



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER

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

Name of Work:	Hiring of call-duty vehicles at Siliguri.
Tender No. & Date :	OC34000023/BAS dated 21.04.2023
Due Date of Submission:	Before 11.00 AM of 05.05.2023
Earnest Money Deposit:	Rs.75,000.00. (Rupees Seventy-Five Thousand Only only)
Contract Period:	02 (Two) years with a provision for extension for another one (01) year subject to satisfactory performance of the agency

PRE-QUALIFICATION CRITERIA:-

A) **Past Experience** of having **successfully completed** similar works* during last 10 years ending last day of month previous to the one in which applications are invited should be either of the following:

- **One** similar work costing not less than **Rs.18.64 Lakhs**, or
- **Two** similar works costing not less than **Rs.14.92 Lakhs each**, or
- **Three** similar works costing not less than **Rs.11.19 Lakhs each**.

***Similar Works:** The bidder should have minimum one year of experience of providing vehicles to PSU / Govt. Depts. / Large Pvt. Sectors.

Note: Relevant work order copies and corresponding completion certificates are to be enclosed with offer. The completion certificate should consist of Name of Work, Work Order number & date, Actual executed value and Actual completion date. 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 bids are invited.

Unless otherwise specifically mentioned in the tender, Provisional Job Completion Certificate or Job Completion Certificate issued against incomplete / in-progress job will not be acceptable.

B) The bidder should possess at least one vehicle of each* category registered in its name or produce authorization letter from the owner of the vehicle that the vehicle is attached with the bidder.

*Each Category = For which they have participated.

C) The bidder should have an existing registered or branch office in Darjeeling or Jalpaiguri district with working office set up on the date of submission of bid. Trade license will be considered as a proof of the registered or branch office and will be subject to verification if required.

D) AVERAGE ANNUAL TURNOVER, of the last 3 (three) financial years, shall be at least Rs.11.19 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 turnovers 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 wherever the last bid submission date is after 31st December. In case of tenders having last bid submission date up to 31st December and audited / CA certified turnover documents of the preceding financial year is not available, the audited / CA certified turnover documents of the three years prior to preceding financial year will be considered. [May refer illustrative example given at Annexure-VII]

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.

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

Tender Schedule:

S.No.	Title	Date & Time
1	Tender Publish / Download start / Bid Submission start date & time	21.04.2023 after 18.00 hrs.
2	Tender document download / Bid Submission end date & time	05.05.2023 at 11.00 hrs.
3	Bid opening date & time (Technical Bid)	06.05.2023 after 11.00 hrs.

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.