

HINDUSTAN URVARAK & RASAYAN LIMITED

(A JOINT VENTURE OF CIL, NTPC, IOCL, FCIL & HFCL)

BARAUNI UNIT

Barauni Urvarak Nagar, Begusarai

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

[Registered Office SCOPE Minar, Core 4, 9TH Floor, Laxmi Nagar District Center, Delhi-110092]



SECTION – I

NOTICE INVITING TENDER (NIT)

TENDER : PROCUREMENT OF A3 AND A4 PAPERS AT HURL BARAUNI.

NIT NO. HURL/BR/CC/22-23/294



TAN URVARAK & RASAYAN LIMITED, BARAUNI UNIT
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1.0 HURL (Hindustan Urvarak & Rasayan Limited), Barauni invites on-line bids from eligible Bidders fulfilling the Qualifying Requirements / Pre-Qualification Criteria (PQC) under Two Bid system for aforesaid package.

2.0 **Brief Details**

Published Date	Refer CPP Portal
Bid Document Download / Sale Start Date	Refer CPP Portal
Bid submission Start Date	Refer CPP Portal
Last Date and Time for Bid submission	Refer CPP Portal
Technical Bid Opening Date & Time	Refer CPP Portal
Earnest Money Deposit (EMD) in INR	INR 8,550.00/-
Pre-Bid Conference Date & Time (if any)	Refer CPP Portal
Last Query Date	Refer CPP Portal
Reverse Auction	Shall be intimated later

3.0 EMD/Bid Security shall be submitted online/ electronically by RTGS / NEFT in the account of HURL as mentioned below details by the stipulated bid submission closing date and time. The payment details of Bid security shall be submitted along with the bidding documents. Any bid without an acceptable Bid Security (if applicable) shall be treated as non-responsive by the employer and shall not be opened.

Name of the Bank : State Bank of India, Overseas Branch, NEW DELHI (17313)
Account Name : Hindustan Urvarak & Rasayan Limited
Account No. : 00000037880422277.
IFSC Code : SBIN0004803.

In case of EMD payment through RTGS/NEFT, Bidder must mention "E294-BIDDER NAME" in the transaction description while making the payment (Refer Clause 14 of Section II-ITB).

4.0 All UDYAM registered vendors -MSE Category are exempted from submission of tender fee & EMD. UDYAM REGISTRATION CERTIFICATE must be submitted online along with the bidding documents to avail the exemption from furnishing the EMD.

MSE bidders seeking benefits of MSE as specified in the Tender Documents, must submit Attested/Self attested copy of UDYAM certificates (as mentioned in clause 4.0 of ITB) failing which no benefit of MSE shall be extended.

5.0 A complete set of Bidding Documents may be downloaded by any interested from the e-tendering Site (<https://eprocure.gov.in/eprocure/app>). Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender document/form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, bid



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will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with HURL for a period of two years.

Intending Bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

Not more than one tender shall be submitted by one bidder/ bidder(s) 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.

6.0 Qualifying Requirements / Pre-Qualification Criteria (PQC)

6.1 Commercial Pre- Qualification Criteria

Following is the commercial Pre-Qualification Criteria (PQC) for the subject tender:

Condition 1: Bidder should be either Partnership firm/Sole Proprietor / Limited company.
Documents required (To be Submitted along with technical bid): i) For Proprietorship firm - Name of the proprietor to be mentioned. Affidavit of proprietorship in original duly notarized (Latest). ii) For partnership firms –Affidavit in originals duly notarized, confirming the current status of the firm along with names of the partners or copy of partnership deed duly notarized (latest) to be submitted iii) For limited companies, notarized copy of Certificate of Incorporation, Memorandum & Articles of Association and copy of allotment of Director Identification Number (DIN) number.
Condition 2: The Average Annual financial turnover during the last 3 years financial years should be at least Rs. 1,28,250.00/- Note- (i) In case where audited results for the last financial year as on the date of techno-commercial bid opening are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case, Bidder is not able to submit the certificate from practicing Chartered Accountant certifying its financial parameters, the audited results for the three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters, a Certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that financial results of the company are under audit as on the date of techno-commercial bid opening and the certificate from a practicing chartered accountant certifying the financial parameters is not available. (ii) Other income shall not be considered for arriving at annual turnover. (iii) Bidder can either submit Annual turnover for a. FY2018-19, 19-20 & 20-21 with CA certified UDIN. b. FY2019-20, 20-21 & 21-22 with CA certified UDIN. (iv) Only ATO with UDIN shall be considered for Evaluation.
Documents required (To be Submitted along with technical bid) “Proof of ATO shall be submitted in the form of Audited Balance Sheet along with statement of Profit & Loss Account certified by Chartered Accountant (CA)”. Unique Document Identification Number (UDIN) No. of CA must be clearly indicated in the above statement.



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NIT Publication date shall be considered for reckoning Annual Turnover (ATO).

6.2 Technical Pre- Qualification Criteria

Following are the Technical Pre-Qualification Criteria (PQC) for the subject tender:

Condition 1: (6.2.1)

Bidder should have successfully completed **Similar Nature of Work** during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following (value excluding GST) shall be as follows:

One similar nature of successfully completed work costing not less than the amount equal to Rs. 3,42,000.00/- '**OR**'

Two similar nature of successfully completed work each costing not less than the amount equal to Rs. 2,13,750.00/- '**OR**'

Three similar nature of successfully completed work each costing not less than the amount equal to Rs. 1,71,000.00/-

Note:

1. Amount mentioned is exclusive of taxes and duties.
2. The Word "Similar Nature of Work" means "**Bidder should have experience in supply of photocopier papers / stationary items in any industry / organization**".
3. Cost of completed purchase order(s), single/two/three mentioned above, is exclusive of GST& Duties and accordingly executed value of the job excluding GST& Duties shall be considered for evaluation of PQC. The duration in which the job is successfully completed shall be considered for evaluation of PQC which is mentioned in 6.2.1 and shall be evaluated on submission of completion certificate with the Purchase order / agreement copy as supportive documents. The purchase order / agreement should contain complete BoQ / SoR with detailed scope of work.
4. The total executed value of the completed order shall be considered for the PQC evaluation.

Documents required (To be Submitted along with technical bid):

1. Copy of Work Order (WO)/PO/rate contract/ agreement with following details:
 - a. Work order/PO/rate contract/ agreement with number, date and value.
 - b. Name of the client and Period of contract.
 - c. Technical specifications, Complete scope of work and contract terms with SoR / BoQ.
2. Contract completion can be submitted in either of the below set of documents/options:
 - a. Option 1: Completion issued by client highlighting below:
 - i. Reference Work order/PO/Rate contract with number, date and value
 - ii. Name of the client, Period of Contract
 - iii. Executed value with quantity under the Work order/PO/Rate contract/ agreement for the particular financial year mentioned.
 - iv. If the executed amount is missing in the completion certificate issued by the client, the bidder shall submit the certificate issued by CA with UDIN for executed amount for the respective order. The details of the respective order should be mentioned in the same.
 - b. Option 2: Tax invoice for the supplied item.
 - i. Reference contract/ Purchase order number, value, quantity, unit of measurement, name of the client, detailed material description in line with the purchase order / contract and all mandatory fields of GST tax invoice must be mentioned.
 - ii. HURL reserves the right to ask for further supporting documents, if required, like TDS, Form 26AS, Payment statement issued by client, bank statement etc. if required. Any mismatch in the amount with the aforementioned supporting documents the bid shall



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be liable to be rejected.
Condition 2: Bidder Must be an OEM / Authorized dealer of OEM
Documents required (To be Submitted along with technical bid): 1. In case of Manufacturer / OEM: Certificate of incorporation / Manufacturing License or any other documentary evidence to establish that they are manufacturer. 2. In case of Authorized dealer /channel partner: Bidder should submit Authorized dealership/channel partnership certificate issued by the OEM. HURL reserves the right to ask for further support documents like certificate of incorporation / manufacturing license, etc. of OEM or other supporting of Authorized dealer or channel partner to verify the authenticity. If bidder doesn't submit the aforesaid documents the bid shall be liable to be rejected.

- 7.0 Bids will be opened as per date/time as mentioned on the Date specified above or on the date specified on the e-tendering portal. The date of Price-Bid opening will be intimated later on the e-tendering portal.
- 8.0 HURL shall not be responsible for any postal /courier delay for submission of EMD and/or other original documents, if applicable.
- 9.0 HURL reserves the right to reject any or all bids or cancel/withdraw the NIT for the subject package without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.
- 10.0 Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e., Bidder and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders. The Power of Attorney of such person needs to be furnished along with bid. The Power of Attorney to be submitted on Rs. 100/- Non-judicial Stamp paper or on Legal Notary (Duly Notarized).
- 11.0 Detail work order (similar in nature as defined) along with the Work completion certificate, endorsed by the client, containing value and quantity, GST, Work order reference, actual date of completion etc. to be submitted by bidders along with the technical bid, towards fulfillment of above PQ criteria. HURL reserves the right to ask relevant documents in order to cross verify the supplied quantity / value to the client for the Purchase order / contract attached in the technical Bid.
- 12.0 Wherever executed value is not mentioned in the completion certificate, the copy of certified bills with service tax/GST details as applicable / Separate certificate from respective client (PO issuing company /Engineer In Charge) regarding executed value with GST details, date of completion etc., shall also be accepted towards fulfillment of PQC, if same is submitted along with completion certificate.
- 13.0 Completion certificate submitted by the bidders shall have clarity with respect to whether GST is included/excluded in the supplied value, towards fulfillment of PQC and same shall be ensured by the bidders by submitting proper and relevant documents as required (e.g. separate certificate from respective client regarding GST) along with delivery completion certificate.
- 14.0 If no clear documents as mentioned above regarding GST / Duties component included/extra/not applicable with respect to the supplied value mentioned in delivery completion certificate is submitted by the bidder & In case GST/duties amount / component is also not specified in the submitted delivery completion certificate, then the amount equivalent to rate of applicable GST/duties as considered by HURL for the subject tender shall be deducted from the value of material supplied



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mentioned in the completion certificate to arrive at the value of the supplied material without GST/duties.

15.0 Similar ARC and Composite orders submitted for PQC.

15.1 Similar ARC (Annual Rate Contract) Jobs that has been successfully completed by the bidder for the originally awarded period shall be considered as completed works even though such ARC is under execution on account of extension. However original term completion should be within the period as indicated in above PQC. Bidder to submit the relevant document along with bid certifying satisfactory completion of the job, executed value of the job and completion date for original period of contract, along with letter of extension of contract, certified by WO issuing company /Engineer In Charge.

15.2 If the bidder submits a rate contract of Annual /Bi annual / multi annual contracts for qualifying "Successfully Completed value" under 1/2/3 similar nature of work/supply then per year completion value shall be considered for PQC evaluation. In order to evaluate the same, the bidder must submit the completion certificate with completion value on yearly basis with required details as mentioned in PQC criteria 6.2.1. If the bidder is unable to submit yearly basis completion value then the bidder shall submit completion certificate along with CA certified copy indicating completion value per year with respective tenure by clearly mentioning UDIN, subject to successful completion of order within original awarded period and fulfilling the requirements mentioned in clause 6.2 of Section -1. The bidder must submit the order amendment copy in case of order extension or deviation or any other amendment. If the bidder fails to submit the above said documents, then HURL reserves the right to calculate the completion value on a prorated basis or as per the suitable calculation method which shall be unquestionable by the bidder.

~~15.3 In composite orders where different types and categories of Materials or services are included the evaluation shall be performed considering only the items and its respective values which cover under "Similar nature of work" and accordingly the bidder shall submit the supporting documents. In case of non-submission of the said documents, HURL reserves the right to evaluate as per the data provided by the bidder and the evaluation result shall be unquestionable by the bidder. Also, if the bidder does not submit the said documents may lead to rejection of the bid.~~

16.0 The GST part of the bill shall be paid only after confirmation of payment from the successful awarded bidder or after confirmation of the corresponding return filed by the contractor from the GST portal. The GST part of the bill shall be withheld till such confirmation.

17.0 In case of sub contract orders, credential as sub-contractor for above PQC shall be considered only when such work orders for sub contract have been issued with approval or written permission of end user/owner/consultant of the owner of the contract from the scope of work of which contractor under the contract has sub contracted a part of or entire work under such work order. In this regard, the bidder has to submit a certificate from the end user/owner/consultant of the owner stating that the main contractor has intimated them about the engagement of sub-contracting OR have been allowed/permitted as a sub-contractor. Based on such Sub contracted portion of the job actually executed by the bidder as subcontractor, PQC evaluation shall be done i.e. In case only part job is subcontracted, similar job & executed value etc for the part job only shall be considered for PQC and not the full job.



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- 18.0 Work completion date shall be considered for deciding the period of work experience.
- 19.0 Evaluation Basis:
- 19.1 Bidder should submit the Shortfall documents as requested in the portal. If Bidder do not respond to the shortfall, HURL reserves the right to evaluate without shortfall documents considering the available bid documents and in such case no bidder/intending bidder shall have any claim arising out of such action.
- 19.2 In case tie between two or more bidders at L-1 position, the sole criterion for determining the L1 bidder shall be on the basis of Average Annual Turn Over of the party calculated from ATO of the last three years. Party having the highest average annual turnover of last three years will be considered as L1 party.
- 20.0 **Evaluation Criteria:** On item wise basis.
- 21.0 **Contract Duration / Delivery completion:** Within one year from the date of ordering and the order shall be placed on staggered delivery basis with minimum ordering value of INR 50,000/-.
- ~~22.0 **Effective date of Contract:** From the date of Handover of site.~~
- 23.0 **Performance Bank Guarantee (PBG):** Bidder must deposit PBG 10% of the contract value in advance. Security deposit/PBG will be refunded after completion of the contract.
In case of PBG payment through RTGS/NEFT, Bidder must mention "P294-BIDDER NAME" in transaction description while making the payment (Refer Clause 15 of Section II-ITB).
- ~~24.0 **Reverse Auction:** Applicable (As per HURL requirement). System Defined Maximum Seal – 50% and decrement value – INR 15,000/-~~
- ~~25.0 **Pre Bid Meeting / Visit:**~~
- ~~25.1 The Bidder on his own interest may visit the site (HURL Barauni) for examining the serviceability and to understand the scope of the contract mentioned in the Tender documents within stipulated time. The Bidder shall send a request via email to the contact details mentioned in the point 24.0 (below) and putting a carbon copy to the concerned persons mentioned in point 23.0. The email communication shall clearly mention the Name of the contractor's company, tender details, Name of the authorized representative and team members with valid ID proofs, Designation and Contact details (phone no. & email ID). The time of the visit shall be finalized as per the schedule fixed by HURL tender representative. The costs of visiting the site shall be borne by the Bidder. Authority shall not be liable for such costs, regardless of the outcome of the Bidding process. No visits shall be entertained after closure of submission of tender document or any successive events.~~
- ~~25.2 The bidders may also submit their queries within prescribed date as per the conditions stipulated in the tender document.~~
- ~~25.3 Site visit or attending pre bid conference shall not be prerequisite for submitting the bid.~~
- 26.0 **Address for Communication.**

From Contracts & Materials (C&M) Department :	
Mr. Ravendran Nagaraju Manager (C&M) nagarajuravendran@hurl.net.in Ph : 07981902800	Mr. Ankit Kumar Maurya Officer (C&M) ankitmaurya@hurl.net.in, Ph. : 06243291716
From Technical Department:	



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Mr. Manish Kumar Manager (HR) Email : manishk@hurl.net.in Ph : 7354883237	Mr. Pramod Kumar Mishra, Officer (HR), Email: pramodkmishra@hurl.net.in Ph : +91-9508593433	
From Stores Department:		
Mr. Rakesh Kumar Tiwari Manager (Stores – C&M) Email - rakesh.tiwari@hurl.net.in Ph : +91-9431725439	Mr. Raj Kumar Singh Store Assistant - C&M Email - rajkumar@hurl.net.in Ph : 6355072875	
Hindustan Urvarak & Rasayan Limited, Barauni Urvarak Nagar, Begusarai, Bihar – 851115		

27.0 Checklist of documents to be submitted:

Sr. No	Documents
1	Techno Commercial Proposal Bid Form. (Enclosed as Annexure-1 of Section VI)
2	Power of Attorney as per requirement mentioned in NIT.
3	Signed, Stamped and Scanned copy of proof for payment of Earnest Money Deposit (EMD) / MSE Certificate with applicable annexure form for exemption.
4	Signed, Stamped and Scanned copy of Certificates like Registration certificate, GST No, PAN No, PF, etc.
5	Signed, Stamped and Scanned copy of Format for Electronics Payment (Enclosed as Annexure-2 to Forms and Procedures i.e., Section VI)
6	Signed, Stamped and Scanned copy of Tender Acceptance Letter (Enclosed as Annexure-3 to Forms and Procedures i.e., Section VI)
7	Documents as required in accordance with Qualifying Requirements / Pre-Qualification Criteria (PQC) i.e., <u>Clause 6</u> of NIT
8	Signed, Stamped and Scanned copy of No deviation Certificate (Enclosed as Annexure-4 to Forms and Procedures i.e., Section VI)
9	Signed, Stamped and Scanned copy of Certificate from CEO/MD/ Legally Authorized Signatory, in the format as enclosed as Annexure-5 to Forms and Procedures i.e., Section VI).
10	Acceptance to Fraud Prevention Policy of HURL, (Enclosed as Annexure-6 to Section VI).
11	Certificate related to Restrictions on procurement from a Bidder of a country which shares a land border with India" i.e. (Enclosed as Annexure-7 to Forms and Procedures i.e., Section VI).
12	Work orders subject to tender for qualification as per Annex – 12 with clearly mentioning Purchase order details relevant to tender based on which PQC can be achieved. Not to be mentioned as "As Attached"/ "mentioned in Bid"/ etc. and HURL RESERVES the right to reject the bid if such terms are mentioned.
13	Declaration of GST (annexure -15) Signed, Stamped and Scanned copy of Declaration of GST (Enclosed as Annexure-15 to Forms and Procedures i.e., Section VI).
14	Signed, Stamped and Scanned copy of Bid Security Declaration Form (Enclosed as Annexure-13 to Forms and Procedures i.e., Section VI).
15	Signed, Stamped and Scanned copy of GCC, SCC & Scope of Work (i.e. Section-V) of tender document.
16	Any Other Document asked for in the Bidding Document



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Note: Failure to Upload Authentic and Correct Documents as mentioned at Sr. No, 1 to 16 above would lead to Rejection of Techno- Commercial Bid. Price Bids shall be opened only of those bidders who are qualified and whose techno-commercial bids are acceptable.