

**NUMALIGARH
REFINERY
LIMITED**



A GOVERNMENT OF INDIA UNDERTAKING

**TENDER DOCUMENT FOR SUPPLY OF HAND TOOLS
FOR PLANT UNITS OF NRL.**

(Tender No. OC01000253/PRA)

PART – I: UN-PRICED BID



**PREPARED & ISSUED BY
NUMALIGARH REFINERY LIMITED**

A Govt. of India Enterprise)



NUMALIGARH REFINERY LIMITED NOTICE INVITING TENDER (NIT)

1. Numaligarh Refinery Limited (NRL) invites e-bids from competent and experienced Indian supplier for the following under two bid system (Part-I: Techno-commercial part and Part-II: Price Part) with sound technical and financial capabilities fulfilling the Pre- Qualification Criteria (PQC) of the tender document.

Supply of Hand Tools for Plant Units of NRL. (Tender No : OC01000253/PRA)	Tender Publishing Date:	28.08.2018 (12.05 Hours)
	Document Download/ Sale Date:	28.08.2018 (12.05 Hours)
	Seek Clarification Start Date:	28.08.2018 (12.05 Hours)
	Seek Clarification End Date:	12.09.2018 (12.05 Hours)
	Bid submission start date:	28.08.2018 (12.05 Hours)
	Bid submission close date (i.e. Bid Due Date)	17.09.2018 (11.00 Hours)
	Bid Opening Date:	18.09.2018 (11.00 Hours)

2. **SUBMISSION OF E-BID:**

The E-Bid should be prepared in Two Parts as per the following details.

- i) PART – I : Techno-commercial / Unpriced Bid
- ii) PART - II : Price Bid

Note:

- i) Only online offer shall be considered against the subject enquiry. For details please go to our e-tendering portal <http://eprocure.gov.in/eprocure/app>
- ii) This Tender is being conducted in e-tendering mode and the Bid documents can be downloaded for ONLINE bidding by the bidders, who has the Digital Signature Certificates.
- iii) For any assistance you may please contact our service provider personnel at Phone No 03776 – 265774, email: z_tender@nrl.co.in
- iv) **Bids received by way of Post, Courier, Fax, Telex or Telegram or email or in open condition shall not be considered.**
- v) Corrigendum, Addendum (if any) will be published in e-tendering portal (<http://eprocure.gov.in/eprocure/app>) only.

3. **EARNEST MONEY DEPOSIT:** Not applicable.

4. **Bidders who are on holiday list by NRL or any other Oil sector PSU will not be considered. Accordingly, the bidder shall submit a self-declaration as per format enclosed with Tender Document. It may be noted that if this declaration is found to be false, NRL shall have the right to reject bidder's offer, and if the bid has resulted in a contract, the contract is liable to be terminated.**

5. **PRE-QUALIFICATION CRITERIA (PQC):**

- The party shall have experience in supplying Cu-Ti Alloy Non-Sparking Tools to any organization in last 10 years to be reckoned from final bid due date. The party shall furnish a copy of the Purchase Order along with Invoice as a proof to the same.
- Bidder must be a manufacturer or manufacturer's authorized representative. Bidder must submit relevant document as a proof for the same.

Note:

- (i) As per CVC Circular no. 03/01/12 dated 13/01/2012 Para 3. a), **both Manufacturer and their Authorized dealer cannot bid simultaneously in the same tender. If both of them participated in the same tender, then both the offers shall be rejected without any further communication.**
- (ii) Bidders shall have to furnish proof of their pre-qualification along with the Techno-commercial bid. Pre-qualification criteria will be checked at the time of techno-commercial evaluation of the offer. Bidders are to know that no further communication may be done to ascertain their prequalification. The offers with incomplete /irrelevant documents / anomalies may be straightway rejected without any communication. Hence, bidders are advised to take utmost care while submitting their prequalification documents at the time of offer.

6. **DOCUMENTS TO BE UPLOADED AS A PART OF PART – I: TECHNO-COMMERCIAL / UNPRICED E-BID:**

- a) Documents in support of PQC of the tender.
- b) Technical Compliance Sheet duly signed and stamped.
- c) Agreed Terms & Conditions (ATC) duly filled, signed & stamped. **The commercial terms & conditions should not be repeated in the offer.**
- d) Bidder's Self-Declaration of black listing/ holiday listing as per Performa enclosed - duly signed & sealed.
- e) **In case of Micro & Small Enterprise (MSE), bidders are mandatorily required to declare their Udyog Aadhar Memorandum (UAM) Number on Central Public Procurement (CPP) Portal; failing which such bidders will not be eligible for benefits applicable to MSEs under Public Procurement policy for MSEs Order 2012 issued by MSME. After declaring UAM Number on CPP Portal, MSE bidder also need up upload a copy of UAM in their un-priced Techno-Commercial bid.**
- f) Vendor Details as per Format enclosed.

7. **DOCUMENTS TO BE SUBMITTED AS A PART OF PART – II: PRICED E-BID:**

- (a) BoQ/Priced Bid "in "XLS" format as per instructions provided.

8. **EVALUATION OF THE TENDER:** Tender shall be evaluated on '**Itemwise Lowest Offer Basis**'.

9. **TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs):**

The Government of India vide letter No. J-25011/31/2018-Gen dated March, 2018 (Ministry of Petroleum & Natural Gas) and Office Memorandum no. F.5/4/2018-PPD dated 28th February, 2018 (Ministry of Finance) has mandated that **declaration of Udyog Aadhar Memorandum (UAM) numbers by the vendors on CPP Portal (i.e. E-tenders submitted through www.eprocure.gov.in portal) is mandatory with effect from 01-04-2018. The bidders who fail to declare UAM number on the CPP Portal shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME, for tenders invited electronically through CPPP.**

In case, UAM number of such bidder is not available on the CPP Portal, no benefits shall be given to such bidders and in case such bidder have not submitted EMD (if applicable against tender) and availed EMD exemption, such bidder shall be rejected for further evaluation.

TENDERS FROM MICRO AND SMALL ENTERPRISES (MSEs):

With reference to Public Procurement Policy for Micro and Small Enterprises (MSEs) notified by the Government under the Micro, Small and Medium Enterprise Development Act, 2006, which came into effect from 1st April, 2012. The Ministry of MSME published an order known as Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 under which Micro and Small Enterprises (MSEs) shall be entitled for benefits, subject to terms and conditions as under:

A. Qualifying Criteria for MSEs Bidder:

- (i) MSE bidder must submit a copy of Udyog Aadhar Memorandum* wherein bidder is registered as 'Micro/ Small Enterprise'.
- (ii) The MSE registration shall be valid as on date of placement of order
- (iii) The registration must be for the items/category of items/services relevant to the tendered items/category of items /services.

*** In case bidder submits the UAM No. in the bid but same is not declared on the CPP Portal, such bidder will not be eligible to claim benefits.**

B. Benefits Under The Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012:

(i) Issue of Tender Sets Free of Cost:

Tenders shall be provided free of cost and tender documents are downloadable from NRL Website www.nrl.co.in, The Indian Government tenders information system www.tenders.gov.in or Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> or can be obtained from the Office of General Manager (Commercial & Legal).

(ii) Exemption from payment of EMD (Earnest Money Deposit)

MSE units qualifying as at (A) above shall be exempt from paying EMD if EMD is applicable against the tender.

(iii) Price preference for MSEs Bidder:

- i) In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% per cent shall also be allowed to supply a portion of requirement by bringing down the price to L1 price in a situation where L1 bidder is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 percent of total tendered value.

In case of more than one such MSE, the supply shall be shared proportionately (to tendered quantity)

- ii) In case of tender item is non-splitable or non-dividable etc. MSE quoting price within price band L1+15% may be awarded the full/complete supply of the total tendered value to MSE, considering spirit of policy for enhancing the Government procurement from MSE, provided they agree to bring down their price to L1 price.

In such cases, the MSE who is lowest within the MSEs and quoting price within the price band of L1+15% shall be provided the first opportunity to agree to accept and execute the contract at the L1 price and on his refusal to accept the L1 price, opportunity shall be provided so on to the other MSEs.

10. GENERAL:

- i) **Consortium/Joint venture bids shall not be accepted.**
- ii) Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- iii) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept in holiday list/ black list apart from other penal actions as deemed fit by NRL.
- iv) NRL reserves the right to defer the date/time of opening of the offer; to make changes in the terms & conditions of tender document and to reject any or all bids without assigning any reason thereof.

Date: 28.08.2018

**GM (Commercial) I/c
Numaligarh Refinery Limited.
Commercial Dept, Pankagrath,
PO- NR Project, Dist – Golaghat.
PIN-785699, Assam.**

Contact Person: Prasanta Barman
Phone : 03776-265482
Email ID: prasanta.barman@nrl.co.in