



# NUMALIGARH REFINERY LIMITED

(A Govt. of India Enterprise)  
NOTICE INVITING TENDER

Sealed item rate tenders in **Two -bid system** are invited from competent and experienced contractors having sound technical and financial capabilities for the following work at Numaligarh:

Name of the Work	Pre- Bid discussion date & time	Due Date & Time of Submission	Earnest Money Deposit	Contract Period
House Keeping Job of Siliguri Marketing Terminal. (2449) Tender NO. OC1300009	19.10.2010 at 2.00 P.M.	28.10.2010 Upto 3.00 P.M.	Rs. 19,000.00	02(years)

## **BRIEF SCOPE OF WORK:-**

House Keeping Job of Siliguri Marketing Terminal. (2449)

## **QUALIFICATION REQUIREMENT:**

The contractor must have the experience of successfully executing and completing Civil/Mechanical Construction jobs, Cement handling Job, Petroleum product handling Contracts, Material loading & Unloading jobs in factories & Oil Industries etc involving engagement of Skilled & unskilled laboures in factories & Oil Industries. Bidders shall submit necessary documents (i.e. PO copies) and completion certificates along with the offer as a proof of executing of the job.

In addition to above, bidder should also meet the following regarding Past Experience of having successfully completed similar jobs during last 10 years ending 30.09.2010.

## **PAST EXPERIENCE**

- Three similar completed works costing not less than ` 11.43 Lakhs,
- Two similar completed works costing not less than ` 15.25 Lakhs,
- One similar completed work costing ` 19.07 Lakhs

The value of past experience shall be adjusted at a simple rate of 07% for every completed year ending last day of the month, preceding the month in which bids are invited.

**Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.**

## **Pre-Bid Discussion:**

Indenting Bidders or their authorized representative (s) (limited to 2 persons only) have to present at the Pre- Bid discussion to be held at Siliguri Marketing Terminal on 19.10.2010. The purpose of the discussion will be to clarify techno commercial issues and to answer queries on any matter that may be raised by the bidders during pre bid discussion. Any modification of the bidding document, which may become necessary as a result of pre-bid discussion, shall be sent to all the bidders through the issue of an addendum/ Amendment. **Any offers received from any agency other than the bidders participated in the pre-bid discussion, shall not be considered for opening.**

## **OTHERS**

PAN, PF Code, Sales Tax clearance Certificate (VAT), Service Tax Registration certificate etc.

**Intending agencies may download the tender document from NRL website [www.nrl.co.in](http://www.nrl.co.in). FREE OF COST.**

## **SUBMISSION AND OPENING OF TENDER:**

The tenders duly completed as per requirement of the tender document shall be submitted to the office of Commercial Dept., Numaligarh Refinery Limited, NRL Site, during the specified date and time. Techno-Commercial part (Part-I) of the above Tender shall be opened on the date of submission of bids after 15-30 hrs. Price part( Part-II ) of the Techno-Commercially acceptable bids will be opened at a later date.

## **GENERAL**

NRL takes no responsibility for delay, loss or non-receipt of tenders sent by post. NRL reserve the right to accept or reject any or all the tenders without assigning any reason thereof and to allow purchase preference to Public Sector Enterprise as admissible under existing Government Guidelines. **TENDER WITHOUT EARNEST MONEY DEPOSIT WILL BE REJECTED. For Details please log on to [www.nrl.co.in](http://www.nrl.co.in)**

**GM (Commercial & CC)**  
**Numaligarh Refinery Limited**  
Numaligarh, October 8, 2010



**NUMALIGARH REFINERY LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
NRL COMPLEX, NUMALIGARH,  
Dist : GOLAGHAT, ASSAM 785699  
Tel.: 03776-265413 Fax : 03776-265514



## **TENDER DOCUMENT**

**FOR**

**House keeping Job of Siliguri marketing terminal. (2499)**

**Tender No. OC13000009**

**PART - I : UNPRICED BID**

**PREPARED & ISSUED BY**  
**NUMALIGARH REFINERY LIMITED**  
( A Govt. of India Enterprise )

**NUMALIGARH  
REFINERY  
LIMITED**



A GOVERNMENT OF INDIA ENTERPRISE

**TENDER DOCUMENT**

FOR

**House Keeping Job of Siliguri Marketing Terminal (2449).**

Tender NO. OC1300009

(Techno-Commercial Bid)

PREPARED & ISSUED BY

**NUMALIGARH REFINERY LIMITED**

(A Govt. of India Enterprise)

**LETTER INVITING TENDER**

**Date: 08.10.2010**

**Sub:** Bid document for ‘House Keeping Job of Siliguri Marketing Terminal.’

**(Tender No.: OC13000009)**

Dear Sirs,

Sealed offer in two-bid is invited by Numaligarh Refinery Ltd. for the subject work as detailed below:

<b>i) Name of the work</b>	::	Bid document for “ <b>House Keeping Job of Siliguri Marketing Terminal.</b> ”
<b>ii) Earnest Money Deposit</b>	::	Rs. 19,000.00 (Nineteen thousand only)
<b>iii) Contractual Period</b>	::	02 (two) years, with a provision of extension for another one year at the same rate, terms & conditions
<b>iv) Pre-Bid Discussion</b>	::	To be held at Siliguri Marketing Terminal <b>on 19.10.2010 at 14.00 hours.</b> <b>Venue: Siliguri Marketing Terminal.</b> <b>Numaligarh Refinery Limited.</b> <b>(Opp. Rangapani Railway Station)</b> <b>P.O. Rangapani, Dist Darjeeling</b> <b>PIN No. 734434(West Bengal)</b>
<b>v) Last date &amp; time for submission of offer</b>	::	<b>Before 15.00 hours on 28.10.2010</b>
<b>vi) Date &amp; time of Opening of offer</b>	::	<b>After 15.00 hours on 28.10.2010</b>
<b>vii) Place of submission of offer</b>	::	General Manager (Commercial & CC) Numaligarh Refinery Limited, NRL Complex, <b>Numaligarh – 785 669</b> , Dist: GOLAGHAT, Assam
<b>viii) Qualifying Requirements</b>	::	<p>The contractor must have the experience of successfully executing and completing Civil/Mechanical Construction jobs, Cement handling Job, Petroleum product handling Contracts, Material loading &amp; Unloading jobs in factories &amp; Oil Industries etc involving engagement of Skilled &amp; unskilled laboures in factories &amp; Oil Industries. Bidders shall submit necessary documents (i.e. PO copies) and completion certificates along with the offer as a proof of executing of the job.</p> <p>In addition to above, bidder should also meet the following regarding Past Experience of having successfully completed similar jobs during last 10 years ending 30.09.2010.</p> <p><b><u>PAST EXPERIENCE</u></b></p> <ul style="list-style-type: none"><li>• Three similar completed works costing not less than ` <b>11.43 Lakhs</b>,</li><li>• Two similar completed works costing not less than ` <b>15.25 Lakhs</b>,</li><li>• One similar completed work costing ` <b>19.07 Lakhs</b></li></ul> <p>The value of past experience shall be adjusted at a simple rate of <b>07%</b> for every completed year ending last day of the month, preceding the month in which bids are invited.</p> <p><b><u>Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.</u></b></p>

	<p><b>Pre-Bid Discussion:</b> Bidders or their authorized representative (s) (limited to 2 persons only) to be present at the Pre- Bid discussion to be held at SMT, <b>on 19.10.2010</b>. The purpose of the discussion will be to clarify techno commercial issues and to answer queries on any matter that may be raised by the bidders during pre bid discussion. Any modification of the bidding document, which may become necessary as a result of pre-bid discussion, shall be sent to all the bidders through the issue of an addendum/ Amendment. <b>Any offers received from any agency other than the bidders participated in the pre-bid discussion, shall not be considered for opening.</b></p> <p>OTHERS The bidders must have PF registration, Labour license, PAN no., Service Tax Regn no and IT return for last three years</p>
<b>ix) Payment Terms</b>	:: Payment shall be made monthly against the work done during the preceding month on pro rata basis based on certification made by Engineer in charge.
<b>x) Security Deposit (SD)</b>	:: Applicable as per GCC. Security deposit shall be released after expire of DLP.
<b>xi) Defect Liability Period (DLP)</b>	:: Applicable as per GCC.
<b>xii) Engineer-In Charge</b>	:: Senior Manager (SMT).
<b>xiii) List of Free Issue Material:</b>	As per scope of work.

**General Manager (Commercial & CC)  
Numaligarh Refinery Limited.**

Enclosures:

- Terms and Conditions.
- Special Conditions of Contract with drawing
- Declaration by the Bidder
- Schedule of Rates.

## TERMS AND CONDITIONS

### 1. **Submission of offer:**

- Offer should be received at the place of submission of offer within the last date and time of submission of offer mentioned in the Letter Inviting Tender. If the last date of receipt of offer happens to be a non-working day, the last date will be the next working day at the aforesaid time. NRL take no responsibility for delay, loss or non-receipt of bids sent by post.
- Offer should be valid for a period of six months from the due date of submission of offer.
- Sealed offer should be submitted superscribed with the following:
  - Due date of submission of offer
  - Name of Work
  - Tender Number
  - Name of the bidder
- The envelope containing the PRICED BID and a second envelope containing the TECHNICAL BID should be enclosed in a single envelope.

#### **The offer shall contain the following:**

- Tender document duly signed & stamped on each page.
- Bidder's techno-commercial offer and all other details as per requirement of tender document.
- Schedule of Rates duly filled in.
- **All corrections and alterations in the entries of tender paper shall be signed in full by the bidder with date. No erasures or overwriting are permissible.**

### 2. **Earnest Money Deposit**

The bidder shall deposit Earnest Money Deposit in the form of Demand draft of **STATE BANK OF INDIA** in favour of **Numaligarh Refinery Limited**, payable at **SBI, Numaligarh Refinery Complex Branch** (Code : 5377). Tender without earnest money will be summarily rejected.

### 3. **Rate:**

Rate should be quoted both in figures and words as per enclosed SOR.

### 4. **Price, Taxes, Duties:**

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

**QUOTED RATES SHOULD BE EXCLUSIVE OF SERVICE TAX.**

**SERVICE TAX AS APPLICABLE WILL BE LOADED ON THE QUOTED PRICE BY NRL.**

**SERVICE TAX SHALL BE PAYABLE SUBJECT TO SUBMISSION OF INVOICES AS PER RULE 4 (A) OF SERVICE TAX.**

### 5. **Scope of work and Supply:**

The scope of work & supply of this work will be in accordance with the Special Conditions of Contract, Schedule of Rates and as per the direction of Engineer-in-charge.

### 6. **Security deposit:**

As per GCC and security deposit shall be released after expire of Defect Liability Period. **Defect Liability Period (DLP):** Applicable as per GCC.

### 7. **Measurement of work:**

Payment will be made on the basis of joint measurements, taken by the contractor and certified by Engineer-in-charge.

### 8. **Penalty Clause:**

In case the contractor fails to comply with provisions of tender and requirement, monetary penalty as deemed fit by the Engineer-in-charge will be levied, subject to a maximum penalty of 10% of the contract value and the same shall be final and binding on the contractor.

**9. Other terms and conditions:**

- (a) Transfer of tender documents issued to one bidder to another is not permissible. Further, tender containing uncalled for remarks or any additional conditions are liable to be rejected.
- (b) **Non participating agencies are requested to state the reason(s) for non-participation in the enclosed REGRET FORM.**
- (c) The bidder may visit and examine the site of work and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the offer and entering into a contract for the subject job. The bidder shall bear all costs associated with the preparation and submission of offer.
- (d) The management of NRL does not bind itself to accept the lowest tender, and reserves the right to reject any or all the tenders received without assigning any reason thereof.
- (e) Variation in the value of the work will not vitiate the tender agreement.
- (f) 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.
- (g) The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force as well as the Safety and Environmental rules & regulations including general loss control rules of NRL. 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.
- (h) Contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- (i) The General Conditions of contract (**GCC**) of NRL will be applicable for this contract also. GCC is available in NRL website ([www.nrl.co.in](http://www.nrl.co.in)). Clauses related to arbitration will only be as per the amendment enclosed as annexure wherever the term GCC appears.
- (j) Bidders 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.
- (k) One authorized representative of the bidder may remain present during the tender opening on the due date, time and venue.
- (l) Insurance shall be effected for all employees of the contractor, engaged during execution of the subject job. (Refer clause 104.1 (ii) of GCC).
- (m) **The contractor is required to obtain** labour license under Contract Labour (R&A) Act, 1970 & **PF registration number on awarding the contract.** (Refer Clause 107.2 of GCC)
- (n) 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 thereunder:
  - i) The Contract Labour (Regulation and Abolition) Act,
  - ii) The Minimum Wages Act.
  - iii) The Workman's Compensation Act.
  - 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
- (o) In case any of the document/information(s) furnished by a vendor are found to be false/forged, such vendor will be kept in holiday list apart from other penal actions as deemed fit by NRL.

- (p) The following procedures are applicable in regard to invitation of tenders from NSIC/SSI Units:
- i) Earnest Money / Security Deposit need not be taken from these Units.
  - ii) Tender sets may be given free of cost.

The above are subject to the fulfilling of under mentioned conditions:

- i) SSI Units should be registered with National Small Scale Industrial Corporation Ltd (NSIC).
  - ii) The Unit should be registered for the item tendered.
  - iii) The monetary limit indicated in NSIC registration certificate should cover value of items ordered.
  - iv) Registration Certificate is valid as on date of order.
  - v) Photostat copy of valid NSIC registration certificate should be submitted in support.
- Registration with DGS&D will not entitle a Bidder to claim exemption from Security Deposits.

(q) ***Applicable Labour Wage:***

As applicable in Siliguri, West Bengal, as per wage circular, issued by **CONCERNED AUTHORITY** Time to time, PO shall be amended as per revised wage based on certification by E.I.C.

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**ARBITRATION:**

- a) Any dispute or difference of any nature whatsoever, any claim, cross-claim, counter-claim or set off of the COMPANY against the Contractor or regarding any right, liability, act, omission on account of any of the parties hereto arising out of or in relation to his agreement shall be referred to the sole Arbitration of the Managing Director of the COMPANY or of some officer of the COMPANY who shall be nominated by the Managing Director. The Contractor will not be entitled to raise any objection to any such arbitrator on the ground that the arbitrator is an Officer of the COMPANY or that he has dealt with the matters to which the contract relates or that in the course of his duties as an Officer of the COMPANY he had expressed views on all or any other matters in dispute or difference. In the event of the arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Managing Director as aforesaid at the time of such transfer, vacation of office or inability to act may in the discretion of the Managing Director designate another person to act as arbitrator in accordance with the terms of the agreement to the end and intent that the original Arbitrator shall be entitled to continue the arbitration proceedings notwithstanding his transfer or vacation or office as an Officer of the COMPANY if the Managing Director does not designate another person to act as arbitrator on such transfer, vacation of Office or inability of original arbitrator. Such persons shall be entitled to proceed with the reference from the point at which it was left by his predecessor. It is also a term of this contract that no person other than the Managing Director or a person nominated by such Managing Director of the COMPANY as aforesaid shall act as arbitrator, hereunder. The award of the arbitrator so appointed shall be final conclusive and binding on all parties to the agreement subject to the provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof any the rules made thereunder for the time being in force shall apply to the arbitration proceedings under this clause.
- b) The award shall be made in writing and published by the Arbitrator within two years after entering upon the reference or within such extended time not exceeding further twelve months as to sole Arbitrator shall by a writing under his own hands appoint. The parties hereto shall be deemed to have irrevocably given their consent to the Arbitrator to make an publish the award within the period referred to hereinabove and shall not be entitled to raise any objection or protest thereto under any circumstances whatsoever.
- c) The arbitrator shall have power to order and direct either of the parties to abide by, observe and perform all such directions as the arbitrator may think fit having regard to the matters in difference i.e. dispute before him. The arbitrator shall have all summary powers and may take such evidence oral an / or documentary, as the arbitrator in his absolute discretion thinks fit and shall be entitled to exercise all powers under the Arbitration Act, 1940 including admission of any affidavit as evidence concerning the matters in difference i.e. dispute before him.
- d) The parties against whom the arbitration proceedings have been initiated, that is to say, the Respondents in the proceedings, shall be entitled to prefer a cross-claim, counter-claim or set off before the Arbitrator in respect of any matter an issue arising out of or in relation to the Agreement without seeking a formal reference of arbitration to the Managing Director for such counter-claim, cross or set off and the Arbitrator shall be entitled to consider an deal with the same as if the matters arising there from has been referred to him originally and deemed to form part of the reference made by the Managing Director.
- e) The arbitrator shall be at liberty to appoint, if necessary any accountant or engineering or other technical person to assist him and to act by the opinion so taken.
- f) The arbitrator shall have power to make one or more awards whether interim or otherwise in respect of the dispute and difference and in particular will be entitled to make separate awards in respect of claims or cross-claims of the parties.
- g) The arbitrator shall be entitled to direct any one of the parties to pay the costs of the dther party in such manner and to such extent as the arbitrator may in his discretion determine and shall also be entitled to require one or both the parties to deposit funds in such proportion to meet the arbitrators expenses whenever called upon to do so.
- h) The parties hereby agree that the courts in the town of Golaghat alone shall have jurisdiction to entertain any application or other proceedings in respect of anything arising under this agreement and any award or awards made by the Sole Arbitrator hereunder shall be filed in the concerned courts in the town of Golaghat only.

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# **SPECIAL CONDITIONS**

**OF**

**CONTRACT**

**JOB: House Keeping Job of Siliguri Marketing  
Terminal.**

**Tender No. OC13000009**

# **SPECIAL CONDITIONS OF CONTRACT**

Annexure - III

## **SCOPE OF WORK**

- a) The contractor shall be required to clean any Vegetation growth in the open area of the premises along with Pipe rack & Tracks and also vacant area of the terminal ie rear end of the terminal
- b) The contractor shall be required to cleaning / dusting / sweeping the floors , windows , table and chair , filing cabinet , almirah daily .
- c) The contractors shall be required to clean the toilets , urinal , wash basin daily.
- d) The contractor shall be required to clean any vegetation and blockage of gutter and rain water pipes on the Roof of building.
- e) The contractor shall be required to clean tank roof including removal of accumulated water, debris, weeds etc. from the roof without damaging the paint.
- f) The contractor shall be required to clean tank pad and remove any debris, vegetation etc. from the same.
- g) The contractor shall be required to clean all roads inside the terminal and remove any debris , vegetation, dry leaves etc from the same.
- h) The contractor shall be required to clean and clear all surface drains & drain out any accumulated water / oily water to storm water drain / OWS system under supervision of engineer-in-charge or his representative.
- i) The contractors shall be required to clean the TLF gantry ( including floor , platform & metering assembly) & pumps house with degreasing agent.
- j) The contractor shall be required to clean the approach road to Terminal and also clean the Truck parking area in front of the Terminal.
- k) The contractors shall be required to clean the pipeline , including the water pipeline , with wet/ dry cloth to remove dust and oil strain.
- l) The contractor shall be required to remove any vegetation growth on the dyke wall and, approach to the tank area and tank manifold.
- m) The contractor shall be required to keep OWS sump clean and maintain desired level of oily water.
- n) The contractor shall be required to clean the manholes, Catch pits, Funnels for collection of water from tank siphon drain & Tank Farm OWS/Storm water valve pits etc from mud, grass, concrete pieces etc. The collected mud shall be spread uniformly around the pit.
- o) The contractor shall be required to detect and locate any leakage to and from the system to the adjacent storm water drain etc using dye etc. However, rectification/repair of the line to stop any such leakage shall not be under the scope of this contract, provided the contractor has not made the damage.
- p) The cleaning of sump shall necessitate drying out the same and taking out all foreign materials, mud etc from the sump. Necessary arrangement for drying out of sump shall be under scope of this contract and no extra payment shall be made for the same.
- q) The contractor shall be required to follow work permit system.
- r) The contractor, for the execution of the contract, shall be required to follow all safety norms.

- s) Supply of all consumables, tools etc necessary for execution of the contract shall be under the scope of the contract.
- t) Associated minor mechanical work shall be carried out by contractor,
- u) The contractor to clean and remove excess earth, grass etc from around the manholes, Collection funnel etc to ensure no flow of rainwater to the manhole. It shall be necessary to make proper slope/drain around the manholes etc to ensure flow of rainwater to the nearest storm water drain.
- v) The contractor shall be required to collect oily water from oil catcher and storm water drains manually and transport the same to ETP / desired location within premises. Equipment required for collection of oily water and suitable arrangement for transporting the same will be under contractor's scope.
- w) If accumulation of oily water in storm water drains or oil catcher is due to improper drainage from tank farm or improper maintenance of oily water level in OWS system, no payment shall be made to the contractor towards collection of same. In such cases, a penal deduction will be made from the outstanding payment due to contractor as decided by Engineer-in-charge.
- x) The contractor shall be responsible to devote adequate time and depute necessary manpower ( minimum :- 16 nos. of Unskilled, 1no.of Semi-Skilled & 1no. of Skilled ) to ensure that the job is done to our satisfaction. If need arises the contractor may be required to work during extended hours / holidays. For this no extra payment will be made.

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**DECLARATION BY THE BIDDER**

**Name of Work:** House Keeping Job of Siliguri Marketing Terminal.

**Tender No. :** OC13000009

**Name of Bidder :**

**DETAILS OF EQUIPMENTS TOOLS & TACKLES**

The bidder shall submit herein details of construction equipments, tools, tackles proposed to be deployed for this work and shall indicate in each case whether the same is (a) already owned by bidder and available for use on this Contract. (b) anticipated to be hired by Contractor or (c) anticipated to be purchased by Contractor. In case of (a) present location shall be stated. In case of (b) and (c) location of hirer or supplier shall be stated.

<b>Item proposed to be deployed</b>	<b>Description: Make, model &amp; capacity</b>	<b>Numbers</b>	<b>Year of manufacture</b>	<b>Category (a), (b) or (c)</b>	<b>Location</b>	<b>Remarks</b>

Bidder hereby agrees to augment the above declared equipment with additional number/categories of equipment if required to complete the work within the agreed time schedule of completion whenever directed by the Engineer-in-Charge.

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**(SIGNATURE OF BIDDER)**

**DETAILS OF SIMILAR WORKS DONE DURING THE PAST TEN YEARS**

Name of Work: House Keeping Job of Siliguri Marketing Terminal.

Tender No. : OC13000009

SI No	Full postal address of client & officer-in-charge	Name of Work	Value of Work	Contractual Period	Date of Commencement of Contract	Date of Completion of Contract	Remarks

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(SIGNATURE OF BIDDER)

**CONCURRENT COMMITMENTS OF THE BIDDER**

Name of Work: House Keeping Job of Siliguri Marketing Terminal.

Tender No. : OC13000009

SI No	Full postal address of client & officer-in-charge	Name of Work	Value of Work	Contractual Period	Date of Commencement of Contract	Percentage Completion as on date	Expected date of completion

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(SIGNATURE OF BIDDER)

**COMPLIANCE TO BID REQUIREMENTS**

**Name of Work: House Keeping Job of Siliguri Marketing Terminal.**

**Tender No. : OC13000009**

We confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

\_\_\_\_\_  
**(SIGNATURE OF BIDDER)**

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**BID VALIDITY**

**Name of Work: House Keeping Job of Siliguri Marketing Terminal.**

**Tender No. : OC13000009**

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or cancelling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

\_\_\_\_\_  
**(SIGNATURE OF BIDDER)**



**ANNUAL TURNOVER IN LAST THREE YEARS**

Name of Work: House Keeping Job of Siliguri Marketing Terminal.

Tender No. : OC13000009

Sl. No	Financial Year	Turnover
1		
2		
3		

Copy of Audited profit & loss account of respective years to be provided.

\_\_\_\_\_  
(SIGNATURE OF BIDDER)

**PROPOSED SITE ORGANISATION**

Name of Work : House Keeping Job of Siliguri Marketing Terminal.

Tender No.: OC13000009

Our site organization shall consist of the following categories of manpower with tentative numbers. Numbers of manpower of any category shall be increased based on instruction of the Engineer-in-Charge

\_\_\_\_\_  
(SIGNATURE OF BIDDER)

Name of Work : **House Keeping Job of Siliguri Marketing Terminal.**

**Tender No. : OC13000009**

Name of bidder:

Address

Phone no

Authorised signatory Details:

Name:

Address:

Specify if Proprietor or Partner:

EMD details:

Previous experience:

(Please submit the work order copy and completion certificate with the offer)

WHETHER SSI UNIT:

(If yes, please furnish the copy of the Registration Certificate)

PAN No issued by Income Tax Dept:

Provident Fund Code No.:

We confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or canceling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

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(Seal & signature of bidder's authorized signatory)

Date :

Place :





NUMALIGARH REFINERY LIMITED  
COMMERCIAL DEPARTMENT

DATE: .....

TO,  
THE GENERAL MANAGER (COMMERCIAL & CC)  
NUMALIGARH REFINERY LTD.,  
DIST- GOLAGHAT,  
ASSAM - 785699

Sub : Tender Enquiry for **House Keeping Job of Siliguri Marketing Terminal.**

Ref : Tender NO. OC13000009

Dear Sir,

With reference to the above, this is to convey you that we have received the above mentioned tender document for the subject job on .....

We are interested to participate in the bid and shall be submit our offer within the due date of submission.

**OR**

We are not interested to participate in the bid. **(Tick whichever is applicable)**

Yours faithfully,

\_\_\_\_\_  
Authorised Signatory

Name: \_\_\_\_\_

For M/s: \_\_\_\_\_

SEAL: \_\_\_\_\_

**TENDER DOCUMENT RECEIPT**

**Name of Work: House Keeping Job of Siliguri Marketing Terminal.**

**Tender NO. OC13000009**

Received the tender document for the above mentioned job.

Name of the bidder : M/s

Address :

Phone & fax :

Contact Person :

\_\_\_\_\_  
Sign of the Bidder/Representative

Date :

Kindly return this receipt to **Commercial Dept. NRL Site**

**Paste This Slip On the Envelope of the Offer:**

----- ✂ -----

**Quotation for the job of:**

**House Keeping Job of Siliguri Marketing Terminal.**

**Tender NO. OC13000009**

**Due date: 28.10.2010**

To,

General Manager (Commercial & CC)  
Numaligarh Refinery Limited  
Numaligarh; Dist: Golaghat, ASSAM  
PIN: 785699

From:

M/s.....

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## Declaration for Exemption/ Non-Exemption of Service Tax

Name of the Proprietor/Firm/Company:-

M/s.-----

Address:-----

Service Tax Registration No. -----

(If Registration No. is not available please write "Not Available")

Name & Address of the Division and Range office where Registered under Service Tax.:

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Bidder to mention applicability of one of the following paras and to confirm the same by putting tick mark in the appropriate box below of each para.

**A)** I/We intend to avail basic exemption under Service Tax after complying with the following requirements:

Condition	Year	Limit
My/ my firms Turnover is less than	Current Financial year 2008-09 till the date of date of submission of bid	Rs 10.00 lakhs
AND		
My/my firms Turnover is less than	Previous Financial Year i.e 2007-08	Rs 8.00 lakhs
AND		
I / my firm have not obtained Service Tax Registration No or have surrendered Service Tax Registration Certificate		
AND		
I / my firm will not take Cenvat Credit in Input Services		

**IF CLAUSE 'A' IS APPLICABLE IN YOUR CASE, PLEASE PUT A TICK MARK [     ]. IN THE BOX OTHER WISE MENTION "N.A." [NOT APPLICABLE]**

**Note: \* In case the bid amount is more than Rs. 10.00 Lakh, covering in any category of Taxable service, in that case, it will be compulsory for the bidder to provide the Service Tax Registration details without fail before filing the bid.**

**B)** I/my firm do not intend to avail basic exemption under Service Tax Rules, 1994. Accordingly Service tax is applicable which will be charged extra in our bills.

**IF CLAUSE 'B' IS APPLICABLE IN YOUR CASE, PLEASE PUT A TICK MARK [  ]. IN THE BOX OTHER WISE MENTION "N.A." [NOT APPLICABLE]**

**SELF DECLARATION**

I/We , ..... , hereby declare that the above facts and information are true. In case, it is found that the above mentioned figures and declarations are in correct, in that case we will be personally held liable for the loss caused to NRL at our cost.

**\*\* I/We am/are not defaulter in payment of Service Tax in the past.**

Date: \_\_\_\_\_  
Place: \_\_\_\_\_ **Signature of the Bidder with Seal**

**Note : The above declaration form has to be filled up by the bidder failing which his/their offer will not be evaluated and the offer will be out rightly rejected.**

To,  
GM (Commercial & CC)  
Commercial Department  
Numaligarh Refinery Limited,  
Golaghat, Assam  
Pin: 785699

ON LETTER HEAD

**MOST URGENT**

Dear Sirs,

The following is a confirmation / updation of my bank account details and I hereby affirm my / our choice to opt for payment of amounts due to me under various contracts through electronic mode. I understand that Numaligarh Refinery Ltd. also reserves the right to send the payments due to me by a cheque / Demand Draft / electronic mode or through a banker.

**A. Supplier / Contractor Details**

1. Supplier / Contractor Name (As per bank records)
2. Supplier / Contractor Code
3. Address  
(Including Pin Code)

4. P. A N. -.
5. E-mail ID
6. Contact Telephone Number

**B. Particulars of Bank Account**

1. Bank Name
2. Branch Name /branch code
3. Branch Address (incl Pin code)
4. 9 Digit MICR No. of Bank and Branch  
as appearing on the cheque
5. Account Type (Savings/Cash credit/Current)
6. Account Number (as appearing on cheque book)
7. IFSC Code of the Branch (For RTGS)
8. IFSC Code of the Branch (For NEFT)

I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to NRL. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, I shall not hold Numaligarh Refinery Limited responsible. I also agree for printing of the bank details on the cheque or DD if the payment is effected by cheque / DD.

\_\_\_\_\_  
Name (in Capitals) of supplier / contractor

Authorised Signatory

Official Rubber Stamp

Date:

- Note:**
1. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed & stamped by the bankers. PLEASE NOTE THAT IF THIS FORMAT IS EXTENDED TO NUMBER OF PAGES THEN SIGNATURE AND STAMP FROM YOUR BANKER IS REQUIRED IN ALL THE PAGES.
  2. PLEASE ENCLOSE A PHOTOCOPY OF A CHEQUE (DULY CANCELLED AT YOUR END) FROM YOUR CHEQUE BOOK OF THE BANK WHERE YOUR ACCOUNT IS BEING MAINTAINED.



**NUMALIGARH  
REFINERY  
LIMITED**



A GOVERNMENT OF INDIA ENTERPRISE

**TENDER DOCUMENT**

**FOR**

**House Keeping Job of Siliguri Marketing Terminal.**

**Tender NO. OC13000009**

**(Priced Bid)**

**PREPARED & ISSUED BY**

**NUMALIGARH REFINERY LIMITED**

**(A Govt. of India Enterprise)**



**NUMALIGARH REFINERY LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
NRL COMPLEX, NUMALIGARH,  
Dist : GOLAGHAT, ASSAM 785699  
Tel.: 03776-265413 Fax : 03776-265514



## **Schedule of Rate**

### **TENDER DOCUMENT**

### **FOR**

**House keeping Job of Siliguri marketing terminal. (2499)**

**Tender No. OC13000009**

### **PART - II : PRICED BID**

**PREPARED & ISSUED BY  
NUMALIGARH REFINERY LIMITED**

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	

**00010 House Keeping of Office & Plant area**

The item covers the following services:

10		Months	24.000		
	Weeding out/Removal of dry vegetation/grass cutting of all open area inside Terminal area . (Total Area = 400000 sqm to be covered in 1 months)				
20		Months	24.000		
	Housekeeping in all building by daily dusting/sweeping / cleaning of floors including cleaning of all toilets , wash basin etc.(Total Floor Area = 2670sqm incl 12 toilets to be covered DAILY)				
30		Months	24.000		
	Cleaning TLF floor area gantry area , platform , meter etc by using degreasing agent (Ground area= 600sqm, Platform area= 160sqm, Meters= 10 nos. to be covered DAILY)				
40		Months	24.000		

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	
50	Cleaning of tank & tank pad. ( 11 nos. of tank to be covered every MONTH)	Months	24.000			
60	Removal of dust & Oil Strain on all the pipelines including Fire water ( pipe lenth = 26 KM, MOV = 45 nos. , Valve = 883 nos. to be covered MONTHLY)	Months	24.000			
70	Cleaning of all road inside the terminal & removal of dry leaves & grass. (length = 5.5 KM to be covered WEEKLY)	Months	24.000			
80	Cleaning & maintaining all drains & OWS inside the terminal. (Length= 7 KM to be covered WEEKLY)	Months	24.000			
	Cleaning of approach road to terminal & parking area & removal of dry leaves & grass cutting . (Area = 7000 sqm to be covered WEEKLY)	Months	24.000			

Item Ref.	Description	Unit	Qty	Rate in		Amount
				Figures	Words	

90 Months 24.000

Cleaning of all product & fire water Pump house with degreasing agent (Floor area = 1000 sqm to be DAILY)

100 Months 24.000

Consumable like phenol , detergent ,detol , colin , bleaching powder

**Total :**

Percentage rebate(if any) in words :

Percentage :

Less Rebate :

Grand Total in Words :

Grand Total :

Signature :

Name :

Address of the :

Contractor :

Place :

Date :