

NUMALIGARH
REFINERY
LIMITED



A GOVERNMENT OF INDIA UNDERTAKING

TENDER DOCUMENT FOR – “SUPPLY OF PROPANE FOR USE AS REFRIGERANT IN SDU AT NRL”

(Tender No. OC44000077/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 propane for use as refrigerant in SDU at NRL. (Tender No : OC44000077/PRA)	Tender Publishing Date:	31.08.2020 (12.05 Hours)
	Document Download/ Sale Date:	31.08.2020 (12.05 Hours)
	Seek Clarification Start Date:	31.08.2020 (12.05 Hours)
	Seek Clarification End Date:	07.09.2020 (12.05 Hours)
	Bid submission start date:	31.08.2020 (12.05 Hours)
	Bid submission close date (i.e. Bid Due Date)	09.09.2020 (11.00 Hours)
	Bid Opening Date:	10.09.2020 (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 bidder must have good track of previous experience of supplying 'Propane' to reputed companies and signed copy of PO / Experience Certificate as proof of it is to be submitted along with un-priced techno-commercial offer.
- Signed copy of Quality Assurance Certificate of the Propane from authorized laboratory is to be submitted by bidder along with their un-priced techno-commercial offer.
- Bidder must confirm delivery of Propane at NRL Site, Numaligarh within 15 days from the instruction/ call-off issued by Engineer-In-Charge (EIC), NRL for product delivery.

Note: The intending bidders shall have to furnish proof of their pre-qualification along with their Un-priced Techno-commercial bid. Pre-qualification criteria will be checked at the time of techno-commercial evaluation of the offer. Further to inform 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. **RELAXATION OF PAST TRACT RECORD (PTR) FOR MSE & START-UP:**

The requirement of Prior Turnover and Prior Experience (if any, indicated in the tender document) will be waived 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.

Supporting documents for MSE bidders: Please refer ***Annexure-X*** enclosed.

Supporting documents for Startup: 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.

Note : Above supporting documents are required to be uploaded by bidder along with un-priced techno-commercial 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) will not be passed on to bidder.

7. **PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES (MSEs):**

Purchase preference to Indian MSEs (Micro & Small Enterprises) shall be applicable as per the Govt. of India Policies. Refer details in **Annexure-X**.

8. **PURCHASE PREFERENCE POLICY LINKED WITH LOCAL CONTENT (PP-LC):**

MOP&NG has notified the purchase preference (linked with local content) for the procurement of goods and services under Oil & Gas Projects in India. Under this Policy, the bidders are allowed to avail the purchase preference linked with attaining Local content as stipulated in PP-LC Policy enclosed with tender. As per PP-LC Policy, Minimum Local Content (LC) for supply tender is 25% for Year 2020-22.

The bidder claiming the PP-LC benefit shall be required to furnish an undertaking on bidder's letterhead confirming his meeting the Local Content and this undertaking shall be certified as under:

- Where the total quoted value is less than INR 5 Cr.:
The LC content shall be self-assessed and certified by the authorized signatory of the bidder signing the bid.
- Where the total quoted value is INR 5 Cr. or above:
 - i. The Proprietor and an independent Chartered Accountant, not being an employee of the firm, in case of a proprietorship firm.
 - ii. Any one of the partners and an independent Chartered Accountant, not being an employee of the firm in case of a partnership firm.
 - iii. Statutory auditors in case of a company. However, where statutory auditors are not mandatory as per laws of the country, where bidder is registered, an independent chartered accountant, not being an Employee of the bidder's organization.

9. **SPECIAL TENDER CLAUSE ON PROCUREMENT FROM A BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:**

The Department of Expenditure (DOE) (Ministry of Finance) of the Govt. of India through OMs no. 6/18/2019- PPD dated 23rd July and 24th July'2020 has issued guidelines regarding procurement from bidders from a country or countries which share land boundary with India. The detail guidelines are available on the website of DoE (<https://doe.govin/>).

In compliance to the above referred guidelines by DOE, bidders are requested to kindly furnish duly filled, signed and sealed copy of the undertaking as per Form A [i.e. Bidder's Undertaking on Company's letter head] enclosed with tender document.

10. **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 Document (duly sealed & signed) as a token of acceptance.
- 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) MSE bidder may submit MSE documents as per Annexure-X.
- f) In case of availing benefits under Purchase Preference Policy (Linked with Local Content) (PP-LC Policy), bidder to submit duly signed & sealed copy of per PP-LC Policy along with all relevant documents asked in the Policy. Further, 'Table 1: Calculation of Local Content – Supply Contracts (Goods); page 5 of PP-LC Policy' to be submitted by stating 'Local Content has been indicated in Priced Bid'.
- g) Duly filled, signed and sealed Form A [i.e. Bidder's Undertaking on Company's letter head] in compliance to Department of Expenditure's (DOE's) guidelines regarding procurement from bidders from a country or countries which share land boundary with India.
- h) GST Undertaking enclosed with tender.
- i) Vendor Details as per Format enclosed.

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

- BoQ/Priced Bid "in "XLS" format as per instructions provided.
- In case availing benefits under Purchase Preference Policy (Linked with Local Content) (PP-LC Policy) (as explained per PP-LC Policy), bidder shall provide break up of "Local component" and "Imported Component" along with their price bid (in PDF) as per format in 'Table 1: Calculation Of Local Content – Supply Contracts (Goods)'; refer page 5 of 7 of PP-LC Policy.

12. **EVALUATION OF THE TENDER:** Tender item is **not splittable** and tender will be evaluated on '**Lowest Offer Basis**'

13. **GENERAL:**

- i) NRL adopts a practice to verify documents submitted by L1 (successful) bidder in support of bidder's credential against PQC. Authentication may be verified with the issuing authorities, by way of direct communication to NRL over official e-mail IDs / Original letter of authentication by post. Bidders may also follow up with the issuing authority for eliciting early response. If documents remain unauthenticated till given time line, NRL reserves the right to reject the bid.

Proper address for communication, including e-mail ID of the issuing authority should be provided along the tender document.

- 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: 31.08.2020

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

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