

Bid Document

Bid Details	
Bid End Date/Time	20-07-2021 14:00:00
Bid Opening Date/Time	20-07-2021 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Na
Organisation Name	N/a
Office Name	Numaligarh Refinery Limited
Item Category	Custom Bid for Services - Providing Primavera Support Service For Maintenance Planning Department Of , Custom Bid for Services - To And Fro Economy Class Air Fare For 1 Person For 4 Nos Of Visits SOR IT
Contract Period	3 Year(s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	424700
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required

Pre Qualification Criteria (PQC) etc if any required:[1624953593.pdf](#)

Scope of Work:[1624953606.pdf](#)

Instruction To Bidder:[1624953617.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1624953653.pdf](#)

Service Level Agreement (SLA):[1624953665.pdf](#)

GEM Availability Report (GAR):[1624953693.pdf](#)

Payment Terms:[1624953707.pdf](#)

Buyer's Competent Authority Approval:[1624953722.pdf](#)

Custom Bid For Services - Providing Primavera Support Service For Maintenance Planning Department Of NRL For Total 70 Mandays As Per Special Conditions Of Contract Of The Tender Document SOR ITEM SL NO (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Providing Primavera Support Service For Maintenance Planning Department Of NRL For Total 70 Mandays As Per Special Conditions Of Contract Of The Tender Document SOR ITEM SL NO
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Quantity of Procurement (to be chosen 1 in all circumstance s)	Additional Requirement
1	Amitabh Hazarika	785699,Numaligarh Refinery Limited, General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Custom Bid For Services - To And Fro Economy Class Air Fare For 1 Person For 4 Nos Of Visits SOR ITEM SL NO20 (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	To And Fro Economy Class Air Fare For 1 Person For 4 Nos Of Visits SOR ITEM SL NO20
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Quantity of Procurement (to be chosen 1 in all circumstance s)	Additional Requirement
1	Amitabh Hazarika	785699,Numaligarh Refinery Limited, General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1	N/A

Buyer Added Bid Specific Additional Terms and Conditions

- Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates

(whichever is lower), subject to the maximum of quoted GST %.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---

**NUMALIGARH
REFINERY
LIMITED**



A GOVERNMENT OF INDIA ENTERPRISE

**TENDER DOCUMENT FOR – “PRIMAVERA
SUPPORT SERVICE FOR MAINTENANCE
PLANNING DEPARTMENT OF NRL”.**

PART-I: UNPRICED BID



PREPARED & ISSUED BY

NUMALIGARH REFINERY LIMITED
(A Govt. of India Enterprise)



NUMALIGARH REFINERY LIMITED NOTICE INVITING TENDER

Date: 28.06.2021

Dear Sir,

Online offers in **Two Part Bid** are invited by Numaligarh Refinery Ltd. for the work as detailed below:

1. **Name of the work** : **Primavera support service for Maintenance Planning department of NRL**
2. **Earnest Money Deposit (EMD)** : **NIL.** However, bidders are required to submit "Declaration for bid security / Earnest Money Deposit (EMD)" as per format attached with this tender.

However, MSE bidders are exempted from submission of above declaration. MSE bidders are required to upload UAM or EM Part-II.
3. **Contract Period** : **03 (three) years** from the date of award of the contract.
4. **Online Bid Submission end date & time:** : As per GeM bid document
5. **Bid Opening date & time** : As per GeM bid document
6. **Place of submission of Bid** : GeM portal
7. **Date & Time of Pre bid Conference / Venue** : Not Applicable
8. **Submission of Bid** : Being an e-tender, the bid has to be submitted online in the GeM Portal.
9. **Earnest Money** : Refer sl. no. 2 above.
10. **Scope of work and Supply** :

The scope of work & supply of this work will be in accordance with the Tender document, Special Conditions of Contract and as per the direction of Engineer-in-charge of NRL.
11. **Rate** : Firm Rate (inclusive of GST) should be quoted in GeM portal.

12. **Evaluation & Award Criteria :**
- The bidders have to quote for all the items in the online BOQ.
 - The tender items are non-splitable and evaluation will be done on 'Overall Lowest Offer Basis'.
 - MSE Policy will get precedence during evaluation of the Tender.

13. **Security Deposit** : Not applicable.

14. **Defect Liability Period** : Nil

15. **Measurement of Work** : Payment will be made on the basis of joint measurements, taken by the contractor and certified by Engineer-in-charge (EIC).

16. **Terms of Payment** : Payment shall be made against completion of each visit based on certification made for payment by Engineer-In-Charge (EIC), NRL on submission of bill.

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 security deposit, income tax, GST and other recoveries as applicable as per terms of the contract.

17. **Price, Taxes, and Duties:** Without prejudice to stipulations in General Conditions of Contract, the bidder should quote firm prices in GeM Portal inclusive of all taxes, duties and levies.

18. **Penalty Clause:**

In case the contractor fails to comply with provisions of tender and 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.

19. **Other Terms and Conditions:**

- (a) The management of NRL reserves the right to reject any or all the tenders received without assigning any reason thereof.
- (b) Variation in the value of the work will not vitiate the tender agreement.
- (c) The contractor will have to abide by the existing laws applicable to contract works and co-operate with other contractors working at site and will not cause hindrance to other works.
- (d) The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety and Environmental rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor and the company shall have no liability whatsoever on this account.

(e) **Chief Manager (Maintenance Planning), NRL Numaligarh** shall be the

Engineer-in-charge (E-I-C) of the work and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.

- (f) The General Conditions of contract of NRL will be applicable for this contract also. Intending tenderer may see the General Conditions of Contract of NRL at the Commercial Department of NRL site office on any working day during office hours or may visit our website www.nrl.co.in.
- (g) **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.**
- (h) The contractors will make necessary deductions for PF from the wages of the workers as per the PF Act and deposit the same to the authorities concerned along with the employers' contribution.
- (i) 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 (Tender Room -> Circular of Wages for Contract Workmen).
- (j) Insurance shall be effected for all employees of the contractor, engaged in the performance of the subject job. (Refer clause 104.1 (ii) of GCC).
- (k) **The contractor is required to obtain** labour license under Contract Labour (R&A) Act, 1970 & **PF registration number on awarding the contract.** The present rate of PF is 12% (Refer Clause 107.2 of GCC).
- (l) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed there-under:
 - (i) The Contract Labour (Regulation and Abolition) Act,
 - (ii) The Minimum Wages Act.
 - (iii) The contractor has to accept full & exclusive liability for compliance with all obligations imposed by **Employee State Insurance Act, 1948.**
 - (iv) The Payment of Wages Act,
 - (v) The Payment of Bonus Act,
 - (vi) The Employees Provident Fund & Misc. Provisions Act,
 - (vii) Family Pension Scheme,
 - (viii) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.
- (m) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by NRL.
- (n) Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.

- (o) The guidelines and procedures for Holiday Listing are available separately in NRL website and shall be applicable in the context of all tenders / all orders/ contracts / purchase orders. It can be accessed using the following link:
<https://www.nrl.co.in/upload/HolidayListingPolicy.pdf>

20. **ADDENDA/CORRIGENDA OF BIDDING DOCUMENT:**

- (i) 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 thus issued shall become part of Bidding Document and Bidder shall submit a copy of the Addendum duly signed and stamped in token of his acceptance.
- (ii) In case Addendum is issued during the bidding period, Bidder shall consider its impact in his bid. In case Addendum is issued subsequent to receipt of bids, Bidder shall follow the instructions issued along with Addendum with regard to submission of impact on quoted price / revised price, if any.

The bidder must submit IT PAN No, GST registration Certificate and PF registration Certificate, ESI with their offer.

**GM (Commercial) I/c
Numaligarh Refinery Limited**

PRE-QUALIFICATION CRITERIA (PQC)

Job Name : Primavera support service for Maintenance Planning department of NRL

The intending bidders for above tender should meet all the qualification criteria mentioned below:

- A) PAST EXPERIENCE CRITERIA: Past Experience** of having **successfully completed** ****similar works** during last 10 years, ending last date of month previous to the one in which bids are invited; should be either of the following:

- **One** similar work costing not less than = **Rs.2.12 Lakhs**
- **Two** similar works costing not less than = **Rs.1,70 Lakhs each** and
- **Three** similar works costing not less than = **Rs.1.27 Lakhs each.**

****Similar Work : Providing Primavera services in Refinery or other organizations.**

Note: Vendor must submit relevant work order copy (ies) and work completion certificate of executing jobs of planning, scheduling and reporting in Primavera in Refineries or in other organizations. The value of past experience shall be adjusted at a simple rate of 7% for every completed year and / or part thereof ending last day of the month proceeding the month in which bids are invited.

- B) AVERAGE ANNUAL TURNOVER: During the last 3 years, shall be at least Rs.1.27 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.

- C)** Bidder who is on holiday list by NRL or any other Oil sector PSU will not be considered. **Accordingly, the bidder is required to submit a self-declaration as per format enclosed with Tender Document.** It may be noted that if this declaration is not submitted or the same is found to be false, NRL shall have the right to reject bidder's offer, and if the bid has resulted in a contract, the contract is liable to be terminated.
- D) POSSESSION OF VALID GST REGISTRATION CERTIFICATE:** Bidders are requested to upload their 'VALID GSTIN/UIN Certificate' 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.
- E) ADDITIONAL REQUIREMENT:** Possession of Income Tax PAN No.; PF code, ESI, etc.

SPECIAL NOTE TO THE BIDDERS:

- It is to be noted that experience as main contractor will only be taken cognizance of for the purpose of assessing qualifying criteria. However, authorized sub-contractors under principal contractors can also be considered provided their works completion certificate is issued by the client organization in case of job executed elsewhere under PSUs, limited companies, Government Departments, Quasi government and autonomous bodies. However, in case of sub-contractors under contractors engaged by NRL, the works completion certificate issued by the main contractor will also be acceptable provided the same is endorsed in original by Engineer-in-charge of NRL in terms of job description and value.

For accepting experience as sub-contractor(s) or contractors under Private Organizations, in addition to the requisite certificates (letter of award and job completion certificate etc.) TDS certificate issued by principal contractor / private organization shall form the basis for considering experience and value of work executed.

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

Document submitted in support of PQC	Communication Address	Email-ID

- **Relaxation of Past Experience Criteria and Prior Annual Turnover Criteria for MSEs & Start-ups will not be applicable for this tender. Job being extremely critical in nature to ensure smooth planning and execution during RTA'2023 in refinery, relaxation of Pre-Qualification Criteria (PQC) related to prior turnover and prior experience norms shall not be applicable for this Tender.**

SPECIAL CONDITIONS OF CONTRACT (SCC)

Job Name : Primavera support service for Maintenance Planning department of NRL.

SCOPE OF WORK:

1. Activity planning before shutdown start.
2. Scheduling of actual progress status during shutdown period.
3. Reporting in various formats and S-curve preparation.
4. Resource and budget allocation planning.
5. Critical path analysis.
6. Delay analysis.

TERMS & CONDITIONS:

- Man-days service charge shall apply from the day the personnel reaches site and up to the day they leaves site. No payment of man-days shall be made for travel days / period.
- To and Fro Airfare (economy class) has to be quoted by the bidder. However, the same shall be reimbursed at actuals (against submission of documentary evidence) subject to maximum quoted by the bidder. **Total estimated nos. of visit: 4 nos.**
- Accommodation of contractor's personal will be provided at NRL Site at free of cost.
- Airport Pick-up & dropping and local transportation for movement at site shall be arranged by NRL.
- The expert to provide support service to bring his laptop etc.
- The contract shall be valid for 03 (three) years from the date of award of the contract.
- TDS will be deducted as per statutory provisions and a certificate for TDS will be issued for the same by Owner.
- Contractor's personnel to observe/abide by site working conditions prevailing in the existing refinery, safety codes & Indian laws.
- Mobilization Period: A notice period of 10 days will be given for mobilization of contractor's personnel to Site.

SCHEDULE OF RATES (SOR)

Job Name : Primavera support service for Maintenance Planning department of NRL.

SOR Item Sl. No.	Item Description	Qty	Unit of measurement (UOM)	Quote
1	2	3	4	5
10	Providing PRIMAVERA support service at NRL Maintenance Planning Department.	70	MAN-DAY	Quoted in priced bid in GeM portal
20	To & fro air fare (economy class) <i>Note: To and Fro Airfare (economy class) has to be quoted by the bidder. However, the same shall be reimbursed at actuals (against submission of documentary evidence) subject to maximum quoted by the bidder. Total estimated nos. of visit: 4 nos.</i>	4	VISIT	Quoted in priced bid in GeM portal

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

DATE : _____

AGREED TERMS & CONDITIONS (ATC)

Job Name : Primavera support service for Maintenance Planning department of NRL

DULY FILLED, SIGNED & STAMPED COPIES OF THIS PRE-FILLED "QUESTIONNAIRE" SHALL BE ENCLOSED WITH BIDDER'S UNPRICED QUOTATION. FAILURE ON THE PART OF BIDDER IN NOT RETURNING THIS DULY FILLED-UP "QUESTIONNAIRE WITH UNPRICED QUOTATION AND/OR SUBMITTING INCOMPLETE REPLIES MAY LEAD TO REJECTION OF BIDDER'S QUOTATION".

SN	DESCRIPTION	BIDDER'S CONFIRMATION
01	<u>EVALUATION OF TENDER:</u> The tender items are non-splitable / non dividable. EVALUATION SHALL BE DONE ON OVERALL BASIS (i.e., L1 position shall be found out on overall lowest landed cost basis) and complete order shall be placed on a single agency. Refer details in NIT enclosed.	Noted & Confirmed
02	<u>SCOPE OF WORK AND SUPPLY:</u> The scope of work & supply of this Job will be in accordance with the Scope of Work and Special Conditions of Contract (copy enclosed), Schedule of Rates and as per the direction of Engineer-in-charge of NRL.	Noted & Confirmed
03	<u>RATE:</u> Firm Rate (inclusive of GST) should be quoted in GeM portal. Variation of rate shall NOT be allowed on any account after due date & time of submission of offer.	Noted & Confirmed
04	<u>PAYMENT TERM:</u> Payment shall be made against completion of each visit based on certification made for payment by Engineer-In-Charge (EIC), NRL on submission of bill.	Noted & Confirmed
05	<u>PRICE, TAXES, & DUTIES :</u> Without prejudice to stipulations in General Conditions of Contract, the bidder should quote firm prices inclusive of all taxes, duties and levies.	Noted & Confirmed

SN	DESCRIPTION	BIDDER'S CONFIRMATION
06.	Please indicate the following: (a) SAC Code for the tendered item : _____ (b) Rate of IGST or CGST& SGST included in quoted price: _____ %	
07.	CONTRACTUAL PERIOD: 03 years from the date of award of the contract.	Noted & Confirmed
08.	COMPLIANCE TO BID REQUIREMENTS: We hereby confirm our bid complies to the total techno-commercial requirements of bidding document without any deviation.	Noted & Confirmed
09.	BID VALIDITY: 60 days from bid submission end date.	Noted & Confirmed
10	FIRMNESS OF PRICES: Quoted prices against all line items of BOQ shall remain firm and fixed till complete execution of the Job.	Noted & Confirmed
11	All other terms and conditions shall be as per GeM Bid document and attachments.	Noted & Confirmed

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

DATE : _____

BIDDER RELATED INFORMATION

DULY FILLED, SIGNED & STAMPED COPIES OF THIS CHECKLIST SHALL BE ENCLOSED WITH BIDDER'S UNPRICED QUOTATION.

SN	DESCRIPTION	BIDDER'S CONFIRMATION/COMMENT
1	NAME OF BIDDER :	
2	CONTACT PERSON NAME :	
3	COMPLETE ADDRESS :	
4	MOBILE NO :	
5	E-MAIL ID :	
6	POWER OF ATTORNEY IN THE NAME OF THE SIGNATORY OF THE BID :	
7	COMPLETE TENDER DOCUMENT DULY SEALED & SIGNED :	<i>Enclosed.</i>
8	SEALED & SIGNED COPY OF THE INTEGRITY PACT :	<i>Not applicable</i>
9	EARNEST MONEY DEPOSIT If submitted provided the URN number : If not submitted, furnish the reason of EMD relaxation :	<i>Not applicable</i> <i>However, Non-MSE bidders are required to submit "Declaration for bid security / Earnest Money Deposit (EMD)" enclosed as below.</i>
10	MICRO AND SMALL ENTERPRISES (MSEs) (Please furnish the copy) :	
11	UDYAM REGISTRATION NO (Please furnish the copy) :	
12	PAN CARD NO (Please furnish the copy) :	
13	GST REGISTRATION NO (Please furnish the copy) :	
14	EMPLOYEES PROVIDENT FUND NO (Please furnish the copy) :	
15	EMPLOYEE STATE INSURANCE NO (Please furnish the copy) :	

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

SEAL : _____

ANNUAL TURNOVER IN LAST THREE YEARS

GeM Bid Document No: _____

Job Name : Primavera support service for Maintenance Planning department of NRL

Name of Bidder : _____

Sl. No	Financial Year	Turnover
1	2018-2019	
2	2019-2020	
3	2020-2021 <i>Note: In absence of audited Trading and P/L account(s) for FY 2020-21, bidder may submit the documents pertaining to FY 2017-18.</i>	

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.

(SIGNATURE OF BIDDER)

PROFOMA FOR SELF DECLARATION OF BLACK LISTING/ HOLIDAY LISTING

GeM Bid Document No: _____

Job Name : Primavera support service for Maintenance Planning department of NRL

We hereby declare that we are not currently serving any holiday listing orders issued by NRL or MOPNG debarring us from carrying on business dealings with NRL/MOPNG or serving a banning order by another Oil PSE.

It is understood that any wrong declaration in this context shall make my agency/company liable for action under the Holiday Listing Procedure of NRL.

Date :
Place :

(Authorized Signatory)
Seal:

Note: In case any bidder does not submit the self-declaration of black listing/Holiday Listing along with un-priced techno-commercial bid, his offer shall be commercially rejected.

(In Letter Head of Company /Firm)

INDEMNITY BOND CUM UNDERTAKING

Recipient Name: **M/s Numaligarh Refinery Limited**

Assam : Address: NRP Complex, NRL site, Numaligarh, Golaghat, Assam-785699
GSTIN No. 18AAACN6984B1ZD

West Bengal : Address: Forth floor, plot no.31, Bharat Bhawan, 118 Prince Gulam
Md.Shah Road,
Golf Green, Kolkata, West Bengal-700095
GSTIN No.19AAACN6984B1ZB

Delhi : Address: 6th Floor, 15-17, Tolstoy house, Tolstoy Marg, New Delhi-110001
GSTIN No: 07AAACN6984B2ZF

Reference: GeM Bid Document No: _____

Sub : Payment of GST Amount and filing of GST Return for availing Input Tax Credit (ITC) by Numaligarh Refinery Limited (NRL).

Sir / Madam,

With reference to payment of GST amount and filing of GST Return for availing Input Tax Credit (ITC) by NRL as per eligibility provisions for the identified Invoices raised by us, we, M/s..... having our Registered Office at possessing GST Identification No hereby declare and undertake as follows:

1. We have disclosed all the facts relating to our firm to M/s Numaligarh Refinery Limited
2. We hereby agreed and undertake to file GSTR-1 on time i.e. 11th of the next month so that NRL can take Input Tax Credit by matching GSTR-2A.
3. We hereby declare that we shall deposit GST for the related invoices by 20th of the succeeding month as per the provision of GST law.
4. We hereby declare that we will file GSTR 3B related to all invoices in time i.e. 20th of the next month.

5. We hereby agree and undertake to indemnify as under:-
- a. The Firm / Company shall take all necessary safeguards to ensure availing of ITC for all invoices raised on NRL without any financial loss to NRL.
 - b. In case of rejection of ITC by the concerned Tax Authority, for non-payment of GST amount by us or for any other reasons attributable to us, we hereby undertake and agree to indemnify NRL in full against all consequences, liabilities of any kind whatsoever directly arising from denial of ITC which includes interest and penalty arising out of such irregular availing of ITC by you opined by GST Authority.
 - c. We hereby agree and confirm that, any breach of the above indemnification or undertakings shall be construed as breach of the terms and conditions for reimbursement of GST and NRL shall be at liberty to take such action against us including recovering of reimbursed GST amount from
 - i. Any of our Bank Guarantee executed in your favour, if any,
 - ii. Security Deposit paid for any of your work, if any or
 - iii. Other unpaid invoices, if any of us raised with recipient

(Authorized Signature of the Indemnifier)

(TO BE GIVEN ON COMPANY'S / FIRM'S LETTER HEAD)
DECLARATION FOR BID SECURITY/EARNEST MONEY DEPOSIT (EMD)
(FOR NON-MSE BIDDERS ONLY)

To,

M/s. Numaligarh Refinery Limited,

GeM Bid Document No: _____

Job Name : Primavera support service for Maintenance Planning department of NRL

Dear Sir,

After examining/ reviewing provisions of above referred tender document (including all corrigendum/ Addenda), we M/s. _____ **(Name of Bidder)** have submitted our offer/ bid no.

We. M/s. _____ **(Name of Bidder)** hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

We understand that we will be put on watch list/holiday/banning list (as per policies of M/s Numaligarh Refinery Limited in this regards), if we are in breach of our obligation(s) as per following:

- (a) Have withdrawn/modified/amended, impair or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid: or
- (b) Having been notified of the acceptance of our Bid by the M/s. Numaligarh Refinery Limited during the period of bid Validity:
 - i. Fail or refuse to execute the Contract, if required, or
 - ii. Fail or refuse to furnish the Contract performance Security, in accordance provisions of tender document.
 - iii. Fail or refuse to accept 'arithmetical corrections' as per provision of tender document.
- (c) I have indulged in corrupt/fraudulent/ collusive/coercive practice as per procedure.

Place:

Date

[Signature of Authorized Signatory of Bidder]

Name: