

## NOTICE INVITING TENDERS



### **HINDUSTAN URVARAK & RASAYAN LIMITED**

**(A JV of NTPC, CIL, IOCL, FCIL & HFCL)**

**Barauni Urvarak Nagar, Begusarai**

P.O: Barauni, Distt: Begusarai (Bihar), Pin: 851115

**[Registered Office SCOPE Minar, Core 3 & 4, 9<sup>TH</sup> Floor, Laxmi Nagar District Center, Delhi-110092]**

### **TWO-BID SYETEM e –TENDER**

1. Online electronic bids (e-tenders) under two cover systems are invited on behalf of Hindustan Urvarak and Rasayan Limited. **“Housekeeping, Pantry Services & Providing Office Assistant at HURL Barauni Project Site”**. Manual bids shall not be accepted. The Bidder submits bids only online.
2. The entire document only Online. The HURL doesn't accept any documents off line, only proof of EMD fee original copy accepted.
3. Tender documents may be view and downloaded from HURL web site: **www.hurl.net.in** (for reference only) and CPPP site **https://eprocure.gov.in/eprocure/app** as per the schedule as given in CRITICAL DATE SHEET as under section 3.2.  
The bid is to be submitted online only on **https://eprocure.gov.in/eprocure/app** up to the last date and time of submission of bids.
4. **The brief details and critical dates of the tender are as under:**

#### **4.1 The brief details of tender :-**

<b>S.No</b>	<b>Item</b>	<b>Description</b>
(i)	Name of work	<b>Housekeeping, Pantry Services &amp; Providing Office Assistant at HURL Barauni Project Site.</b>
(ii)	Tender Reference No.	HURL/BR/CC/2019/03
(iii)	Mode of Tendering	e-Procurement System(Online) <b>I- Technical bid. II- Price bid</b>
(iv)	Tender Type	Open tender
(v)	Cost of Bid document/ Tender Fee	0.0 (NIL)
(vi)	Bid Security/Earnest Money Deposit(EMD)	<b>Rs. 11930.00, BANK Details for EMD Payment through NEFT/RTGS: Bank Name – State Bank of India, CAG-II NEW DELHI (17313) IFS CODE: SBIN0017313, Account No: 00000037880422277. Issue by State Bank of India or any nationalised Bank in India.</b>

(vii)	Duration for Completion of Works	365 Days from the date of issue of Award letter
(viii)	Period of Bid validity	120 days from the date of bid opening.
(ix)	Tender Inviting Authority	<b>DGM (PJ &amp; ADMIN)</b> <b>Barauni Urvarak Nagar, Begusarai</b> P.O: Barauni, Distt: Begusarai (Bihar), Pin: 851115 E-mail: minzbb@hurl.net.in
(x)	Venue of Bid opening (Online)	<b>Barauni Urvarak Nagar, Begusarai</b> P.O: Barauni, Distt: Begusarai (Bihar), Pin: 851115

### 3.2 The Critical dates of tender are as under:

S.No	Particulars	Date & Time
(i)	<b>Published Date</b>	<b>16.08.2019 (5.00 PM)</b>
(ii)	<b>Bid Document Download / Sale Start Date</b>	<b>16.08.2019 (5.00PM)</b>
(iii)	<b>Bid Submission Start Date</b>	<b>16.08.2019 (5.00PM)</b>
(iv)	<b>Bid Document Download / Sale End Date</b>	<b>31.08.2019 (12.00 PM)</b>
(v)	<b>Bid Submission End Date</b>	<b>31.08.2019 (5.00 PM)</b>
(vi)	<b>Bid Opening Date</b>	<b>02.09.2019 (2.00 PM)</b>
(vii)	<b>Price Bid Opening Date &amp; Time Cover-II</b>	<b>Date &amp; time to be intimated later</b>

### 5. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractors are advised to follow the instructions “**Instructions to Bidder for Online Bid Submission**” provided for online submission of bids - .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- Tenderer who has downloaded the tender from the HURL website [www.hurl.net.in](http://www.hurl.net.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.
- Intending tenderers are advised to visit again HURL web site **[www.hurl.net.in](http://www.hurl.net.in)** and CPPP website **<https://eprocure.gov.in/eprocure/app>** regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
- Applicant contractor must provide EMD Payment: Earnest Money Deposit is to be deposited electronically by RTGS in the account of HURL at the below Mentioned details. Bidders are required to submit the details of EMD payment at the time of Bid Preparation. BANK Details for EMD Payment through NEFT/RTGS:  
**Bank Name – State Bank of India, CAG-II NEW DELHI (17313) IFS CODE: SBIN0017313,**  
**Account No: 00000037880422277.** Issue by State Bank of India or any nationalized Bank in India.

10. The Hard Copy of original instruments in respect of earnest money must be delivered to the DGM (PJ & Admin) Hindustan Urvarak & Rasayan Limited, Barauni Urvarak Nagar, P.O: Barauni, Distt.: Begusarai (Bihar), Pin: 851115 on or before bid opening date/time as mentioned in critical date. Tenderer shall likely to be liable for rejection for non-submission of original payment instrument like DD, etc., against the submitted bid.
11. All NSIC / SSI / MSME registered vendors are exempted from submission of EMD fee . NSIC/SSI /MSME certificate must be submitted online to avail the exemption from furnishing the EMD.
12. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.
13. HURL reserve the right to accept or reject any or all tenders and shall not be bound to assign the any reason for such rejection.
14. In case tie between two or more bidders at L-1 position, HURL may decided the considering the highest of the annual turnover in the most recent financial year.
15. In case the HURL requested Shortfall documents/any types of documents as per tender from the bidder only once as per NIC CPP portal the bidder submit the documents only online if the bidder does not submit the documents then offer shall be liable for rejection without any further communication.

**16. Submission of Tender**

The tender shall be submitted online in two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**14.1 Technical Bid**

The following documents are to be uploaded using digital Signature Certificate (DSC) by the Bidder/Contractor along with Technical Bid as per the tender document:

- I. Signed and Scanned copy of proof for qualifying the Pre-qualification criteria of Tender
- II. Signed and scanned copy of proof for payment of Earnest Money Deposit.
- III. Signed and Scanned copy Certificates like Registration certificate, GST No, PAN No, PF No etc.
- IV. Signed and Scanned Copy of Tender Acceptance Letter.
- V. An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- VI. Signed and Scanned No near relative certificate & No deviation Certificate
- VII. Signed and Scanned Copy of Additional Special condition of contract and General Condition of contract.

## 14.2 PRICE BID

### (i) Schedule of price bid in the form of BOQ\_XXXX.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.

## 15. BID CHECKLIST

**Checklist of documents to be submitted online Yes/No:**

S.No	Item Description	Submitted Yes/No
(i)	Earnest Money Enclosed	
(ii)	Tender Acceptance Letter	
(iii)	Certificates like Registration certificate, GST No, PAN No, PF No.	
(iv)	An undertaking that the agency hasn't been blacklisted	
(v)	No near relative certificate	
(vi)	No deviation Certificate	
(vii)	Acceptance of Additional Special Condition of Contract and General Condition of contract.	
(viii)	Proof for qualifying the Pre-qualification criteria of Tender	