



## NOTICE INVITING TENDER (NIT)

### MATERIAL HANDLING SERVICES FOR BBU PROJECTS OF M/S MRPL



**BIDDING DOC. NO.: AS/B038-413-TM-TN-7104/1032**

#### (DOMESTIC COMPETITIVE BIDDING)

#### E-Tendering

#### 1.0 INTRODUCTION:

Mangalore Refinery and Petrochemicals Limited (MRPL), a subsidiary of Oil and Natural Gas Corporation Limited, is operating a 15.25 MMTPA fuels refinery at Mangalore. The Refinery complex is integrated to Aromatic Complex and designed to produce 900,000 TPA of Paraxylene.

Subsequently, MRPL also intends to expand its refining capacity further through low capex process unit / revamps / augmentation.

Mangalore Refinery & Petrochemicals Ltd. (MRPL) have appointed Engineers India Limited (EIL) as consultant for implementation of Bitumin Blowing Unit (BBU) at Mangalore Refinery.

- 1.1 Engineers India Limited (EIL) on behalf of Mangalore Refinery & Petrochemicals Ltd., invites e-bids **for MATERIAL HANDLING SERVICES FOR BBU PROJECTS OF M/S MRPL** in single stage three bid system from competent agencies with sound technical and financial capabilities meeting the Qualification Criteria stated in clause no. **5.0** of NIT below.

#### 2.0 BRIEF SCOPE OF WORK:

- 2.1 The Brief Scope of Work includes but not limited to the following:
- 2.2 Handling, unloading and stacking of all materials arriving directly by trucks / trailers at the BBU-BS VI Project site at MRPL, Mangalore, as required by the Engineer-in-Charge / concerned authorities.
- 2.3 All aspects of clearance and handling of all materials arriving at Transport companies' godowns located in and around Mangalore, within a radius of 50 KMs or thereabouts from Project site, loading onto trucks / trailers as may be required, subsequent transportation to the project warehouse / site and unloading and stacking as required by the Engineer-in-Charge.
- 2.4 Co-ordination and taking delivery of materials / small consignments from local suppliers located in and around Mangalore, within a radius of 50 KMs or thereabouts from Project site, transportation, unloading and stacking at project warehouse / site as required by the Engineer-in-Charge.
- 2.5 Handling of all documentation and formalities connected with the clearance of materials through the transport companies/local suppliers, and other concerned authorities including Indemnity Bonds. GST and entry formalities of the particular site location / state as applicable time to time to be complied for smooth delivery.
- 2.6 Providing all transport vehicles / trucks / trailers, labour, cranes, lifting tools & tackles and any other material handling equipment, measuring instruments / equipment like thickness meter, measuring tape, vernier caliper, micro meter, portable alloy analyser etc., recharging of depleted inert gas wherever required unpacking, re-packing and lashing materials, other items and facilities whatsoever required for carrying out the work.

- 2.7 Verification and checking of all the materials for any damages and / or loss at every stage, arrangements for weighing, open deliveries/assessments and obtaining of shortage/damage certificates, survey reports etc. and submission of progress/status report.
- 2.8 Shifting of materials from one place to another within Project Area.
- 2.9 Shifting of Electrical /Instrumentation Cables (reserved for BBU- BS-VI project) from present location including loading and unloading (inside MRPL) to Warehouse & its safe storage.
- 2.10 Miscellaneous warehouse activities.
- 2.11 Issue of Materials to various agencies on day to day basis and Material reconciliations at regular intervals as directed by Engineer-in-charge & reconciliation of materials received & issued.
- 2.12 Proper supervision of the entire operations as stated above by experienced and qualified personnel including all local transport facilities of your liaising staff.

The detailed scope of work discipline-wise is specified in Technical Section of the Bidding Document.

**3.0 TIME SCHEDULE FOR COMPLETION:**

**24 (Twenty Four) Months** from the date of issue of Letter of Acceptance (LOA).

**4.0 SALIENT DETAILS:**

a.	Bid Security / Earnest Money Deposit	:	<b>INR 1,46,700/- (Rupees One Lakh Forty Six Thousand Seven Hundred Only). (Refer Clause 9 below for details)</b>
b.	Bidding Document available on Web-site	:	From <b>06<sup>th</sup> January 2023</b> to 1200 Hrs (IST) on <b>30<sup>th</sup> January 2023</b>
c.	Last Date and time of submission of Bids	:	<b>Up to 1200 Hrs (IST) on 30<sup>th</sup> January 2023</b>
d.	<b>Last Date and time of submission of EMD in Original at EIL Gurugram office</b>	:	Refer Clause 9.6 below.
e.	Pre-bid meeting*	:	<b>Through WebEx on 17<sup>th</sup> January 2023 at 1030 Hrs (IST)</b>  Meeting link: <a href="https://eil1.webex.com/eil1/j.php?MTID=m39641ca904ad0e50f1bfb5b6dcba76df">https://eil1.webex.com/eil1/j.php?MTID=m39641ca904ad0e50f1bfb5b6dcba76df</a>  Meeting number (access code): 2653 211 0755 Meeting Password: EILSCM@2022 Access code : 265 321 10755  Need help? Go to <a href="http://help.webex.com">http://help.webex.com</a>
f.	Last date for pre-bid queries	:	<b>Up to 16<sup>th</sup> January 2023</b>
g.	Opening of Techno-commercial (Unpriced) Bids*	:	1400 Hrs (IST) on <b>31<sup>st</sup> January 2023</b>

h.	Cost of Bidding Document (Non- Refundable)	:	Not applicable
i.	Opening of Priced Bids	:	The date & time to be intimated later
j.	Site Location for Site Visit	:	Refer Instructions to Bidders
k.	Place of Submission of EMD	:	Dak Receipt Section, Engineers India Limited R&D Complex, Sector-16 (On N.H.-8) Tower-2 (Ground Floor), Gurugram -122 001 Haryana (India) Tel No. +91-124- 289 1386 / 1365/1367 Mob No.: +91-81302 12692 <b>Kind. Attn.: Mr Anindya Sinha, GM (SCM)</b>
l.	Rate of Interest applicable as per clause 75.0 b) of SCC	:	The Interest rate applicable shall be SBI base rate prevailing as on the date of enquiry plus 1% per annum ie 9.40%+ 1 %=10.40%.

If dates identified as (\*) above happen to be a declared holiday/closed day in EIL Gurugram, then activity shall be conducted on next working day.

The complete Bidding Document is available on EIL website (Only link is available on EIL Website): <http://tenders.eil.co.in>; MRPL website: [www.mrpl.co.in](http://www.mrpl.co.in) and Govt. Website: <https://eprocure.gov.in/eprocure/app> Bidders can view / download the document from any one of the websites mentioned above.

All revisions, amendments, time extension, clarifications, etc. to the NIT/ Bidding Document shall be uploaded in the websites only and shall not be published in Newspapers. Bidders should regularly visit the above website(s) to keep themselves updated and submit their bids based on Latest information.

Request for extension or any queries received from any bidder with less than four working days prior to bid due date shall generally be ignored, since there will not be adequate time for proper communication with Client and other Bidders. Bidders shall submit the bid directly and in their own name without involving any intermediaries.

## 5.0 BIDDER QUALIFICATION CRITERIA (BQC) :

Bidder shall fulfil the following qualification criteria in order to qualify for this work:

### 5.1 EXPERIENCE CRITERIA :

5.1.1 Bidder shall have experience of having carried out and completed **similar work** during the last 7 years ending last day of the month previous to the one in which tenders are invited the value of which should be either of the following :

- Three similar completed works each costing not less than the amount equal to **INR 29,34,750** /-.
- ( or )
- Two similar completed works each costing not less than the amount equal to **INR 36,68,430**/-.
- ( or )
- One similar completed work costing not less than the amount equal to **INR. 58,69,490** /-.

- 5.1.2 The term similar work under **Cl. 5.1.1** above is defined as 'Material Handling Services' which shall mean, material handling of Mechanical / Instrumentation / Electrical items involving receipt / loading / unloading / shifting / storage etc. using Forklift & Hydra or Crane, in Hydrocarbon / Metallurgy / Fertilizer / Infrastructure / Power Sector.
- 5.1.3 In case Bidder has executed / is executing a Composite Work which includes the qualifying work stated above, then value of such qualifying work out of total value of Composite Work shall only be considered for the purpose of qualification.

#### **5.1.5 Experience of Bidder as a Sub-Contractor:**

A job completed by a Bidder as a Sub-Contractor shall be considered for the purpose of meeting the experience criteria of BQC, provided the appointment of sub-contractor was authorized and subject to submission of following documents in support of meeting the BQC:

- a. **Documentary evidence/Certificate by the end-User/Owner/PMC**, with regards to approval of Bidder / execution by the Bidder as a Sub-Contractor to the Main Contractor.
  - b. **Work order and Completion Certificates indicating the value of works and date of completion** issued by Main Contractor (including SOR, wherever required for establishing scope of work).
- 5.1.6 In case, **two separate Bidders submit reference of same work (wherein one was Main Contractor and the other was Sub-Contractor)** for meeting BQC, both Bidders' experience shall be considered for qualification subject to Bidder's meeting other qualification requirements.
- 5.1.7 The **annual inflation in the value of contract executed by the Bidder under the past experience shall not be considered.**
- 5.1.8 Experience of only the Bidding entity shall be considered.
- 5.1.9 **Taxes/Duties in BQC Evaluation**

The executed Contract Price as per the Completion Certificate shall be considered for meeting value based Experience Criteria of BQC, provided the same is excluding Service Tax/GST as applicable. In case the executed contract price includes Service Tax/GST, the same shall be excluded for evaluation.

In case Service Tax / GST amount/ component is not specified in the submitted completion certificate/Contract, then the amount equivalent to rate of applicable Service Tax / GST for the financial year of job completion for the subject tender shall be deducted from the value of completed job mentioned in the completion certificate to arrive at the value of completed job without Service Tax / GST.

## **5.2 FINANCIAL CRITERIA**

### **5.2.1. Annual Turnover:**

The **Average Annual Financial Turnover** of the Bidder during the last 3 years ending 31<sup>st</sup> March of the previous financial year should be at least **Rs 22,01,100/- (Rupees Twenty Two Lakh One Thousand One Hundred only).**

**Turnover:** Turnover shall be taken as **Revenue from operation (excluding GST)** as stated in Financial Statement of the Bidder, excluding other Income.

### 5.2.2. Net Worth:

The **Net worth** of the Bidder as per the immediate preceding year's Audited Financial Statements should be positive. CPSEs having Negative Net Worth shall furnish an undertaking in their Bid that performance shall not be compromised.

Negative Net Worth shall not be a rejection Criteria for CPSEs. Contract award shall be purely on competitive basis.

**Net worth calculation: Net worth means paid up share capital, Share Application Money pending allotment\* and reserves# less accumulated losses and deferred expenditure to the extent not written off.**

Net worth shall be calculated using the following formula:

# Reserves to be considered for the purpose of net worth shall be all **reserves created out of the profits and securities premium account** but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

**\*Share Application Money pending allotment will be considered only in respect of share to be allotted.**

Description		Values <in INR>	Reference (Page no., Clause etc.)
Paid up Share capital (A)	:		
Add: Share Application Money pending allotment (B)	:		
Add: Reserves (As defined above) (C)	:		
Less: Accumulated Losses (D)	:		
Less: Deferred Revenue Expenditure to the extent not written off (E)	:		
<b>Net Worth (A+B+C-D-E)</b>	:		

### 5.2.3. Working Capital:

The minimum working capital of the bidder as per the immediate preceding year's audited financial results should be **Rs 3,66,800/- (Rupees Three Lakh Sixty Six Thousand Eight Hundred only)**

**Working Capital (WC) calculation: Working Capital shall be Current Assets minus Current Liabilities.**

In case, Bidder is unable to meet the WC requirement as above, the Bidder can supplement the WC with a **Fund based Line of Credit (LOC)** from any scheduled commercial bank in India (letters from multiple banks not acceptable), having net worth more than equivalent INR 1000 Million. In such a case, Bidder shall furnish a declaration from the bank for availability of **unutilized fund based line of credit for the shortfall in WC** below the specified WC value, in the format (enclosed as **Annexure-1 to NIT**). **The letter shall provide the status of Fund based Line of Credit as on any date between the date of Enquiry and Bid Due Date.**

The LOC for the shortfall of WC shall be from a single bank only. However, banking syndicate shall also be allowed wherein a group of Banks can jointly underwrite and jointly lend money to the Bidder. In case of Banking syndicate also declaration letter for meeting WC shall be from a single bank only.

In case a Bidder submits Letters from multiple banks, the highest WC amongst all the Banks shall only be considered for BQC evaluation.

**Example:** If the WC required is Rs. 50 Crore and the Bidder has WC of Rs 30 Crore as per the Audited Financial Statement, Bidder needs to submit a LOC for the balance Rs. 20 Crore.

Further, if the Working Capital required is Rs. 50 Crore and the Bidder has WC of (-) Rs 10 Crore as per the Audited Financial Statement, Bidder needs to submit LOC for Rs. 60 Crore to meet the BQC requirement.

**Note:** For any Bidder, as per their company policy if the financial year ending is other than 31st March, then in that case the financial year as followed in their company shall be applicable.

### 5.3 DOCUMENTATION AND DATA REQUIRED WITH THE BID:

The documents to be furnished should include the following:

#### 5.3.1 For Experience Criteria as per clause 5.1 above:

5.3.1.1 The bidder shall, in his own interest, furnish complete documentary evidence to justify that the bidder meets the Qualification Criteria.

5.3.1.2 The copies (duly authenticated as per clause 5.4 of IFB) of the following documents, in support of meeting Bidder Qualification Criteria, shall be provided with the Technical Bid:-

- i. Work Order(s) along with SOR, issued by the Client.
- ii. Completion Certificate(s) issued by Client. The Completion Certificate shall have details like Work Order No. / Date / Brief scope of work, ordered & executed value of the job / completion date etc.

#### 5.3.2 For Financial Criteria as per clause 5.2 above:

5.3.2.1 Complete Audited Financial Statement (which includes 'Balance Sheet' and 'Profit & Loss Account' along-with the all schedules, Notes referred to therein and the Auditor's report).

Or

A letter from the statutory auditor or CA (\*) (as per **Annexure – 3**) or a letter from the bidder duly certified by statutory auditor or CA (\*) (as per **Annexure – 4**).

(\*) CA - (not being an employee/Director and not having any interest in the bidder's company) certificate is acceptable where audited accounts are not mandatory as per law.

5.3.2.2 The above financial details, as per Annexure – 3 or 4, shall be submitted without any reservation/qualification remarks. In case of any qualification remarks, complete booklet of audited annual financial statements along with auditor's report shall also be submitted with the bid.

5.3.2.3 Bidder shall ensure that the certificate/reports issued/attested by practicing Chartered Accountant (CA)/Statutory Auditor in India shall contain **Unique Document Identification Number (UDIN)** of the CA, without which these Certificates/ reports shall not be considered for evaluation.

5.3.2.4 In case the last financial year's closing date was within 9 months prior to bid due date and Complete Audited Financial Statement of last financial year are not available, bidder has the option to submit the financial details of the three previous financial years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate preceding three financial years.

For example, In case, bid due date is up to 31<sup>st</sup> December and Financial details of immediate preceding financial year (year ending 31st March of the same year) are not

available, the financial details of the three previous years immediately prior to the last financial year may be submitted.

#### **5.3.2.5 Submission of Consolidated Audited Financial Statement:**

- i. **Bidder is a Parent/Holding Company:** Where only consolidated Audited Financial Statements are prepared and audited, which includes the financial details of their wholly owned subsidiaries etc., consolidated audited financial statement shall be considered for establishing the financial criteria subject to Statutory Auditor/ CEO/ CFO/ Company Secretary or any member of the Board of Directors of the bidder, certifying that standalone Financial Statements of bidder (without the financial data of subsidiaries, etc.) is not separately prepared and audited.
- ii. **Bidder is a Subsidiary Company:** In case a Bidder is a Subsidiary Company and separate Financial Statements of the Bidder is not prepared & audited, but only a consolidated audited Financial Statements of their Parent Company/Holding Company are available, consolidated audited Financial Statement shall be considered for establishing the financial criteria subject to Statutory Auditor/ CEO/ CFO/ Company Secretary or any member of the Board of Directors of the Parent/Holding company (whose Audited Financial Statements are submitted for qualification) certifying in their letterhead that Financial Statements of Bidder are not separately prepared and audited.

#### **5.4 AUTHENTICATION AND VERIFICATION OF DOCUMENTS**

- 5.4.1 Bidders shall submit documents in support of meeting the BQC duly certified by CEO/CFO/Company Secretary or any member of the Board of Directors in case of limited companies (Private/Public limited).

CEO/ CFO/ Company Secretary or any member of the Board of Directors in case of a limited company can either sign all the pages of the documents or submit a certificate signed by them, listing out all the BQC documents submitted in the bid along with basic details, duly referenced in **Annexure-2 to NIT**.

In case of Proprietorship/ Partnership firms, the authentication shall be by the proprietor/ any two partners and also notarised by public notary on all pages of the documents shall be required.

In addition to above, bidder shall furnish an undertaking in the format enclosed as **Annexure-2 to NIT**, from the same authority (authorities) who had signed and authenticated the documents.

Bidders shall be required to upload the digitally signed authenticated copies of documents for meeting BQC on the e-tendering portal only. In that case, bidders shall not be required to submit the original authenticated documents in physical form to EIL.

- 5.4.2 In addition, bidders to confirm that all authenticated documents submitted for meeting the BQC are certified as per the authentication requirement defined in the bidding document.
- 5.4.3 Requirement of above certification shall not be applicable to published audited annual financial statements in English, if original booklets are submitted.
- 5.4.4 Bidders should ensure submission of complete information/ documentation in the first instance itself. Qualification may be completed based on the details so furnished without seeking any subsequent additional information.

In absence of requisite documents, EIL/MRPL reserves the right to reject the bid without making any reference to the bidder.

- 5.4.5 Submission of authentic documents is the prime responsibility of the Bidder. Wherever EIL/MRPL has concern or apprehension regarding the authenticity/correctness of any document, EIL/MRPL reserves the right of getting the document cross verified from the document issuing authority. Bidder shall provide all necessary assistance in this regard.

In addition to the above, EIL/MRPL shall carry-out verification of the documents submitted towards meeting the BQC, in case of the lowest bidder after Price Bid opening. The detailed methodology for this verification is covered in clause no. 41.3 of ITB.

It shall be the responsibility of the Bidder to provide complete assistance to EIL/MRPL for carrying out the verification exercise. Accordingly, Bidder shall ensure that they submit those executed and completed Work(s)/Contract(s) meeting the BQC for which they can arrange such verification from their respective Clients.

Failure of cross verification shall entitle EIL/MRPL to reject the bid or terminate the Contract, if already issued.

## 5.5 Translation of BQC Documents to English Language

If the supporting documents towards BQC are not in English language, then copies of the English translation of the same shall also be furnished duly certified, stamped and signed, as per the convention followed by the concerned authority in the respective country, by any one of the following authorities:

- a. Local Chamber of Commerce, or
- b. Any recognized/ authorized translator in India.

## 5.6 GENERAL

- 5.6.1. Failure to meet the above Qualifying Criteria at Clauses 5.1 and 5.2 above will render the bid to be summarily rejected.
- 5.6.2. The Bidders who are on Holiday list and/or any other similar list of EIL/MRPL on the due date of submission of Bid / during the process of evaluation of the Bids, the offers of such Bidders shall not be considered for Bid opening/Evaluation/Award.
- 5.6.3. Bidder to inform the status of their being banned or delisted or placed on "Holiday List and/ or any other similar list" (including the matter under subjudice, if any) by any Government or Quasi Government agencies or PSUs. This fact must be clearly stated. If this declaration is not furnished, Bidder's offer shall be treated as non-responsive and liable for rejection.
- 5.6.4. Bidder shall furnish documentary evidence i.e. copies of work orders/ relevant pages of Contract/SOR/invoice/final Bill, completion certificate, from the Owner/ Consultant of work executed, copy of MOU with Sub-Contractor (as applicable), Audited annual Financial Statements containing audited balance sheets and profit & loss accounts statement in the first instance itself, in support of their fulfilling the qualification criteria. **EIL reserve the right to complete the evaluation based on the details furnished without seeking any additional information.**
- 5.6.5. For cases involving Bidder Qualification (Experience) Criteria, only such past experience(s) shall be considered for qualification, details of which are provided in the Bid by the Bidder and/or out of the list of Similar Work experiences specified in the Bid (with or without submitting relevant qualification documents), and subsequently no additional past experience (PTR) which is not referred at all in the Bid in specific location, shall be permitted to be submitted by the Bidder and the Bid shall be evaluated in the following manner:



- a) In case, a Bidder does not meet the BQC based on experience documents (copy of work order, completion certificate, performance certificate etc. as more specifically mentioned in the BQC) submitted by the Bidder in support of meeting the BQC, Bids shall be rejected in case of “No Deviation Bid” without issuing TQs/CQs. However, in case CQs/ TQs are issued, Bidders can be allowed to submit additional documents for any of the work out of the past experience(s) (PTR) list already submitted along with the Bid, to support their meeting the BQC.
- b) No new additional past experience(s) (PTR) (not specified in the list already provided by the Bidder in their Bid) shall be considered from the Bidders.

#### 5.6.6. **CURRENCY CONVERSION FOR EVALUATION OF BQC**

Currency Conversion in case of BQC document other than in Indian Currency/specified Foreign Currency shall be as follows:

- a) **Value based Experience Criteria:** In case currency indicated in the BQC related document (work order/completion certificate etc.) submitted by Bidder towards qualification of value based experience criteria is other than in Indian Currency/specified Foreign currency, the value of work shall be derived to Indian Currency/specified Foreign currency considering “**Bill Selling (foreign exchange) Rate of State Bank of India**” as on the **date of award of work**.
- b) In case, the SBI Bill Selling rate is not available as on the date of conversion as specified above for respective cases, the currency conversion rate shall be taken from the Internet , such as:

<https://www.xe.com/currencyconverter>,  
<https://www.oanda.com/currency/converter>,  
<https://economictimes.indiatimes.com/markets/forex/currency-converter>

5.6.7. EIL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise.

Further, if the Bidder cites any reference of a job executed for Owner / some other Owner through EIL and the Bidder is not able to furnish documentary evidence, Owner/ EIL may consider the internal records of Owner or EIL (as the case may be).

5.6.8. Any direct email communication from Bidder’s Owner / PMC (from their domain server) [of whom Bidder has submitted the past experience] to EIL shall be acceptable for establishing work experience. The same shall be considered as an authentic document.

5.6.9. For meeting the Financial Criteria, bidders shall be required to submit the Audited Annual Reports / Financial Statements of the Company as per the provision of bidding document, audited and issued till the final bid due date (including extended due date). Accordingly, Financial Statements of the Company audited & issued post final bid due date and time shall not be considered for evaluation.

5.6.10. **Integrity Pact is not applicable for the subject tender.**

5.6.11. Bidder should not be under liquidation, court receivership or similar proceedings.

5.6.12. **In case Bidder(s) affirms that present litigations/arbitrations have impact on their obligations to perform the Contract or doesn’t provide the affirmations as above, their bids shall be rejected.**

5.6.13. **The Institute of Chartered Accountant of India at its 379th council meeting dated 17-18th December, 2018 made generation of Unique Document Identification Number (UDIN) mandatory for every signature of full time practicing chartered accountant in phased manner for following services:**

- 1 All certificates with effect from 1st February, 2019.
- 2 GST and Income Tax Audit with effect from 1st April, 2019.
- 3 All Audit and Assurance Functions with effect from 1st July, 2019.

In view of the above, bidder shall ensure that any certificate/ reports issued/ attested by an practicing chartered accountant in India and submitted in the bid shall mandatorily include the UDIN number. Certificate / reports issued/ attested without UDIN number of practicing chartered accountant in India shall not be considered for evaluation.

5.6.14. Any additional documents, if deemed necessary to establish the qualifying requirements may be submitted by the Bidder.

6.0 ***“Purchase Preference under Public Procurement Policy, 2012 for MSEs” is applicable for the tender.***

7.0 **PRE-BID MEETING :**

7.1 Bidders are requested to attend the pre-bid meeting through WebEx, as per the details mentioned in Clause No. 4.0 above.

7.2 The bidder may send their queries, if any, on Bidding Document by e-mail to [anindya.sinha@eil.co.in](mailto:anindya.sinha@eil.co.in); / [naveen.pandit@eil.co.in](mailto:naveen.pandit@eil.co.in); / [aritra.de@eil.co.in](mailto:aritra.de@eil.co.in) prior to Pre-bid meeting. These queries shall be replied during the Pre-bid meeting.

7.3 The queries raised (without identifying the sources of the query) and the responses given will be transmitted to all who have been provided access to the Bidding Documents.

7.4 Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.

8.0 **SUBMISSION OF BIDS & VALIDITY**

8.1 Bids are required to be submitted only through Govt. of India CPP Portal at <http://eprocure.gov.in/eprocure/app> on or before the Bid submission date and time. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). No enrolment fee would be charged from the bidders. It may also be noted that the price details are required to be filled & submitted only on the Schedule of Price format downloaded from above e-Tendering website.

8.2 Bidders in their own interest are requested to enroll on Govt. of India CPP portal and upload/submit their bid well in time. In the event of failure in bidder's connectivity with EIL/CPP Portal during the last few hours, bidder is likely to miss the deadline for bid submission. Due date extension request due to above reason may not be entertained.

8.3 Physical Bids / Offers or Bids through any other mode shall not be accepted. The Offers submitted through e-tendering system, as above shall only be considered for evaluation and ordering.

8.4 Bidders to refer Instruction to Bidders for E-Tendering Methodology provided as Annexure-I to Instructions to Bidders (ITB), in the Bidding Document. Bidders are requested to get acquainted with the E-Tendering System in advance and obtain/seek clarifications, if any from EIL and/or CPP Portal Helpdesk, whose contact information is provided in the Annexure-I to ITB.

8.5 Subsequent to the submission of bid, bidders are not allowed to change the price or substance of the bid i.e. scope of work, specifications, delivery schedule, completion period etc. including modification of the bid to meet the BQC.

8.6 Validity of bid shall be **4 (four)** months from the final due date of submission of Bids.

9.0 **EARNEST MONEY DEPOSIT (EMD)**

- 9.1 Bidders shall submit Earnest Money Deposit (EMD) as mentioned above in the form of demand draft (in INR) or bank guarantee (as per Proforma provided in the Bidding Document) in favour of “Mangalore Refinery and Petrochemicals Limited (MRPL), Mangalore”. Issuance of Bank Guarantees shall be confirmed directly to the Owner / EIL. Bids not accompanied with EMD shall be rejected and bidder shall not be allowed to witness the tender opening.
- 9.2 Earnest Money Deposit (EMD) as mentioned above shall be submitted within the Bid Due Date. Earnest Money Deposit (EMD) if submitted in the form of Bank Guarantee, shall be valid for a period of **2 (Two) months** beyond the bid validity and shall be submitted from any Scheduled Bank (Including nationalized banks, other scheduled commercial banks, schedule cooperative banks and scheduled regional rural banks as appearing in the second Schedule to the RBI Act 1934.
- 9.3 Exemption of EMD will be applicable for Indian CPSUs. CPSU / CPSE shall submit declaration to this effect that being CPSU/ CPSE they are exempted from submitting Bid Security.
- 9.4 Micro or Small Enterprises (MSEs) registered under Gol Udyam Registration Portal, subject to any relaxation provided by statutory authority, shall not be required to submit Bid Security. Only **Udyam Registration Certificate** for Micro & Small Enterprises shall be considered for availing the various benefits under Public Procurement Policy for MSE, 2012 (PPP-MSE, 2012).

The Udyam registration certificate shall be verified from Gol Udyam registration portal (present web address is <https://udyamregistration.gov.in>). The status of MSE Bidder as on date of Unpriced Bid Opening shall be considered for applying above benefits for entire evaluation.

In case an MSE bidder has submitted Udyam Registration Certificate but authenticated scanned document is not uploaded alongwith Bid on CPP Portal, the same can be accepted provided a valid MSE Certification is available on Government Udyam Registration portal.

- 9.5 Bidders are required to submit the EMD (in the prescribed format) in original at the time of bid submission in sealed envelope and are required to upload the scanned copy of EMD on e-tender Portal along with e-Bid. EMD in original shall be submitted in a sealed envelope titled “**Earnest Money Deposit for Bidding Document No.: AS/B038-413-TM-TN-7104/1032 (Material Handling Services)**”. Bidder must upload the scanned copy of EMD (in the prescribed format) on e-tender Portal along with the e-bid. Swift message/Cheque/Cash shall not be acceptable. In case bidder fails to upload scanned copy of EMD on e-tender Portal by the bid due date & time, such bid shall not be considered for evaluation.
- 9.6 **Bidder shall be required to submit the copy of the bid security (or authenticated exemption certificate, wherever applicable) within the final extended bid due date and time on the e-tendering portal. In case of bid security in the form of BG/ DD, bidders shall also be required to submit the original DD/ BG to EIL , preferably before the final extended bid due date and time but not later than 7 (Seven) calendar days from final extended bid due date and time. If the Bidder fails to submit Bid Security (BG/ DD) physically in original within the above cut-off date, his bid shall be rejected and not considered for further evaluation, irrespective of their status/ ranking in tender and notwithstanding the fact that a copy of Bid Security was earlier uploaded by the bidder on the e-tendering portal.**

10.0 **GENERAL**

- 10.1 OWNER/EIL reserves the right to carry out capacity & capability assessment of the bidder using in-house information and past performance.
- 10.2 The bidders who are on Holiday Listing/Black Listing/Suspension/Banning list of OWNER or EIL on due date of submission of bid/ during the process of evaluation of the 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.
- 10.3 Wherever-“**Black-listing / Holiday Listing**” is appearing in the Bidding Document the same stands replaced by – “**Black-listing / Holiday Listing /Suspension / Banning List**”.
- 10.4 OWNER/EIL 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.
- 10.5 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.
- 10.6 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 10.7 Bidders may view the Bid opening through Govt. of India CPP Portal i.e. <http://eprocure.gov.in/eprocure/app>.
- 10.8 OWNER/EIL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 10.9 Consultant for the Project or their subsidiary company or companies under the management of consultant, are not eligible to quote for the execution of the same job for which they are working as consultant.
- 10.10 Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- 10.11 Owner reserves its right to allow Public Sector Enterprises (Central/State), purchase preference as admissible/applicable from time to time under the existing Govt. policy. Owner shall also follow the Public Procurement Policy on Procurement of Goods and services from Micro and Small Enterprises (MSEs) Order 2012.
- 10.12 For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- 10.13 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 10.14 Clarification, if any, can be obtained from GM (SCM), Engineers India Limited, R&D Complex, Sector-16 (On N.H.-8), Tower-1 (1<sup>st</sup> Floor), Gurugram-122 001, Haryana (India), Tel No. +91-124- 289 1386/1365/1367. e-mail id: [anindya.sinha@eil.co.in](mailto:anindya.sinha@eil.co.in); / [naveen.pandit@eil.co.in](mailto:naveen.pandit@eil.co.in); / [aritra.de@eil.co.in](mailto:aritra.de@eil.co.in).

General Manager (SCM)  
Engineers India Limited, Gurugram.

**Annexure-1 to NIT**

**(To be declared by the Bank on their Letter Head)**

**DECLARATION FOR AVAILABILITY OF UNUTILIZED LINE OF CREDIT**

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

We \_\_\_\_\_ <Insert Name of Bank>, a Bank, having its registered office at \_\_\_\_\_ <Insert full address of the Bank with Country Name> and Branch at \_\_\_\_\_ <Insert full of Branch address with Country Name, in case different from registered office >, hereby confirm that the Company M/s \_\_\_\_\_ <Insert Company Name in favour of whom Declaration being issued>, having its registered office at \_\_\_\_\_ <Insert full address of Company with Country Name> and their working Office address at \_\_\_\_\_ <Insert full working office address with Country Name, in case different from registered office >, is having Bank account with our Bank.

The credit limits of the Company as on \_\_\_\_\_ <Insert any Date between the date of Enquiry and Bid Due Date> are as follows:

<b>Fund Based Line of Credit (towards Working Capital like CC Limit)</b>	<b>Amount in (Currency _____)</b>
Sanctioned Line of Credit	
Utilized Line of Credit	
Balance Line of Credit	

The Bank further hereby declare that we are a Scheduled Commercial Bank in India having Net Worth is more than INR 1000 Million as per our latest audited financial statements.

Yours Faithfully,

Signature

Name:

Designation:

E-mail ID:

Mobile number:

Tel (with STD Code):

Seal:

**SELF-CERTIFICATION FOR ALL BQC DOCUMENTS (INCLUDING MSE DOCUMENTS)**

**RFQ/Bidding Document No.:**

**Item/Work:**

I, \_\_\_\_\_ S/o/D/o of \_\_\_\_\_, working as \_\_\_\_\_ {CEO/ CFO/ Company Secretary or any member of the Board of Directors in case of a limited company or proprietor / any two partners in case of Proprietorship / Partnership firms (indicate, as applicable)} of the Company \_\_\_\_\_ having its registered office at \_\_\_\_\_ certify that all the details including documents pertaining to Bidder Qualification Criteria signed by undersigned vide our offer reference \_\_\_\_\_ against your Enquiry document \_\_\_\_\_, are true, authentic, genuine and exact copy of its original.

Sl. No.	Document Reference No. & Date	Document Subject	Issuing Authority

It is certified that none of the documents are false/forged or fabricated. All the documents has been submitted with full knowledge of (i) the provisions of the Indian laws in respect of offences including, but not limited to those pertaining to criminal breach of trust, cheating and fraud (ii) provisions of bidding conditions and iii) Suspension / Banning rules of Owner/ EIL, which entitle the Owner/EIL to initiate action in the event of such declaration turning out to be a misrepresentation or false representation.

I further certify that further documents, if any, required to be submitted by our company, shall be submitted under my knowledge and those documents shall also be true, authentic, genuine, exact copy of its original and shall not be false/forged or fabricated.

I also declare that in case, at a later date, any of the document submitted in our bid referred above is found to be false/forged or fabricated, I, shall be held responsible for the same and EIL/Owner has every right to take action against me and my company, as deemed fit as per law of land and provisions of the Bidding Documents and EIL/Owner's right to put our company on Suspension / Banning list for future business with EIL/Owner.

Specimen Signature of authorized representative

Signature  
Name & Designation

*(CEO/ CFO/ Company Secretary or any member of the Board of Directors in case of a limited company or proprietor / any two partners in case of Proprietorship / Partnership firms (indicate, as applicable))*

Notarised by Notary Public (applicable only in case of Proprietorship / Partnership firm)

(Letter from Statutory Auditor/CA)  
**(On Letter Head of Statutory Auditor/CA)**

**FINANCIAL DETAILS**

We, \_\_\_\_\_<Insert Name of Statutory Auditor>, a CA firm having our registered office address \_\_\_\_\_<Insert full address of Statutory Auditor>and certificate number \_\_\_\_\_<Insert certificate number>, certify that we are the Statutory Auditor of the Company/Firm M/s \_\_\_\_\_<Insert Name of the Bidder>, having its registered office at \_\_\_\_\_<Insert Address of Bidder>.

**OR**

We, \_\_\_\_\_<Insert Name of CA>, a CA firm having our registered office address \_\_\_\_\_<Insert full address of CA>and certificate number \_\_\_\_\_<Insert certificate number>, certify that statutory auditor is not mandatory for the Company/Firm M/s \_\_\_\_\_<Insert Name of the Bidder>, having its registered office at \_\_\_\_\_<Insert Address of Bidder>as per prevailing law and we are practicing Chartered Accountant, not being an employee/ Director and not having any interest in the Company/Firm.

Financial details of the above mentioned Company/Firm are as follows: <Auditor/CA to select either of the following options and strike off the other>.

- a. **Bidder is a parent company**(i.e., having its subsidiaries):<Auditor to select either of the following options and strike off the other>.
- i. Financial details are of parent company without the financial data of subsidiaries
  - ii. Financial details are of parent company including the financial data of subsidiaries. It is further certified that separate annual report of bidder, without the financial data of subsidiaries, is not prepared and audited.

**OR**

- b. **Bidder is a subsidiary company**: <Auditor to select either of the following options and strike off the other>.
- i. Financial details are of subsidiary company
  - ii. Financial details are of parent company including the financial data of subsidiaries. It is further certified that separate annual report of bidder (i.e. subsidiary), is not separately prepared and audited.

**OR**

- c. **Bidder does not have any subsidiary or parent company**: Financial details of the company itself.

S no.	Description	Year	Value in Currency (_____)	In case of currency in Financial statement is other than INR/USD, value to be converted in USD (*)
1.	Turnover	Latest financial year (_____)		
		Preceding 1 <sup>st</sup> year (_____)		
		Preceding 2 <sup>nd</sup> year (_____)		
2.	Net Worth	Latest financial year (_____)		
3.	Working Capital	Latest financial year (_____)		

(\*) Bidder's Currency to US\$ conversion factor: \_\_\_\_\_ <indicate the currency conversion factor as on Date of Audited Financial Statement>.

**Notes:**

- 1. Indicate Positive or Negative sign with the Figure in case of Net Worth and Working Capital.** In case, no sign is indicated, the figure shall be considered as Positive.
- In case the last financial year's closing date was within 9 months prior to bid due date and Complete Audited Financial Statement of last financial year are not available, bidder has the option to submit the financial details of the three previous financial years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate preceding three financial years.

For example, In case, bid due date is up to 31<sup>st</sup> December and Financial details of immediate preceding financial year (year ending 31<sup>st</sup> March of the same year) are not available, the financial details of the three previous years immediately prior to the last financial year may be submitted.

**3. Submission of Consolidated Audited Financial Statement:**

- (i) Bidder is a Parent/Holding Company:** Where only consolidated Audited Financial Statements are prepared and audited, which includes the financial details of their wholly owned subsidiaries etc., consolidated audited financial statement shall be considered for establishing the financial criteria subject to Statutory Auditor/ CEO/ CFO/ Company Secretary or any member of the Board of Directors of the bidder, certifying that standalone Financial Statements of bidder (without the financial data of subsidiaries, etc.) is not separately prepared and audited.
- (ii) Bidder is a Subsidiary Company:** In case a bidder is a subsidiary company and separate Financial Statements of the bidder is not prepared & audited, but only a consolidated audited Financial Statements of their Parent Company/Holding Company as available, consolidated audited Financial Statement shall be considered for establishing the financial criteria subject to Statutory Auditor/ CEO/ CFO/



Company Secretary or any member of the Board of Directors of the Parent/Holding company (whose Audited Financial Statements are submitted for qualification) certifying in their letterhead that Financial Statements of bidder are not separately prepared and audited.

4. **Net worth calculation:** Net worth means paid up share capital, Share Application Money pending allotment\* and reserves# less accumulated losses and deferred expenditure to the extent not written off. Net worth has been calculated using the following formula, as per provisions of the enquiry document:

# Reserves to be considered for the purpose of net worth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

\* Share Application Money pending allotment will be considered only in respect of share to be allotted.

Description		Values <in Currency>	Reference (Page no., Clause etc.)
Paid up Share capital (A)	:		
Add: Share Application Money pending allotment (B)	:		
Add: Reserves (As defined above) (C)	:		
Less: Accumulated Losses (D)	:		
Less: Deferred Revenue Expenditure to the extent not written off (E)	:		
<b>Net Worth (A+B+C-D-E)</b>	:		

5. **Working Capital calculation:** Working Capital shall be **Current Assets minus Current Liabilities**.
6. **Turnover:** Turnover shall be taken as **Revenue from operation (excluding GST)** as stated in Financial Statement of the Bidder, excluding other Income.
7. Net worth, Working Capital and Turnover have been calculated using the above mentioned formulae and after giving effect to the impact of Audit Qualifications given in the Audit Report.

Signature with date

Name:

Designation:

UDIN [Applicable for CA in India]

E-mail ID:

Mobile number:

Tel (with STD Code):

Seal:

(Certification by Statutory Auditor/CA)  
(On the Letter Head of Company/Firm duly certified by Statutory Auditor/CA)

**FINANCIAL DETAILS**

We, M/s \_\_\_\_\_ <Insert Name of Bidder>, having our registered office at \_\_\_\_\_<Insert Address>, certify that M/s \_\_\_\_\_<Insert name of Statutory Auditor>is a Statutory Auditor of our Company, having its registered office at \_\_\_\_\_ <Insert address of Statutory auditor>, having certificate number \_\_\_\_\_ <Insert certificate number>.

OR

We, M/s \_\_\_\_\_<Insert Name of Bidder>, having our registered office at \_\_\_\_\_ <Insert Address>, certify that auditing of the financial statement is not mandatory for the Company as per prevailing law and M/s \_\_\_\_\_<Insert name of CA Firm>, a CA firm having its registered office at \_\_\_\_\_<Insert address of CA Firm>, having certificate number \_\_\_\_\_ <Insert certificate number>is the practicing Chartered Accountant, and not being an employee/Director of our Company and not having any interest in our Company.

Financial details are as follows: <Bidder to select either of the following options and strike off the other>.

- a. **Bidder is a parent Company**(i.e., having its subsidiaries):<Bidder to select either of the following options and strike off the other>.
  - i. Financial details are of parent company without the financial data of subsidiaries
  - ii. Financial details are of parent company including the financial data of subsidiaries. It is further certified that separate annual report of bidder, without the financial data of subsidiaries, is not prepared and audited.

OR

- b. **Bidder is a subsidiary Company**: <Bidder to select either of the following options and strike off the other>.
  - i. Financial details are of subsidiary Company
  - ii. Financial details are of parent company including the financial data of subsidiaries. It is further certified that separate annual report of bidder (i.e. subsidiary), is not separately prepared and audited.

OR

- c. **Bidder does not have any subsidiary or parent Company:** Financial details of the Bidder itself.

S no.	Description	Year	Value in Currency (_____)	In case of currency in Financial statement is other than INR/USD, value to be converted in USD (*)
1.	Turnover	Latest financial year (_____)		
		Preceding 1 <sup>st</sup> year (_____)		
		Preceding 2 <sup>nd</sup> year (_____)		
2.	Net Worth	Latest financial year (_____)		
3.	Working Capital	Latest financial year (_____)		

(\*) **Bidder's Currency to US\$ conversion factor:** \_\_\_\_\_ <indicate the currency conversion factor as on Date of Audited Financial Statement>.

**Notes:**

1. **Indicate Positive or Negative sign with the Figure in case of Net Worth and Working Capital.** In case, no sign is indicated, the figure shall be considered as **Positive**.
2. In case the last financial year's closing date was within 9 months prior to bid due date and Complete Audited Financial Statement of last financial year are not available, bidder has the option to submit the financial details of the three previous financial years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate preceding three financial years.

For example, In case, bid due date is up to 31<sup>st</sup> December and Financial details of immediate preceding financial year (year ending 31<sup>st</sup> March of the same year) are not available, the financial details of the three previous years immediately prior to the last financial year may be submitted.

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- (i) **Bidder is a Parent/Holding Company:** Where only consolidated Audited Financial Statements are prepared and audited, which includes the financial details of their wholly owned subsidiaries etc., consolidated audited financial statement shall be considered for establishing the financial criteria subject to Statutory Auditor/ CEO/ CFO/ Company Secretary or any member of the Board of Directors of the bidder, certifying that standalone Financial Statements of bidder (without the financial data of subsidiaries, etc.) is not separately prepared and audited.

(ii) **Bidder is a Subsidiary Company:** In case a bidder is a subsidiary company and separate Financial Statements of the bidder is not prepared & audited, but only a consolidated audited Financial Statements of their Parent Company/Holding Company as available, consolidated audited Financial Statement shall be considered for establishing the financial criteria subject to Statutory Auditor/ CEO/ CFO/ Company Secretary or any member of the Board of Directors of the Parent/Holding company (whose Audited Financial Statements are submitted for qualification) certifying in their letterhead that Financial Statements of bidder are not separately prepared and audited.

4. **Net worth calculation:** Net worth means paid up share capital, Share Application Money pending allotment\* and reserves# less accumulated losses and deferred expenditure to the extent not written off. Net worth has been calculated using the following formula, as per provisions of the enquiry document:

# Reserves to be considered for the purpose of net worth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

\* Share Application Money pending allotment will be considered only in respect of share to be allotted.

Description		Values <in Currency>	Reference (Page no., Clause etc.)
Paid up Share capital (A)	:		
Add: Share Application Money pending allotment (B)	:		
Add: Reserves (As defined above) (C)	:		
Less: Accumulated Losses (D)	:		
Less: Deferred Revenue Expenditure to the extent not written off (E)	:		
<b>Net Worth (A+B+C-D-E)</b>	:		

5. **Working Capital calculation:** Working Capital shall be **Current Assets minus Current Liabilities**.

6. **Turnover:** Turnover shall be taken as **Revenue from operation (excluding GST)** as stated in Financial Statement of the Bidder, excluding other Income.

7. Net worth, Working Capital and Turnover have been calculated using the above mentioned formulae and after giving effect to the impact of Audit Qualifications given in the Audit Report.

Signature with date

Name & Designation of Bidder (with seal)

**Sign and Stamp of Statutory auditor/ CA (on all pages)**

Signature with date

Name & Designation:

UDIN [Applicable for CA in India]

E-mail ID:

Mobile number:

Tel (with STD Code):

Seal: