



**RULE DOCUMENT**

**SALE OF 1200 MT (ONE THOUSAND FOUR HUNDRED MT) (+/- 10%) SLOP OIL FROM OWS  
BUFFER TANK (61-T-033 ) on 21.10.2022**

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**PART – 1**

**Part A : Summary of Schedule of Activities**

Particulars	Remark
<b>Date of Auction</b>	<b>31.10.2022 (from 11:00 AM to 1:00 PM) for 1200 MT (+/- 10%) from CRWS Buffer Tank (61-NT-03)</b>  <b>(With unlimited extensions of 05 minutes each)</b>
<b>Date &amp; Time of Inspection</b>	FROM: 10.10.2022 TO : 28.10.2022 BETWEEN 09.00 AM to 3.00 PM (both days inclusive).
<b>Last date to receive Registration and EMD for participation</b>	29.10.2022 upto 3:00 PM
<b>Last date to receive Process Compliance Form ( Annexure II )</b>	29.10.2022 upto 4:00 PM
<b>Time for deposition of Security Deposit</b>	Within <b>07 (Seven)</b> working days from the date of issue of Sale Intimation letter
<b>Time for deposition of Full amount</b>	Payment against entire quantity (including taxes and duties as applicable) have to be deposited <b>within 15 (Fifteen) working days from the date of issue of Sale Intimation</b>
<b>Time for deposition of Full amount with penalty</b>	For late payment, maximum 3 working days shall be allowed on payment of 1% of full material value as penalty
<b>Delivery Schedules:</b>	
Customer bid for quantity upto 1200 MT	- 120 working days
Note:(1) Additional 10 Calendar days (after expiry of Delivery Schedule) shall be allowed on payment of ground rent@ 0.1% (zero point one percent) of the value corresponding to non-lifted quantity of the lot per day. The lifting schedule shall be counted with effect from the date of issue of delivery order.	
(2) Working days for deposit of dues shall exclude Bank Holidays	
<b>Minimum quantity off take</b>	Minimum bid quantity will be <b>200 MT</b> and additional volume will be in multiple of <b>200 MT</b>
<b>EMD</b>	- <b>Rs 800 per MT</b>
<b><u>Submission of Declaration by successful bidder</u></b> for carrying out obligations as per terms & conditions prescribed in the e-auctions :	To be submitted to auctioneer <u>M/s e-Procurement Technologies Limited (EPTL)</u> immediately after receipt of Sale Intimation Letter ( <b>Annexure III</b> ).



**Part-B Particulars of Seller auction details**

SELLER'S NAME	Numaligarh Refinery Limited Numaligarh Refinery Project Dist.: Golaghat, Assam, India PIN- 785699 (herein after termed as <b>NRL</b> )
AUCTION TO BE CONDUCTED BY	M/s. e-Procurement Technologies Ltd.(ProcureTiger) A -201 / 208,Wall street 2, Opposite Orient club, Near Gujarat College, Ellis bridge, Ahmedabad 380006 (herein after termed as <b>EPTL</b> )  Mail ID: <a href="mailto:komal.d@eptl.in">komal.d@eptl.in</a> Auction Website: <a href="https://eprocure.procuretiger.com">https://eprocure.procuretiger.com</a>
DATE & TIME OF AUCTION	Auction Date : <b>31.10.2022</b> Online Auction Time : 11:00 AM to 01:00 PM (With Unlimited Extensions of 5 Minutes Each)
DATE & TIME OF INSPECTION	FROM: 10/10/2022 to 28.10.2022(both days inclusive) BETWEEN 09.00 AM to 3.00 PM
DOCUMENTS ATTACHED	1) Business Rule for ENGLISH FORWARD AUCTION (YANKEE) 2) Terms & conditions of ENGLISH FORWARD AUCTION (YANKEE) 3) Material Description (Annexure I) 4) Process Compliance Statement (Annexure II) 5) Price Confirmation (Annexure III) 6) Contact Information
SPECIAL INSTRUCTIONS	<b><u>Bidding in the last minutes and seconds should be avoided in the bidders own interest Neither the Service Provider nor Numaligarh Refinery Limited or Numaligarh Refinery Limited Authority will be responsible for any lapses /failure on the part of the vendor in such cases.</u></b>  <u>Failure of power, Internet, (unforeseen circumstances) at the premises of bidders during the e-Auction cannot be the cause for not participating in the ENGLISH FORWARD AUCTION (YANKEE). On account of this, the time for the auction cannot be extended and neither <b>Numaligarh Refinery Limited. Or Numaligarh Refinery Limited Authority</b> nor M/s e-Procurement Technologies Limited (EPTL) is responsible for such eventualities.</u>



**Important Notes to Operate Website:-**

As per the new Inter-operability guidelines released by Controller of Certifying Authorities (CCA), the Secured Socket Layer (SSL) certificate for a e-procurement application is generated on a new algorithm, SHA2. Also, the Digital Certificates that will be applicable for these platforms have to be SHA2 algorithm compliant. For the same, the users have to ensure that they have Windows Vista / Windows 7 installed in their respective PC / Laptop.

Material Description (Annexure I)

**Part C: Quality specifications**

**SLOP OIL WITH THE FOLLOWING PARAMETERS**

**Sample from CRWS Buffer Tank (61-T-03) : Qty = 1200 MT (+/- 10%). Auction on 31.10.2022 from 11:00 AM to 1:00 PM.**

Typical specification of the product is as follows:

Sl. No.	Parameter	Unit	Result
1	Density @ 15°C(Composite)	kg/m3	972.8
2	Flash Point (Composite)	°C	52
3	Kinematic viscosity @ 40°C	cSt	N/A
4	Pour Point, Summer(Composite)	°C	9
5	Total Sulphur(Composite)	mg/kg	2657
6	BS & W(Composite)	% Vol.	30.0
7	Oil Content	% Vol.	70.0

**##Note: The above test parameters are only indicative and concerned bidders will have to mandatorily test the composite samples.**

**Please Note: Pre-auction inspection and collection of composite samples of the material is MANDATORY. All interested bidders during inspection will be required to draw 02 (two) composite samples of the slop oil from the location/tank from where the slop oil will be offered. 2 nos. of composite sample will be collected in 1 lit Aluminum Container. One of the samples will be used by the bidder for testing purpose. The other sample container will be jointly sealed with tamper proof plastic seal and retained by NRL till completion of the total upliftment of the bid quantity by the bidder.**

**Sampling procedure:- Composite sample will be mixture of upper, middle and lower sample collected as per procedure mentioned in Industry Quality Control Manual.**

**The quality specifications mentioned in Part C above is indicative only and not final. It is mandatory on part of the interested bidders to collect samples and subsequently test the product quality specifications before bidding. Failure to collect samples during inspection will automatically lead to disqualification from bidding. For successful bidders, samples will be retained by NRL till the entire quantity allotted to the respective successful bidder is uplifted and Security Deposit is returned by NRL.**

Time is as follows:

<p><b>DATE &amp; TIME OF AUCTION</b></p>	<p><b>Auction Date : 31.10.2022</b>  <b>Online Auction Time :</b>  <b>11.00 AM to 01.00 PM</b>  <b>(Unlimited Auto Extension)</b>  Auction website :  <a href="https://eprocure.procuretiger.com">https://eprocure.procuretiger.com</a></p>			
Item	Start Price/ MT (Rs)	Bid Increment in % (cannot be '0' or 'negative' or in 'decimals.')	EMD in INR per MT	Bid Time & date
<p><b>Item: SLOP OIL from CRWS Buffer Tank (61-NT-03 )</b></p> <p><b>Total Quantity: 1200 MT</b></p> <p><b>Note: Price of slop oil will be linked with Indian Basket Crude Oil Price and bidders will have to quote a percentage % which will be applied over average of FOB Indian Crude Basket quotations published during the previous month of auction in PPAC website</b>  <a href="https://www.ppac.gov.in/content/149_1_PricesPetroleum.aspx">https://www.ppac.gov.in/content/149_1_PricesPetroleum.aspx</a></p> <p><b><u>Taxes and Duties :</u></b></p> <p>Duties and taxes will be as per prevailing rates as applicable at the time of invoicing. Current rates applicable are as follows :</p> <p><b>i) GST will be at 18 %</b></p> <p><b>Note: All taxes as applicable shall be extra. Transportation in buyer's scope.</b></p> <p><b>Loading /Unloading in buyer's scope. Material will be sold after mandatory testing of composite samples is carried out by bidders during the pre-auction inspection. Only those bidders who have carried out the inspection and collected composite samples during the inspection will qualify for bidding.</b></p>	<p><b>Reference Price will be displayed which will be the previous month's Average Indian Basket Crude FOB Price.</b></p>	<p><b>Minimum bid percentage will be 5% and subsequent increments by 1%</b></p>	<p><b>800.00</b></p>	<p><b>11.00 AM to 01.00 PM on</b></p>



**Part E:**  
**Eligibility Criteria**

- a) Bidders should inspect the slop oil put up for sale and collect composite samples for testing at their own end.
- b) Bidders should have completed online Registration as mentioned in Part-E.
- c) **Bidders should have all valid documents as mentioned in Part-E (these documents to be notarized by public notary).**
- d) Must have deposited EMD for the requisite quantum by cut-off date.
- e) The buyers will be responsible for ensuring to keep the registration valid, and for the purpose, the buyers will keep all the documents mentioned above valid throughout the period right from bidding up to completion of lifting. In the event of expiry of any of these documents, the registration will automatically become dormant and during the period of dormancy, the buyer will not be allowed to participate in bidding and release of SLOP OIL will be kept suspended. Such suspension of release of SLOP OIL will be treated as a failure on the part of consumer / bidder and the proportionate EMD equivalent to the failed quantity shall be forfeited. The registration will however be restored and thereafter participation in the bidding will be allowed after submission of the valid document(s) / extension of the validity of the document(s) and SLOP OIL releases/lifting will be allowed.

**Part F**  
**Business Rules for ENGLISH FORWARD AUCTION (YANKEE)**

1. **M/s e-Procurement Technologies Limited (EPTL)** shall arrange to train your nominated person (s), without any cost to you. They shall also explain you, all the Rules related to the ENGLISH FORWARD AUCTION (YANKEE) / Business Rules Document. You are required to give your compliance on it before start of bid process.
2. Computerized ENGLISH FORWARD AUCTION (YANKEE) shall be conducted by **Numaligarh Refinery Limited** on pre-specified date, while the vendors shall be quoting from their own offices/ place of their choice. Internet connectivity and other paraphernalia requirements shall have to be ensured by vendors themselves. In order to ward-off such contingent situation, bidders are requested to make all the necessary arrangements / alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the ENGLISH FORWARD AUCTION (YANKEE) successfully. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
3. **BIDS PLACED BY BIDDER:** The bid of the bidder will be taken to be an offer to execute the work. Bids once made by the bidder cannot be cancelled. The bidder is bound to execute the work as mentioned above at the price that they bid. Should any bidder back out and not make the supplies at per the rates quoted, **Numaligarh Refinery Limited** and / or **M/s e-Procurement Technologies Limited (EPTL)** shall take action as appropriate.
4. **AUCTION TYPE: Online ENGLISH FORWARD AUCTION (YANKEE)**



5. **Starting Bid/Bid Increment:** The opening price/start price (if any) of the ENGLISH FORWARD AUCTION (YANKEE) and the bid Increment value shall be available and displayed to the bidders on the auction Screen at the time of Live event.
6. **BID PRICE, BIDDING CURRENCY, and UNIT OF MEASUREMENT:** Bidders have to quote prices as per agreement with **Numaligarh Refinery Limited**.
7. **Auto Extension Rule:** Online English Forward (no ties) Auction shall be for a period of Two Hour. If a bidder places a valid bid in the last 05 minutes of closing of the ENGLISH FORWARD AUCTION (YANKEE) and if that bid gets accepted, then the auction's duration shall get extended automatically for another 05 minutes, for the entire auction (i.e. for all the items in the auction), from the time that bid comes in. Please note that the auto-extension will take place only if a valid bid comes in those last 05 minutes and if that bid gets accepted. If the bid does not get accepted, the auto-extension will not take place even if that bid might have come in the last 05 minutes. In case, there is no bid in the last 05 minutes of closing of ENGLISH FORWARD AUCTION (YANKEE), the auction shall get closed automatically without any extension. The auto extension by 05 minutes will be for **unlimited time**. Such extension will be allowed to continue till no quote is placed within 05 minutes of the last quote. **However; vendors are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.**
8. During the ENGLISH FORWARD AUCTION (YANKEE), if no bid is received in the auction system/website within the specified time duration of the ENGLISH FORWARD AUCTION (YANKEE), then **NUMALIGARH REFINERY LIMITED**, at its discretion, may decide to revise the auction's Opening Price / scrap the online ENGLISH FORWARD AUCTION (YANKEE) process.
9. You shall be assigned a **Unique User Name & Password** by **NUMALIGARH REFINERY LIMITED**(or) **M/s e-Procurement Technologies Limited (EPTL)** and In Case if you have registered your profile from your end then Kindly contact us for your **PROFILE Approval**. You are advised to change the **Password** and edit the information in the Registration Page after the receipt of initial Password from **M/s e-Procurement Technologies Limited (EPTL)** to ensure confidentiality. All bids made from the Login ID given to you will be deemed to have been made by your company. Once you receive the User Name and Password, please edit / view your profile under setting menu from the website after login.
10. You are required to submit your acceptance (Process Compliance Form (PCF) —Annexure II) to the terms/ conditions/ modality given in this document before participating in the ENGLISH FORWARD AUCTION (YANKEE). In PCF document, Pl, do not change / edit or delete the clauses, which has been given in this document. Bidder needs to submit the same format to the service provider or **NUMALIGARH REFINERY LIMITED** as it is. In addition, if any changes found in submitted PCF or in this Business Rules Document before or after completion of the ENGLISH FORWARD AUCTION (YANKEE) then **NUMALIGARH REFINERY LIMITED/ Service provider** may take an appropriate action.



11. **BID PRICE:** The Bidder has to quote percentage (min 5%) and subsequently at an increment of 1% on the reference Indian Basket Crude FOB Price of previous month displayed at the start of auction. The reference price will be in INR/MT.
12. **VALIDITY OF BIDS:** The Bid price shall be considered as firm for a period of 90 (ninety) days and shall not be subjected to any change whatsoever.
13. **Mock Training/Demo:** Further Training with a Mock e-Auction will be held during office hours through calls or mail. Bidders, who got training should send their confirmation of receipt of training by sending the filled PCF for receipt of training to the M/s. e-Procurement Technologies Limited. All participants are requested to participate at Mock e-Auction to be acquainted with the e- Auction system.



**OTHER TERMS & CONDITIONS:**

- The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
- The Bidder shall not divulge either his Bids or any other exclusive details of **NUMALIGARH REFINERY LIMITED** to any other party.
- **NUMALIGARH REFINERY LIMITED**'s decision on award of Contract shall be final and binding on all the Bidders.
- **NUMALIGARH REFINERY LIMITED** along with e-Procurement Technologies Ltd., Ahmedabad can decide to extend, reschedule or cancel any Auction. Any changes made by **NUMALIGARH REFINERY LIMITED** and / or e-Procurement Technologies Ltd., after the first posting will have to be accepted if the Bidder continues to access the site after that time.
- E-Procurement Technologies Ltd. shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- E-Procurement Technologies Ltd. is not responsible for any damages, including damages that result from, but are not limited to negligence.
- E-Procurement Technologies Ltd. will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.
- In case of website operating, Bidding Process Related, or Training Query, vendors must have to resolve the same before the Event Date and time by contacting to e-Procurement Support Team via mail or call during working hours. For Training, purpose one Demo e-Auction is created on website, for further clarification feel free to call us.
- To participate in Event, vendors must have to arrange and do the system configuration in Computer System as per "Minimum System Requirement" document before participate. This document can be downloaded from the homepage of the e-Auction portal or Contact us. It is vendor's responsibility to comply with the system requirements: hardware, software, Internet connectivity at user premises to access e-Tender / e-Auction portal smoothly. E-Procurement Technologies Limited is not responsible for non-compliance for the above by vendor.

Note: You are required to submit your acceptance (**Process Compliance Form (PCF)**) to the terms/ conditions/ modality given in this document before participating in the ENGLISH FORWARD AUCTION (YANKEE).



**N.B.**

- All the Bidders are required to submit the Agreement Form (Annexure- II) duly signed to M/s e-Procurement Technologies Ltd, Ahmedabad before start of the auction.

After the completion of the Auction event, all the Bidders have to submit the Price Breakup immediately to M/s e-Procurement Technologies Ltd, Ahmedabad for further proceedings.

**Part G : Methodology for quantity allocation:**

Product: sale of SLOP OIL FROM OWS BUFFER TANK

**e-Bidding Process and quantity allocation logic**

- e-Auction being conducted would be 'Yankee' auction, where bidders should have to offer rate and quantity both
- Bidding start price and minimum increment value will be available on the screen
- Total quantity put on sale will be available on the screen
- Minimum and Maximum quantity allowed to the respective bidders will be available on the screen
- Current 'H1 Bid' will be available on the screen
- Bidder's own last accepted bid will be available on the screen
- During the live bidding, Current Rank of the bidder will be available on the screen
- During the live bidding, "Provisionally allocated quantity" and "Remaining quantity" will be displayed on the screen
- Bidder can offer the quantity in between Min. and Mix. limit configured for them. Any quantity below Min. and above Max. will be rejected by the system
- Bidder's first bid should be as per "First bid acceptance condition" only. Below the same, system will not accept.
- Based on quoted rate and offered quantity, system will generate rank for the bidder along with 'provisionally allocated quantity'.
- During the live auction, bidder's rank and provisionally allocated quantity might change since all bidders can revise their rate and quantity for 'n' number of time.
- Each bidder can revise their bid by improving their offered quantity or by increasing the rate which will be appeared on their screen with 'Provisionally allocated quantity'.
- During the e-auction, bidders cannot revise their bid by reducing their rates.
- Bidders can revise their bid by increasing the quantity, at the same quoted rate.
- E-Auction will be scheduled for 2 hour
- There will be auto extension condition where if any valid bid is received in last five minutes then the e-auction bidding end time will get auto-extended by five minutes.
- Auto-extension will take place for unlimited time as per above mentioned condition.
- e-Auction will be closed if any valid bid is not received in last five minutes.

**e-Bidding Ranking Rule and Quantity Allocation Logic**

- During the live bidding and after completion of auction, system will generate rank for each bidder on their last accepted bid.
- System will give the preference to highest price for ranking and allocate the quantity accordingly



- If there is tie on rate, system will check the offered quantity for same price and higher offered quantity will get preference for rank
- If there is tie on same rate and offered quantity both then system will generate the rank on first come first serve basis.
- Winning bidders will get the order for final quoted rate and 'provisional allocated quantity' but not for his/her offered quantity.

**Example to explain the bidding process, Ranking rule and quantity allocation logic**

Item	SALE OF SLOP OIL FROM OWS BUFFER TANK
Start Price	2500
Quantity	100000
UOM	MT

Bidder Name	Last Quoted Rate	Last Quoted Quantity	Date and Time of Last Accepted bid	Rank	Allocated Quantity	At Rate
Bidder 4	2710	25000	13-1-2022 12:16:32	1	25000	2710
Bidder 2	2705	25000	13-1-2022 12:18:01	2	25000	2705
Bidder 7	2705	20000	13-1-2022 12:16:10	3	20000	2705
Bidder 6	2695	17000	13-1-2022 12:17:42	4	17000	2695
Bidder 10	2695	17000	13-1-2022 12:17:55	5	13000	2695
Bidder 9	2695	17000	13-1-2022 12:18:25	6	-	-
Bidder 3	2650	15000	13-1-2022 12:10:10	7	-	-
Bidder 5	2640	15000	13-1-2022 12:12:16	8	-	-
Bidder 1	2620	35000	13-1-2022 12:11:33	9	-	-
Bidder 8	2610	50000	13-1-2022 12:08:00	10	-	-

**For Online ENGLISH FORWARD AUCTION (YANKEE) configuration & its processing, please contact e-Procurement Support Team for detail information & guidance related the same.**

- Allocation of quantity against the bids received in the auction is subject to approval of NRL Management and on allocation the same shall be binding on the bidders.
- Seller shall identify LOCATION from where shifting of SLOP OIL shall be carried out by buyer for subsequent loading into trucks. In this case sale will be from CRWS Buffer Tank (61-T-03).
- It is mandatory for bidders to go for pre-auction inspection and collection of composite samples for testing at their own end. Only those bidders will be registered who have completed the inspection and sample collection. Seller shall not take any liability for any issue**

**related to specification during and after loading into trucks. Buyer will stick to exact demarcated material at source for shifting and subsequent evacuation.**

- d. Successful bidders who are allotted quantity by NRL **for the first time** will be required to submit duly filled in sealed and signed NRL customer codification format placed in **Annexure IV (a)** along with Sales Intimation Letter to NRL through M/s. e-Procurement Technologies Ltd.(ProcureTiger) within one day of receipt of Sales Intimation Letter. Existing NRL customers are not required to fill **Annexure IV (b)**.

- e. **Determination of billing quantity:**

Billing quantity is the net loaded quantity after deducting the weight of the truck.

Net weight = Gross weight – Tare weight (measured in weigh scale).

#### **Part H: Location & Mode of Delivery**

Location: Numaligrah Refinery Limited  
Numaligarh Refinery Project  
Dist.: Golaghat, Assam, India  
PIN- 785699

The mode of transportation will be by Road. Buyer need to take SLOP OIL from the location specified by the seller only. All necessary loading arrangement shall be done by the buyer.

Seller shall facilitate gate pass etc. on production of necessary documents by buyer as per NRL's requirements.

Mode of delivery: Road. Truck (TT) to be arranged by customer/buyer and shall **be at buyers cost**.

**Loading shall be arranged by buyer and shall be at buyers cost.**

#### **Part I: Delivery Schedule**

Customer bid for quantity upto 1200 MT - 120 working days

The lifting schedule shall be counted with effect from the date of issue of delivery order. **Maximum trucks that can be placed (20 MT capacity) on a single day cannot be more than 2 (maximum 40 MT in a day).**

#### **Part J : Pricing Methodology:**

The price of the Slop Oil offered will be dynamic and linked to Indian Basket Crude Oil FOB Price published by PPAC in their website. The link to view the same is as follows:

**[https://www.ppac.gov.in/content/149\\_1\\_PricesPetroleum.aspx](https://www.ppac.gov.in/content/149_1_PricesPetroleum.aspx)**



At the start of the auction, the average FOB of Indian Basket crude oil prevailing during previous month (i.e. the month preceding the auction) will be displayed. The price will be displayed in Rs/MT and for the conversion from US Dollar to INR the average INR/USD as published by FBIL for the similar previous month shall be used and conversion factor of 7.33 shall be used for conversion from BBL to MT.

Price of slop oil will be linked with Indian Basket Crude Oil Price and bidders will have to quote a percentage % which will be applied over crude oil price. Final price of slop oil shall be 'previous month's average of Indian Basket crude oil multiplied by percentage quoted'. Details as regards how slop oil price will be computed are as below:

Price of slop oil = Indian Basket crude oil price x Percentage % quoted in bid x INR/USD

Where: Indian Basket crude oil price = Monthly Average price in \$/BBL of the immediate previous month of upliftment. Price to be declared by NRL in the beginning of the month. Indian basket crude oil price is also published in PPAC website ([https://www.ppac.gov.in/content/149\\_1\\_PricesPetroleum.aspx](https://www.ppac.gov.in/content/149_1_PricesPetroleum.aspx)).

Indian Basket crude oil price shall be rounded off to three decimal, whereas final derived price of slop shall be rounded off to nearest rupee.

**Percentage % quoted in the bid = Bidder to quote % which will be applied to Indian Basket crude oil price. Percentage % quoted cannot be negative or zero and there is no upper band. Bidder should not Percentage % in decimals and minimum quote should be 5% and its multiples thereon.**

INR/USD = Monthly Average INR/USD of immediate previous month of upliftment, as published in FBIL website. The subsequent bids that comes in to underbid the H1 rate will have to be lower than H1 rate by one bid Increment.

A sample calculation is shown below for reference.

- Consider that auction is held on 1<sup>st</sup> April 2021. (Suppose)
- Reference Price displayed – Average Indian Basket Crude FOB during previous month (i.e. 1<sup>st</sup> March -31<sup>st</sup> March'21). In this case the Price is \$ 59.35/BBL(say) which is **Rs. 31,192.05/MT** (taking average INR/USD of 71.70 for the previous month as published by FBIL and BBL to MT conversion factor of 7.33) (These are not actual figs, but assumption only)
- L1 bidder quote received – 15% (say)
- Quantity bidded – 3000 MT (say)
- Final Price (Auction Price) in Rs/MT – Rs. 31,192.05 X 15% = **Rs 4,678.81**
- **Total price for 3000 MT = Rs 1,40,36,430.00**

**\*\*Note:** Successful bidders shall have to pay the material value within 15 days (fifteen) of issue of Sale Intimation Letter. Since, price of Slop Oil will be dynamic and linked with the Indian Basket Crude FOB Price, the price of slop oil allotted will change every month based on the declared average Indian Basket Crude Oil FOB price as declared by PPAC. To know the reference price, bidders can access the website/link

[https://www.ppac.gov.in/content/149\\_1\\_PricesPetroleum.aspx](https://www.ppac.gov.in/content/149_1_PricesPetroleum.aspx)



for data on Indian Basket Crude FOB price and assess the website/link

<https://fbil.org.in/modules/SecuritiesApproval/SecuritiesApproval.aspx?op=referencerate&mq=o>  
for INR/USD rates to calculate the Reference Price.

Based on that, successful bidder(s) should ensure that sufficient balance is available against their account(s) in NRL for successful lifting of Slop Oil during the month. On successful completion of upliftment of allotted quantity by a bidder within the schedule time period allotted (Refer Part J – Delivery Schedule), the bidder's account will be reconciled and any excess amount (if present) will be credited back.

### **Part K: Conditions Of Delivery**

**Lifting will be allowed against advance payment only.**

On receipt confirmation about full/total payments (along with total statutory taxes & duties and corresponding declarations, as applicable) by the buyer, M/s. e-Procurement Technologies Ltd.(ProcureTiger) shall issue Delivery Order to the buyer under intimation to NRL immediately.

The buyers shall have to take delivery within **as per delivery schedule** mentioned above.

The deliveries shall be made based on pre-auction inspection and sample collection for testing by buyer from Numaligarh Refinery Limited, Numaligarh, Assam.

The buyers shall produce the authorization / identification letter issued by the Auctioneer along with original delivery order while reporting to NRL for lifting the concerned lot.

If the buyer fails to lift the material as per **delivery schedule** as stated above, he shall be allowed to lift the material with application of Ground Rent Charges @ 0.1% (zero point one percent) of the value corresponding to non-lifted quantity of the lot per day w.e.f. 1<sup>st</sup> calendar day till 10<sup>th</sup> calendar days [after expiry of delivery schedule] unless stated otherwise. Value of the non-lifted quantity will be calculated as per the bid price as per successful bid.

**After effecting payment, if the buyer fails to take delivery of material within the stipulated period, the buyer shall be treated as defaulter and shall have no claim over the lot thereafter. The concerned Department of NRL shall cancel/ terminate the sale order and delivery order issued to him and shall forfeit the amount of security deposit paid by him, under intimation to him and M/s. e-Procurement Technologies Ltd.(ProcureTiger) as per Clause (d) of "Part N: Payment Term".**

**NRL/ M/s. e-Procurement Technologies Ltd.(ProcureTiger) shall not entertain any requests from the buyers regarding extension of payment period/ delivery period as stipulated in the Sale Order.**

If the last day of the stipulated dates for payments/ deliveries happens to be a holiday/ weekly off, the payments/ deliveries shall be allowed on the next working day without application of delayed payment charges/ ground rent charges for the last day of payment / delivery.



On submission of copy of the Delivery Order & Gate Pass, the concerned Department of NRL shall issue Tax/ retail Invoices to the buyers.

Responsibility of deposition of taxes and duties to respective authorities will lie with NRL.

Buyer to make own arrangement for loading and transport : The buyer shall uplift the material corresponding to the lot purchased from the site of storage within the stipulated period as specified in the Sale Order. The buyer shall make his own arrangement for cutting/ loading/ transport. The buyer shall not be entitled to claim any facilities/ assistance/ transport from NRL.

If the buyer wish to take delivery of the items purchased through his representative, he shall authorize his representative by a "Letter of Authority" which shall be presented in original to the concerned Department of NRL.

Delivery of respective lot shall be deemed to have completed only after issue of "No Objection/ No Due/ Completion Certificate" from the concerned Department of NRL.

In the event of lot basis auction, any material being found to be deficient in quantity, measurement, number and weight or description from those stated in the list published on the website, the buyer shall have no claim against NRL or the Auctioneer nor shall the purchaser/buyer be entitled to seek any annulment of sale or claim for loss of profit, interest, damage or any other ground except for refund of a part of purchaser's money for the quantitative shortages in delivery and he shall be bound to remove the same from the site as good purchased by him. The weighments/ units indicated in the catalogue/ list are tentative and no guarantees assured for the same. In case of unit basis, amount against deficient in quantity only shall be refunded.

The buyer shall be responsible for any damages that may be cause to the premises of NRL while dismantling, storage or removal of the lot(s) or items purchased by him and before removing such lots or items from NRL premises, the buyer shall be liable to pay the amount of damages assessed by NRL in this regard.

The buyers shall abide by and will be responsible to follow all the Labour Laws in respect of persons engaged by them. NRL shall not be responsible for any claims raised by their personnel in respect of the e-auctions. Sale Orders and Delivery Challans shall be made in the name of actual buyer.

**Maximum trucks that can be placed (20 MT capacity) on a single day cannot be more than 2 (maximum 40 MT in a day).**

All the judicial proceedings, if any, in respect of any dispute(s) arising out of the e-auction shall be subject to the jurisdiction of court, where the concerned stores/ material is located.

**Special conditions of delivery**

- a) **Transportation and handling of Hazardous Waste shall be in the scope of bidder. Bidder shall ensure that transporter facility being used for transportation of Hazardous Waste has necessary authorization from state pollution control board and same shall be submitted to sender during handover of waste.**

- b) Copy 3 (Pink) of Manifest (Form-10) issued by seller to be retained by the buyer (actual user or treatment storage and disposal facility operator) after receiving the waste and the remaining four copies are to be duly signed by the buyer.
- c) Copy 4 (Orange) of Manifest (Form-10) issued by seller to be handed over to the transporter by the buyer after accepting waste.
- d) Copy 5 (Green) of Manifest (Form-10) issued by seller to be sent by the buyer to the State Pollution Control Board of buyer's state.
- e) Copy 6 (Blue) of Manifest (Form-10) issued by seller to be sent by the buyer to seller.
- f) Copy 7 (Grey) of Manifest (Form-10) issued by seller to be sent by the buyer to the State Pollution Control Board of the seller in case the seller is in another State.
- g) Buyer shall be liable for all Damages caused to the environment or third party due to improper handling and management of the hazardous and other waste during waste lifting from seller's premises till it gets disposed.
- h) The buyer shall provide certificate for safe disposal of waste material to seller.
- i) Any untoward incident / accident occurred during transportation, buyer shall immediately intimate the State Pollution Control Board through telephone, e-mail about the accident and subsequently send a report in Form 11. Also inform the same to seller.

#### **Part L : Weighment**

Delivery shall be on weighment basis and weighing shall be done at weighbridge of NRL/NRMT and shall be final.

#### **Part M : Quality Determination**

Seller shall identify the SLOP OIL and buyer shall carry out necessary laboratory test for satisfaction of the quality of product during Inspection by their authorized representative or appointed registered surveyor. This is MANDATORY to qualify for bidding.

All interested bidders during inspection will be required to draw 02 (two) composite samples of the slop oil from the location/tank from where the slop oil will be offered. 2 nos. of composite sample will be collected in 1 lit Aluminum Container. One of the samples will be used by the bidder for testing purpose. The other sample container will be jointly sealed with tamper proof plastic seal and retained at NRL till completion of the total upliftment of the bid quantity by the bidder. In case of any dispute on later date related to quality of the Slop oil, the retention sample will be tested in NRL Lab in presence of the bidder or his representative and the result obtained will be binding on the bidder. It is to be noted that NRL Lab is NABL accredited

Sampling procedure:- Composite sample will be mixture of upper, middle and lower sample collected as per procedure mentioned in Industry Quality Control Manual.

It is mandatory on part of the interested bidders to collect samples and subsequently test the product quality specifications before bidding. The product quality and the quality specifications mentioned in Part C above is indicative only and not final. Failure to collect samples during inspection will automatically lead to disqualification from bidding. For successful bidders, samples are to be retained by both NRL and the bidder till the entire quantity allotted to the respective successful bidder is uplifted and Security Deposit is returned by NRL.



This activity shall be completed before schedule E-auction date to avoid any complications arising out of the quality issue. Once the SLOP OIL is identified and samples are collected for testing, no further correspondence on quality shall be made by either party.

NRL shall not be responsible or any claims be made on quality after collection of samples for testing. It is not binding upon NRL to ensure that after collection of sample, the party/bidder carries out the necessary tests. It is solely upon the party/bidder to carry out necessary laboratory test for satisfaction of the quality and thereafter participate in the auction.

**Part N :Payment term**

a. EMD deposit

Sr No	Particulars	EMD Deposit
1	Beneficiary Name	e-Procurement Technologies Limited
2	Bank Name	ICICI Bank Limited
3	Type	Current Account
4	Account Number	002405012757
5	IFSC	ICIC0000024
6	Branch	JMC House, Ahmedabad
7	MICR	380229002

b. Security money:

- The successful bidder(s) have to deposit 10% of basic material value as security money in favour of NRL.
- EMD amount shall be adjusted with security deposit for the successful bidder(s).
- Balance Security amount after adjustment of EMD, has to be deposited within 07 (Seven) working days from the date of issue of Sale Intimation letter through **RTGS** in favour of Numaligarh Refinery Limited.
- Above Security Deposit shall be refunded after completion of lifting of entire quantity only.

c. Payment for material value:

- The rate offered by the bidder shall be considered as Basic Price per MT. All Taxes, Duties, GST, Excise, CST, VAT, Additional Tax, TCS and Turn-Over Tax or any other statutory levies or taxes as applicable under the relevant Sale Tax/Excise Act/IT Act or any other act shall be charged extra to the successful bidder at the rate prevailing at the time of

Delivery/Upliftment. Decision in regard to applicability of GST/VAT/CST/Excise/TCS rates etc. as decided by Numaligarh Refinery Limited would be final and binding to the successful bidder and bidders cannot claim / dispute on this matter.

- ii. Payment against entire quantity (including taxes and duties as applicable) have to be deposited **within 15 (fifteen) working days from the date of issue of Sale Intimation** letter through **RTGS** in favour of Numaligarh Refinery Limited.
- iii. For late payment, maximum 3 working days shall be allowed on payment of 1% of full material value as penalty.
- iv. **Lifting shall be allowed only against full payment (including taxes and duties as applicable) made in advance.**
- v. If the successful bidder fails to pay the requisite amount of materials value within the stipulated period mentioned above, the Sale Intimation Letter issued to the customer/buyer shall be treated as cancelled and the customer/buyer shall have no claim over the lot thereafter.  
SD shall be forfeited with due notice to the concerned bidder. The lot may be re-offered for e-auction at the discretion of the auction committee of NRL.
- vi. On receipt of full payment including 10% Security Deposit, within the stipulated period, auctioneer shall issue Delivery Order for the respective quantity immediately under intimation to NRL.
- vii. All Payment (**except** EMD) has to be made through RTGS to NRL's account.
- viii. All payments are to be made as non-interest bearing.
- ix. Since, price of Slop Oil will be dynamic and linked with the Indian Basket Crude FOB Price; buyer has to get the Reference Price (which is the Average Indian Basket FOB Crude Price for the previous month as declared by PPAC) every month Based on that, successful bidder(s) should ensure that sufficient balance is available against their account(s) in NRL for successful lifting of Slop Oil during a fortnight. Price of the slop oil to be uplifted will be the Reference Price multiplied by the percentage quoted during auction as detailed in the sample calculation of Part-K above.
- x. On successful completion of upliftment of allotted quantity by a bidder within the schedule time period allotted (Refer Part J – Delivery Schedule), the bidder's account will be reconciled and any excess amount (if present) will be credited back.

- d. Forfeiture of Security Deposit in case of failure to off-take quantity allotted after making Payment:
  - i. Tolerance of non-lift able quantity shall be considered as 10.00 MT (Ten).
  - ii. If the non-lifted quantity is above 10.00 MT, EMD/SD shall be forfeited and the amount corresponding to the non-lifted material value calculated with reference price of crude for the previous month as declared by PPAC shall be returned
  - iii. If the non-lifted quantity is below 10.00 MT, SD and corresponding material value shall be returned.

2. Bank details of Numaligarh Refinery Ltd. for payment through RTGS:

Name of Beneficiary	NUMALIGARH REFINERY LTD.
Bank's Name	STATE BANK OF INDIA
Bank Account No.	30006662772
Account Type	Cash Credit
Branch Name	Commercial Branch
Bank Address	Swagata Square, 3 <sup>rd</sup> Floor, Near Rajiv Bhawan, A.B.C., G.S. Road,



	Guwahati – 781005
MICR Code	781002028
IFSC (RTGS/NEFT)	SBIN0004418
Branch Code	4418

#### **Part O : Statutory Taxes & Duties :**

The buyer shall be responsible to pay all the statutory taxes & duties (Extra) at prevailing rate as declared by the respective State/ Central Government Authorities due in respect of this sale. If the buyer claims exemption/ concession in the statutory taxes, he shall furnish the necessary declaration in that respect. The buyer shall have to pay the Sales tax on sale price for the purchased lot along with balance payment before depositing the balance sale amount. The rate of applicable taxes & duties shall be indicated against individual lot in the list displayed on the e-auction site. However, statutory taxes & duties shall be paid by the buyer at the rates applicable at the time of delivery. The buyer shall pay to NRL all the statutory taxes & duties and responsibility of deposition of taxes and duties to respective authorities will lie with NRL.

#### **Part P : OTHER CONDITIONS OF E-AUCTION SALE**

1. The material as per the list declared on the Auctioneer's i.e. M/s. e-Procurement Technologies Ltd.(ProcureTiger) website shall be disposed of by way of e-auction through the Auctioneer's website and advertisement through newspapers.
2. The prospective bidders will inspect the material offered for e-auction sale within stipulated period, at the site where the material is located and collect composite samples for testing at their own lab. The bidders shall satisfy themselves about condition, quality, quantity, and measurement etc. of the material which they intend to purchase. No complaints shall be entertained regarding description, quantity, size, measurement, and weight of the material as the information given in the catalogue (Annexure I) is approximate and no warranty or guarantee shall be implied. Materials shall be sold after the bidders have inspected the material and conducted requisite tests on the collected composite samples to their satisfaction. However, it is not binding upon NRL to ensure whether bidders have conducted the requisite tests after collection of sample. Error in the description/ quantity/ measurement/ utility/ number/ weight/ condition etc. of the material as given in the catalogue/ list published on the Auctioneer's website shall not form a cause to the bidder to complain or to avoid completed sale or bid.
3. For participation in the e-auction, the prospective bidders shall register themselves with the Auctioneer's website. Only registered bidders can participate in the e-auction. The bidders shall pay the 'Earnest Money Deposit (EMD)' for the lot to the Auctioneer prior to the e-auction. The amount of EMD (as per catalogue) shall be in the form of Demand Draft/ NEFT drawn in favour of M/s. e-Procurement Technologies Ltd.(ProcureTiger) .
4. On completion of e-auction proceedings & after receipt of e-auction statement from the Auctioneer, the NRL Marketing & BD shall take decision in respect of acceptance or rejection of bids within 7 working days of receipt of intimation from Auctioneer. Such decision shall be binding on the bidders as well as the Auctioneer. NRL shall not be bound to assign any reason for such acceptance or rejection of bids.
5. As per the decision of the auction committee, auctioneer shall issue **Sale Intimation Letters** to

the successful bidders of the respective lots under intimation to NRL, within two working days of receipt of confirmation from NRL.

6. No other special permission shall be granted in that respect once the list/ catalogue is displayed. However, express undertaking (Annexure III) shall have to be given by the buyer that he shall be liable to and shall have to remove all the items purchased within stipulated time. All consequential damages as a result of such cutting, breaking etc. during removal will be determined by the concerned Department of NRL and the successful bidder/ buyer shall be responsible for such damages.
7. EMD of the unsuccessful bidders in the e-auction shall be refunded immediately by the Auctioneer. The EMD of the successful bidders shall be transferred to NRL's account and the same shall be considered as Security Deposit amount and shall be released after completion of lifting only.
8. Buyer to comply with NRL HSE (Health, Safety, Environment) policy during entire operation of shifting and loading.
9. The successful bidder shall furnish declaration in the proforma (**Annexure III**) to auctioneer **immediately after receipt of Sale Intimation Letter** for carrying out obligations as per terms & conditions prescribed in the e-auctions.
10. The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other bidders.
11. The Bidder shall not divulge either his Bids or any other exclusive details of NRL to any other party.
12. NRL's decision on award of Contract shall be final and binding on all the Bidders.
13. NRL along with M/s. e-Procurement Technologies Ltd.(ProcureTiger) can decide to extend, reschedule or cancel any auction. NRL can conduct re-auction within 05 working days of cancellation. Such re-auction intimation will be published on NRL/ M/s. e-Procurement Technologies Ltd.(ProcureTiger) website.
14. NRL and/or M/s. e-Procurement Technologies Ltd.(ProcureTiger) shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
15. NRL and/or M/s. e-Procurement Technologies Ltd.(ProcureTiger) is not responsible for any damages, including damages that result from, but are not limited to negligence. M/s. e-Procurement Technologies Ltd.(ProcureTiger) will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.
16. In case of delay in lifting the identified product, seller reserves the right to sale the materials to other similar interested party or parties.
17. **All the Bidders are required to submit the Process Compliance Form (Annexure- II)duly signed to M/s. e-Procurement Technologies Ltd.(ProcureTiger) as mentioned in Part A of Part I.**

#### **Part Q : FORCE MAJEURE**

- a) If, at any time, during the term of this contract it becomes impossible for any Party to fulfill any of its obligations due to circumstances prevailing beyond the control of that Party such as strikes and/or lockouts, or reasons of any statute, rules, regulations, orders and acts of Governments, or war, civil commotion, riots, fire, or floods, droughts, epidemics or any other acts of God then the Party may be excused from performance of any of its obligations under the contract whole or to the extent that its performance is interrupted or prevented by one or more of such events of Force Majeure.



- b) In such circumstances the Parties may agree to an adjustment to the agreed Schedule taking into consideration the amount of time lost due to the Force Majeure event(s). Provided, however, that the performance of this contract shall be resumed as soon as feasible after the Force Majeure event(s) has ceased or otherwise determined and all Parties obligations shall continue to be in force for the extended period.
- c) The reporting Party shall inform the other Party in writing by email given in **Annexure V** within 48 hours of the occurrence of the events Force Majeure and also as soon as it has ceased or determined.
- d) The reporting Party shall at the same time give the other Party their estimate of the effect on the delivery. In the event that the Force Majeure events continue for a period of more than one month, then each Party has the right to terminate the contract on mutually fair terms or the terms and conditions can be altered on mutually acceptable basis.

#### **Part-R : ARBITRATION**

If any dispute and/or difference shall at any time arise between the parties to this agreement in relation to any clause(s) or matters herein contained or their respective rights/claims, or liabilities hereunder or otherwise in relation to or arising out of this Agreement, such disputes and / or differences shall be settled mutually through discussion between the parties in the first instance, failing which the same shall be finally settled by Arbitration and the provisions of the (Indian) Arbitration and Conciliation Act, 1996 and the rules made there under and any statutory modification and reenactment thereof shall be deemed to apply and to be incorporated in this Agreement. The Arbitral Tribunal will be composed of a panel of three arbitrators, one to be appointed by the claimant(s) and one to be appointed by the respondent(s) and two arbitrators so appointed, shall appoint the third arbitrator who shall act as the Presiding Arbitrator. The award of the Arbitral Tribunal shall be final and binding on the parties. The venue of Arbitration shall be Guwahati, Assam and arbitration proceedings shall be conducted in English language and will be concluded within 3 months of appointment of the arbitrator

#### **Part S : JURISDICTION**

This contract is subject to the exclusive jurisdiction of the Courts at Guwahati, Assam.



### **Annexure- II : Process Compliance Form**

(The bidders are required to print this on their company's letter head and sign, stamp before faxing/ mailing of scanned copy)

M/s. e-Procurement Technologies Ltd.(ProcureTiger)  
A -201 / 208,Wall street 2,  
Opposite Orient club,  
Near Gujarat College, Ellis bridge,  
Ahmedabad 380006

#### **Sub: Agreement to the Process related Terms and Conditions for the Auction**

Dear Sir,

This has reference to the Terms & Conditions for the Auction mentioned in the e-auction document for **sale of MT of SLOP OIL by Numaligarh Refinery Limited.**

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have read examined and understood the e-Auction documents pertaining to this event and have no reservations to the same.
- 3) We confirm that we have changed the password on the auction website and checked / edited our company details after first log in. We agree that we shall change the password on receipt by us and keep it confidential.
- 4) We have studied all the terms & condition, commercial terms, understood the e-Auction Business Rules documents pertaining to this event, and confirm our agreement to them.
- 5) We understand and confirm that **Numaligarh Refinery Limited** may cancel this event at any time, even after the completion of ENGLISH FORWARD AUCTION (YANKEE), without assigning any reasons.
- 6) We also confirm that we will accept our Rank / Position that will be displayed when the Bidding Time is over of the Online ENGLISH FORWARD AUCTION (YANKEE) Event.
- 7) We also confirm that we have taken the training on the e-auction tool and have understood the entire functionality of the same thoroughly including all scenarios & available features for bidding pertaining to e-auction event.
- 8) We confirm that **Numaligarh Refinery Limited** and EPTL (Service Provider) shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the e-auction event.
- 9) We, hereby confirm that we will honor the Bids placed by us during the auction process. Bid cannot be cancelled / withdrawn and you shall be bound to collecting / supply at your final bid price. If you back out for collecting / supply materials as per the rates quoted, Numaligarh Refinery Limited / Tendering Authority shall take action as appropriate.
- 10) We take a note as advised by you related not to wait till last minute or last few seconds to submit valid bid to avoid any complication related to loss of internet connectivity, electricity failure, virus attack, network problems, system crash down, problems with the PC, any other unforeseen



circumstances etc...Neither **Numaligarh Refinery Limited** nor Service Provider (EPTL) will be responsible for any unforeseen circumstance.

- 11) We confirm that, if any complication occurs related to loss of internet connectivity, electricity failure, virus attack, network problems, system crash down, problems with the PC, any other unforeseen circumstances etc.. While submitting the bid in last minute or last few seconds, then neither the Service Provider nor **Numaligarh Refinery Limited** will be responsible for any lapses /failure on the part of the vendor in such cases.
- 12) We confirm that we have not changed or deleted any clauses in this Process Compliance Form (PCF) and submitting the same to the EPTL / **Numaligarh Refinery Limited** as it is duly stamped and signed. In addition, if any changes found in submitted PCF or in this Business Rules Document before or after completion of the e-Auction then EPTL / **Numaligarh Refinery Limited** may take an appropriate action against us.

With regards

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

Date :

Scan and email this document to: [Komal.d@eptl.in](mailto:Komal.d@eptl.in)



**Annexure III- Price Confirmation**

**Declaration by successful bidder for carrying out obligations as per terms & conditions prescribed in the e-auctions**

***(To be submitted to auctioneer (STL) immediately after receipt of Sale Intimation Letter)***

**Ref :**

**Sale of ..... MT of SLOP OIL by Numaligarh Refinery Limited**

**Auction No :**

**Auction date:**

I/ We \_\_\_\_\_ hereby declare that I/ We have purchased the Lot No./Qty(in MT) \_\_\_\_\_ located at Numaligarh Refinery Ltd, Numaligarh (location of material) for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in the e-auction held on \_\_\_\_\_ (Date). I/ We agree to complete the transaction of purchase in terms and conditions prescribed for the e-auction within the respective periods stipulated therein for carrying out our obligations.

Signature of Buyer with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

Date :



**Annexure IV (a) :**

<b>Numaligarh Refinery Limited</b> Format for creation of OMC/Direct customer Sold to Party/Ship to Party in NRL SAP (To be filled and signed by representative from OMC/Direct customer )		
<b>(All fields are mandatory)</b>		
1	Name of the customer:	
2	Address details (1)	
<i>Note: Address of prime place of business such as Head Office/Registered Office/Corporate Office/Marketing Head Office etc.</i>		
	Village/Locality	
	Street & House number	
	Postal Code	
	Railway siding	
	City	
	State	
3	Address details (2)	
<i>Note: Address of the establishment where physical delivery of the goods is desired. Leave it blank if it is same as Address details(1)</i>		
	Village/Locality	
	Street & House number	
	Postal Code	
	Railway siding	
	City	
	State	
4	Phone/ Mobile no.	
5	E-Mail	
6	GST Reg.no. <i>(Copy of GST Reg Certificate to be enclosed)</i>	
7	GST Registered address.	
8	PAN. no. <i>(Copy of PAN Card to be enclosed)</i>	
9	VAT Reg no. <i>(Copy of VAT be enclosed)</i>	
10	CST Reg no. <i>(Copy of CST to be enclosed)</i>	
11	LST Reg no.	
12	Customer Class. <i>Note: e.g. Individual / Co. Op. / Pvt. Ltd. etc.</i>	
13	Product(s) to be uplifted:	
14	Industry <i>Note: Industry or the type of business</i>	
15	Mode of Payment <i>Note: DD / Cheque / NEFT etc.</i>	
16	Credit Limit(If applicable):	
17	Any other relevant information:	
	<b>Customer Name :</b>	



	<b>Name (Customer Representative) :</b>	
	<b>Designation :</b>	
	<b>Signature with seal :</b>	

**Annexure IV (b) :**

**ON LETTER HEAD**

To,

GM (Commercial & Legal)  
Commercial Department  
Numaligarh Refinery Limited,  
Golaghat, Assam  
Pin: 785699

Dear Sirs,

The following is a confirmation / updation of my bank account details and I hereby affirm my / our choice to opt for payment of amounts due to me under various contracts through electronic mode. I understand that Numaligarh Refinery Ltd. also reserves the right to send the payments due to me by a cheque / Demand Draft / electronic mode or through a banker.

**A. Supplier /Contractor / Service Provider / Organisation Details**

1. Name (As per bank records) :
2. Code (if any) :
3. Address : (Including Pin Code):
4. P. A N.(Mandatory) ::
5. E-mail ID .(Mandatory) :
6. Contact Telephone Number:
7. Mobile No.(Mandatory):

**B. Particulars of Bank Account**

1. Bank Name
2. Branch Name /branch code
3. Branch Address (incl Pin code)
4. 9 Digit MICR No. of Bank and Branch as appearing on the cheque
5. Account Type (Savings/Cash credit/Current)
6. Account Number (as appearing on cheque book)
7. IFSC Code of the Branch (For RTGS)
8. IFSC Code of the Branch (For NEFT)

I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to NRL. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, I shall not hold Numaligarh Refinery Limited responsible. I also agree for printing of the bank details on the cheque or DD if the payment is effected by cheque / DD.

NAME  
Authorised Signatory

Official Rubber Stamp



Date:

- Note: 1. **Bank details to be confirmed by the bankers. Such confirmation shall be duly signed & stamped by the bankers. PLEASE NOTE THAT IF THIS FORMAT IS EXTENDED TO NUMBER OF PAGES THEN SIGNATURE AND STAMP FROM YOUR BANKER IS REQUIRED IN ALL THE PAGES.**
2. **Please enclose a photocopy of a cheque (duly cancelled at your end) from your cheque book of the bank where your account is being maintained.**



**Annexure – V : CONTACT INFORMATION**

<b>M/s. e-Procurement Technologies Ltd., Ahmedabad</b>	<b>Numaligarh Refinery Limited</b>
<p>E-Procurement Technologies Ltd. (Procuretiger) A-201/208, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ahmedabad - 380 006. Gujarat State, India</p> <p>E-mail Id: <a href="mailto:komal.d@eptl.in">komal.d@eptl.in</a></p>	<p>Numaligarh Refinery Limited PO - Numaligarh Refinery Project Dist.: Golaghat, Assam, India PIN- 785699</p> <p><b><u>(Regarding Product Delivery Schedule, Quality &amp; Inspection)</u></b></p> <p>Officer's Name</p> <ol style="list-style-type: none"> <li>1. Mr. Pankaj Dev CM (ETP ) Numaligarh Refinery Limited PO: NRP, Dist.: Golaghat, Assam, India PIN- 785699 Mobile - 7086040388 e-mail: <a href="mailto:pankaj.dev@nrl.co.in">pankaj.dev@nrl.co.in</a></li> <li>2. Mr Subrata Das CGM (Marketing) Numaligarh Refinery Marketing Office, 4<sup>th</sup> Floor, NEDFI Building, GS Road, Dispur, Guwahati-781006 P &amp; T: 0361 2237838 e-mail: <a href="mailto:subrata.das@nrl.co.in">subrata.das@nrl.co.in</a></li> <li>3. Mr Rajib Changkakati Chief Manager (Marketing) Email : <a href="mailto:rajiv.changkakati@nrl.co.in">rajiv.changkakati@nrl.co.in</a> Mobile : 6001581367</li> </ol> <p><b><u>( regarding e-auction)</u></b></p>



**Annexure – VI : UNDERTAKING (To be submitted in non-judicial stamp paper)**

I/ We \_\_\_\_\_ hereby declare that  
I/ We have purchased the Lot No./Qty(in MT) \_\_\_\_\_ of SLOP OIL located at Numaligarh  
Refinery Ltd, Numaligarh (location of material) for Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) in the e-auction held on \_\_\_\_\_ (Date).

I/We hereby declare that the SLOP OIL that we have purchased will be solely used for re-processing in  
our licensed unit/process/factory and will not be re-sold.

Signature of Buyer with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

Date :