 265774, email: z_tender@nrl.co.in.

Corrigendum/addendum/extension (if any) pertaining to this tender will be published in the CPP Portal (website <http://eprocure.gov.in/eprocure/app>) only

Kindly upload technical bid documents in folders as specified below:

1. **EMD Folder:** Scanned copy of receipt of online EMD /EM Part II certificate for MSE bidders.
2. **Tender Document Folder:** Signed and seal of each page (filled in information in tender).
3. **Technical Document Folder:**
 - a. Work order(s) or contract agreement(s) & completion certificate(s).
 - b. Courier Docket details of sending CD/DVD to NRL as per BQC of the tender.
 - c. PAN card copy.
 - d. Copy of GST Registration certificate

Procedure or Process for Online Submission of EMD:

1. Bidders will open the link <https://easypay.axisbank.co.in/nrl> and type the Tender ID for which EMD is to be paid and click on the option “Validate”.
2. The web page will auto populate Tender Name, Last Date of Payment, Bid Opening date and EMD (not editable).
3. The bidder will enter his Company/ Firm Name, Address, e-Mail ID, Amount and Mobile Number.
4. The bidder is also required to enter his preferred account No. and IFS Code twice for receiving EMD refund. In case of any mismatch in the account No. or IFS Code entered twice, the web page will prompt the bidder to correct the data and then allow to proceed with payment.
5. The Bidder is then required to enter verification code as displayed in the web page and click on the option “Submit”.
6. The next Web Page will then display the summary of the EMD payment along with a Unique Reference Number (URN).
7. Bidder is required to accept the payment Terms and Conditions and select his preferred mode of payment from the options provided, viz., Net Banking (Axis Bank or Other Banks), Credit/ Debit Cards or NEFT/RTGS.
8. In case of Net Banking, the bidder will enter his User ID/ Password/ Transaction Password and One time password as per the online payment system of the Bidder’s Bank.
9. For Credit/ Debit Card payment, the Bidder will enter his Card Number, Expiry Date, CVV and ‘Verified by VISA’ or ‘Master Secure’ password as applicable.
10. For bidders selecting the payment option of NEFT/ RTGS, the web page will generate a challan with a Dynamic/Virtual Account Number, IFS Code, Account Name and Amount. The bidders can take a print out of this challan or just note the relevant details and initiate the NEFT payment from their Bank. 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.