



एन एफ एल
NFL

नेशनल फर्टिलाइजर्स लिमिटेड, बठिंडा-151003
सिविल इंजिनियरिंग विभाग



Ref. No. NFB/Civil/CW-325

Dated: 05.02.2024

Name of the Work: **Renovation of toilets and construction of new toilets in NFL Bathinda.**

ANNEXURE-I

**COVERING LETTER OF NIT &
SPECIAL INSTRUCTIONS TO TENDERER FOR E-TENDERING**

Ref. No.: NIT No.NFB/ Civil/CW-325 Dated: 05.02.2024.

Subject: E-Tender for "Renovation of toilets and construction of new toilets in NFL Bathinda"

Dear Sir,

NATIONAL FERTILIZERS LIMITED (NFL), BATHINDA, a Govt. of India Undertaking referred to herein as the Owner intends to enter into works contract **"Renovation of toilets and construction of new toilets in NFL Bathinda."** to its Plant located at BATHINDA (Punjab). You are invited to submit the Tenders for the said work as per detail hereunder through **e-Tendering**.

- 1) **a) Tender Schedule:** as per schedule given below
(b) Estimated value of work : ₹ 47.99lakhs Inclusive of GST
- 2) **Methodology:** The activity defined for tenderer are Download of Tender document, Bids Preparation and Encryption, Re-encryption of Online bid, uploading of the bids.
 - i. The tendering shall be made through e-tendering process.
 - ii. The offers/bids in this process are required to be submitted electronically on the web site <https://www.etenders.gov.in>, www.eprocure.gov.in
 - iii. No oral, telephonic, telegraphic tenders or tenders submitted in hard copies/physical form will be entertained.
 - iv. All tenders should be submitted online digitally signed and sealed by using digital certificate before the due date & time as per the schedule. This may however be done by tenderer from their office or from place of their choice.
 - v. Tenderer are requested to scrutinize the terms and condition of this tender thoroughly along with the General Terms and conditions, etc. as given in tender documents.
 - vi. No amendment to the tender would be admissible under any circumstances, whatsoever after the closing date and time of receipt of tenders.
 - vii. All request for interpretation, clarification & queries in connection with tender shall be addressed in writing to Issuing Authority Chief Manager (Civil) at least 7 (SEVEN) days prior to the closing date of the tender.
- 3) **Deposition of Earnest Money (EMD) and Tender Fee:** Earnest deposit of **₹50,000.00 (Rupees Fifty Thousand only) and ₹750.00 (Rupees Seven Hundred Fifty only)** as Tender Fees are to be deposited by A/C Payees Demand Draft / banker's Cheque / E-transfer, drawn on any Scheduled Bank except Rural or Co-Operative Bank in favour of "National Fertilizers Limited, Bathinda" payable at Bathinda. The Earnest Money and Tender Fees shall not be accepted in any other form except specified. DD payable at locations other than Bathinda will not be accepted.
 - a) Tenderer is required to **enter the DD no. and other related details online.**
 - b) A/C Payees Demand Draft / bankers Cheque / E-transfer details in sealed envelope super-scribed with **"Earnest Money and Tender Fee for "NFB/ Civil/CW-325 Dated:05.02.2024"** shall reach us at the address of communication to NFL, before the techno-commercial bid opening (as per tender schedule) though. In case tenderer fails to do so, the offer is liable to be rejected and may not be opened.
 - c) NFL takes no responsibility for delay, loss or non-receipt of EMD sent by post/courier.
 - d) Earnest Money deposit of the unsuccessful tenderer will be returned as early as possible after finalization of the tender.

- e) Earnest Money Deposit will not carry any interest.
- ~~f) If a party is seeking exemption under MSMED ACT, it is required to submit a proof of being registered as MSMED for the item tendered. (Not Applicable)~~
- 4) **Tender Opening:** The tenders will be opened electronically by NFL from Bathinda office.
- 5) **Price Bid Opening:** Price bid of all the tenderer who are meeting Eligibility Criteria and techno-commercially acceptable shall be opened electronically. The tenderer shall quote the rates in the UNITS given in the **Schedule of Rates**, inclusive of all the duties, taxes, levies on works contracts, etc. Including GST.
- 6) Further NFL reserves its right to open the Price bids of only such contractors who have submitted the documents as per our NIT. National Fertilizers Ltd further reserves it's right to reject any or all tenders without assigning any reason whatsoever and also are not bound to accept the lowest tender.
- 7) Tender / bids shall be evaluated on **overall lowest basis**. National Fertilizers Limited reserves the right to negotiate with the lowest tenderer, at Bathinda office and shall give prior intimation to such tenderer.
- 8) **National Fertilizers Limited** also reserves it's right to award the complete contract to lowest tenderer or can split up the contract between two tenderer without assigning any reason thereof.
- 9) Tender shall liable for rejection if acceptance and non-submission of the documents mentioned here below from (A) to (D) are not made by the tenderer. Tenderer along with NIT. Tenderer has to upload the hard copies of all these documents.
- (A) Declaration Forms I, II & III (Performa at Annexure-II,III,IV & V)
- (B) An Affidavit on Non-Judicial Stamp paper of appropriate value duly attested by Notary (Ann VI),
- (C) An Affidavit on Non-Judicial Stamp paper of appropriate value duly attested by Notary in original regarding status/style of business entity (Annexure XI).
- (D) Notarized/Certified copy of power attorney on Non-judicial stamp paper of appropriate value duly attested by notary / Magistrate in case of sole proprietor / Partnership Firm / Company or Authorisation (backed by board resolution) in case of a company in favour of a person who has signed the tender documents on behalf of tenderer.
- 10) Bidders shall make sure that all the uploaded documents are signed by authorised signatory of the company, and submit the same in original by registered post at the following address:
- Chief manger (Civil)**
National Fertilizers Limited
Sibian Road, Bathinda – 151003
- 11) **Instructions for e-tendering:**
NATIONAL FERTILIZERS LIMITED (NFL), BATHINDA, a Govt. of India Undertaking referred to herein as the Owner intends to enter into **works contract** "**Renovation of toilets and construction of new toilets in NFL Bathinda**" to its Plant located at BATHINDA (Punjab). You are invited to submit the Techno-commercial proposal and Price proposal for the said contract through e-Tendering. Methodology for submission of proposal has been detailed here under in this document.
1. The tendering shall be made through e-tendering process. The offers in this process are required to be submitted electronically in place of offers in 'hard copy under sealed envelope' as being done conventionally.



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2. The system requirements to participate in the e-tendering are as under:
- Pre-Requisites for System using e-Procurement sites:
 - Windows 7, 8, 10 professional
 - A computer system with at least 1 GB RAM and Internet Connectivity.
 - Internet Explorer 11.0 and above.
 - Internet Connectivity with at least 2Mbps speed.
 - Java Run Time Engine (JRE -1.8.0) or higher.
 - Microsoft Office 2003 with MS Word and MS Excel.
 - Adobe Acrobat Reader, PKI Installation Driver for Digital Signature.
 - Pre-Requisites for DSC Registration:
 - The Vendor becomes a valid vendor only after the registration of DSC.
 - Vendors need to possess a valid DSC for participating in e-Tendering (Class 3 DSC)
 - Vendors need to procure DSC 24 hours prior to DSC registration.
 - Respective DSC drivers need to be installed.
 - DSC needs to be physically inserted into the system.
 - DSC should appear in the browser.
 - DSC of the vendor will be mapped with their User ID once they login for the first time.
 - Pre-Requisites for Login Credentials:
 - Vendor shall safely keep their User ID and password, which will be issued by the service provider upon registration/ Sign-up.
 - Vendor shall not disclose their User ID as well as password and other material information relating to the bidding to any one and safeguard its secrecy.

S. No.	Support For	Support Contact no	Contact No.	E-mail
1	E-tendering Support	Help Desk	+91-120-4200462, +91-120-4001002, +91-120-4001005, +91-120-6277787	support-eproc@nic.in;

M/s. National Fertilizers Ltd., Bathinda	
Name : Shri Sanjeev Kumar Purohit	Name : Shri Parminder Singh
Designation : Chief Manager (Civil)	Designation : Deputy Manager (Civil)
National Fertilizers Limited	National Fertilizers Limited
Sibian Road, Bathinda	Sibian Road, Bathinda
Phone.: +91 7065556991	Phone.: +91 9463194700
E-mail: skpurohit@nfl.co.in	E-mail: parminder.singh@nfl.co.in

12) SYSTEM FAILURES AND REMEDIAL MEASURES THEREOF/COURSE OF ACTION TO BE FOLLOWED:

NFL shall make all out efforts to rectify the problem(s) leading to system failure during the live tendering. However in case the system could not be restored within the reasonable time period as deemed fit by NFL, the following remedial measures shall be taken under such an eventuality.

1.	Tender is prepared and released but tenderer are not able to submit their bids.	The due date of closing/opening shall be extended suitably.
2.	Bids have been submitted but the same cannot be opened by NFL.	The due date of opening shall be extended suitably.

13) TIME SCHEDULE:

The offer shall be submitted, electronically as per following schedule.

Sr. N.	Tender Stage	Date & Time
1	Document Download Start Date & Time	05.02.2024 from 17.00 hrs
2	Document Download End Date & Time	05.03.2024 to 10.00 hrs
3	Last Date & Time of Online Bid Submission	06.03.2024 up to 11.00 hrs
4	Date and Time of Techno-Commercial Bid Opening	07.03.2024 at 11.00 hrs
5	Price Bid Opening	Price bids of only Techno-commercially acceptable bidders shall be opened

Note: After expiry of date & time for a particular activity as mentioned above, that particular activity cannot be done unless the schedule for the same is extended / amended. Similarly no activity can be done before start date & time specified for that particular activity unless the schedule for the same is preponed / amended.

14) Parties are advised to visit NFL website regularly. Any amendment / corrigendum to the above NIT will be displayed on aforesaid website only.

15) The rates should be quoted item wise for the complete Scope of Work as per Performa 'Schedule of Rates'. The rates should be quoted only in the units given in the Schedule of Rates and should be indicated both in words as well as figures. The rates quoted shall be valid for 120 days from the date of opening of Technical bid for the acceptance.

16) Incomplete Tenders or Tenders not accompanied with the required details / Tender fee/ EMD would be liable to be rejected without any further reference whatsoever.

17) Submission of Tenders:

- i. No oral, telephonic, fax or telegraphic tenders or modification thereof will be entertained.
- ii. Tender documents should be submitted along with duly filled in.
- iii. The tender will be divided in three parts:
 - a. Earnest money.
 - b. Technical and commercial bid
 - c. Price bid

18) This letter shall form part of the contract document and shall be signed and submitted along with the tender documents.

19) All pages shall be initialled at the lower right hand corner and signed wherever required in the tender papers by the tenderers or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of tender. All corrections and alterations in the entries of tender paper will be signed in full by the tenderer with date. No eraser or overwriting is permissible.

20) No condition or deviation should be mentioned by tenderer in Price Bid. Offers where the party has mentioned any condition or deviation in offers shall be out rightly rejected.



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- 21) The prospective tenderer having any common Partner / Director / Managing Director etc. Or having any other common criteria shall be considered as sister / group / Associates Company. In such cases only one of them will be eligible for participating in the tender.
- 22) While submitting the offer, bidders may ensure that tender documents /offer has been signed by authorized signatory of the company. Subsequent withdrawal of offer / non-acceptance of orders placed based on the offer submitted by them will not be entertained on the ground that the offer was not signed by the authorized person.
- 23) NFL reserves the right to postpone the tender opening date and / or time and will intimate all the tenderers well in time, of such postponement along with notice of revised opening date and time.
- 24) In case, due to some unforeseen circumstances, the date of opening of the tender happens to be a holiday / closed day, the tender will be received / opened on the next working day.
- 25) Not more than one tender shall be submitted by a contractor or by a firm of contractors. No two or more concerns in which an individual is interested as a proprietor and .or a partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to be rejected.
- 26) The personnel of the contractor shall not enter into any unlawful activity within the premises of NFL Bathinda Unit and have a good character.
- 27) The contractor shallnot appoint any sub company / agency to carry out any obligation under the contract. If at any time such a discrepancy is detected the contract shall stand terminated without any notice and the security deposit shall be forfeited.
- 28) The Benefits of the Public Procurement Policy for MSEs Order, 2012 on MSMED Act 2006 **shall not be applicable on Works Contract** means wherein transfer of property in Goods involved in execution of such contracts, i.e., wherein both material and services are involved.
This contract is a Works contract.
- 29) If the tenderer(s) expire(s) after the submission of his / their tender or after the acceptance of his / their offer, NFL shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, NFL shall deem such tender as cancelled, unless the firm retains its character.
- 30) NFL will have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued will form part of original invitation to tender.
- 31) If a tenderer resorts to any frivolous, malicious or baseless complaints / allegations with intent to hamper or delay the tendering process or resorts to canvassing/ rigging/ influencing the tendering process, NFL reserves the right to debar such tenderer from participation in the present / future tenders up to a period of 2 years.
- 32) Any revision, clarification, corrigendum, time extension, etc. to this Tender Document will be hosted on the above mentioned website(s) only. Bidders are requested to visit the website regularly to keep themselves updated.

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- 33) Throughout the Tender Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous.
- 34) "Bidder shall not be affiliated with a firm or entity:
a) That has provided consulting services related to the work to the NFL during the preparatory stages of the work or of the project of which the works/services forms a part of.
OR
That has been hired (proposed to be hired) by the NFL as an Engineer/ Consultant for the contract."
- 35) Eligibility of any bidder from a country which shares a land border with India shall be dealt in accordance with the provisions mentioned in Annexure-XVII.
- 36) The Bidder shall submit Power of Attorney/ Authorization in favour of the authorized signatory(s) of the Bid. In case of partnership firm, one or more of the partners of the firm or any other person (s) shall be designated as the authorized person (s) on behalf of the firm, who will be authorized by all the partners to act on behalf of the firm through a "Power of Attorney", specially authorizing him / them to submit & sign the tender, sign the agreement, receive payment, witness measurements, sign measurement books, make correspondences, compromise / settle / relinquish any claim (s) preferred by the firm, sign "No Claim Certificate", refer all or any dispute to arbitration and to take similar such action in respect of the said tender / contract. In case of Company, Notarized/Certified copy of Authorization/Power of Attorney (backed by the resolution of Board of Directors) in favour of the individual to sign the tender on behalf of the company and create liability against the company should be submitted. Such "Power of Attorney" should be stamped and authenticated by a Notary Public or by Magistrate and submitted along with the tender."
- 37) In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to NFL by the bidder. It shall be the sole responsibility of the bidder to inform about their status on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders.
- 38) NFL reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by NFL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by NFL shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of NFL there under."
- 39) The tenderer as a token of acceptance of NIT terms and conditions shall sign all pages of NIT and Annexures.
- 40) The following documents forming the contract are to be taken as mutually explanatory of one another and in case of discrepancy the following order of preference shall be observed:-
A. Agreement
B. Work Order
C. Letter of intent
D. NIT
i. Technical Terms and Conditions and Scope of Work
ii. Engineering Specifications.
iii. Special terms and conditions etc.
iv. General Terms & Conditions



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- 41) The tenderer shall certify that none of their group/sister concern/ partnership firm is participating in this tender. They will also submit an undertaking that in case of concealment of any facts, if detected later on, the bidder along with group/ sister concern/ partnership firm participated in this tender, NFL reserves its right to take action as per **clause no.1.41.1** of General Terms and Condition, Annexure-X.
- 42) The contractor may have to carry out the work in running plant under prevailing conditions, and therefore:
- a) They may have to place their materials and equipment etc. at a place safe for working as per directions of the Safety Officer/ Engineer In charge, and nothing extra will be payable for any extra load involved in executing the works at different locations in Factory, Plants, Offices/Township.
 - b) There may be hold ups/interruptions on this account and further contractor may have to take extra precautions for working in factory premises, for which nothing extra shall be payable. However, time extension for hold ups/interruptions may be considered.

Thanking you,
Yours Sincerely,
for & on behalf of
National Fertilizers Limited

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Encl:-

(संजीव कुमार पुरोहित)
मुख्य प्रबंधक (सिविल)

Encl:-

1. Annexure II to Annexure XXIV
2. Schedule of Quantities.