

	MPMC SERVICES FOR NUMALIGARH REFINERY EXPANSION PROJECT, ASSAM NOTICE INVITING TENDER	
Bidding Document No: TPIL/CONS/NRL/082176C/057		Page 1 of 21
Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM		

NOTICE INVITING TENDER



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 2 of 21

SALIENT DETAILS OF THE TENDER NOTICE

Note: The currently engaged contractors at NREP whose overall progress is less than 50% of their original awarded works on the date of publishing of this tender shall not be considered for evaluation.

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

Name of Work:	ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM
Tender No.	TPIL/CONS/NRL/082176C/057
Type of Bid	Open E Tender – Domestic Competitive Bidding under Two Bid System
Location of Work/Site	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. (https://eprocure.gov.in/)
Tender Publish Date / Download start Date	22/09/2025 at 17:00 Hrs
Bid Submission start Date & Time	23/10/2025 at 17:00 Hrs
Last date of Receipt of Bidder's Queries for Pre-Bid Conference	04/10/2025 at 17:00 Hrs
Site Visit Date & Time	30/09/2025 at 11:00 Hrs Bidders are requested to visit the site to understand the complete scope of work and firewater network layout
Pre-Bid Conference (Date & Time)	06/10/2025 at 14:30 Hrs Pre bid meeting can be attended through the following Link : Pre-bid meeting for NIT57-ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM Meeting-Join Microsoft Teams (For more details, please refer clause no. 7)
Last date of online EMD submission:	27/10/2025 at 17:00 Hrs
Tender documents download end Date & time / Bid Submission end Date & Time	27/10/2025 at 17:00 Hrs
Bid opening date & time (Technical Bid) *	28/10/2025 at 11:00 Hrs
Contact Person for any Query/ Clarification	Mr. Vinod Kumar, General Manager Email: vinod.kumar1@ten.com Tel: 0120-4301546 / 0120-4301564 Ms. Abarna Vadivelu, Deputy Chief Manager, Construction - Subcontracting Email: abarna.vadivelu@ten.com



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 3 of 21

	<u>Ph. No.: +91-9884864905</u> Ms. Harleen Kaur, Engineer, Construction - Subcontracting Email: harleen.kaur2@ten.com <u>Ph. No.: +91- 9876876329</u>
Online Opening of Priced Bids of Techno-Commercially Accepted Bidders	Date & Time shall be intimated later on to techno-commercially acceptable & qualified bidders
Earnest Money Deposit (EMD)	Rs. 49,30,000/- (Rupees Forty-Nine Lakh Thirty Thousand Only)

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/Addendum 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 Google map for easy location.



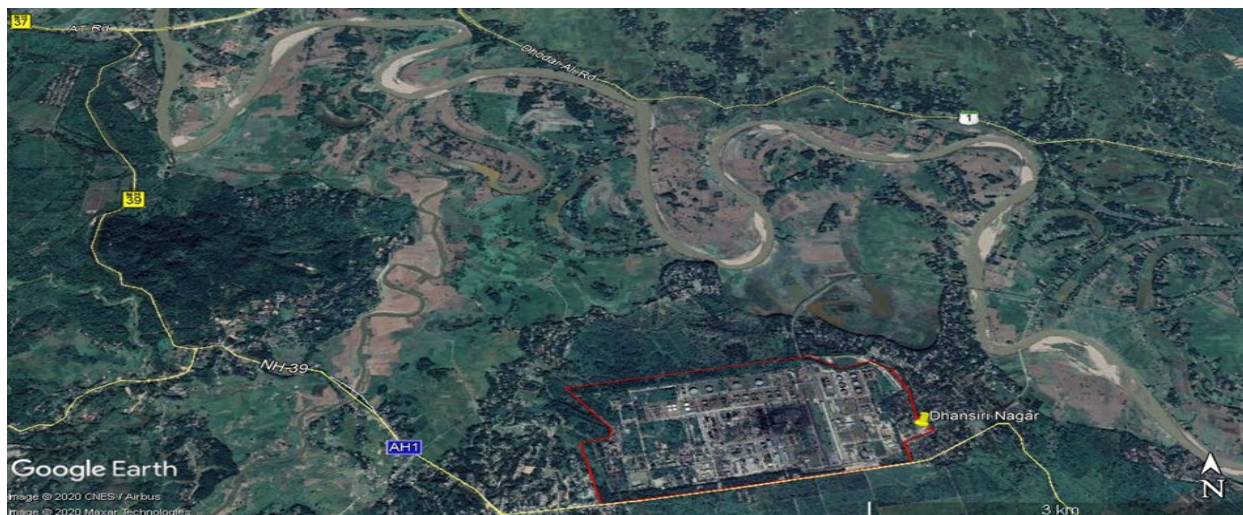
**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 4 of 21



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.

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 -" **ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM** " to be carried out at Project site, Numaligarh Refinery, Assam to be carried out at Project site. Project Site would mean anywhere inside the Numaligarh refinery and in and around refinery as per the directions of Engineer In charge.

2.0 BRIEF SCOPE OF WORK

The job consists of carrying out Additional Mechanical Works for NREP at Numaligarh Refinery Limited, Assam to be carried out at Project site as mentioned in Price Schedule, Scope of Works and Technical Specifications attached in the Tender document.

The scope of work includes Project Management, all equipment mobilization and demobilization and scheduled reporting to OWNER/ CONSULTANT, in line with the scope and specifications covered in the tender document. The SOR items under this tender document can be executed at any location in and around Refinery for a NRL's project job as decided by Owner /EIC at the same rate, terms and conditions. Local barricading / Covering as per Owner norms is in Contractor's scope of work within the quoted rates

The scope of work in general includes scope of work specified in various Technical Specifications/ sections



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 5 of 21

provided in Part-III (Technical) and Price Schedule (PS) enclosed in the Bidding Document. Further, it includes any other work not specifically mentioned but required to complete the work as per specifications, drawings and instructions of Engineer-in-Charge.

Scope of work shall be read in conjunction with Item description of Price Schedule (PS), Contractor's scope, Technical Specifications, Drawings and applicable Standards shall include all activities of work specified in these documents.

Prices/Rates shall include all costs for the performance of the item considering all parts of the Bidding Document. In case any activity though specifically not covered in Price Schedule (PS) but is required to complete the work which could be reasonably implied/ informed from the content of Bidding Document, the cost for carrying out such activity of work shall be deemed to be included in the quoted Price.

It may be noted that this tender is being floated for fabrication and erection of complete Fire water line layout all around the refinery site premises and also to line up a contract that will supplement the existing Mechanical and Civil works in Numaligarh Refinery Expansion Project (NREP) under MPMC.

The attached fire water layout is preliminary and indicative purpose only. The final IFC drawings will be issued to the successful contractor after award of contract. There might be some modifications depending on the site requirements. Few of the firewater lines running underground and remaining are Above ground lines. The contractor has to do the associated civil works along with the laying of FW lines.

2.1 **EVALUATION PROCEDURE:**

The philosophy of this tender is to award two contracts of value approx. 60:40 ratio with same rates and conditions. The detailed modalities for tendering, evaluation, and contract award are as follows:

- ❖ SOR items and their estimated rates are displayed in the tender along with indicative SOR quantity. The bidder to quote in terms of percentage over the overall displayed estimate. Percentage quoted by the bidder shall uniformly apply to all the SOR items. However, bidders are **not allowed to quote lower than minus five percent i.e., (-) 5% on the overall displayed estimate.**
- ❖ The currently engaged contractors at NREP whose overall progress is less than 50% of their original awarded works on the date of publishing of this tender shall not be considered for evaluation.
- ❖ **Bids shall be evaluated as per methodology explained below:**
 - The lowest quoted price will be termed as L1 Bid and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on.
 - The job will be awarded to 02 (two) techno-commercially qualified bidders in the following proportion, subject to match the L1 price/L1 negotiated price as explained below:
 - Group-1 : Approximately 60% of total SOR quantity/value of both Part-A & Part-B of SOR.
 - Group-2 : Approximately 40% of total SOR quantity/value of both Part-A & Part-B of SOR.



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 6 of 21

- The L1 bidder will be eligible for Group-1. NRL reserves the right to negotiate with the L1 bidder in cases where the L1 quote is other than (-) 5%. The L2 bidder will be invited to match the L1 price (or the negotiated L1 price). If the L2 bidder agrees, they will be awarded Group-2. If the L2 bidder declines, the opportunity to match the L1 price will be offered sequentially to L3, L4, and so on, until acceptance is obtained. If a tie occurs during the process of awarding Group-2 by matching L1 price (or the negotiated L1 price), the tie shall be resolved by means of a lottery.
- If tie happens at (-) 5%, then the successful bidders shall be decided by means of lottery to award of Group-1 and Group-2 sequentially.
- In case of tie happens other than (-) 5%, then discount on sealed envelope shall be asked from the bidders who are at tie. The bidder offering highest discount shall be eligible for Group-1. NRL reserves the right to negotiate with the L1 bidder if the L1 quote, as arrived through this process, is other than (-) 5%. The remaining bids will be re-ranked in ascending order, as L2, L3, L4 and so on. The L2 bidder will be invited to match the L1 price (or the negotiated L1 price). If the L2 bidder agrees, they will be awarded Group-2. If the L2 bidder declines, the opportunity to match the L1 price (or the negotiated L1 price) will be offered sequentially to L3, L4, and so on, until acceptance is obtained. If a tie occurs again during the aforesaid process of awarding Group-2 by matching L1 price (or the negotiated L1 price), the tie shall be resolved by means of a lottery.
- Please note that PP-LC policy shall have precedence during evaluation of the Tender.

3.0 **BIDDER QUALIFICATION CRITERIA (BQC)**

Bidder(s) who meet all of the following criteria as specified in Clauses no. 3.1 & 3.2 below shall be qualified to participate 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 **Commercial Qualification Criteria: Past Experience**

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:

ONE SIMILAR WORK , costing not less than the amount equal to (INR Twenty-Six Crore Seventy-Nine Lakh Fifty Thousand Only)	Rs. 26,79,50,000/-
OR	
TWO SIMILAR WORKS , each costing not less than the amount equal to (INR Twenty-One Crore Forty-Three Lakh Sixty Thousand Only)	Rs. 21,43,60,000/-
OR	
THREE SIMILAR WORKS , each costing not less than the amount equal to (INR Sixteen Crore Seven Lakh Seventy Thousand Only)	Rs. 16,07,70,000/-



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 7 of 21

*****Definition of “SIMILAR WORKS” for meeting Commercial Qualification Criteria (Past Experience) under clause 3.1:***

“Works comprising Structural Steel works, Piping Fabrication & Erection works, Equipment Erection works with or without Civil/ Insulation / Painting / Fireproofing works executed and completed in any Hydrocarbon Sector (Refineries /Petrochemicals / Onshore Oil and/or Gas Processing Plant /Oil and/or Gas Terminals / Oil or Gas Installations / LNG facilities.), Fertilizer Plants.”

Note: The currently engaged contractors at NREP whose overall progress is less than 50% of their original awarded works on the date of publishing of this tender shall not be considered for evaluation.

Note to Bidder in relation to Commercial Qualification Criteria (Past Experience) under clause 3.1 above:

1. For Commercial Experience Criteria, Date of Completion of Works as per Completion Certificate will be considered as completion date and that should fall within qualifying period.
2. **Copies of Relevant Work Order(s) with SOR/ Approved Billing Break-up 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.
3. Bidder will give details of their past experience along with documentary evidence as per format **Annexure-III to ITB** enclosed herein.
4. In case Bidder has executed and completed Composite Works Contract which includes the qualifying work(s) stated in **Cl. No. 3.1 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. 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 documents in support of 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.
6. 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, where the end user/ client is an unrelated third party, 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.
7. 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



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 8 of 21

8. 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.**
- Value of past experience 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.
9. For calculation of period of escalation of such "similar work" starting date shall be reckoned from the date of completion of the work mentioned in the Completion Certificate to the last day of the month preceding the month in which original due date falls.
10. It is to be noted that experience as 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 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/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 certificates 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 Completion 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. 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 indicating receipt of payment from the Main Contractor in case of overseas executions / executions under overseas organizations.
11. 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.
12. 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),



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 9 of 21

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.

3.2 Financial Qualification Criteria:

- a) **Average Annual Turnover:** The Average Annual Turnover (ATO) of the bidder during the immediate preceding three financial years from the date of NIT publication should be at least **Rs. 16,07,70,000/- (Rupees Sixteen Crore Seven Lakh Seventy Thousand 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.

* Share Application Money pending allotment will be considered only in respect of share to be allotted.

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)		

- 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 3.2 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 31st 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



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 10 of 21

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) Documents mentioned under clause no. 3.1 above [i.e. Work Order(s) along with SOR/Approved Billing Break-up, Corresponding Job Completion Certificate (s), TDS/Bank Certificate (as applicable)] in support of Commercial Qualification Criteria.
- b) Documents mentioned under clause no. 3.2 above (i.e. Annual Reports containing audited balance sheets including Profit and Loss Accounts statement, 'VALID GSTIN/UIN Certificate', PAN Card & PF Registration Certificate, self- declaration citing not under liquidation, court receivership or similar proceedings on the date of submission of bid) in support of Financial Qualification Criteria.
- c) Any other documents as mentioned under BQC Clause. no. 3.1 & 3.2 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 All documents furnished by the bidder in support of meeting the BQC, EMD (including MSE/Startup Registration Certificate) shall be submitted/uploaded in a separate folder titled "Documents towards BQC", 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.

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.



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 11 of 21

- 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.
- 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> or in the form of **Bank Guarantee (BG)** in favour of "Numaligarh Refinery Ltd." (Refer attached EMD BG format), 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.

Bidder shall be required to upload copy of EMD BG/ISB along with his unpriced bid in CPP Portal and Original hard copy of EMD BG/ISB shall be required to submitted to the address provided below **within 7 (seven) days** of bid submission end date:

Mr. Vinod Kumar, Joint General Manager
Email: vinod.kumar1@ten.com
Tel: 0120-4301546 / 0120-4301564

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

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

- 5.2 Regarding EMD BG/ISB Validity along with claim period, the following condition shall supersede any other related conditions mentioned in the Tender document:



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 12 of 21

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.

- 5.3 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.

(For details regarding EMD submission, validity of EMD BG etc., please refer ITB and GCC enclosed).

6.0 TIME SCHEDULE:

The Time Schedule for completion of the job shall be **09 (Nine) Months** including mobilization from the date of receipt of LOA. For details, Bidder to refer **Appendix-II** to SCC. Mobilization period within 15 days from the date of receipt of LOA.

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 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 also requested to attend the pre-bid meeting as per schedule date & Time mentioned in NIT through Online MS Teams. **Link to join the Pre-Bid Meeting has been provided in NIT.**

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 : abarna.vadivelu@ten.com (Contact No.+91-9884864905) / vinod.kumar1@ten.com (contact No. 0120-4301 564)/ harleen.kaur2@ten.com Ph. No.: +91- 9876876329] 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.



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 13 of 21

- 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 **120 (One-Hundred Twenty) 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.
- 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 website 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.



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 14 of 21

- 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** The bidders who are on Holiday/ Negative list of NRL and Technip India Ltd. on the 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.
- 10.5** 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.
- 10.6** 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.
- 10.7** Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 10.8** Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 10.9** NRL/Technip reserves the right to reject any or all the bids received or annul the bidding process at 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.
- 10.10** 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>).
- 10.11** A scanned copy of the Integrity Pact duly signed & stamped shall be uploaded along with the offer.
- 10.12** For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- 10.13** 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. 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.	Purchase Preference to Local Content (PP-LC Policy)	Applicable



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 15 of 21

3.	Domestic Manufacturing of Iron and Steel Policy (DMISP)	Not Applicable
4.	Domestic Manufactured Electronic Products (DMEP)	Not Applicable
5.	Office Memorandum regarding compliances related to any bidder from a country which shares a Land Border with India.	Applicable
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 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, General Manager-Subcontracts
Email : 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. Abarna Vadivelu, Deputy Chief Manager- Subcontracts
Email : abarna.vadivelu@ten.com
Technip Energies India Ltd.
No.19, Velacherry Main road, Guindy, Chennai,
Tamil Nadu – 600 020
Ph. No. +91 9884864905
- 3) Ms. Harleen Kaur, Engineer-Subcontracts
Email: harleen.kaur2@ten.com
Technip Energies India Ltd.
A - 4, Institutional Area, Block A, Sector 1, Noida, Uttar Pradesh 201301
Ph. No. +91- 9876876329



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 16 of 21

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 NRLs Holiday Listing Policy shall be initiated.



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 17 of 21

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.



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 18 of 21

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 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:



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH REFINERY LIMITED, ASSAM

Page 19 of 21

8866287104 and email: tapan@tender247.com.

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. 9435710920
Email ID : z_tender@nrl.co.in**

The above phone no. shall be available for CPP Tender related queries from 08:00 AM to 04:45 PM on all working days barring holidays and weekly off days (Sundays as well as 1st and 3rd Saturdays of each month).

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



MPMC SERVICES FOR NUMALIGARH REFINERY EXPANSION PROJECT, ASSAM NOTICE INVITING TENDER



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 20 of 21

- Bidder should do Online Enrolment in this Portal using the option Click Here to enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT /MTNLTrustline/SafeScript/TCS.
- Bidder then logs into the portal giving user id / password chosen during enrolment.
- The e-token that is registered should be used by the bidder and should not be misused by others.
- DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- Bidder, in advance, should prepare the bid documents to be submitted as indicated in the Tender Schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI



**MPMC SERVICES FOR NUMALIGARH
REFINERY EXPANSION PROJECT,
ASSAM
NOTICE INVITING TENDER**



Bidding Document No: TPIL/CONS/NRL/082176C/057

Name of Work: ADDITIONAL MECHANICAL WORKS FOR NREP AT NUMALIGARH
REFINERY LIMITED, ASSAM

Page 21 of 21

encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

- During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

***** XXXXXX*****