



NATIONAL ALUMINIUM COMPANY LIMITED  
(A Government of India Enterprise)  
(A NAVRATNA COMPANY)  
Alumina Refinery, Damanjodi-763008.  
(T & C DEPARTMENT)  
Ph.No.-06853-254318

E mail: alok.mohanty@nalcoindia.co.in,saibal.ganguly@nalcoindia.co.in, jayanta.biswas@nalcoindia.co.in

**For more details & for bidding logon to “[www.gem.gov.in](http://www.gem.gov.in)”**

**Bid Number: GEM/2023/B/3524681 Dated : 03-06-2023**

**TENDER DOCUMENT COVERING LETTER**

Ref.No: T&C/AR/03/eGR-2539

Dated: 02.06.2023

Name of the Work: “DEVELOPMENT OF ENGINEERING DRAWINGS AS WELL AS DRAWING  
DIGITISATION AT ALUMINA REFINERY, NALCO, DAMANJODI.”

Dear Sirs,

With reference to above, you are requested to submit your best competitive offer for above referred work as specified in the enclosed documents, considering all the terms, conditions and specifications etc. in online mode at GeM Portal ([www.gem.gov.in](http://www.gem.gov.in)).

The **EMD** in original shall have to be submitted /sent beforehand so as to reach the office of Tender Inviting Authority on or before the bid submission due date & time or extended bid due date & time of the tender, **failing which the offer will be liable for rejection**. The Bidders shall also have to upload the scan copy of Crossed Demand Draft / Banker's Cheque / Bank Guarantee towards EMD along with the *Online* offer. In case you are claiming exemption from payment of EMD, the valid supporting documents for claiming the exemption (ref clause no: 6.0 of Annexure-AA) must be uploaded along with the *Online* offer, failing which the offer will be liable for rejection.

The bidder must be a registered vendor under GST and must possess valid GSTIN.

The tender document, duly filled in & signed, on each page along with the requisite EMD (Scan Copy), required documents in support of qualifying criteria & other conditions of NIT/ Nalco's GCC / GeM's Condition ("Part-I: Techno-commercial bid") and the Price Bid ("Part-II: Price bid") are to be submitted in online mode as per the details indicated at clause no: 25.0 of Annexure-AA.

NALCO reserves the right to reject any or all offers without assigning any reason thereof.

You are requested to refer to clause **25.0** of Instructions to bidders (Annexure-AA) for details regarding mode, submission, receipt and opening of tender.

Important Note:

1. Bidders are requested to quote online well ahead of the schedule tender submission date and time to avoid unforeseen problems like last hour congestion, internet failure etc.
2. Bidders are requested to visit [www.gem.gov.in](http://www.gem.gov.in) for online participation, downloading the tender documents and submit the offer only in e-tendering mode as per the tender schedule. Bids submitted in any other mode shall not be considered.
3. **EMD / EMD exemption certificate (scanned copy) is to be uploaded in GeM Portal along with offer.**

Thanking you,

Yours faithfully,  
For and on behalf of  
**NATIONAL ALUMINIUM COMPANY LIMITED**

**General Manager (T&C)**  
F/T&C/01/03 19/07/2017



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**CONTRACT DETAILS**

1.	NAME OF THE WORK	DEVELOPMENT OF ENGINEERING DRAWINGS AS WELL AS DRAWING DIGITISATION AT ALUMINA REFINERY, NALCO, DAMANJODI.
2.	LOCATION OF THE WORK	AT PLANT PREMISES
3.	TENDER REFERENCE	T&C/AR/03/eGR-2539
4.	CONTRACT PERIOD	<b>24(TWENTY FOUR) MONTHS</b>
5.	MODE OF TENDERING	<b>Open, Two Part (through GeM Portal)</b>
6.	No. of Agency Required and percentage distribution of Work (Subject to availability of suitable vendors)	<b>01 (One)</b>
7.	E.M.D. (Ref clause no: 6.0 of Annexure-AA)	<b>Rs 40,000/- (Rupees Forty Thousand Only)</b>
8.	TENDER SUBMISSION DATE / TIME (Ref. clause 25.6 of Annexure-AA)	<b>On or before 03/07/2023 , 10:00 AM</b>
9.	TENDER OPENING DATE / TIME (Ref. clause 25.6 of Annexure-AA)	<b>On Date: 03/07/2023 , 10:30 AM</b>
10.	VALIDITY OF OFFER(Ref Clause 25.8 of Annexure-AA)	120 days
11.	BANK GUARANTEE VALUE (As per clause no. 12.2 of Annexure-AA)	NOT APPLICABLE
12.	INDEMNITY BOND VALUE (As per clause no. 12.2 of Annexure-AA)	NOT APPLICABLE
13.	DEFECT LIABILITY PERIOD (Ref clause 7.0 of Annexure-AA).	<b>01 Month</b> (Ref Cl. No. 18 of Annexure-IB)
14.	The values of L <sub>0</sub> applicable to clause 20.2 of Annexure-AA	L <sub>0</sub> = <b>₹ 538/-</b>
15.	Applicability of Labour charge variation clause (ref cl no: 20.2 of Annexure-AA)	NOT APPLICABLE
16.	Applicability of Income Tax Deduction at source (ref cl no: 10.7 of Annexure-AA)	APPLICABLE
17.	Applicability of GST (ref clause no: 10.2 to 10.6 of Annexure-AA)	APPLICABLE
18.	Applicability of ITC on GST (ref clause no: 10.2 to 10.6 of Annexure-AA)	APPLICABLE
19.	Applicability of GST RCM	NOT APPLICABLE
20.	Service Accounting Code (SAC)	998598
21.	Minimum Workable rate (ref Cl no 2.7 of Annexure-AA)	NOT APPLICABLE
22.	PRE-CONTRACT INTEGRITY PACT (ref. clause nos. 14.1 & 14.2 of Annexure- AA)	NOT APPLICABLE