

# 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 :** SUPPLY OF MANPOWER FOR MAINTENANCE OF IT INFRASTRUCTURE AT HURL BARAUNI.

**NIT NO.** HURL/BR/CC/22-23/151



## HINDUSTAN 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 21,097/-
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.

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 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.



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

<b>Condition 1:</b> Bidder should be either Partnership firm/Sole Proprietor / Limited company.
<b>Documents required (To be Submitted along with technical bid):</b> 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 iv) For limited companies, notarized copy of Certificate of Incorporation, Memorandum & Articles of Association and copy of allotment of Director Identification Number (DIN) number.

<b>Condition 2:</b> The Average Annual financial turnover during the last 3 years financial years i.e., 2018-19, 2019-20 & 2020-21, should be at least Rs. 3,16,443.00/- <b>Note-</b> (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.
<b>Documents required (To be Submitted along with technical bid)</b> “Proof of ATO shall be submitted in the form of Audited Balance Sheet along with statement of Profit & Loss Account certified by Chartered Accountant”.



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Unique Document Identification Number (UDIN) No. of Chartered Accountant must be clearly indicated in the above statement.  
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:

- 6.2.1 Bidder should have successfully Completed **Similar Nature of Work- “Bidder should have experience in providing IT related manpower services in any reputed organization”** for the PO/work order/ rate contract/agreement 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 completed work** costing not less than the amount equal to Rs. 8,43,848.00/- **‘OR’**  
**Two similar nature of completed works** each costing not less than the amount equal to Rs. 5,27,405.00/- **‘OR’**  
**Three similar nature of completed works** each costing not less than the amount equal to Rs. 4,21,924.00/-  
**(Note-** Amount mentioned is exclusive of taxes)

6.2.1.1 **Documents required (To be Submitted along with technical bid):** Copy of Work Order/PO/rate contract/ agreement with following details:

- 6.2.1.1.1 Work order/PO/rate contract/ agreement with number, date value, Name of the client, Period of contract, BOQ & Scope of work.  
6.2.1.1.2 Job completion certificate issued by Chartered Accountants /statutory auditors/client (in line with the clause 17.0) highlighting Reference work order/PO/rate contract/agreement with number, date and value, Name of the client, Period of Contract, executed value under the work order/PO/Rate contract/ agreement for the particular financial year mentioned.

6.2.2 Cost of completed work order(s), single/two/three mentioned above, is exclusive of service tax/GST and accordingly executed value of the job excluding service tax/GST shall be considered for evaluation of PQC.

- 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).



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- 11.0 Detail work order (similar in nature as defined) along with completion certificate containing executed value of work, service tax/GST, work order reference, actual date of job completion etc. to be submitted by bidders along with the technical bid, towards fulfillment of above PQ criteria.
- 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 (WO issuing company /Engineer In Charge) regarding executed value with service tax/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 service tax/GST is included/excluded in the executed value of the completed job, 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 service tax/GST) along with completion certificate.
- 14.0 If no clear documents as mentioned above regarding service tax/GST component included/extra/not applicable with respect to the executed value of the job mentioned in completion certificate is submitted by the bidder & In case Service tax/GST amount / component is also not specified in the submitted completion certificate, then the amount equivalent to rate of applicable service tax/GST as considered by HURL for the subject tender shall be deducted from the value of completed job mentioned in the completion certificate to arrive at the value of the completed job without service tax/GST.
- 15.0 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.
- 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.
- 18.0 Work completion date shall be considered for deciding the period of work experience.
- 19.0 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 Percentage basis.



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- 21.0 **Contract Duration:** 01 year from date of handing over of site with further provision of extension of another 01 year with same prices, terms & conditions on mutual consent basis provided the performance of the contractor is satisfactory as per EIC.
- 22.0 **Effective date of Contract:** Date of handing over of site.
- 23.0 **PBG:** Bidder must deposit PBG 3% of the contract value in advance. Security deposit/PBG will be refunded after completion of the contract.
- 24.0 **Address for Communication :**

From Purchase – C&M		
Mr. Ravendran Nagaraju Manager (C&M) <a href="mailto:nagarajuravendran@hurl.net.in">nagarajuravendran@hurl.net.in</a> Ph : 07981902800	Mr. Anayat Alam Manager (C&M) <a href="mailto:alamanayat@hurl.net.in">alamanayat@hurl.net.in</a> , Ph. : 07781005841	Mr. Amit Kumar Burman Officer (C&M) <a href="mailto:amitkrburman@hurl.net.in">amitkrburman@hurl.net.in</a> , Ph. : 08370012379
Hindustan Urvarak & Rasayan Limited, Barauni Urvarak Nagar, Begusarai, Bihar - 851115		

From User department:	
Mr. Ashish Kumar Sharma, Manager (IT), Email: <a href="mailto:ashishsharma@hurl.net.in">ashishsharma@hurl.net.in</a> Ph : +91-8527308881	
Hindustan Urvarak & Rasayan Limited, Barauni Urvarak Nagar, Begusarai, Bihar – 851115	

### **23. Checklist of documents to be submitted:**

Sr. No	Documents
1	Techno Commercial Proposal Bid Form. (Enclosed as Annexure-1 to Forms and Procedures i.e., 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)



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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) to Bidding Document shall be furnished certifying that the data and documents furnished by them in respect of Techno-Commercial Evaluation are true and correct including the contents thereof. However, if at any point of time the declarations given in bid are found to be incorrect, HURL shall have the full right to terminate the contract and take any action as per provisions of contract including forfeiture of EMD/Security Deposit.
10	Acceptance to Fraud Prevention Policy of HURL, for which the bidder has to submit Signed, Stamped and Scanned copy of Form of Acceptance of Fraud Prevention Policy of HURL. (Enclosed as Annexure-6 to Forms and Procedures i.e., 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.
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

**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.