



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



REQUEST FOR QUOTATION

NRL REF : COL. No. : OC05000024/MB1
Date : 25.05.2011
RFQ number : 6100016185
Contact Person : Gautam Paul 03776-265409
Email ID : gautam.paul@nrl.co.in
Quotation Due Date : 16.06.2011 TIME : 3.00 PM

Job Name: Supply of Activated Alumina

Dear Sirs,

Please quote your lowest prices for the supply of materials as per details given below. The quotation shall show separately and clearly (without any corrections) the basic price, discount (%), packing & forwarding (%), excise duty (with relevant excise tariff no./chapter id), sales tax, freight(%), other charges, etc against each item along with all technical & commercial details. **Foreign vendors shall always quote their FOB prices against each item.** Rates/charges quoted in the quotation shall be final and no additional charges/corrections will be accepted after the receipt of quotation unless the same is necessitated by NRL in writing.

Any deviations to our enquiry specifications/conditions shall be mentioned clearly in the offer. Otherwise it will be presumed that enquiry specification/conditions are acceptable to you in toto and no change will be allowed after placement of Order. The commercial requirements, wherever applicable, are specified in the attached questionnaire titled "Agreed Terms & Conditions" which should be duly filled in, signed & stamped on each page and shall be returned alongwith your bid. Bids received without duly filled in questionnaire shall not be considered for evaluation.

Other terms & conditions of purchase shall be as per NRL's "General Purchase Conditions (Indigenous)". Deviation to the GPC terms and those mentioned above, may lead to loading of prices/rejection of offer. General Purchase conditions (Ind), Agreed terms & conditions (Ind) and Bank Gurantee profoma (Ind Purchase) is available on **WWW.NRL.CO.IN**.

If not bidding, please return enquiry documents alongwith your regret letter within the due date. NRL

reserves the right to make changes in the terms & conditions of purchase and to reject any or all bids without assigning any reason thereof.

Thanking you,

Yours faithfully,

For & on behalf of Numaligarh Refinery Limited

General Manager (Commercial & CC)

RFQ number : 6100016185

Item	Material Code	Description	Order Qty	UoM
00010	P-CHEM-00138	Activated Allumina for Air Dryer(2-5mm s Activated Alumina (2-5 mm dia ball) forAir Dryer Unit.	12,000.000	kg

1. Size:Preferred bead size to be Uniform to minimize pressure drop, channeling, and ensures utilization of the full desiccant bed
2. packing type & size is to be mentioned. Double sealed leak proof packing is to be ensured.
3. product data sheet to be submitted and self life period is to be metioned at the time of offer.
4. product Performance is to be guaranteed.
5. Delivery schedule: In two batches. ist batch of 7MT after release of PO and 2nd batch of 5MT after 3months considering space constraint and self life. For self life more than one year, delivery may be one time.

Additional Information:

technical specification of air dryer at NRL:

Design condition of adsorber dryer: Inlet air at 8.5 Kg/Cm2a, at 38 degC, outlet dew point (-15 degC to -65degC). Mode of operation: fully automatic as well as manual

Drier outlet air flow 3332Nm3/hr at 7.0 Kg/cm2 .

Reactivation air flow 1900 Nm3/hr, controlled by control v/v on main air to drier pipe line.

Reactivation cycle 6 hr heating and 2 hr cooling.

Adsorber Bed temp during reactivation at bottom 165 0C and at top 150 0C.

Min cycle time 8hrs for service with guaranteed dew point max minus15degC

RFQ DETAILS (INDIGENEOUS PURCHASE)

BIDDER TO CONFIRM THE FOLLOWING IN THEIR OFFER:

I] TECHNICAL:

Bidder to confirm supply of items as per description/ specification/ scope of work of the RFQ:

Please Note that any deviation from the required technical specification may lead to rejection of offer.

In case of any deviation/ technical confirmations required, please ask for the same in your technical bid/ offer. No technical queries shall be entertained after placement of PO.

II] COMMERCIAL:

Bidder to furnish their Commercial Terms & Conditions in the following format. Further, please note that non compliance of NRL's terms & conditions may lead to rejection of offer.

Please Note: Basis of Evaluation of this tender is Item wise lowest offer basis.

Offers from agencies which are already blacklisted or against which there is adverse report on committing criminal offence, will be rejected.

Prices shall be quoted on FOR NRL, Numaligarh basis, inclusive of freight, transit insurance, showing break-up of taxes, duties, freight, transit insurance & other charges (in terms of %), which may please be indicated / confirmed below:

Please note that evaluation shall be done individually for each item and order shall be placed to individual L1 bidders. Accordingly, the following charges/rates shall be indicated for individual items.

A. Price basis (inclusive of freight, transit insurance): FOR NRL STORES (NUMALIGARH)

** In case of sufficient participation, non acceptance of the standard conditions may lead to rejection of offer.

B. THIRD PARTY INSPECTION CHARGES : Extra/ inclusive/no applicable

Indicate separately Third Party Inspection charges (in terms of % age of Basic Price)

i. TPI CHARGE (to be quoted) %:

Or,

Lump Sum (firm) Rs.:

ii. Min. TPI Charge (for part order) Rs.:

Otherwise In case TPI Charge is kept as extra NRL reserves the right to indicate the maximum applicable TPI charge in Rs. / in % in order and shall be accepted by vendor and extra , if payable shall be to vendor's account : Confirm / Not confirm

C. TESTING CHARGE,

Indicate separately Testing Charges (in terms of % age of Basic Price) Not applicable

i. Testing charge (to be quoted) %:

Or,

Lump Sum (firm) Rs.:

D. PACKING & FORWARDING charges, if any: Nil / Inclusive / Extra

i. P&F charge (to be quoted) %:

Or,

P&F Lump Sum (firm) Rs.:

E. EXCISE DUTY : Applicable / Not applicable

** Please state reason/justification if ED is not applicable.

i. Applicable ED Rate with Cess % :

ii. Excise duty gate pass to be furnished for availing CENVAT benefit: Yes/ No

iii. If Yes, Cenvat/ Modvat benefit to be passed on to NRL (In % or value):

iv. Whether registered with central excise- Yes/ No

F. SALES TAX : Extra / Inclusive

i. Applicable Sales Tax rate :
(With & without C form)

ii. Applicable VAT rate :

G. FREIGHT : Inclusive / Extra (Refer point A)

Freight charges shall be quoted per unit basis (considering requirement for part shipments, if any) and separately for individual items (considering possibility of part order).

i. Freight charges (to be quoted) %:
(up to NRL Stores)

Or,

Freight Charge Lump Sum (firm) Rs.
(up to NRL Stores)

If freight charges are not quoted NRL reserves the right to indicate the maximum payable Freight charge in Rs. / in % in order and shall be accepted by vendor and any extra charge, if payable shall be to vendor's account (Any amount in this case shall be reimbursed only against documentary evidence)

Transporters having offices / godown near NRL Site

1. ABC India Ltd.
Kedar Road, Guwahati - 781001
Mob. : 9830062180
Fax: 033-22374383

2. Associated Road Carriers
Numaligarh Tinali, Numaligarh
Golihat - 785699
Ph.: 03776 -264645
Mob. : 094355-55068
Contact Person : Mr. Sharma

3. Air Transport Corporation (Assam) Ltd.
HO. Kedar Road, Guwahati -781001
Tel. : 2517057, 2522172
Fax: 2516846
E-mail: atclraja@sancharnet
Contact Person : Mr. K.P. Mishra, AM -
Ph. : 09435353862
E-mail : atc_jorhat@yahoo.com

If a supplier does not quote freight charges, his offer shall be loaded with maximum freight charges as quoted by the other bidders.

ii. Transportation agency (to be indicated)

In case of fleet owner, whether separate invoice with service tax shall be furnished for freight charges : Yes/ No

iii. Approximate wt. and dimension of the total consignment:

H. INSTALLATION CHARGE : Applicable / Not applicable/Free of Cost

We request you to keep transit insurance to your account and quote for the same. For your information, insurance in our scope might create a problem during payment when there is damage, since we cannot make any claim below Rs. 5 lakh as per our co. policy. Considering requested delivery term (FOR, NRL) and our payment term (100% after receipt and acceptance), this is important.

i. Installation charge, if applicable : Included / Excluded in quoted price

ii. If excluded, please indicate the same in terms of %age basic:

However, the quoted price will be exclusive of Service Tax. Service Tax as applicable will be loaded by NRL. SERVICE TAX SHALL BE PAYABLE SUBJECT TO SUBMISSION OF INVOICES AS PER RULE 4 (A) OF SERVICE TAX.

Please indicate the PAN based service tax Registration No :

I. TRANSIT INSURANCE : Included / Excluded in quoted price

i. in terms of %age of basic, if exclusive

If a supplier does not quote transit insurance charges, his offer shall be loaded with maximum transit insurance charges as quoted by the other bidders.

J. STANDARD PAYMENT TERM (Confirm acceptance of NRL's standard payment term i.e. :100% payment within 30 days from the date of receipt and acceptance of consignment or 30 days of receipt of invoice , which ever is later.)

" Please note that in case payment is delayed beyond 30 days after receipt of all necessary documents/consignments as per PO terms & conditions, NRL shall pay interest @ 8% per annum on the delayed amount to the Bidder.

" Further, please note that non compliance of NRL's Payment terms may lead to rejection of offer without further intimation.

K. REPEAT ORDER: as per NRL's GPC. : ACCEPTED / NOT ACCEPTED

L. PART ORDER: as per NRL's GPC. : ACCEPTED / NOT ACCEPTED

M. WARRANTY/GUARANTEE. : ACCEPTED / NOT ACCEPTED
(as per NRL's GPC)

i. Please specify, in case not accepted

N. PERFORMANCE BANK GUARANTEE FOR 10% OF THE TOTAL ORDER VALUE VALID UPTO FULL WARRANTY/GUARANTEE PERIOD OF MATERIALS PLUS THREE MONTHS. THIS PERFORMANCE BANK GUARANTEE SHOULD BE SUBMITTED AS PER STANDARD FORMAT OF NRL : ACCEPTED / NOT ACCEPTED

O. DELIVERY PERIOD :

- i. Please quote your earliest delivery period which shall be counted from the date of placement of order
- ii. Delayed delivery clause, as per GPC : ACCEPTED / NOT ACCEPTED

The delivery period quoted/agreed shall be strictly followed. Failing supplies in time, NRL reserves the right to cancel the order and take alternative procurement action solely at the risk and cost of the Bidder.

In case of delay in execution of the order, NRL may at its option, recover from the Bidder price reduction of 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 5% of the total order value of goods.

P. VALIDITY

i. 90 days from the final due date of quotation : Accepted / Not accepted

Q. In case of part order, all lump sum charges towards Packing & forwarding, Testing Charges, 3rd Party Inspection Charge, Freight Charge quoted by bidder shall be ordered on prorata basis: Accepted / Not accepted

R. SHELF LIFE ITEMS: Please identify & indicate the Shelf Life of the items clearly in the offer.

OFFER TO BE SUBMITTED IN THE FOLLOWING ADDRESS AND FORMAT :

i. To : GM (Commercial & CC)
Numaligarh Refinery Limited,

NRL Complex, Numaligarh ,
Dist : Golaghat, Assam - 785 699

ii. BIDDER MUST INDICATE THE ENQUIRY REFERENCE NO. (i.e. COL. No.) and bid submission date on the ENVELOPE

For details of GPC; GCC; agreed terms and conditions and other formats like, please visit our web site:
www.nrl.co.in

OFFER FROM SUB-BIDDER: Offers from a sub-Bidder shall be acceptable only if the sub-Bidder is an authorized stockist /dealer of the main RFQ Bidder with facility for after sales service. Authorization letter from the main Bidder and Dealership Certificate shall be enclosed along with the offer.

REASONABILITY OF PRICE: CONFIRMATION SHALL BE FURNISHED TO THE EFFECT THAT PRICES QUOTED FOR NRL ARE NOT HIGHER IN ANY RESPECT THAN YOUR QUOTED/AGREED PRICES WITH ANY OTHER PSU AND IN CASE OF DEALERS, THAT YOUR PRICES ARE AS PER MANUFACTURER'S PRICE LIST (PRICE LIST TO BE FURNISHED).

COPIES OF PO PLACED BY OTHER PSU/GOVT. AGENCIES FOR SIMILAR ITEMS SHALL BE FURNISHED ALONG WITH THE OFFER TO JUSTIFY THE REASONABILITY OF QUOTED PRICE.

S] OTHERS:

In order to improve upon the payment and receipt system, NRL plans to introduce Electronic Funds Transfer directly to the various accounts of the Bidders. In order to put the system in place, the following information is required. Please send the same if not sent earlier.

PLEASE FURNISH YOUR BANK DETAILS IN THE ENCLOSED FORMAT FOR EFT MAPPING

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

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) M/s

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 Agency :

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.
MOST URGENT

(Please ignore, if already registered)

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