

**NUMALIGARH
REFINERY
LIMITED**

A GOVERNMENT OF INDIA ENTERPRISE



**TENDER DOCUMENT
FOR**

Hiring of manpower for miscellaneous jobs for NREP (Phase-I)

[PUR-PRJNUM-1001834]

Tender No. OC10000419/KAV

E-Tender

Bidder's offer ref: _____ **Dtd.** _____

PART-I: UNPRICED BID



PREPARED & ISSUED BY

NUMALIGARH REFINERY LIMITED

(A Govt. of India Enterprise)

NOTICE INVITING TENDER

Contact person:

Ms. Kaveri Hazarika; Manager (Project-Commercial)
Numaligarh Refinery Limited
E-mail ID: kaveri.hazarika@nrl.co.in

Our Reference: Tender No. OC10000419/KAV

Date: 26th Jul' 2021

Tender document for the job: - **Hiring of manpower for miscellaneous jobs for NREP (Phase-I)**

Dear Sirs,

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

Name of Work:	Hiring of manpower for miscellaneous jobs for NREP (Phase-I)
Tender No. & Date :	OC10000419/KAV dtd. 26.07.2021
Contractual Period:	Twelve (12) months from the date of engagement of first group of manpower or as agreed on Kick-off Meeting held between the Contractor and EIC
Bidding Document & subsequent addendum / Corrigendum (if any) available on Website for viewing & downloading	The complete document is available on CPP Portal. (https://eprocure.gov.in/)
Tender Publish Date / download start date	26.07.2021 at 17.00 hrs
Pre-Bid Conference (Date & Time)	NA
Bid submission start date	05.08.2021 at 11 am
Tender document download end date & time / Bid Submission end date & time	10.08.2021 at 11.00 hrs
Bid opening date & time (Technical Bid)*	11.08.2021 at 11.00 hrs
Online Opening of Priced Bids of Techno-Commercially Accepted Bidders	On date & time to be intimated later on to techno-commercially acceptable & qualified bidders
Earnest Money Deposit (EMD)	NA

Note :

- *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.*
- *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.*
- *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. Bidders shall submit the bid directly and in their own name without involving any intermediaries*
- *As an alternative of EMD fees, the bidders shall submit "Bid Security Declaration" as per format attached (refer Annexure B to NIT)*
- *MSE or Start up bidders are not required to upload the above mentioned "Bid Security Declaration" as per format given in NIT (Annexure-B).*

Being an e-tender the bids have to be submitted online in the e-tender portal i.e. <http://eprocure.gov.in/eprocure/app>. Kindly refer **"instructions"** provided in the NIT for the detailed procedure.

For any assistance, please contact the following nos. / mail ID:

Phone No 03776 – 265774, email: z_tender@nrl.co.in

8. **Instructions for MSE or Start up Bidders:**

- a) As per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India and Gazette Notification no. 2119(E) dated 26.06.2020 in supersession of Gazette Notification no. 1702(E) dated 01.06.2020, Micro and Small Enterprises (MSE's) must have Udyam Registration Certificate (<https://udyamregistration.gov.in>) permitted by GOI w.e.f., 01.04.2021, to avail the benefits / preference available vide Public Procurement Policy MSEs Order, 2012.
- b) However, in line with the Ministry of Micro, Small and Medium Enterprises Notification dated 16th June, 2021 published in the Gazette of India, it is hereby informed to all MSE bidders that the existing enterprises registered prior to 30th June, 2020 can also submit valid Udyog Aadhar Memorandum (UAM) or Entrepreneurs Memorandum (EM Part-I) issued by competent authority as per MSME rule, in support of their identification as MSE bidder. Documentary evidence has to be submitted.

While evaluating the bids, Section A (Qualifying Criteria for MSE Bidder) of **Appendix X to ITB** will be considered in conjunction with the above.

- c) MSEs participating in the tender must submit the Udyam Registration Certificate. Policy is meant for procurements of only goods produced and services rendered by MSEs. Stockist/Traders are excluded from the purview of public procurement policy.
- d) The Udyam Registration Certificate must be valid as on close date of the tender.
- e) The MSEs who do not have the Udyam Registration Certificate as on close date of the tender, are not eligible for exemption / preference.
- f) The MSEs registered with Udyam are exempted from payment of Earnest Money Deposit (EMD).
- g) Purchase Preference – Subject to meeting terms and conditions stated in the tender document including but not limiting to pre-qualification criteria, 25% (twenty five percent) of the total quantity of the tender is earmarked for MSE registered in Udyam Registration Portal for the tendered item. Where the tendered quantity can be split, MSEs quoting a price within a price band of L1 + 15 percent shall be allowed to supply up to 25 percent of total tendered quantity provided they match L1 price. In case the tendered quantity cannot be split, MSE shall be allowed to supply total tendered quantity provided their quoted price is within a price band of L1 + 15 percent and they match the L1 price. In case of more than one such MSEs are in the price band of L1 + 15% and matches the L1 price, the supply may be shared proportionately.
- h) Out of the 25% (twenty five percent) target of annual procurement from micro and small enterprises, 4% (four percent) shall be earmarked for procurement from micro and small enterprises owned by Scheduled Caste & Scheduled Tribe entrepreneurs and 3% (three percent) for MSEs owned by women entrepreneurs. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 4% (four percent) and 3% (three percent) sub-targets so earmarked shall be met from other MSEs.
- i) Following vendors shall not get MSE related benefits:
- i. MSEs registered as a Service Enterprise participating in a tender for supply of goods for which they are not registered.
 - ii. MSEs registered as Manufacturing Enterprise but participating in a tender for rendering services for which they are not registered
 - iii. The preference to MSEs is not applicable for works contracts where supply of goods not produced by the MSEs is also involved
- j) The value of Performance Bank Guarantee (PBG) shall be relaxed by 50% of the requirement as per tender terms in case of MSEs owned by SC/ST & Women entrepreneurs.

NOTE: -

1. In case where tender quantity can be split and MSE vendor is already getting order for more than 25% of the tender value, no additional purchase preference will be given in that tender.

2. In case MSE vendor is already getting order for less than 25% of the tender quantity, purchase

preference to this and other MSE vendors (together) shall be given only up to the differential quantity to make total as 25% to MSE vendor.

9. **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, Schedule of Rates and as per the direction of Engineer-in-charge.

10. **Rates:**

- This is a price display tender. **Refer Schedule of Rates for details.**
- Bidders are to quote rate in percentage against item for Contract Handling Charges only (Sl. No. 50 of Bill of Quantity (BOQ) uploaded in pdf format). The contract handling charges shall be quoted in percentage basis for the total gross wage amount (i.e sum of basic wages, statutory and non-statutory allowance). Please refer Wage Revision Circular.
- The tender will be evaluated on overall lowest basis. If more than one agency becomes L1 after opening of priced bid, then the successful agency would be determined through lottery.
- A percentage (above estimate) should be quoted in the **Bill of Quantity** (uploaded in excel format in the e-tender portal) **for each group** in which bidder is participating. **Percentage quote below (+5%) and above (+15%) of SOR Rate are not allowed**
- Others “Not to be quoted” items are reimbursement items, shown in the SOR for information, but not required to be quoted by bidders.

11. **Security deposit:** A sum of 3% of the awarded value against Contract Handling charges and contractor profit shall be deposited as security deposit by the person/persons (hereafter called the CONTRACTOR) as Security Deposit with NRL.

12. **Defect Liability Period:** Not Applicable.

13. **Measurement of work:** Payment will be made based on EIC certification. Contractor shall be reimbursed at actuals for the salary/ wages, PF, etc. However, for contract handling charges, the contractor shall be reimbursed on the basis of actual financial outgo towards gross wages (i.e basic wages, statutory allowances, non-statutory allowances).

14. **Terms of payment:** Payment will be made as Running Account Bills monthly for the previous month(s) against the measurements certified by EIC or his authorized representative.

The above payment terms are subject to statutory deductions as per provisions of the contract.

16. **Price, Taxes, Duties:**

Without prejudice to stipulations in General Conditions of Contract, the bidder should quote firm prices inclusive of all taxes, duties, sales tax on works contract and other levies on which no variation will be allowed.

However, the quoted price will be exclusive of GST. GST as applicable will be loaded by NRL. Kindly mention SAC/ HSN code for the tendered items and GST rate in unpriced bid/SOR.

17. **Short Closure of Contract:** The contract may be short closed in case the requirement of manpower ceases. A notice period of one month shall be served to Contractor for demobilization. There shall not be any compensation payable to the contractor for short closing the contract or reduction in the contract value.

18. **Penalty Clause:** In case the contractor fails to comply with provisions of tender and requirement, monetary penalty as deemed fit by the Officer-in-charge will be levied, subject to a maximum penalty of 5% of the contract value and the same shall be final and binding on the contractor.

Further in case of deviation in payment with respect to the salary/wages mentioned in tender is reported and proved, NRL may impose penalty upto 3 times of the deviated amount, which shall be deducted from the RA bills of the contractor. Moreover, NRL reserves the right to terminate the contract and go for fresh tendering, in case of repeated offences by the agency in respect of the points highlighted above.

19. **Other terms and conditions:**

- i) Transfer of tender documents issued to one short-listed bidder to another is not permissible. Further, tender containing uncalled for remarks or any additional conditions are liable to be rejected.
- ii) The management of NRL reserves the right to reject any or all the tenders received without assigning any reason thereof.
- iii) Variation in the value of the work will not vitiate the tender agreement.
- iv) 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.
- v) 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.
- vi) The contractor should engage labourers preferably from the families of displaced persons to the extent available.
- vii) The contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- viii) 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.
- ix) **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.**
- x) 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.
- xi) **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 (Tenders -> Tender Manual-> Circular of Wages for Contract Workmen-New).**
- xii) 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).
- xiii) **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).
- xiv) 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.

Provident Fund

- PF to be deposited against each worker engaged by the contractor. The worker should have valid gate pass against the particular contract. Contractor has to maintain one register for PF.
- Contractor has to submit monthly return (ECR) and acknowledgement receipt of the PF deposits along with the bill.
- Actual calculated PF amount will be withheld from RA bill in case of non submission of the above document.

ESI Fund

- ESI to be deposited against each worker engaged by the contractor .The worker should have valid gate pass against the particular contract. Contractor has to maintain one register for ESI.
- Contractor has to submit monthly return and acknowledgement receipt of the ESI deposits along with the bill.
- Actual calculated ESI amount will be withheld from RA bill in case of non-submission of the above document

The bidder must submit valid IT PAN No, GST registration Certificate with their offer.

- xv) No mobilization advance or extended stay compensation will be paid for execution of this work.
- xvi) Prices quoted by the bidder, shall remain firm, fixed and valid until completion of the contract.
- xvii) 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.
- xviii) The bidders shall give a declaration that the bidder shall not be under liquidation, court receivership or similar proceeding and their business is not banned by NRL, MOPNG or any OIL PSUs. Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.
- xix) The bidders who are on Holiday / Negative list of NRL as on due 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.
- xx) NRL 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.
- xxi) 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

- xxii) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- xxiii) Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- xxiv) NRL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- xxv) NRL reserves its right to allow Public Sector Enterprises (Central / State), purchase preference as admissible / applicable from time to time under the existing Govt. policy. NRL shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.
- xxvi) For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- xxvii) All questions and requests for clarifications or interpretations related to tender documents shall be addressed in writing to:

Ms. Kaveri Hazarika
SM (Project – Commercial)
Numaligarh Refinery Limited
Numaligarh – 785699, Dist- Golaghat, Assam
Email – kaveri.hazarika@nrl.co.in

GM (Proj-Commercial)
Numaligarh Refinery Limited

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Appendix A to NIT
Instructions for Online Bid Submission

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.
- 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) 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.
- 4) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the 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.
- 8) 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.
- 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:**
Dhiraj Mohan Saikia, Phone No 03776 – 265774,
E mail: 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 enrol 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 /MTNL Trustline/ 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.
- Bidder should arrange for the EMD as specified in the tender.
- 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.**
- In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
- 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 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**).

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Appendix B to NIT

DECLARATION FOR BID SECURITY/EARNEST MONEY DEPOSIT (EMD)

To,
M/s. Numaligarh Refinery Limited,
Sub:
Tender no.:
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 which 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) Have indulged in corrupt/ fraudulent/collusive/coercive practice as per procedure.

Place :
Date :

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal: