



**NUMALIGARH REFINERY LIMITED**  
**NOTICE INVITING TENDER**

Two parts ONLINE bid (E-tender) offers are requested from competent bidders for following work:

|                                |  |
|--------------------------------|--|
| <b>Name of Work:</b>           | <b>Providing Outsourcing Service for Operation of Occupational Health Centre at SMT</b>  |
| <b>Tender No. &amp; Date:</b>  | <b>OC34000046/BAS dated 18.12.2023</b>   |
| <b>Due Date of Submission:</b> | <b>Before 11.00 AM of 02.01.2024</b>   |
| <b>Earnest Money Deposit:</b>  | <b>Rs.1,07,000.00</b>  |
| <b>Contract Period:</b>        | <b>Two (02) years</b> with a provision to extend the period of contract for another one year at the same, rate, terms & condition at the sole discretion of the company. |

**PRE-QUALIFICATION CRITERIA: -**

- A) Past Experience** of having **successfully completed** similar works\* during last 10 years (as on the last day of the month preceding the last bid submission date) should be either of the following:
- **One** similar work costing not less than **Rs.26.85 Lakhs.**
  - **Two** similar works costing not less than **Rs.21.48 Lakhs each** and
  - **Three** similar works costing not less than **Rs.16.11 Lakhs each.**

Note: *Relevant work order copies and corresponding completion certificates are to be enclosed with offer. The value of past experience shall be adjusted at a simple rate of 07% for every completed year and / or part thereof ending last day of the month proceeding the last bid submission date.*

**\*Similar Works:** *Experienced in outsourced services of Health Centre/First Aid Services/Medical Centre/similar Medical or Health Care Services/Emergency Services involving Manpower.*

- B)** The bidder should have an existing registered branch office in Darjeeling or Jalpaiguri district with a working office set up on the date of submission of bid. Trade License copy to be submitted as address proof

- C) AVERAGE ANNUAL TURNOVER :** **During the last 3 financial years, shall be at least Rs.16.11 Lakhs.**

*Bidders to submit copies of audited profit & loss account for the last three financial years in support of annual turnovers or certification of annual turnover for the last three financial years from a registered chartered accountant firm.*

- D) Possession of Valid GST registration certificate:** Please refer tender document and annexures for more details.

**Tender Schedule:**

| <b>S.No.</b> | <b>Title</b>   | <b>Date &amp; Time</b>            |
|--------------|--|-----------------------------------|
| 1            | Tender Publish / Download start / Bid Submission start date & time | <b>18.12.2023 after 14.00 hrs</b> |
| 2            | Tender document download / Bid Submission end date & time          | <b>02.01.2024 at 11.00 hrs</b>    |
| 3            | Bid opening date & time (Technical Bid)                            | <b>03.01.2024 after 11.00 hrs</b> |

**INSTRUCTIONS:**

- 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 in the next page.
- 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>.
- 3) Tenders and supporting documents should be uploaded through e-procurement portal only. Hard copy of the tender documents will not be accepted.

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

Online Bids are received only on CPPP 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.

**Office of the CGM (Commercial)**  
**Numaligarh Refinery Limited**