

HINDUSTAN URVARAK & RASAYAN LIMITED

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



SECTION – I

NOTICE INVITING TENDER

(NIT)

NAME OF PACKAGE: APPOINTMENT OF A CONSULTANT FOR DEVELOPMENT & IMPLEMENTATION OF VISION, MISSION & VALUE STATEMENTS OF HURL.

NIT NO: HURL/HQ/CS545, DATED 17.01.2025



1.0 HURL (Hindustan Urvarak & Rasayan Limited) invites on-line bids on Open Tender basis 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 40,000.00
Pre-Bid Conference Date & Time (if any)	Refer CPP Portal
Last Query Date	Refer CPP Portal
Reverse Auction	Not Applicable

3.0 EMD/Bid Security shall be submitted through RTGS/NEFT by the stipulated bid submission closing date and time. Any bid without an acceptable Bid Security (if applicable) shall be treated as non-responsive by the employer and shall be liable for rejection.

4.0 MSE bidders are exempted from submission of EMD as per provisions in the Tender Documents.

MSE bidders seeking benefits of MSE as specified in the Tender Documents, must submit Attested/Self attested copy of Registration 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 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.

A bidder can submit only one bid, in case of multiple bids by same bidder, all the bids of such bidder will be rejected.

Not more than one tender shall be submitted by one bidder/bidder(s) having business relationship. For clarification, Business relationship means bidders having common proprietor/partner(s)/director(s). In such case all such bids will be rejected.

In case Father (including step-father), Mother (including step-mother), Son (including step-son), Son's wife, Daughter, Daughter's husband, Brother (including step-brothers), Sister (including step-sisters) & Spouse submit their bid for the same tender, all such bids will be rejected.



However, in case they are a separate entity and are participating in the same tender they will provide an affidavit to this effect, as per **Annexure 16** (enclosed at Section VI, Forms and Procedures of the Tender Document), stating that they do not have a business relationship with the other bidders.

At the time of submission of Tender, the TENDERER shall submit a declaration stating if the TENDERER or any employee of the TENDERER or any person acting on behalf of the TENDERER, either directly or indirectly, is a relative of any of the employees of HURL, or, if any relative of an employee of HURL has financial interest / stake in the TENDERER, the same shall be disclosed by the TENDERER at the time of filing the tender. The TENDERER shall declare that they will not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of HURL.

If any cartel/relationship in terms of establishment of relationship among the bidders is found at any stage during pendency of the Contract, HURL will cancel the Bid and action as deemed fit shall be taken against the particular bidder including termination of the contract, forfeiture of all dues including Earnest Money Deposit / Security Deposit and debarring/blacklisting of the bidder and all Partners of the bidder.

6.0 **Pre-Qualification Requirements:**

Sl. No.	Criteria	Supporting Documents (To be submitted along with the Technical Bid)
1.	(A) The Bidder should be a registered legal entity in existence for past 5 years. (B) The bidder should have experience in developing Strategy/ Purpose/Vision/ Mission/Value Statements for the past 5 years as on date of submission of bid.	For point 1(A): i. In case of Private / Public Limited Companies, ii. Copy of Incorporation Certificate issued by the Registrar of Companies. iii. Copy of Memorandum & Articles of Association iv. In case of Partnership Firm, v. Registered Partnership deed vi. In case of Proprietor, vii. Copy of GST Registration Certificate For point 1(B): Work Orders with date and completion certificates.
2.	The bidder should have developed and completed Vision / Mission/ Value Statements of at least 3 Companies, of work order value not less than Rs.3 lakhs, during the last 7 years (starting from FY 2017-18 and onwards). Preference will be given to bidders who have developed Vision/Mission/Value statements of Companies/Organizations in the fertilizer sector, as on the date of bid submission.	i. Details of Work Orders and Completion certificates issued by the clients. ii. Work Orders and Completion Certificate issued by fertilizer Companies / Organizations to be enclosed, and will carry additional marks. Format placed as Annexure-8 of Section-VI of bid document.
3.	The bidder should have reported an Average Annual Turnover of at least Rs.3 lakhs in the last three consecutive financial years, i.e. FY 2021-22, 2022-23, 2023-24.	i. Average annual turnover statement duly certified by a Chartered Accountant, as per Annexure-12 of Section-VI of bid document. ii. The Annual Report / certified copy of Balance Sheet, Profit & Loss Statement along with schedules for the last 3 consecutive financial years.



4.	The bidder should have a valid GST registration certificate.	Copy of GST Registration certificate.
5.	The bidder must not have been blacklisted by any Government Department/ Central Public Sector Undertaking (CPSU)/ State Public Sector Undertaking (SPSU)/ Banks/ Autonomous Bodies/ Statutory Bodies in India at the time of submission of bid.	i. The declaration form as per Annexure-13 of Section-VI of Bid document should be enclosed. ii. Any adverse / not satisfactory remarks on the past performance will entail disqualification.

Declaration:

All the information provided by me/us herein above is correct. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.

I/We have read all the terms & Conditions of bid and the instructions and these are acceptable to me/us.

Signature -----

Name & Designation of the Authorized Signatory-----

Date:

Place:

Evaluation Criteria:

The following criteria would be considered for evaluation of the technical bid:

Sl. No.	Particulars	Marking System		Total Marks
		Marking Criteria	Max. Marks	
1.	<u>Experience:</u>			
(A)	The Bidder should be a registered legal entity in existence for past 5 years and the bidder should have: Experience in developing Strategy/ Purpose/Plan/Vision/Mission/Value Statements for the past 5 years as on date of submission of bid. <i>Documents as sought in the Eligibility Criteria needs to be provided.</i>	5 years	12	20
		7 years	14	
		More than 7 years	20	
(B)	Experience in developing Strategy / Purpose /Plan/ Vision/ Mission/ Value Statements in the fertiliser industry, as on date of submission of bid. <i>Documents as sought in the Eligibility Criteria needs to be provided.</i>	1 Entity	5	10
		2 Entities	7	
		More than 2 Entities	10	
2.	The bidder should have developed Vision/Mission/Value Statements of at least 3 Companies, of work order value not less than Rs.3 lakhs. <i>Documents as sought in the Eligibility Criteria needs to be provided.</i>	2 Entities	10	20
		2-4 Entities	15	
		More than 6 Entities	20	
3.	The bidder should have reported an Average Annual Turnover of at least Rs.25 lakhs in the last three consecutive financial years, i.e., 2021-22, 2022-23, 2023-24.	25 lakhs	10	20
		25 - 50 lakhs	15	
		More	20	



	Documents as sought in the Eligibility Criteria needs to be provided.	than 50 lakhs		
4.	Methodology, Work Plan & Presentation*: (Max. 15 minutes) (Date, Time and Venue of Offline presentation shall be decided by HURL. Venue shall be Delhi.)			
	(i) Content and Clarity of the Presentation	5	30	
	(ii) Explanation of the Work Plan	3		
	(iii) Adequacy of Execution methodology	5		
	(iv) Effective use of facts and details	5		
	(v) Thoroughness of the ideas presented	5		
	(vi) Positive reference / testimonials from previous clients	5		
	(vii) Completion of presentation within allotted time	2		

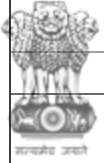

Note: If an agency does not meet any one of the above eligibilities and pre-qualification criteria, it will be technically disqualified and its Financial Bid will not be opened. The Contract of Appointment may be terminated, in case, it is found at a later stage that the agency does not comply with eligibility requirements

- 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 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 (on non-judicial stamp paper duly notarized) of such person needs to be furnished along with bid.

11.0 Address for Communication:

Sh. Surajit Mahindar, Manager (C&M) Hindustan Urvarak & Rasayan Limited (A Joint Venture of CIL, NTPC, IOCL, FCIL & HFCL) Core-4, 9th Floor, SCOPE Minar, Laxmi Nagar District Centre, New Delhi-110092. EPBAX No: 011-2250 2267/ 2268 Email: surajitmahindar@hurl.net.in	Sh. Umang Sinha, Chief Manager (C&M) Hindustan Urvarak & Rasayan Limited (A Joint Venture of CIL, NTPC, IOCL, FCIL & HFCL) Core-4, 9th Floor, SCOPE Minar, Laxmi Nagar District Centre, New Delhi-110092. EPBAX No: 011-2250 2267/ 2268 Email: umangsinha@hurl.net.in
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 Government eProcurement System		eProcurement System Government of India	
Tender Details			
Date : 17-Jan-2025 03:12 PM			
 Print			
Basic Details			
Organisation Chain	Hindustan Urvarak and Rasayan Limited HQ-Delhi - HURL		
Tender Reference Number	HURL/HQ/CS545		
Tender ID	2025_HURL_844929_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	Cover No
	1	R-T-G-S	Cover
	2	NEFT	Document Type
			Description
			1
			Fee/PreQual/Technical .pdf
			.pdf
			Power of Attorney as per requirement mentioned in NIT.
			.pdf
			Signed, Stamped and Scanned copy of proof for payment of EMD / MSE Certificate for exemption.
			.pdf
			Signed, Stamped and Scanned copy of GST No, PAN No, UDYAM etc.
			.pdf
			.pdf
			Documents as required in accordance with PQC

			i.e., Clause 6 of NIT.
		.pdf	Any other document asked for in the Tender Document.
2	Finance	.xls	PRICE BID

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00			EMD Amount in ₹	40,000	EMD Exemption Allowed	Yes
Fee Payable To	Nil	Fee Payable At	Nil	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No			EMD Payable To	HURL	EMD Payable At	NEW DELHI

[Click to view modification history](#)

Work /Item(s)					
Title	APPOINTMENT OF A CONSULTANT FOR DEVELOPMENT AND IMPLEMENTATION OF VISION, MISSION AND VALUE STATEMENTS OF HURL.				
Work Description	APPOINTMENT OF A CONSULTANT FOR DEVELOPMENT AND IMPLEMENTATION OF VISION, MISSION AND VALUE STATEMENTS OF HURL.				
Pre Qualification Details	AS PER TENDER DOCUMENT				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	56
Location	PLEASE REFER TENDER DOCUMENT	Pincode	110092	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	HURL HQ NEW DELHI
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	17-Jan-2025 04:00 PM	Bid Opening Date	07-Feb-2025 03:00 PM
Document Download / Sale Start Date	17-Jan-2025 04:00 PM	Document Download / Sale End Date	06-Feb-2025 03:00 PM
Clarification Start Date	17-Jan-2025 04:00 PM	Clarification End Date	27-Jan-2025 06:00 PM
Bid Submission Start Date	27-Jan-2025 06:00 PM	Bid Submission End Date	06-Feb-2025 03:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	APPOINTMENT OF A CONSULTANT FOR DEVELOPMENT AND IMPLEMENTATION OF VISION, MISSION AND VALUE STATEMENTS OF HURL.	297.12
Work Item Documents	S.No	Document Type	Document Name	Description
				Document Size (in KB)

1	BOQ	BOQ_888167.xls	PRICE BID	253.50
2	Tender Documents	TenderdocCS545.pdf	APPOINTMENT OF A CONSULTANT FOR DEVELOPMENT AND IMPLEMENTATION OF VISION, MISSION AND VALUE STATEMENTS OF HURL.	918.93

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	3	4
2.	3	3

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	surajitmahindar@hurl.net.in	SURAJIT MAHINDAR	SURAJIT MAHINDAR
2.	shradhakumari@hurl.net.in	SHRADHA KUMARI	SHRADHA KUMARI
3.	vivekchoudhary@hurl.net.in	VIVEK CHOUDHARY	VIVEK CHOUDHARY
4.	ashishsenapati@hurl.net.in	ASHISH SENAPATI	ASHISH SENAPATI

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	THIS SERVICE IS UNAVAILABLE ON GeM.
Document Name	GEMNA.pdf
Document Size (in KB)	35.13

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	SURAJIT MAHINDAR
Address	HURL HQ NEW DELHI

Tender Creator Details

Created By	SURAJIT MAHINDAR
Designation	MANAGER
Created Date	17-Jan-2025 02:28 PM

