


	<p><b>MPMC SERVICES FOR NUMALIGARH REFINERY EXPANSION PROJECT, ASSAM NOTICE INVITING TENDER</b></p>	
<p><b>Bidding Document No : TPIL/CONS/NRL/082176C/058</b></p>		<p>Page 1 of 21</p>
<p><b>Name of Work : COLLECTION, SEGREGATION AND SHIFTING OF NON-USABLE MATERIALS FOR AREA CLEANING AND HOUSE KEEPING INSIDE NUMALIGARH REFINERY SITE, ASSAM</b></p>		

## NOTICE INVITING TENDER



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### **SALIENT DETAILS OF THE TENDER NOTICE**

The subject job falls under the category of public safety, health, critical security operation and equipment's etc. Hence, there will be no relaxation pertaining to 'prior turnover' and 'prior experience / technical requirements' for MSE and 'Start Up' bidders in this tender. Pre-Qualification Criteria (PQC) must be complied by all the participating bidders.

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



<b>Name of Work:</b>	<b>COLLECTION, SEGREGATION AND SHIFTING OF NON-USABLE MATERIALS FOR AREA CLEANING AND HOUSE KEEPING INSIDE NUMALIGARH REFINERY SITE, ASSAM</b>
<b>Tender No:</b>	<b>TPIL/CONS/NRL/082176C/058</b>
<b>Time Schedule:</b>	Overall Completion Schedule is <b>06 (Six) Months including mobilization</b> from the date of receipt of LOA. The mobilization period is within 15 days from the date of receipt of LOA. Refer details in clause no.13 below.
<b>Type of Bid:</b>	Domestic competitive bidding (E-BIDDING) Single stage Two-Bid system
<b>Location of Work/Site:</b>	Numaligarh Refinery Ltd. (NRL), Golaghat, Assam, India, PIN -785699
<b>Bidding Document &amp; subsequent addendum / Corrigendum (if any) available on Website for viewing &amp; downloading:</b>	The complete document is available on CPP Portal. ( <a href="https://eprocure.gov.in/">https://eprocure.gov.in/</a> )
<b>Tender Publish Date/ Download start Date:</b>	05-12-2024 at 14:00 Hrs
<b>Bid Submission Start Date &amp; Time:</b>	17-12-2024 at 14:00 Hrs
<b>Last date of Receipt of Bidder's Queries:</b>	19-12-2024 at 13:00 Hrs
<b>Pre-Bid Meeting (Date &amp; Time):</b>	Not Applicable
<b>Last date of on line EMD submission:</b>	19-12-2024 at 14:00 Hrs
<b>Tender document download end Date &amp; time / Bid Submission end Date &amp; Time:</b>	19-12-2024 at 14:00 Hrs
<b>Bid opening date &amp; time (Technical Bid)*</b>	20-12-2024 at 14:00 Hrs

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<b>Contact Person for any Query/ Clarification:</b>	1) Ms. Abarna Vadivelu, Deputy Chief Manager Email : <a href="mailto:abarna.vadivelu@ten.com">abarna.vadivelu@ten.com</a> 2) Ms. Harleen Kaur, Engineer Email : <a href="mailto:harleen.kaur2@ten.com">harleen.kaur2@ten.com</a> 3) Mr. Vinod Kumar, Joint General Manager Email : <a href="mailto:vinod.kumar1@ten.com">vinod.kumar1@ten.com</a>
<b>Online Opening of Priced Bids:</b>	Date & Time shall be intimated later on to techno- commercially qualified bidders.
<b>Earnest Money Deposit (EMD) :</b>	<p><b>INR 2,07,000 /- (INR Two Lakh Seven Thousand Only)</b></p> <p><b>Note:</b> The EMD must be submitted online on the <b>portal of HDFC bank</b> (<a href="https://nrl.procure247.com">https://nrl.procure247.com</a>) instructions at <b>Annexure-XVII</b>) and its receipt must be uploaded along with offer. If the EMD is not received along with the offer, offer shall not be accepted.</p> <p>However, <b>MSE bidders/ Start-ups</b> are exempted from submission of EMD. MSE bidders are required to upload valid Udyam Registration Certificate, instead of the EMD deposit receipt, with the bid. <b>Start-ups</b>, as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are also exempted from submission of EMD. Valid Start-up Certification in lieu of the EMD deposit receipt should be uploaded with the bid.</p>
<b>Submission of Bid:</b>	Bid documents should contain duly filled, signed / sealed / digitally signed copy of this NIT along with all requisite documents/certificates/declarations etc. <b>The signatory of the bid should have valid Power of Attorney for signing the bid “or” should be the proprietor. Power of Attorney “or” Proprietorship Certificate/Proof in the name of the signatory of the bid should be submitted with the bid/tender.</b>

**CLARIFICATION OF BIDDING DOCUMENT:**

1. Although the details presented in this Bidding document consisting of Special Conditions of Contract, Scope of Work, Technical details etc. which have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
2. Clarification on bidding conditions:
  - a) Bidder shall examine the Bidding document thoroughly in all respect and if any conflict, discrepancy, ambiguity, error or omission is observed, Bidder may request information/ clarification of the Bidding Document in writing through E-mail so as to reach office of tender issuing authority not later than 05 days prior to the last date for submission of bids mentioned above.

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- b) Where there is disqualification of bidder on non-meeting techno-commercial requirement bidder may submit any representation within 48 hours from the date of uploading intimation of priced bid opening.



Tecnip/NRL may respond in writing to any request for any information or clarification or query on the bidding conditions, bidding process and/or rejection of its bid - directly to the concerned bidder or by publishing in the e-tendering portal - depending on the nature & content of the information/clarification sought.

3. Any failure by Bidder to comply with the aforesaid requirement shall not excuse the Bidder, after subsequent award of contract, from performing the work in accordance with the contract.
4. Bidders are requested to resolve all their clarifications/queries to the Bidding Document before submission of bid and submit their bid in total compliance to Bidding Document without any deviation /stipulation /clarification /assumption. Accordingly, bidder must submit format for "Compliance to bid requirement" as per **ANNEXURE-I** duly sealed & signed along with Un-priced part of bid.
5. The responses to Bidder's queries/ clarifications raised will be furnished as expeditiously as possible in the form of Corrigendum/Addendum. Any modification of the Bidding Document, which may become necessary as a result of the bidders query, or for any reason at Technip/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.
6. Bidder is also advised to visit and examine the site, its surroundings and familiarize himself with the existing facilities and environment, and collect all other information which he may require for preparing and submitting the bid and entering into the Contract. Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the Bid and during implementation. Any loss to the property /life of the visitor due to visitor's negligence shall be the visitor's responsibility. Visitor shall keep Technip/NRL indemnified from any legal consequences arising there from.

**Note:**

- a) 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.
- b) All amendments, time extension, clarifications, etc. will be uploaded as a Corrigendum in the websites only. Bidders should regularly visit the above website(s) to keep themselves updated.
- c) 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.
- d) Bidders shall submit the bid directly and in their own name without involving any interediaries.
- e) Refer **Appendix-A** to this NIT for Instructions of online submission of Bid
- f) Brief Introduction of Project and other salient features are mentioned as below.

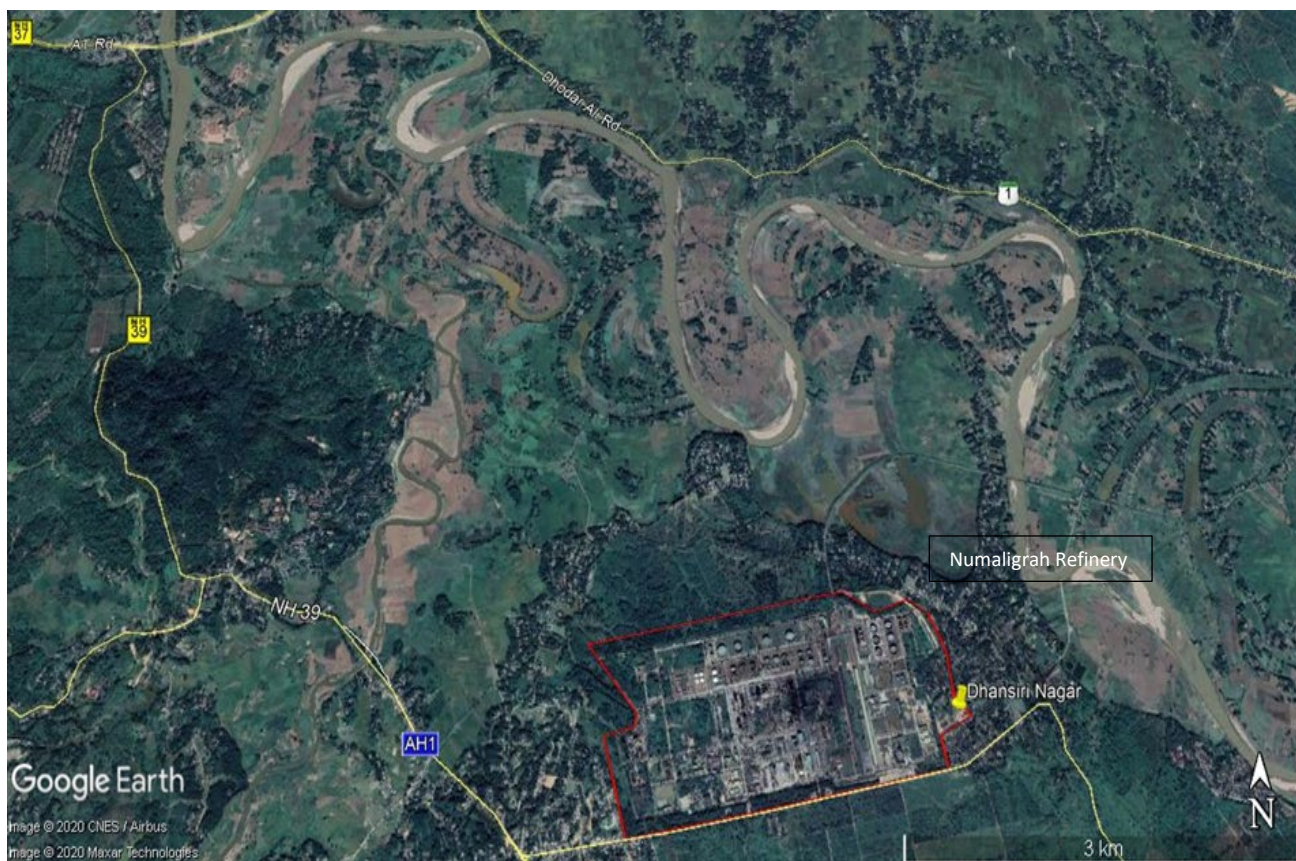


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## 1.0 INTRODUCTION:



**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 9MMTPA 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 shown Google map for easy location.



### 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.

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## 1.2 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 (7.5KM)

## 2.0 BRIEF SCOPE OF WORK:

The job consists of Collection, Segregation and Shifting of Non-Usable Materials for Area Cleaning and House Keeping Inside Numaligarh Refinery Site, Assam as mentioned in Price Schedule, Scope of Works and Technical Specifications attached in the Tender document.

The Scope of Work briefly covers but not limited the following:

The scope of work includes Project Execution, 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 documents provided in Part-III (Technical) and Price Schedule (PS)/BOQ 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 cost 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.

## 3.0 PRE- QUALIFICATION CRITERIA (PQC):

Bidder(s) who meet all of the following criteria as specified in **Clause no. 3.1, 3.2 & 3.3 below** shall be qualified for participating 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.

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### 3.1 Past Experience Criteria:

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 **Rs.51.61 Lakhs**, or
- **Two** similar works costing not less than **Rs.41.28 Lakhs each**, or
- **Three** similar works costing not less than **Rs.30.96 Lakhs each**

**\*\* Similar Works:** Material Handling Works and/or Dismantling and Disposal works for General Civil/Mechanical Items.

**Note:** Relevant work order copies with SOR and corresponding completion certificates issued by the Owner/Owner's Consultant are to be enclosed with unpriced offer. The completion certificate should consist of Name of Work, Work Order number & date, Actual executed value and Actual completion date. Provisional Job Completion Certificate or Job Completion Certificate issued against incomplete / in-progress job will not be acceptable. While evaluating bid, executed value of the total Work Order as mentioned in corresponding job completion certificate will be considered. 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 month in which the original bid due date falls. The values specified above are executed values, exclusive of GST / Service Tax.



### 3.2 Average Annual Turnover: Average Annual Turnover during the last 03 (Three) financial years from the date of NIT publication, shall be at least Rs.30.96 Lakhs

**Note:**

- Bidders to submit copies of audited Trading and P/L account(s) 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. Last three financial years mentioned above refers to immediate three preceding financial years (i.e. FY 21-22, FY 22-23, FY 23-24). If audited / CA certified turnover document of the preceding financial year (i.e. FY 2023-24) is not yet finalized, the audited / CA certified turnover documents of the three years prior to preceding financial year (i.e. FY 20-21, FY 21-22 & FY 22-23) will be considered. 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.
- The average annual turnover is calculated by adding the turnovers of 03 the specified years, divided by 03. 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 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.

### 3.3 Possession of Valid GST Registration Certificate: Bidders are requested to upload their **VALID GSTIN/UIN Certificate / GSTIN Number** along with the Bid Document. NRL at its discretion may not consider the bidder's bid for further evaluation if the same is not found uploaded with the bid or not found to be valid in GST portal. Any misinterpretation or misinformation may attract penal action including putting the bidder on holiday / blacklisting as per rules in vogue at NRL.



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**IMPORTANT NOTE TO BIDDERS:**

- a) *Notwithstanding any other condition / provision in the tender documents, bidders are required to submit complete documents pertaining to Pre-Qualification Criteria (PQC) along with their Bid. Evaluation may be completed based on the content of the Bid itself without seeking any subsequent additional information, which may result in rejection of Bid.*



*NRL at its discretion, may request bidder in writing, to submit the necessary information or documentation, within a reasonable period of time, to withdraw deviation, reservation, or rectify omission in the bid related to documentation requirements. If the tenderer does not comply or respond by the specified date, his tender will be liable to be rejected. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. If sought, the bidders can submit only the shortfall information/documents which pre-existed at the time of the tender opening and which have not undergone change since then.*

*So far as the submission of documents w.r.t. Pre-Qualification Criteria (PQC), after opening of the tenders is concerned, only related shortfall documents may be asked for and considered by NRL [For example, if the bidder has submitted a contract/WO copy without its completion certificate, the certificate can be asked for and considered. However, no other contract/WO (which was not enclosed or referred in their original Bid), 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. PQC, which were neither enclosed nor referred to in their original Bid.***



*If the bidder cites any reference of a job executed for NRL in their original Bid and the bidder is not able to furnish documentary evidence, the internal records of NRL shall be considered.*

- b) *In support of the experience and value of work executed (PQC Clause 3.1 above), contractors executed job (s) under private organizations, shall furnish TDS Certificate in Form 26AS (Annual Tax Statement under Section 203AA of the Income Tax Act, 1961). This will be in addition to the copies of the relevant work order / letter of award and corresponding completion certificate(s).*
- c) *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 Past Experience Criteria (PQC Clause. 3.1 above) subject to submission of following documents in support of meeting the said PQC:*
- i) *Copy of work order along with SOR issued by Main Contractor.*
  - ii) *Copies of Completion Certificates 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.***
  - iii) *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.*
  - iv) *The sub-contractor shall furnish TDS Certificate in Form 26AS (Annual Tax Statement under Section 203AA of the Income Tax Act, 1961). This will be in addition to the copies of the relevant work order and corresponding completion certificate(s) mentioned above.*



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- d) *Cost of completed works specified in Past Experience Criteria (PQC Clause. 3.1 above) shall be exclusive of Service Tax / GST. Bidder shall produce documentary evidence against the Taxes & Duties applicable against the concerned job(s).*
- e) *For calculation of period of escalation of such “similar work (PQC Clause. 3.1 above)” 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.*
- f) *A job executed by a bidder for its own plant/ projects shall not be considered as experience for the purpose of meeting requirement of Past Experience Criteria (PQC Clause. 3.1 above). However, jobs executed for Subsidiary/Fellow subsidiary/Holding company will be considered as experience for the purpose of meeting PQC 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 PQC.*
- h) *Consortium/Joint venture bids are not acceptable.*
- i) *NRL adopts a practice to verify documents submitted by L1 (successful) bidder in support of bidders 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 timeline, 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.*
- j) **Disqualification:** *Even if an applicant meets the eligibility criteria and PQC, he shall be subject to disqualification if he is found to have:*
1. *Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/ or;*
  2. *On account of currency of debarment by NRL/MOPNG.*
- k) **Contentions and Disputes:** *The PQC shall be interpreted on common usage of terminologies and phrases in this tender instead of legalistic and hair-splitting judgements and NRL’s decision in this regard would be final. Hair-splitting, contentious or viciously legalistic interpretations of PQC criteria, disregarding the very rationale of the PQC shall not be entertained.*
- l) **The subject job falls under the category of public safety, health, critical security operation and equipment’s etc. Hence, there will be no relaxation pertaining to ‘prior turnover’ and ‘prior experience / technical requirements’ for MSE and ‘Start Up’ bidders in this tender. Pre-Qualification Criteria (PQC) must be complied by all the participating bidders.**

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#### 4.0 **CHECKLIST OF DOCUMENTS TO BE SUBMITTED/UPLOADED WITH BID IN SUPPORT OF MEETING PQC BY BIDDERS :**

As tabulated below:

PQC Clause No	Pre-Qualification Criteria (PQC)	Documents to be uploaded along with Bid
3.1	Past Experience Criteria:	1) Work Order (s) along with SOR 2) Corresponding Job Completion Certificate (s). 3) TDS (if applicable)
3.2	Avg. Annual Turnover Criteria:	Audited Trading and P/L account(s) for the last three financial years "or" certification of annual turnover for the last three financial years from a registered chartered accountant firm. Audited Annual Report / financial statements needs to be accompanied with UDIN number.
3.3	Possession of Valid GST Registration Certificate	Copy of Valid GST Registration Certificate.



In absence of such documents, Technip/NRL reserve the right to reject the Bid without making any reference to the Bidder or assigning any reason what-so-ever.

#### 5.0 **Rate:**

Firm Rate should be quoted in figures in the online Bill of Quantity (BOQ) provided as BoQ\_NNNNNN.xls along with this tender document at <http://eprocure.gov.in/eprocure/app> .

#### **Note:**

- Bidders are advised to download this BoQ\_NNNNNN.xls as it is, and quote their offer/price in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify the downloaded priced bid template in any manner.** In case if the same is found to be tampered/modified in any manner, offer will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with NRL.
- Bidder shall quote price after careful analysis of cost involved for the performance of the work considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under 'Schedule of Rate (SOR)' but is required to complete the work which could be reasonably implied/ inferred from the contents of the Bidding Document, the prices quoted shall be deemed to be inclusive of cost incurred for such activity.
- The prices shall be based on conditions specified in General Conditions of Contract, Special Conditions of Contract (SCC), Scope of Work, Scope of Supply, Technical Specifications, Drawings and other contents of Bidding Document. Bidders are therefore advised to get themselves acclimatized with the site conditions before quoting.
- Post priced bid opening, NRL at its discretion, may ask for a detailed rate analysis from the bidder(s) to ensure understanding of the scope of work by the bidder and for considering the reasonableness and workability of their quote.
- Variation of quoted rate(s)/price(s) shall NOT be allowed on any account after due date & time of submission of offer.
- Prices quoted by the bidder, shall remain firm, fixed and valid till completion of the contract.

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**6.0 MODE OF TENDER EVALUATION:** The tender items are non-splitable and evaluation will be done on 'Overall Lowest Offer (L1) Basis'.

**7.0 CONTRACT PERFORMANCE SECURITY (CPS):** Applicable for this tender. The successful bidder must submit Contract Performance Security (CPS) @ 3% of contract value within 10 days from the date of notification of the award (LOA).

Same may be deposited in the form of a BG in prescribed format (*provided in Annexure-XX*) or through online transfer to the designated bank account of NRL. Detailed Work Order shall be issued/signed after receipt and verification of the requisite contract performance security. Non-submission of CPS within the provided timeline may lead to termination of award, holiday listing and forfeiture of EMD and other penal actions for breach of contract.

Please refer clause 3.15, 3.24 and 3.10 of the GCC for further details.

**8.0. DEFECT LIABILITY PERIOD:** Not applicable.

**9.0 SECURITY DEPOSIT:** Not applicable.

**10.0 MEASUREMENT OF WORK:** Payment will be made on the basis of joint measurements, taken by the contractor and certified by Engineer-In-Charge (E-I-C). Refer details in GCC Section VI.



**11.0 PAYMENT TERMS:**

Progressive payments shall be released to Contractor against monthly Running Account (RA) bill duly certified by Engineer-In-Charge (E-I-C). The basis of payment against various items of SOR/BOQ shall be as below:

- 95% on completion of work as certified in progress bill.
- 05% on completion of all works in all respects and issuance of completion certificate by E-I-C along with tax deposit and returned filed as per GST rules.

Further break-up of payment terms if deemed necessary shall be decided by the E-I-C. The above payments are subject to deductions towards income tax and other recoveries as applicable as per terms of the contract.

*An amount equivalent to the extent of eligible Input Tax Credit (ITC) available to NRL on each invoice shall be released only upon reflection of corresponding invoice and Input Tax Credit details in GSTR-2B report relating to NRL in GST portal. In other words, GST component eligible for Input Tax Credit, of any invoice shall be withheld till such time same is reflected in GSTR-2B. Govt. has reduced the aggregate turnover for applicability of E-invoices from earlier limit Rs.20 crores to Rs.10 crores, effective from 1st Oct'2022. Govt. has further reduced the threshold aggregate turnover for applicability of E-invoicing to Rs.5 Crores from 1st August 2023 onwards. In view above, all concerns are requested to raise only E-invoice to NRL with all requisite details like IRN, QR code etc. Non-compliant invoices shall not be accepted for further processing.*

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## 12.0 PRICE, TAXES, DUTIES:

Without prejudice to stipulations in General Conditions of Contract (GCC), the bidder should quote firm rates inclusive of all taxes, duties and other levies (**except GST**) on which no variation will be allowed. **The quoted rate will be exclusive of GST.** GST as applicable will be loaded extra by NRL on the quoted price.

The Bidder shall quote in Indian Rupees and shall be paid in Indian Rupees only.

If there is delay beyond contractual completion period for reasons attributable to Contractor, any increase in taxes & duties will be borne by the Contractor and any decrease shall be passed on to Owner.

## 13.0 TIME SCHEDULE:

Overall Completion Schedule is **06 (Six) Months including mobilization** from the date of receipt of LOA. The mobilization period is within 15 (fifteen) days from the date of receipt of LOA.

### NOTES:

1. The Work front shall be released in a phased manner as per the site conditions.
2. The time indicated above is for completing the works in all respects as per Scope of Work, Specifications, codes, drawings and instruction of Engineer-in-charge (E-I-C).
3. Time of completion shall include the time required for mobilization, demobilization, carry out the works and submission of reports as per the requirement of the contract documents and direction of the Engineer-in-charge.
4. CONTRACTOR has to submit Schedule of Activities for approval of E.I.C before commencing the Work at Site.



## 14.0 VALIDITY OF BIDS: The Bid submitted by the Bidder shall remain valid for **6 (six) months** from the final bid due date.

## 15.0 PENALTY CLAUSE:

In case the contractor fails to comply with provisions of tender requirement, penalty (monetary or otherwise) as deemed fit by the Engineer-In-Charge (E-I-C) will be levied as per the provisions in NRL GCC and provisions of the tender and the same shall be final and binding on the contractor.

## 16.0 OTHER TERMS AND CONDITIONS:

- (a) NRL/Technip reserves the right to reject any or all the tenders received without assigning any reason thereof.
- (b) **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.
- (c) **Engineer-In-Charge (EIC):** NRL at its discretion may award the contract in 02 parts under 02 different Engineer-In-Charges (EICs); tentatively - 60% for Maintenance & 40% for Project. RCM of MPMC (M/s Technip Energies India Limited) shall be the E-I-C for the Scrap/ Non-usable materials to be collected from the project area and **Chief Manager (Mechanical Maintenance)**, NRL shall be the E-I-C for the Scrap/ Non-usable materials to be collected from the operational area. Contractor will have to abide by the instructions of E-I-Cs as given from time to time

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- (d) The General Conditions of Contract (GCC) of NRL will be applicable for this contract. The General Conditions of Contract of NRL is available in NRL Website [www.nrl.co.in](http://www.nrl.co.in) → Tenders → Download Manuals → General Conditions of Contract w.e.f. 09.09.2024
- (e) **Tenderer will fill up the all annexure attached to this Detailed Tender Notice clearly and sign every page of this Detailed Tender Notice before submission of the tender. Tender in which any of the required particulars and prescribed information are missing or are incomplete, are liable to be rejected.**
- (f) No mobilization advance will be paid to the contractor for execution of this work.
- (g) **For applicable labour wage at NRL site & other relevant information regarding labour wages, kindly refer ‘Circular of wages for contract workmen’. This circular is available at NRL Website [www.nrl.co.in](http://www.nrl.co.in) [Tenders -> Download Manuals -> Circular of Wages for Contract Workmen (New)].**
- (h) All bidders are requested to refer to the revised Holiday Listing Policy of NRL made effective from 07.11.2022, available in NRL Website [www.nrl.co.in](http://www.nrl.co.in) → Tenders → Download Manuals → Holiday Listing Policy (w.e.f. 07.11.2022). It may be noted that NRL’s policy for holiday listing/ banning/ debarring of contractors/ suppliers, as prevailing on the date of issue of the show-cause notice, shall be applicable. For updated holiday listing policy, the NRL website [www.nrl.co.in](http://www.nrl.co.in) shall be referred.
- (i) **Contractors’ Performance Evaluation:** NRL has adopted a dynamic performance monitoring /evaluation procedure for continuous monitoring and evaluation of contractors, to maintain their accountability and performance. A rating, based on performance shall be assigned for each work executed by a contractor. This rating shall be used in determining eligibility of the bidder in subsequent tenders issued by NRL (or by NRL authorized agencies / PMC / EPCM).

Following are the areas to be covered under continuous evaluation process:



1. Compliance of safety and housekeeping at worksite
2. Resource mobilization/delay in completion
3. Quality of works and documentation
4. Compliance of statutory / regulatory guidelines

Contractor whose performance is evaluated as Unsatisfactory based on pre-defined scoring criteria shall be debarred for 1 year from participating in NRL’s tenders from the date of issuing notification by NRL.



Detailed Contractors’ Performance Evaluation methodology is available in NRL Website [www.nrl.co.in](http://www.nrl.co.in) → Tenders → Download Manuals → Contractors’ Performance Evaluation Procedure. Performance evaluation shall be applicable for the contract(s) to be awarded under this tender.

- (j) Return of EMD to unsuccessful bidder and successful bidders shall be governed by clause no. 3.9 of GCC.



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- (k) 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.
- (l) **Gate Pass System:** “Saral Pravesh” is a platform developed by Numaligarh Refinery Ltd. for applying & issuing of smart card-based Photo Gate Pass required for entering Numaligarh Refinery premises. This is a web based application and web link is available on NRL web site (<https://www.nrl.co.in/> ) under “Day to Day Applications” (Link: <https://www.nrl.co.in/icwcs/>). Any contractor, consultants, service provider, vendor who is required to deploy their employees, executives, workers, experts etc. at Numaligarh Refinery premises for execution of any work or training shall register in the “Saral Pravesh” system and apply for gate passes through this platform. Respective EICs may be contacted for further details after issuance of LOA / Work Order.
- (m) **Integrity Pact:** All pages of the Integrity Pact are to be returned by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid and to make binding commitments on behalf of his company. Any bid of estimated value of Rs. 1 Crore and above not accompanied by Integrity Pact duly signed by the bidder or the bidder not agreeing to submit a copy of the signed integrity pact shall be considered to be a non-responsive bid and shall be rejected. In case any bidder who has signed the integrity pact and subsequently makes any transgression of this code, the bidder is liable for punitive actions such as cancellation of contracts, banning and blacklisting and so on
- (n) 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.
- (o) 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.
- (p) 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.
- (q) 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.
- (r) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- (s) Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- (t)
- (u) NRL/Technip reserves the right to reject any or all the bids received or annul the bidding process at any time.
- (v) 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.



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- (w) For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- (x) Exceptions and deviations by the Bidder shall be mentioned only in the given pro-forma (Annexure- XXII A) and deviations stated in the said pro-forma will have no price implications. The exceptions/ deviations mentioned elsewhere in the document shall not be considered for evaluation.
- (y) 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)	Relaxation of PQC for MSEs/Start-ups:	Not Applicable
2)	Purchase Preference for MSEs as per MSE Policy:	<b>Applicable</b>
4)	Purchase preference to Local Content (PPLC Policy):	<b>Applicable</b>
5)	Office Memorandum regarding compliances related to any bidder from a country which shares a Land Border with India.	<b>Applicable</b>



- (y) All questions and requests for clarifications or interpretations related to tenderdocuments shall be addressed in writing to:

- 1) Ms. Abarna Vadivelu, Deputy Chief Manager- Subcontracts  
Email : [abarna.vadivelu@ten.com](mailto:abarna.vadivelu@ten.com)  
**Technip Energies India Ltd.**  
No.19, Velacherry Main road, Guindy , Chennai,  
Tamil Nadu – 600 020  
Ph. No. +91 9884864905
- 2) Ms. Harleen Kaur, Engineer- Subcontracts  
Email: [harleen.kaur2@ten.com](mailto:harleen.kaur2@ten.com)  
**Technip Energies India Ltd.**  
A - 4, Institutional Area, Block A, Sector 1, Noida,  
Uttar Pradesh 201301  
Ph. No. +91 9876876329
- 3) Mr. Vinod Kumar, Chief Contracts Manager  
Email : [vinod.kumar1@ten.com](mailto:vinod.kumar1@ten.com)  
**Technip Energies India Ltd**  
A - 4, Institutional Area, Block A, Sector 1, Noida,  
Uttar Pradesh 201301  
Ph. No. 0120/4301564

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- 17.0 ADDENDA/CORRIGENDA OF BIDDING DOCUMENT:** NRL 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.

**The bidders are advised to submit IT PAN No, GST registration Certificate, PF & ESI registration Certificate with their offer.**

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### **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.



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- 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.



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- 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:8866287104 and email: [tapan@tender247.com](mailto: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.**

- 1) 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.
- 2) 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.
- 3) 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
- 4) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 5) Upon th 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.
- 6) 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.

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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. 03776-265774**

**Email ID : z\_tender@nrl.co.in**

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

- 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

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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 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).