



Brahmaputra Cracker and Polymer Limited

(A Government of India Enterprise)
ADMINISTRATIVE BUILDING, PO: LEPETKATA
DISTT.: DIBRUGARH, ASSAM
PIN CODE: 786006
PHONE NO. 0373 2914636

e -TENDER NO: BCPL/C&P/DL117W059OR/00447

(Tender to be submitted in e-mode only)

TENDER DOCUMENT

FOR

**HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR
O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL**

Tender Submission Date & Time	:	10.08.2017 at 14:30 Hrs
Tender Opening Date & Time	:	11.08.2017 at 15:00 Hrs
Tender Fee	:	Not Applicable
EMD Amount	:	Rs.2,86,200/-



IMPORTANT INSTRUCTIONS

PLEASE NOTE THAT THIS "REQUEST FOR QUOTATION [RFQ]" IS ON "ZERO-DEVIATION" BASIS. BCPL WILL ACCEPT OFFERS BASED ON TERMS AND CONDITIONS OF THIS "REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT" ONLY. DEVIATION TO TERMS AND CONDITIONS OF "REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT" MAY LEAD TO REJECTION OF OFFER.

"INCOMPLETE BIDS SHALL NOT BE CONSIDERED"

PRIOR TO DETAILED EVALUATION, PURSUANT TO "BID EVALUATION AND REJECTION CRITERIA", BCPL WILL DETERMINE THE SUBSTANTIAL RESPONSIVENESS OF EACH BID TO THE "RFQ & TENDER DOCUMENT". FOR THE PURPOSE OF THIS, A SUBSTANTIALLY RESPONSIVE BID IS ONE WHICH CONFORMS TO ALL THE TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS WITHOUT 'DEVIATIONS' OR 'RESERVATIONS / EXCEPTIONS'. BCPL'S DETERMINATION OF A BID'S RESPONSIVENESS IS BASED ON THE CONTENT OF THE BID ITSELF, WITHOUT RECOURSE TO EXTRINSIC EVIDENCE.

'TECHNICAL' AND/OR 'COMMERCIAL' QUERY(S), IF REQUIRED, MAY BE RAISED ON THE BIDDER(S) – THE DECISION FOR WHICH WILL BE SOLELY BASED ON CIRCUMSPECTION BY 'BRAHMAPUTRA CRACKER AND POLYMER LIMITED'. HOWEVER, ISSUANCE OF REQUEST FOR SUCH 'CLARIFICATIONS' SHALL NOT BE RESORTED TO MORE THAN 'ONCE'. THE 'RESPONSE(S)' TO THE SAME SHALL BE IN WRITING AND NO CHANGE IN THE 'PRICE(S)' OR 'SUBSTANCE' OF THE BIDS SHALL BE SOUGHT, OFFERED OR PERMITTED. THE SUBSTANCE OF THE BID INCLUDES BUT NOT LIMITED TO PRICES, COMPLETION, SCOPE, TECHNICAL SPECIFICATIONS, ETC.

BIDDERS ARE REQUESTED TO NOT TO TAKE ANY 'DEVIATION/EXCEPTION' TO THE TERMS AND CONDITIONS LAID DOWN IN THIS "RFQ & TENDER DOCUMENT", AND SUBMIT ALL REQUISITE DOCUMENTS AS MENTIONED IN THIS "RFQ & TENDER DOCUMENT", FAILING WHICH YOUR OFFER WILL BE LIABLE FOR REJECTION.



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

**NOTICE INVITING TENDER
(LIMITED DOMESTIC COMPETITIVE BIDDING)**

BCPL INVITES E-BIDS (THROUGH NIC PORTAL)

**1) HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN
OF M/S BCPL (E-TENDER NO:BCPL/C&P/DL117W059OR/00447)**

AS DETAILED BELOW

E-TENDER NO.:BCPL/C&P/DL117W059OR/00447

Cost of Tender Document: **Not Applicable**
Sale Period of Bid Document: **From 27.07.2017 to 10.08.2017.**
Pre-Bid Meeting: **01.08.2017, 15.00 hrs.**
Bid due date for submission: **On 10.08.2017 up-to 14.30 hrs.**

For details, visit BCPL (www.bcplonline.co.in) or GAIL (www.gailtenders.in) website & CPP Portal. Any revision, clarification, addendum, corrigendum, time/due date extension etc.(if any), to this tender would appear on above websites only & will not publish on any other Media/Press. Bidders are requested to visit above websites regularly to keep themselves updated.

Corporate Identification No.: U11101AS2007GOI008290



TENDER NO:BCPL/C&P/DL117W059OR/00447FOR “HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL”

FAQ

[QUESTIONS AND ANSWERS]

SN.	QUESTIONS	ANSWER
1	Where the bidder can see the Tender floated by BCPL?	Yes, please visit GAIL's/BCPL's website: http://www.gailtenders.in ; http://www.bcplonline.co.in and Government portal https://www.eprocure.gov.in for complete details of tender document including qualifying requirements, important dates, etc.
2	Whether Hard copy of Bids are acceptable?	No, Bids shall be submitted only through e-tender mode in the E-TENDER PORTAL in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) of offer/bid is acceptable.
3	In case of Domestic e-Tender, whether there is sale of Tender Document?	Sale of tender document is not applicable. However, Tender fee shall be applicable in case of open tender.
4	Whether EMD are prerequisite for qualification of bidder in any tender?	Yes, as applicable as per tender condition specified in ITB of tender document.
5	Is there any guideline / instructions how to prepare EMD and Security Deposit?	Yes, Please refer instructions for participation in E-Tender & ITB Section of Tender Document.
6	In case of e-tender, whether EMD in original are to be forwarded to concerned department of BCPL after uploading a copy of same in e-tender portal by the bidder?	Yes, original EMD, copy of which has been uploaded, are to be forwarded and must be received in BCPL within 7 days from the date of unpriced bid opening, failing which the bid will be rejected irrespective of their status in tender and not-with-standing the fact that a copy of EMD was earlier uploaded by the bidder.
7	If in e-tendering, a bidder has not uploaded the scanned copy of EMD, however, he has submitted the EMD in hard copy within 7 days of bid opening, whether bid will be accepted or not ?	No
8	Is there any exemption in submission of EMD and Security Deposit?	(i) Yes, there is exemption in submission of EMD. As per Government of India, Gazette No. 503 dated 26.03.2012 for PPP (Public Procurement Policy), Micro and Small Enterprises (MSEs) registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME (Micro, Small and Medium Enterprises) are exempted on submission of EMD only for procurement of goods & services against submission of Valid NSIC Certificate/DIC The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and Notary Public with Legible stamp. MSEs those having Udyog Aadhaar Memorandum are also eligible for availing the benefits under the Public Procurement Policy". (ii) There is no exemption in submission of SD (Security Deposit).
9	Whether PSU (Public Sector	Yes



SN.	QUESTIONS	ANSWER
	Undertaking) are exempted from submission of EMD	
10	Whether Late bid can be considered?	No
11	Whether Pre-bid Meeting (PBC) is a part of all tenders to clarify the doubts, queries, comments, etc. (if any) pertaining to that tender?	Yes, after floating of tender, bidders are open to participate as per the Date, Time and Venue specified in Section-I, IFB of Tender Document to clarify their doubts, queries, comments, etc (if any) pertaining to that particular tender.
12	Is BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) a part of any tender and a prerequisite of qualification of bidder in any tender?	Yes, Bid Evaluation Criteria/Bidder's Eligibility Criteria is a part of tender and a prerequisite of qualification of bidder in any tender.
13	In which mode of bidding/tendering, BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) a part of tender and a prerequisite of qualification of bidder in any tender?	BEC is included in tenders floated on Open Tender/Limited Tender basis.
14	Is there any Criteria for formulation of BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) which is incorporated in Tender?	Yes, suitable BEC-technical is formulated which is usually incorporated in tender to ascertain the experience & BEC-Financial is also incorporated in tender to ascertain the financial capability of bidder which is a qualifying criteria of tender depending upon the job requirement.
15	Whether BEC can be relaxed for any bidder after opening of Bids?	No relaxation is permitted for inclusion of any bidder (s) who do not meet the criteria in entirety for reason only to increase the competition.
16	Whether BEC can be modified after opening of Bids?	Amendment/ modification/ relaxation of BEC is not permitted after opening of the bids.
17	In which case mobilization advance is given and incorporated in payment term of tender document?	Mobilization advance invariably not allowed in any tender. Only in exceptional cases (like high value tender with specific reason and specific job requirement) are allowed but with interest bearing as per PLR Rate of SBI interest rate of base rate of SBI plus 6.25%.
18	Which Operating System, bidder to opt for uploading of E-bid in e-Tender portal of BCPL?	Bidder must possess a PC / Laptop with Windows7 professional operating system and Internet Explorer 9 or above for hassle free bidding. PC Security System to be changed /adjusted as per Ready reckoner available in home page of e-tender portal

PS: The following documents in addition to uploading in the bid on BCPL's E-Tendering website shall also be submitted in Original (in physical form) within 7 (seven) days from the bid due date provided the scanned copies of the same have been uploaded in E-Tender by the bidder along with e-bid within the due date and time to the address mentioned in Bid Data Sheet (BDS):-

- i) **Demand Draft towards Tender fee (if applicable)**
- ii) **EMD/Bid Security (if applicable)**
- iii) **Power of Attorney**



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SECTION - I

INVITATION FOR BIDS [IFB]



SECTION - I
INVITATION FOR BID [IFB]

To,

Dt. 27.07.2017

PROSPECTIVE BIDDERS

SUB: SERVICE CONTRACT FOR “HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir/Madam,

1.0 Brahmaputra Cracker and Polymer Limited, Lepetkata (A Government of India Enterprise) invites bids from eligible bidders for the subject procurement, in complete accordance with the following details and enclosed Tender Documents.

2.0 The brief details of the tender are as under:

I	PERIOD OF CONTRACT/ DELIVERY SCHEDULE/PERIOD	:	Period of Contract for this work will be 12 months, reckoned from the date as mentioned in the letter of award.
II	TENDER FEE	:	Not Applicable
III	EARNEST MONEY DEPOSIT (EMD)	:	Rs.2,86,200/-
IV	BID DUE DATE & TIME	:	10.08.2017 upto 1430 Hrs
V	OPENING OF UNPRICED BID	:	11.08.2017 at 1500 Hrs.
VI	VALIDITY OF OFFER UPTO	:	10.11.2017
VII	VENUE FOR OPENING OF UNPRICED BIDS	:	Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code: 786006, Phone no. 0373 2914636.
VIII	MODE OF TENDERING	:	Limited Domestic Competitive Bidding E-tendering Mode (Under Two Bid System Basis) with uploading in GAIL's/BCPL's Website: https://www.gailtenders.in; http://www.bcplonline.co.in; Govt. Website: https://www.eprocure.gov.in
IX	DATE AND TIME OF PRE- BID CONFERENCE VENUE	:	01.08.2017 at 15.00 hrs. Brahmaputra Cracker and Polymer Limited, C&P Department, Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code: 786006, Phone no. 0373 2914636.

In case of the days specified above happens to be a holiday in BCPL, the next working day shall be implied.



- 3.0 Bids must be submitted strictly in accordance with Clause No. 11 of ITB depending upon Type of Tender as mentioned at Clause no. 2.0 (VIII) of IFB. The IFB is an integral and inseparable part of the bidding document.
- 4.0 The following documents in addition to uploading in the bid on BCPL's e-tendering website shall also be submitted in Original (in physical form) within 7 (seven) days from the bid due date provided the scanned copies of the same have been uploaded in e-tender by the bidder along with e-bid within the due date and time to the address mentioned in Bid Data Sheet(BDS):-
- Demand Draft towards Tender fee (if applicable)
 - EMD/Bid Security (if applicable)
 - Power of Attorney
- 5.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.
- 6.0 Any bidder, who meets the Bid Evaluation Criteria (BEC)/Bidder's Eligibility Criteria(BEC) and wishes to quote against this tender, may download the complete bidding document along with its amendment(s) if any from GAIL's website/BCPL's website (<http://gailtenders.in>; <http://www.bcplonline.co.in> or <http://etenders.gov.in>) and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the due date of bid submission.
- 7.0 Offer(s) received from bidders to whom tender/information regarding tender has been issued as well as offers received from the bidder(s) by downloading tender document from GAIL's web site/BCPL's website shall be taken into consideration for evaluation & award provided that the bidders are found responsive.
- 8.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites.
- 9.0 All the bidders including those who are not willing to submit their bid are required to submit F-11 (Acknowledgement cum Consent letter) duly filled within 7 days from receipt of tender information.
- 10.0 SAP generated RFQ (if any) shall also form an integral part of the Tender Document.
- 11.0 BCPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

A Pre-Bid conference (PBC) is scheduled on **01.08.2017 at 15.00 HOURS** in **Conference Room of C&P Department, Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636.**, to discuss Scope of Work, Terms and Conditions of tender document. For participation contact Sr. Manager (C&P) / Dy. Manager (C&P), Phone No. 0265 2914636; Email ID: olivia.rajkumari@bcplindia.co.in

This is not an Order.

For & on behalf of
Brahmaputra Cracker and Polymer limited

[Olivia Rajkumari]
Dy. Manager [C&P]
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SECTION-II

BID EVALUATION CRITERIA [BEC]

AND

PRICE BID EVALUATION METHODOLOGY



SECTION-II

1. BID EVALUATION CRITERIA [BEC]

A. **BID EVALUATION CRITERIA (BEC):**

A.1 **BEC- Technical: (as a single bidder)**

A.1.1 Bidder must have executed at least a single order/contract for **Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) in normal round the clock O&M activity(ies) and/or Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) during shutdown/ annual turnaround** in any Petrochemical Plant/ Fertilizer Plant/Petroleum Refinery/ Chemical Plant/ Power Plant/ Gas Processing Complex/ LPG Plant/ Offshore platform Processing Complex of value not less than **Rs.71.55 lacs** (excluding service tax) in previous seven (07) years prior to the due date of bid submission.

A.1.2 The present tender is for rate / maintenance contract. In this case, if the bidder is executing a rate / maintenance contract which is still running and the contract **VALUE** executed till one day prior to due date of bid submission is equal to or more than the minimum prescribed **VALUE** mentioned in the BEC above at sl. no. A.1.1, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work execution certificate issued by the end user / owner / authorized consultant of the owner.

A.2 **BEC- Financial: (as a single bidder)**

A.2.1 TURN OVER: The **annual turnover** of the bidder must have **minimum value** of **Rs.71.55 Lacs** in any of the three (03) previous audited financial years ending on 31st March '2017. i.e. **FY: 2016-17, 2015-2016 & 2014-2015.**

A.2.2 NET WORTH: Net Worth of the bidder should be **positive** as per the **last audited financial statement.** i.e. **FY: 2016-2017.**

A.2.3 WORKING CAPITAL: The bidder should have **minimum working capital** of value **Rs.14.31 Lacs** as per the **last audited financial statement for the year.** i.e. **FY: 2016-2017.**

Note:

- i) If the bidder's working capital is inadequate, the bidder should supplement this with a letter from the bidder's bank as per **Format, F-15**, having net worth not less than **Rs. 100 Crores**, confirming



the availability of the line of credit at least for the working capital requirement as stated above.

- ii) Bidder has to upload (submit) the audited financial results for the immediate 3 preceding financial years. i.e. **FY: 2016-17, 2015-2016 & 2014-2015.**
- iii) For relax norms in financial years ending on 31st March '2017, please refer Clause No. A.3 (with table given below).

A.3 Documents/Documentary Evidence required to be uploaded (submitted) in e-tender portal of BCPL by bidder along with the other bid documents for qualifying the BEC mentioned at sl. no. A.1 & A.2:

Sr. No.	BEC Clause no.	Description	Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criteria)
	A.1	Technical Experience Criteria – Document [All documents to be submitted must be <u>Certified/attested by both Chartered Engineer and Notarized by Notary Public</u> with legible stamp]	
1.	A.1.1	Experience against execution of order / contract	a) Bidder must upload (submit) the Copy of Work Order/LOA/Agreement for the work which has been executed towards “ Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) in normal round the clock O&M activity(ies) and/or Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) during shutdown/ annual turnaround in any Petrochemical Plant/ Fertilizer Plant/Petroleum Refinery/ Chemical Plant/ Power Plant/ Gas Processing Complex/ LPG Plant/ Offshore platform Processing Complex” along with the details of SOR items & scope of work. b) Completion Certificate against the Work Order/ LOA/Agreement submitted as mentioned at point “a)” above. The <u>Completion Certificate</u> must contain the detailed information like LOA/Order No./Agreement No. with date, Brief Scope of work / Name of work, Order value, Total Executed value, Scheduled date of Work completion and Actual Date of Work completion, Full Address of Client, officer issuing certificate etc. The <u>Completion certificate</u> should have been issued by the end-user/owner/authorized consultant.



Sr. No.	BEC Clause no.	Description	Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criteria)
2	A.1.2	Experience against execution of running Rate / Maintenance Contract	a) Bidder must upload (submit) the Copy of detailed Work Order/LOA/Agreement for executing the Contract which is still running for “Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) in normal round the clock O&M activity(ies) and/or Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) during shutdown/ annual turnaround in any Petrochemical Plant/ Fertilizer Plant/Petroleum Refinery/ Chemical Plant/ Power Plant/ Gas Processing Complex/ LPG Plant/ Offshore platform Processing Complex” along with the details of SOR items & scope of work. b) Execution Certificate against the Copy of detailed Work Order/LOA/Agreement for executing the Contract as mentioned at point “a)” above clearly mentioning the executed VALUE till one day prior to due date of bid submission which must be equal to or more than the minimum prescribed value mentioned in the BEC at sl. no. A.1.1 above. The execution certificate must contain the detailed information like LOA/Order No. / Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, Full Address of Client, officer issuing certificate etc. The <u>Execution Certificate</u> should have been issued by the end-user/owner/authorized consultant.
	A.2	Financial Experience Criteria- Document [All audited financial statements/documents (balance sheet and profit & loss account statement under A.2.1, A.2.2 & A.2.3 of above BEC) to be uploaded (submitted) must be <u>duly Certified/attested by Notary public with legible stamp</u>]	
3	A.2.1	Annual Turn-over	Bidder(s) shall upload (submit) copy of audited financial statement Balance sheet and Profit & Loss account statement of the preceding three (3) Financial Year(s), i.e. FY: 2016-17, 2015-2016 & 2014-2015. In case, Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of FY 2016 - 17 is not audited on the due date of ‘submission of bid/bid closing date’, bidder(s) to upload (submit) copy of Audited Annual Financial Statement



Sr. No.	BEC Clause no.	Description	Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criteria)
			[Balance Sheet and Profit & Loss Account Statement] of immediate preceding financial year, i.e. FY: 2015-2016 along with un-price bid.
4	A.2.2	Net worth	Bidder(s) shall upload (submit) copy of audited financial statement Balance sheet and Profit & Loss account statement of last audited Financial Year, i.e. FY: 2016-17. In case, Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of FY 2016-17 is not audited on the due date of 'submission of bid/bid closing date', bidder(s) to upload (submit) copy of Audited Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of immediate preceding financial year, i.e. FY: 2015-2016 along with un-price bid.
5	A.2.3	Working capital	Bidder(s) shall upload (submit) copy of audited financial statement Balance sheet and Profit & Loss account statement for the last audited Financial Year, i.e. FY: 2016-17. In case, Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of FY 2016-17 is not audited on the due date of 'submission of bid/bid closing date', bidder(s) to upload (submit) copy of Audited Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of immediate preceding financial year, i.e. FY: 2015-2016 along with un-price bid. In case Bidder's working capital is inadequate, the bidder shall supplement this with a letter (as per Format, F-15) from the Bidder's bank having net worth not less than Rs. 100 Crore, confirming the availability of the line of credit covering the inadequacy to meet the working capital requirement.
6		Format, F-16	"Details of financial capability of bidder" shall be uploaded (submitted) in the prescribed Format, F-16 (of tender document) duly signed and stamped by a Chartered Accountant only .

Note to above Bid Evaluation Criteria (Serial no. A of BEC):

- (i) A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting the requirement of BEC of this tender. However, jobs executed for Subsidiary/Fellow subsidiary/Holding



Company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice (s) duly certified by Statutory Auditor /Chartered Accountant of the bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary / Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding document to meet BEC.

- (ii) However, Bids of Joint Venture/ Consortium and sub-contractors are not acceptable.
- (iii) For experience based on composite works: In case bidder has executed a composite work in a single contract which includes qualifying work stated above, then value of such qualifying work out of total value of composite work shall be considered for the purpose of evaluation.

B. Methodology for Evaluation of Bids:

B.1 Evaluation of all Techno-Commercially qualified bids shall be done on over all L1 basis including applicable GST (CGST & SGST/ UTGST or IGST) as per the following:

- (a) The input credit of GST (CGST & SGST/UTGST or IGST) shall be considered for evaluation of bids.
- (b) In case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST & SGST/UTGST or IGST) during evaluation of bid. Where BCPL is entitled for input credit of GST (CGST & SGST/UTGST or IGST), the same will be considered during evaluation as per evaluation methodology of tender document.
- (c) In case any cess on GST is applicable same shall also be considered in evaluation.
- (d) In case of tie between bidders, job shall be awarded to the bidder having higher turnover in FY 2016-17. In case the audited financial results of FY: 2016-17 are not available, then annual turnover of FY: 2015-16 will be considered for comparison purpose for that bidder.

B.2 CPBG: The following CPBG clause shall be incorporated in tender document,

The contract performance security shall be 7.5% of one year's Contract Value (without GST) towards faithful performance of the contractual obligations and must be valid for 3 months beyond the contract period. For the purpose of Contract Performance Security, Contract/order value shall be exclusive of GST as per ITB of tender document.

B.3 PPP Policy 2012

Considering the nature of job, splitting of quantities will not be possible in this case and hence the clause for award of 20 % of ordered quantity to MSE as per PPP 2012 is not possible. Therefore, MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/ complete



services of tendered value subject to matching of L1 price as per ITB of tender document.

NOTE TO "BID EVALUATION CRITERIA [BEC]"

[FOR STRICT COMPLIANCE]

- [I] BIDDERS MUST FURNISH ALL RELEVANT CERTIFICATES/DOCUMENTS/INFORMATION IN SUPPORT OF THEIR CREDENTIALS TO THE ABOVE "ELIGIBILITY CRITERIA" ALONGWITH THE 'OFFER', FAILING WHICH THE 'OFFER' MAY BE REJECTED SUMMARILY.
- [II] BIDDERS NOT MEETING ANY OF THE ABOVE- MENTIONED CRITERIA SHALL BE REJECTED WITHOUT ASSIGNING ANY REASON.

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SECTION-III

INSTRUCTION TO BIDDERS [ITB] (TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS))



SECTION-III INSTRUCTION TO BIDDERS

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48. SALE OF BID DOCUMENTS
49. SUBLETTING & ASSIGNMENT
50. DIRECT PAYMENTS TO SUB-VENDORS / SUPPORTING AGENCIES OF MAIN CONTRACTOR
51. CHECK MEASUREMENT

[G] ANNEXURES:

1. ANNEXURE-I: PROCEDURE FOR ACTION IN CASE CORRUPT/FRAUDULENT/COLLUSIVE/COERCIVE PRACTICES
2. ANNEXURE-II: VENDOR PERFORMANCE EVALUATION PROCEDURE
3. ANNEXURE-III: ADDENDUM TO INSTRUCTIONS TO BIDDERS (INSTRUCTION FOR PARTICIPATION IN E-TENDER)
4. ANNEXURE-IV: **BIDDING DATA SHEET (BDS)**

[H] FORMS & FORMATS



SECTION-III
INSTRUCTIONS TO BIDDERS [ITB]
[TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS)]

[A] – GENERAL

1. SCOPE OF BID

- 1.1. The Employer/ Owner/ BCPL as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/Tender document issued by Employer/Owner/BCPL.
- 1.2. SCOPE OF BID: The scope of Supply shall be as defined in the Bidding documents.
- 1.3. The successful bidder will be expected to complete the scope of Bid within the period stated in Special Conditions of Contract.
- 1.4. Throughout the Bidding Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous. Further, 'Day' means 'Calendar Day' and 'Singular' also means 'Plural'.

2. ELIGIBLE BIDDERS

- 2.1. The Bidder shall not be under a declaration of ineligibility by Employer for Corrupt/ Fraudulent/ Collusive/ Coercive practices, as defined in "Instructions to Bidders [ITB], Clause No. 39" (Action in case Corrupt/ Fraudulent/ Collusive/ Coercive Practices).
- 2.2. The Bidder is not put on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon only due to "poor performance" or "corrupt and fraudulent practices") or banned/blacklisted by Government department/ Public Sector on due date of submission of bid. Further, neither bidder nor their allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of GAIL/BCPL or the Ministry of Petroleum and Natural Gas.

If the bidding documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall not be considered for opening/ evaluation/Award and will be returned immediately to such bidders.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to BCPL by the bidder.

It shall be the sole responsibility of the bidder to inform BCPL in case the bidder is put on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon. only due to "poor performance" or "corrupt and fraudulent practices") or banned/blacklisted by Government department/ Public Sector 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 as per clause 39 of ITB.

- 2.3. The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to BCPL by the bidder.



- 2.4. It shall be the sole responsibility of the bidder to inform BCPL in case the bidder is under any liquidation, court receivership or similar proceedings 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 as per clause no.39 of ITB.
- 2.5. Bidder shall not be affiliated with a firm or entity:
- (i) that has provided consulting services related to the Procurement to the Employer during the preparatory stages of the Procurement or of the project of which the Supply forms a part of or
 - (ii) that has been hired (proposed to be hired) by the Employer as an Engineer/ Consultant for the contract.
- 2.6. Neither the firm/entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/ JV'S/ Subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/Licensor nominated agent/ vendor.
- 2.7. Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.
- 2.8. **SUB-VENDOR/CONTRACTOR: Regarding consideration of experience acquired by a bidder as a sub-contractor** for meeting the experience criteria of BEC in tender: **NOT ACCEPTABLE.**
- 2.9. No firm can be a **sub-Contractor** while submitting a bid individually in the same bidding process.
3. **BIDS FROM "JOINT VENTURE"/"CONSORTIUM"**- [FOR APPLICABILITY OF THIS CLAUSE REFER BIDDING DATA SHEET (BDS)]- **NOT APPLICABLE FOR THIS TENDER**
4. **ONE BID PER BIDDER**
- 4.1. A Firm/Bidder shall submit only 'one [01] Bid' in the same Bidding Process individually as a Bidder. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.
- 4.2. Alternative Bids shall not be considered.
5. **COST OF BIDDING & TENDER FEE**
- 5.1. **COST OF BIDDING**
- The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc. incurred thereof. Further, BCPL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.
- 5.2. **TENDER FEE- Not Applicable**
- 5.2.1. Tender Fee, if applicable, will be acceptable in the form of 'crossed payee accounts only' Demand Draft/ Banker's Cheque payable to BCPL. The Tender



Fee is to be submitted along with the bid. Offers sent without payment of requisite Tender Fee will be ignored straightaway.

- 5.3. SMEs (Small & Micro Enterprises) are exempted from submission of Tender Fee in accordance with the provisions of Public Procurement Policy for MSE-2012 and Clause 40 of ITB. The Government Departments/PSUs are also exempted from the payment of tender fee.
- 5.4. In the event of a particular tender being cancelled, the tender fee will be refunded to the concerned bidders without any interest charges. No plea in this regard shall be entertained by the Owner.

6. SITE VISIT

- 6.1. The Bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.
- 6.2. The Bidder or any of its personnel or agents shall be granted permission by the Employer to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Employer and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.
- 6.3. The Bidder shall not be entitled to hold any claim against BCPL for noncompliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.

[B] – BIDDING DOCUMENTS

7. CONTENTS OF BIDDING DOCUMENTS

- 7.1. The contents of Bidding Documents / Tender Documents are those stated below, and should be read in conjunction with any 'Addendum / Corrigendum' issued in accordance with "ITB: Clause-9":
- Section-I : Invitation for Bid [IFB]
 - Section-II : BID EVALUATION CRITERIA [BEC] & Price Evaluation Methodology
 - Section-III : Instructions to Bidders [ITB]
Annexure
Forms & Format
 - Section-IV : General Conditions of Contract [GCC]
 - Section-V : Special Conditions of Contract [SCC]
 - Section-VI : Scope of Work[SOW]



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- Section-VII : Health, Safety and Environment [HSE] Specifications
 - Section-VIII : Schedule of Rates

*Request for Quotation', wherever applicable, shall also form part of the Bidding Document.

- 7.2. The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request for Quotation [RFQ] & Invitation for Bid (IFB)" together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.

8. CLARIFICATION OF BIDDING DOCUMENTS

- 8.1. A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify BCPL in writing or by fax or email at BCPL's mailing address indicated in the **BDS no later than 02 (two) days prior to pre-bid meeting (in cases where pre-bid meeting is scheduled) or 05 (five) days prior to the bid closing date in cases where pre-bid meeting is not held.** BCPL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. BCPL may respond in writing to the request for clarification. BCPL's response including an explanation of the query, but without identifying the source of the query will be uploaded on GAIL's/BCPL's tendering web site [<http://gailtenders.in>; <http://www.bcplonline.co.in> and Government Website] / communicated to prospective bidders by e-mail/ fax.
- 8.2. Any clarification or information required by the Bidder but same not received by the Employer at clause 8.1 (refer BDS for address) above is liable to be considered as "no clarification / information required".

9. AMENDMENT OF BIDDING DOCUMENTS

- 9.1. At any time prior to the 'Bid Due Date', Owner may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by addenda/ corrigendum.
- 9.2. Any addendum/ corrigendum thus issued shall be part of the Bidding Documents and may be hosted on GAIL's/BCPL's website [<http://gailtenders.in>; <http://www.bcplonline.co.in> and Government Website] /communicated to prospective bidders by e-mail/ fax. Bidders have to take into account all such addendum/ corrigendum before submitting their bid.
- 9.3. The Employer, if consider necessary, may extend the date of submissions of Bid in order to allow the Bidders a reasonable time to furnish their most competitive bid taking into account the amendment issued thereof.
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[C] – PREPARATION OF BIDS

10. LANGUAGE OF BID:

The bid prepared by the bidder and all correspondence/drawings and documents relating to the bid exchanged by the Bidder and BCPL shall be written in English language alone.

11. DOCUMENTS COMPRISING THE BID

- 11.1. **Bids are invited under e-tendering Two Bid system.** Bidders are requested to refer instructions for participating in E-Tendering enclosed herewith as Annexure-III and the ready reckoner for bidders available in <https://www.eprocure.gov.in>. **Bids submitted manually shall be rejected, the bids must be submitted on BCPL's E-tendering website as follows:-**

The Bid prepared by the Bidder shall comprise the following components in 2 different folders:

- 11.1.1. **FOLDER-I: "TECHNO-COMMERCIAL / UN-PRICED BID"** shall contain the following:

- (a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents and Earnest Money Deposit (EMD).
- (b) 'Bidder's General Information', as per 'Form F-1'.
- (c) 'Bid Form', as per 'Form F-2'
- (d) Copies of documents, as required in 'Form F-3'
- (e) As a confirmation that the prices are quoted in requisite format complying with the requirements copy of Schedule of Rate (SOR: Part – I) with prices blanked out mentioning **quoted / not quoted** (as applicable) written against each item.
- (f) 'Letter of Authority' on the Letter Head, as per 'Form F-5'
- (g) 'No Deviation Confirmation', as per 'Form F-6'
- (h) 'Bidder's Declaration regarding Bankruptcy', in 'Form F-7'
- (i) 'Certificate for Non-Involvement of Government of India ' from Bidder, as per 'Form F-8'
- (j) 'Agreed Terms and Conditions', as per 'Form F-10'
- (k) 'ACKNOWLEDGEMENT CUM CONSENT LETTER', as per 'Form F-11'
- (l) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
- (m) Undertaking on the Letter head, as per the Form F-12.
- (n) Power of Attorney for authorized signatory in non-judicial stamp paper/copy of Board Resolution, the authorized signatory shall be signing the bid and any consequence resulting due to such signing shall be binding on the bidder.
- (o) Any other information/details required as per Bidding Document
- (p) All forms and Formats including Annexures.
- (q) Tender Document duly signed/ digitally signed by the Authorized Signatory.
- (r) Additional document specified in Bidding Data Sheet (BDS).
- (s) Copy of EMD/Bid Bond *
- (t) Tender fee (wherever applicable)and
- (u) Copy of Power of Attorney



Note: All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder.

However, bidders must submit the original "Bid Security / EMD & tender fee (if applicable), Power of Attorney and any other documents specified in the bidding documents to address mentioned in IFB, in a sealed envelope, superscribing the Tender details & number within 7 days from the date of un-priced bid opening.

***The Original Bid Security/ EMD, copy of which has been uploaded, must be received within 7 days from the date of un-priced bid opening, failing which the bid will be rejected notwithstanding the fact that a copy of EMD/ Bid Security was earlier uploaded by the bidder. In the event bidder fails to upload a copy of the same EMD/ Bid Security in his e-bid and hard copy of same has also not been received as on the date & time of bid submission, the bid shall be summarily rejected. pages of the Bid must be digitally signed by the "authorized signatory" of the Bidder. Refer Annexure-I for E-tendering. In e-tenders, bids need to be digitally signed by the person holding power of attorney.**

11.1.2. FOLDER-II: Price Bid

- i) The Prices are to be filled strictly in the Schedule of Rate (SOR: Part – II) of the bidding documents. BCPL shall not be responsible for any failure on the part of the bidder to follow the instructions.
- ii) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.
- iii) If any unconditional rebate has been offered in the quoted rate the same shall be considered in arriving at evaluated price. However no cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- iv) In case, it is observed that any of the bidder(s) has/have offered suo-moto Discount/Rebate after opening of unpriced bid but before opening of price bids such discount /rebate(s) shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest evaluated bidder without considering the discount/rebate(s), then such discount/rebate(s) offered by the bidder shall be considered for Award of Work and the same will be conclusive and binding on the bidder.
- v) In the event as a result of techno-commercial discussions or pursuant to seeking clarifications / confirmations from bidders, while evaluating the un-priced part of the bid, any of the bidders submits a sealed envelope stating that it contains revised prices; such bidder(s) will be requested to withdraw the revised prices failing which the bid will not be considered for further evaluation.
- vi) In case any bidder does not quote for any item(s) of "Schedule of Rates" and the estimated price impact is more than 10% of the quoted price, then the bid will be rejected. If such price impact of unquoted items is 10% or less of his quoted price, then the unquoted item(s) shall be loaded highest of the price



quoted by the other bidders. If such bidder happens to be lowest evaluated bidder, price of unquoted items shall be considered as included in the quoted bid price.

Note: Provision mentioned at para 11.1.2 hereinabove and to be uploaded in SOR attachment/Conditions of E-tendering portal.

12. SCHEDULE OF RATES / BID PRICES

- 12.1. Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer. The prices quoted by the Bidders will be inclusive of all taxes except **GST (CGST&SGST/UTGST or IGST)**.
- 12.2. Prices must be filled in format for "Schedule of Rates [SOR]" enclosed as part of Tender document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.
- 12.3. Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work / Service, Standards, General Conditions of Contract ("GCC"), Special Conditions of Contract ("SCC") or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.
- 12.4. All duties, taxes and other levies [if any] payable by the Contractor under the Contract, or for any other cause except final **GST (CGST&SGST/UTGST or IGST)** shall be included in the rates / prices and the total bid-price submitted by the Bidder. Applicable rate of **GST (CGST&SGST/ UTGST or IGST)** on the contract value shall be indicated in Agreed Terms & Conditions (Format-F10) and SOR.
- 12.5. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes & Duties, if imposed by the State/ Govt. of India after due date of bid submission but before the Contractual Delivery Date, shall be reimbursed to the contractor on submission of documentary evidence for proof of payment to State/ Govt. Authorities and after ascertaining it's applicability with respect to the contract.
- 12.6. The Bidder shall quote the prices in 'figures' & words. There should not be any discrepancy between the prices indicated in figures and the price indicated in words. In case of any discrepancy, the same shall be dealt as per clause no. 30 of ITB.
- 12.7. Further, Bidder shall also mention the **Service Accounting Codes (SAC)** at the designated place in SOR.

13. GST (CGST & SGST/ UTGST or IGST)

- 13.1. Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever **GST (CGST&SGST/UTGST or IGST)** is applicable.
- 13.2. Quoted prices should be inclusive of all taxes and duties, except **GST (CGST&SGST or IGST or UTGST)**. Please note that the responsibility of payment



of **GST (CGST&SGST or IGST or UTGST)** lies with the Supplier of Goods / Services only. Supplier of Goods / Services (Service Provider) providing taxable service shall issue an Invoice/Bill, as the case may be as per rules/ regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services (Service Provider) with requisite details.

Payments to Service Provider for claiming **GST (CGST & SGST/ UTGST or IGST)** amount will be made provided the above formalities are fulfilled. Further, BCPL may seek copies of challan and certificate from Chartered Accountant for deposit of **GST (CGST&SGST/UTGST or IGST)** collected from Owner.

- 13.3. In case CBEC (Central Board of Excise and Customs)/ any equivalent government agency brings to the notice of BCPL that the Supplier of Goods / Services (Service Provider) has not remitted the amount towards **GST (CGST & SGST/ UTGST or IGST)** collected from BCPL to the government exchequer, then, that Supplier of Goods / Services (Service Provider) shall be put under Holiday list of BCPL for period of six months as mentioned in Procedure for Evaluation of Performance of Vendors/ Suppliers/Contractors/ Consultants.
- 13.4. In case of statutory variation in **GST (CGST&SGST/UTGST or IGST)**, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods / Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

Beyond the contract period, in case BCPL is not entitled for input tax credit of **GST (CGST&SGST/UTGST or IGST)**, then any increase in the rate of **GST (CGST&SGST/UTGST or IGST)** beyond the contractual delivery period shall be to Service Provider's account whereas any decrease in the rate **GST (CGST&SGST/UTGST or IGST)** shall be passed on to the Owner.

Beyond the contract period, in case BCPL is entitled for input tax credit of **GST (CGST&SGST/UTGST or IGST)**, then statutory variation in applicable **GST (CGST&SGST/UTGST or IGST)** on supply and on incidental services, shall be to BCPL's account.

Claim for payment of **GST (CGST&SGST/UTGST or IGST)**/ Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) **GST (CGST&SGST/UTGST or IGST)**, otherwise claim in respect of above shall not be entertained for payment of arrears.

The base date for the purpose of applying statutory variation shall be the Bid Due Date.

- 13.5. Where the BCPL is entitled to avail the input tax credit of **GST (CGST&SGST/UTGST or IGST)**:-
- 13.5.1. Owner/BCPL will reimburse the **GST (CGST&SGST/UTGST or IGST)** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of GST to enable Owner/BCPL to claim input tax credit of **GST (CGST&SGST/UTGST or IGST)** paid. In case of any variation in the executed quantities, the amount on



which the **GST (CGST&SGST/UTGST or IGST)** is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

- 13.5.2. The input tax credit of **GST (CGST&SGST/ UTGST or IGST)** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.
- 13.6. Where the BCPL is not entitled to avail/take the full input tax credit of **GST (CGST&SGST/UTGST or IGST):-**
- 13.6.1. Owner/BCPL will reimburse **GST (CGST&SGST/UTGST or IGST)** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of **GST (CGST&SGST/UTGST or IGST)** as quoted by the bidder, subject to any statutory variations, except variations arising due to change in turnover. In case of any variation in the executed quantities (If directed and/or certified by the Engineer-In-Charge) the ceiling amount on which **GST (CGST&SGST/UTGST or IGST)** is applicable will be modified on pro-rata basis.
- 13.6.2. The bids will be evaluated based on total price including applicable GST (CGST&SGST/UTGST or IGST).
- 13.7. BCPL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable **GST (CGST&SGST/ UTGST or IGST)** while evaluation of bid. Where BCPL is entitled for input credit of **GST (CGST & SGST/ UTGST or IGST)**, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

- 13.8. In case BCPL is required to pay entire/certain portion of applicable **GST (CGST&SGST/ UTGST or IGST)** and remaining portion, if any, is to be deposited by Bidder directly as per **GST (CGST&SGST/ UTGST or IGST)** laws, entire applicable rate/amount of **GST (CGST&SGST/ UTGST or IGST)** to be indicated by bidder in the SOR.

Where BCPL has the obligation to discharge **GST (CGST&SGST/ UTGST or IGST)** liability under reverse charge mechanism and BCPL has paid or is /liable to pay **GST (CGST&SGST/ UTGST or IGST)** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to BCPL or ITC with respect to such payments is not available to BCPL for any reason which is not attributable to BCPL, then BCPL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by BCPL to Contractor / Supplier.

- 13.9. Contractor shall ensure timely submission of invoice(s) as per rules/ regulations of GST with all required supporting document(s) within a period specified in Contracts/ LOA to enable BCPL to avail input tax credit. Further, returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.



If input tax credit with respect to **GST (CGST&SGST/UTGST or IGST)** is not available to BCPL for any reason which is not attributable to BCPL, then BCPL shall not be obligated or liable to pay or reimburse **GST (CGST&SGST/UTGST or IGST)** charged in the invoice(s) and shall be entitled to / deduct/ setoff /recover the such **GST (CGST&SGST/UTGST or IGST)** thereupon together with all penalties and interest if any, against any amounts paid or payable by BCPL to Supplier of Goods / Services.

13.10. Anti-profiteering clause

As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Supplier of Goods / Services may note the above and quote their prices accordingly.

13.11. In case the GST rating of vendor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by BCPL. Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then BCPL shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by BCPL.

14. BID CURRENCIES:

Bidders must submit bid in Indian Rupees only.

15. BID VALIDITY

15.1. Bids shall be kept valid for period specified in BDS from the final 'Bid Due Date'. A Bid valid for a shorter period may be rejected by BCPL as 'non-responsive'.

15.2. In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', the Employer may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period. The request and the responses thereto shall be made in writing or by fax/email. A Bidder may refuse the request without forfeiture of his 'Bid Security'. A Bidder agreeing to the request will not be required or permitted to modify his Bid, but will be required to extend the validity of its 'Bid Security' for the period of the extension and in accordance with "ITB: Clause-16" in all respects.

16. EARNEST MONEY/BID SECURITY: Rs.2,86,200/-

(THE ORIGINAL DEMAND DRAFT OR BANK GUARANTEE SHALL BE FORWARDED TO BCPL. THE ORIGINAL HARDCOPY OF DEMAND DRAFT OR BANK GUARANTEE OF EMD HAS TO BE REACHED BCPL ON OR BEFORE 7 DAYS AFTER OPENING OF UN PRICED BID. OTHERWISE THE BID SHALL BE REJECTED.)

16.1. Bids must be accompanied with 'Earnest Money / Bid Security' in the form of 'Demand Draft' or 'Banker's Cheque'[in favor of Brahmaputra Cracker & Polymer Ltd., payable at Dibrugarh, Assam] or 'Bank Guarantee' as per the format given in Form -4 of the bidding documents. Bidders shall ensure that 'Bid Security', having a validity of at least 'two [02] months' beyond the validity of the bid, must accompany the Bid in the format(s) made available in the Bidding Document. Bid not



accompanied with 'Bid Security', or 'Bid Security' not in requisite form shall be liable for rejection. The Bid Security shall be submitted in Indian Rupees only.

- 16.2. The 'Bid Security' is required to protect BCPL against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture, pursuant to "ITB: Clause-16.7"
- 16.3. BCPL shall not be liable to pay any Bank charges, commission or interest etc. on the amount of 'Bid Security'. In case 'Bid Security' is in the form of a 'Bank Guarantee', the same shall be from any Indian scheduled Bank or a branch of an International Bank situated in India and registered with 'Reserve Bank of India' as Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be commercial Bank having net worth in excess of Rs. 100 Crores [Rupees One Hundred Crores] and a declaration to this effect should be made by such commercial Bank either in the 'Bank Guarantee' itself or separately on its letterhead. 'Earnest Money / Bid Security' shall be valid for 'two [02] months' beyond the 'Bid Validity Period'
- 16.4. Any Bid not secured in accordance with "ITB: Clause-16.1 & Clause-16.3" may be rejected by BCPL as non-responsive.
- 16.5. **Unsuccessful Bidder's 'Earnest Money / Bid Security' will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after finalization of tender.**
- 16.6. The successful Bidder's 'Bid Security' will be discharged upon the Bidder's acknowledging the 'Award' and signing the 'Agreement' and furnishing the 'Contract Performance Security / Security Deposit' pursuant to clause 37 & 38 of ITB.
- 16.7. Notwithstanding anything contained herein, the 'Bid Security' may also be forfeited in any of the following cases:
- (a) If a Bidder withdraws his Bid during the 'Period of Bid Validity'
 - (b) If a Bidder has indulged in corrupt/fraudulent /collusive/coercive practice
 - (c) If the Bidder modifies bids during the period of bid validity (after submission date).
 - (d) Violates any other condition, mentioned elsewhere in the tender document, which may lead to forfeiture of EMD.
 - (e) In the case of a successful Bidder, if the Bidder fails to:
 - (i) to acknowledge receipt the "Notification of Award" / "Fax of Intent [FOI]/ Fax of Acceptance[FOA]",
 - (ii) to furnish "Contract Performance Security / Security Deposit", in accordance with "ITB: Clause-38",
 - (iii) to accept 'arithmetical corrections' as per provision of the clause 30 of ITB.
- 16.8. In case Bid Security is in the form of 'Bank Guarantee', the same must indicate the Bid Document No. and the Work for which the Bidder is quoting. This is essential to have proper correlation at a later date. The 'Bid Security' should be in the form provided at 'Form F-4'.



16.9. **MSEs (Micro & Small Enterprises) are exempted from submission of EMD/Bid Security** in accordance with the provisions of PPP-2012 and Clause 40 of ITB. The Government Departments/PSUs are also exempted from the payment of Bid Security.

17. PRE-BID MEETING (IF APPLICABLE)

17.1. The Bidder(s) or his designated representative are invited to attend a "Pre-Bid Meeting" which will be held at address specified in IFB. It is expected that a bidder shall not depute more than 02 representatives for the meeting.

17.2. Purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage and give hands-on e-tendering.

17.3. Text of the questions raised and the responses given, together with any responses prepared after the meeting, will be uploaded on GAIL's/BCPL's e-tendering website against the Tender. Any modification of the Contents of Bidding Documents listed in "ITB: Clause-7.1", that may become necessary as a result of the Pre-Bid Meeting shall be made by the Employer exclusively through the issue of an Addendum / Corrigendum pursuant to "ITB: Clause-9", and not through the minutes of the Pre-Bid Meeting.

17.4. Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

18. FORMAT AND SIGNING OF BID

18.1. The original and all copies of the Bid shall be typed or written in indelible ink [in the case of copies, photocopies are also acceptable] and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing, must be typed or printed below the signature. All pages of the Bid except for unamended printed literature where entry(s) or amendment(s) have been made shall be initialed by the person or persons signing the Bid.

18.2. The Bid shall contain no alterations, omissions, or additions, unless such corrections are initialed by the person or persons signing the Bid.

18.3. **All documents to be digitally signed and to be uploaded as detailed in addendum to ITB.**

19. ZERO DEVIATION AND REJECTION CRITERIA

19.1. ZERO DEVIATION: Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. BCPL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note BCPL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 29 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. BCPL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. BCPL reserves the right to raise technical and/or commercial query(s), if required, may be raised on the



bidder(s). The response(s) to the same shall be in writing, and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame then its bid shall be evaluated based on the documents available in the bid.

19.2. REJECTION CRITERIA: Notwithstanding the above, deviation to the following clauses of Tender document shall lead to summarily rejection of Bid:

- (a) Firm Price
- (b) Earnest Money Deposit / Bid Security
- (c) Specifications & Scope of Work
- (d) Schedule of Rates / Price Schedule / Price Basis
- (e) Duration / Period of Contract/ Delivery Schedule
- (f) Period of Validity of Bid
- (g) Price Reduction Schedule
- (h) Contract Performance Bank Guarantee / Security Deposit
- (i) Guarantee / Defect Liability Period
- (j) Arbitration / Resolution of Dispute/Jurisdiction of Court
- (k) Force Majeure & Applicable Laws
- (l) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid

Note: Further, it is once again reminded not to mention any condition in the Bid which is contradictory to the terms and conditions of Tender document.

20. E-PAYMENT

BCPL has initiated payments to Suppliers and Contractors electronically, and to facilitate the payments electronically through '**e-banking**'. The successful bidder should give the details of his bank account as per the bank mandate form.

[D] – SUBMISSION OF BIDS

21. SUBMISSION, SEALING AND MARKING OF BIDS

- 21.1. Bids shall be submitted through e-tender mode in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) offer shall be acceptable.
- 21.2. All the bids shall be addressed to the owner at address specified in IFB.
- 21.3. Bids submitted under the name of AGENT/ CONSULTANT/ REPRESENTATIVE /RETAINER/ ASSOCIATE etc. on behalf of a bidder/affiliate shall not be accepted.



22. DEADLINE FOR SUBMISSION OF BIDS

- 22.1. The bids must be submitted through e-tender mode not later than the date and time specified in the tender documents/BDS.
- 22.2. BCPL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids (clause 9 of ITB refers). In which case all rights and obligations of BCPL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended. Notice for extension of bid submission date will be uploaded on GAIL's/BCPL's website/ communicated to the bidders.

23. LATE BIDS

- 23.1. Any bids received after the notified date and time of closing of tenders will be treated as late bids.
- 23.2. In case of e-tendering, e-tendering system of BCPL shall close immediately after the deadline for submission of bid and no bids can be submitted thereafter.

Where the bid bond/physical documents has been received but the bid is not submitted by the bidder in the e-tendering portal, such bid bond/ physical documents shall be returned immediately.

- 23.3. Unsolicited Bids or Bids received to address other than one specifically stipulated in the tender document will not be considered for evaluation/opening/award if not received to the specified destination within stipulated date & time.

24. MODIFICATION AND WITHDRAWAL OF BIDS

- 24.1. Modification and withdrawal of bids shall be as follows:-
- 24.1.1. For E- TENDERING, the bidder may withdraw or modify its bid after bid submission but before the due date and time for submission as per tender document.
- 24.2. **No bid shall be allowed to be withdrawn/modified/substitute in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form.** Withdrawal/Modification/Substitution of a bid during this interval shall result in the bidder's forfeiture of his bid security pursuant to clause 16 of ITB and rejection of bid.
- 24.3. The latest bid hence submitted shall be considered for evaluation and all other bids shall be considered to be unconditionally withdrawn.
- 24.4. In case after price bid opening the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s). Further, such bidder will be put on holiday for a period of six months after following the due procedure.



25. EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

BCPL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for BCPL's action. However, Bidder if so desire may seek the reason (in writing) for rejection of their Bid to which BCPL shall respond quickly.

[E] – BID OPENING AND EVALUATION

26. BID OPENING

26.1. *Unpriced Bid Opening:*

BCPL will open bids, in the presence of bidders' designated representatives who choose to attend, at date, time and location stipulated in the BDS. The bidders' representatives, who are present shall sign a bid opening register evidencing their attendance.

26.2. *Priced Bid Opening:*

26.2.1. BCPL will open the price bids of those bidders who meet the qualification requirement and whose bids is determined to be technically and commercially responsive. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the bid opening. The bidders' representatives, who are present shall sign a register evidencing their attendance and may be required to be present on a short notice.

26.2.2. The price bids of those bidders who were not found to be techno-commercially responsive shall be unopened and returned unopened after opening of the price bids of techno-commercially responsive bidders.

26.3. In case of bids invited under the single bid system, bid shall be opened on the specified due date & time.

27. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.



28. CONTACTING THE EMPLOYER

- 28.1. From the time of Bid opening to the time of award of Contract, if any Bidder wishes to contact the Employer on any matter related to the Bid, it should do so in writing. Information relating to the examination, clarification, evaluation & recommendation for award shall not be disclosed.
- 28.2. Any effort by the Bidder to influence the Employer in the Employer's 'Bid Evaluation', 'Bid Comparison', or 'Contract Award' decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.

29. EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

- 29.1. The owner's determination of a bid's responsiveness is based on the content of the bid only. Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid:-
- (a) Meets the "Bid Evaluation Criteria" of the Bidding Documents;
 - (b) Has been properly signed;
 - (c) Is accompanied by the required 'Earnest Money / Bid Security';
 - (d) Is substantially responsive to the requirements of the Bidding Documents; and
 - (e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to "ITB: Clause-29.2"
- 29.2. A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose employer defines the foregoing terms below:-
- (a) "Deviation" is departure from the requirement specified in the tender documents.
 - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
 - (c) "Omission" is the failure to submit part or all of the information or documentation required in the tender document.
- 29.3. A material deviation, reservation or omission is one that,
- (a) If accepted would,
 - i) Affect in any substantial way the scope, quality, or performance of the job as specified in tender documents.
 - ii) Limit, in any substantial way, inconsistent with the Tender Document, the Employer's rights or the tenderer's obligations under the proposed Contract.
 - (b) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 29.4. The employer shall examine all aspects of the bid to confirm that all requirements have been met without any material deviation, reservation or omission.



- 29.5. If a Bid is not substantially responsive, it may be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the material deviation, reservation or omission.

30. CORRECTION OF ERRORS

- 30.1. Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- (i) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the contractor (by multiplying the quantity and rate) shall be taken as correct.
- (ii) When the rate quoted by the contractor in figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount corrected.
- (iii) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted and the amount worked out, for comparison purposes

- 30.2. The amount stated in the bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bid security shall be forfeited.

31. CONVERSION TO SINGLE CURRENCY FOR COMPARISON OF BIDS

Not Applicable. All bids submitted must be in the currency specified at clause 14 of ITB.

32. EVALUATION AND COMPARISON OF BIDS

Bids shall be evaluated as per evaluation criteria mentioned in Section-II of bidding documents (refer clause 7.0 of ITB) after considering the effect of cenvatcredit entitled. The employer shall only use the criteria and methodology indicated in Section-II of bidding documents. No other criteria/ methodology shall be permitted.

33. COMPENSATION FOR EXTENDED STAY (FOR APPLICABILITY OF THIS CLAUSE REFER BDS):-NOT APPLICABLE FOR THIS TENDER

34. PURCHASE PREFERENCE

Purchase preference to Central government public sector Undertaking and Micro and Small Enterprises (MSEs) shall be allowed as per Government instructions in vogue.

[E] – AWARD OF CONTRACT

35. AWARD

Subject to "ITB: Clause-29", BCPL will award the Contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest provided that bidder, is determined to be qualified to satisfactorily perform the Contract.



36. NOTIFICATION OF AWARD / FAX OF ACCEPTANCE/LETTER OF INTENT

- 36.1. Prior to the expiry of 'Period of Bid Validity', BCPL will notify the successful Bidder in writing, in the form of "Notification of Award" / "Fax of Intent [FOI]" / "Letter of Intent" through fax/e-mail, that his Bid has been accepted. The notification of award / Fax of Intent/Fax of Acceptance will constitute the formation of the Contract.
- 36.2. Contract period shall commence from the date of "Notification of Award" or as mentioned in the Notification of Award/Fax of Intent [FOI]/Letter of Intent. The "Notification of Award"/"Fax of Intent [FOI]" / "Letter of Intent" will constitute the formation of a Contract, until the Contract has been effected pursuant to signing of Contract as per "ITB: Clause-37".

Upon the successful Bidder's / Contractor's furnishing of 'Contract Performance Security / Security Deposit', pursuant to "ITB: Clause-38", BCPL will promptly discharge his 'Earnest Money / Bid Security', pursuant to "ITB: Clause-16"

37. SIGNING OF AGREEMENT

- 37.1. BCPL will award the Contract to the successful Bidder, who, within 'fifteen [15] days' of receipt of the same, shall sign and return the acknowledged copy to BCPL.
- 37.2. The successful Bidder/Contractor shall be required to execute an 'Agreement' in the proforma given in this Bidding Document on a 'non-judicial stamp paper' of appropriate value [cost of the 'stamp-paper' shall be borne by the successful Bidder/Contractor] and of 'state' specified in Bidding Data Sheet (BDS) only, within 'fifteen [15] days' of receipt of the "Letter of Acceptance [LOA]" of the Tender by the successful Bidder/Contractor failure on the part of the successful Bidder to sign the 'Agreement' within the above stipulated period, shall constitute sufficient grounds for forfeiture of EMD/Security Deposit.

38. CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT

- 38.1. Within 30 days of the receipt of the notification of award/ Fax of Acceptance from BCPL, the successful bidder shall furnish the Contract Performance Security/Guarantee in accordance with General Conditions of the Contract/as stipulated in Section-II of tender document. The Contract Performance Security/Guarantee shall be in the form of either Banker's Cheque or Demand Draft or Bank Guarantee and shall be in the currency of the Contract.
- 38.2. **The contract performance security shall be for an amount equal to 7.5% of one year's contract value (without GST) specified in Bidding Data Sheet (BDS)/as stipulated in Section-II of tender document towards faithful performance of the contractual obligations & performance of equipment and same must be valid for 3 months beyond the contract period.** For the purpose of Contract Performance Security, Contract/order value shall be exclusive of GST.

Bank Guarantee towards performance security/ security deposit shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank in case of Indian bidder as well as foreign bidder. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having



net worth in excess of **Rs 100 crores** and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period of three months beyond the delivery schedule as specified in Bid Data Sheet (BDS).

- 38.3. Failure of the successful bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- 38.4. The CPBG/Security deposit has to cover the entire contract value including extra works/services also. As long as the CPBG/Security deposit submitted at the time of award take care the extra works/ services executed and total executed value are within the awarded contract price, there is no need for additional security deposit/ Contract Performance Security. As soon as the total executed value is likely to burst the ceiling of awarded contract price, the contractor should furnish additional security deposit/ CPBG.

39. PROCEDURE FOR ACTION IN CASE CORRUPT/ FRAUDULENT/COLLUSIVE/ COERCIVE PRACTICES

- 39.1. Procedure for action in case Corrupt/ Fraudulent/Collusive/Coercive Practices is enclosed at Annexure-I.
- 39.2. The Fraud Prevention Policy document is available on GAIL's/BCPL's website (www.gailonline.com / www.bcplonline.com)
- 39.3. **NON-APPLICABILITY OF ARBITRATION CLAUSE IN CASE OF BANNING OF VENDORS/ SUPPLIERS / CONTRACTORS/BIDDERS/ CONSULTANTS INDULGED IN FRAUDULENT/ COERCIVE PRACTICES**

Notwithstanding anything contained contrary in GCC and other "CONTRACT DOCUMENTS", in case it is found that the Vendors/ Suppliers / Contractors/Bidders/ Consultants indulged in fraudulent/ coercive practices at the time of bidding, during execution of the contract etc., and/or on other grounds as mentioned in GAIL's/BCPL's "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices" (Annexure-I), the contractor/bidder shall be banned (in terms of aforesaid procedure) from the date of issuance of such order by Brahmaputra Cracker and Polymer Ltd., to such Vendors/ Suppliers / Contractors/Bidders/ Consultants.

The Vendor/ Supplier / Contractor/ Bidder/Consultant understands and agrees that in such cases where Vendor/ Supplier / Contractor/ Bidder/Consultant has been banned (in terms of aforesaid procedure) from the date of issuance of such order by Brahmaputra Cracker and Polymer Ltd, such decision of Brahmaputra Cracker and Polymer Ltd shall be final and binding on such Vendor/ Supplier / Contractor/ Bidder/Consultant and the 'Arbitration clause' in the GCC and other "CONTRACT DOCUMENTS" shall not be applicable for any consequential issue /dispute arising in the matter.



40. PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES

40.1. Following provision has been incorporated in tender for MSEs, in line with notification of Government of India, vide Gazette of India No. 503 dated 26.03.2012 proclaiming the Public Procurement Policy on procurement of goods and services from Micro and Small Enterprises (MSEs)

- i) Issue of tender document to MSEs free of cost.
- ii) Exemption to MSEs from payment of EMD/Bid Security.
- iii) In Tender participating Micro and Small Enterprises quoting price within the price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprise and such micro and small enterprises shall be allowed to supply upto 20% of the tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

The quoted prices against various items shall remain valid in case of splitting of quantities of the items above.

In case tendered item is non-splitable or non-dividable (specified in Bid Data Sheet), MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/ complete supply of total tendered value subject to matching of L1 price.

40.2. The MSEs owned by SC/ST entrepreneurs shall mean:-

- a) In case of proprietary MSE, Proprietor(s) shall be SC/ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding atleast 51% share in the unit
- c) In case of private Limited Companies, at least 51% share is held by SC/ST. If the MSE is owned by SC/ST entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

40.3. In case bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following :

- a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or Udyog Aadhaar Memorandum.
- b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.



The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp. Hard copy of the same to be submitted.

If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.

- 40.4. If against an order placed by BCPL, successful bidder(s) (other than Micro/Small Enterprise) is procuring material/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises with prior consent in writing of the purchasing authority/Engineer-in-charge, the details like Name, Registration No., Address, Contact No. details of material & value of procurement made, etc. of such Enterprises shall be furnished by the successful bidder at the time of submission of invoice/Bill.

41. AHR ITEMS

In items rate contract where the quoted rates for the items exceed 50% of the owners/estimated Items rates, such items will be considered as Abnormally High Rates Items (AHR) and Payment of AHR items beyond the SOR stipulated quantities shall be made at the least of the following rates:

(I) Rates as per SOR, quoted by the contractor.

(II) Rate of the item, which shall be derived as follows:

Based on rates of machine and labor as available from the contract (which includes contractor's supervision, profit, overheads and other expenses).

In case rates are not available in the contract, rates will be calculated based on prevailing market rates of machine, material and labor plus 15% to cover contractor's supervision profit, overhead & other expenses.

42. VENDOR PERFORMANCE EVALUATION PROCEDURE

Shall be as stipulated Annexure II to ITB herewith.

43. INCOME TAX & CORPORATE TAX

- 43.1. Income tax deduction shall be made from all payments made to the contractor as per the rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.

- 43.2. Corporate Tax liability, if any, shall be to the contractor's account.

- 43.3. Work Contract tax/VAT as may be applicable shall be deducted as per trade tax.

43.4. MENTIONING OF PAN NO. IN INVOICE/BILL

As per CBDT Notification No. 95/2015 dated 30.12.2015, mentioning of PAN no. is mandatory for procurement of goods / services/works/consultancy services exceeding Rs. 2 Lacs per transaction.



Accordingly, supplier/ contractor/ service provider/ consultant should mention their PAN no. in their invoice/ bill for any transaction exceeding Rs. 2 lakhs. As provided in the notification, in case supplier/ contractor/ service provider/ consultant do not have PAN no., they have to submit declaration in Form 60 along with invoice/ bill for each transaction.

Payment of supplier/ contractor / service provider/ consultant shall be processed only after fulfilment of above requirement

44. SETTLEMENT OF DISPUTES BETWEEN GOVERNMENT DEPARTMENT AND ANOTHER AND ONE GOVERNMENT DEPARTMENT AND PUBLIC ENTERPRISE AND ONE PUBLIC ENTERPRISE AND ANOTHER

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitrator under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

45. DISPUTE RESOLUTION(ADDENDUM TO PROVISION REGARDING APPLICABLE LAWS AND SETTLEMENT OF DISPUTES OF GCC)

- 45.1. Brahmaputra Cracker and Polymer Limited has framed the Conciliation Rules 2010 in conformity with supplementary to Part – III of the Indian Arbitration and Conciliation Act 1996 for speedier, cost effective and amicable settlement of disputes through conciliation. A copy of the said rules made available on GAIL's web site/BCPL's website: www.gailonline.com/ www.bcplonline.com for reference. Unless otherwise specified, the matters where decision of the Engineer-in-Charge is deemed to be final and binding as provided in the Agreement and the issues/disputes which cannot be mutually resolved within a reasonable time, all disputes shall be settled in accordance with the Conciliation Rules 2010.
- 45.2. Any dispute(s)/difference(s)/issue(s) of any kind whatsoever between/amongst the Parties arising under/out of/in connection with this contract shall be settled in accordance with the aforesaid rules.
- 45.3. In case of any dispute(s)/difference(s)/issue(s), a Party shall notify the other Party (ies) in writing about such a dispute(s) / difference(s) / issue(s) between / amongst the Parties and that such a Party wishes to refer the dispute(s)/difference(s)/issue(s) to Conciliation. Such Invitation for Conciliation shall contain sufficient information as to the dispute(s)/difference(s)/issue(s) to enable the other Party (ies) to be fully informed as to the nature of the dispute(s)/difference(s)/issue(s), the amount of monetary claim, if any, and apparent cause(s) of action.



- 45.4. Conciliation proceedings commence when the other Party(ies) accept(s) the invitation to conciliate and confirmed in writing. If the other Party (ies) reject(s) the invitation, there will be no conciliation proceedings.
- 45.5. If the Party initiating conciliation does not receive a reply within thirty days from the date on which he/she sends the invitation, or within such other period of time as specified in the invitation, he/she may elect to treat this as a rejection of the invitation to conciliate. If he/she so elects, he/she shall inform the other Party(ies) accordingly.
- 45.6. Where Invitation for Conciliation has been furnished, the Parties shall attempt to settle such dispute(s) amicably under Part-III of the Indian Arbitration and Conciliation Act, 1996 and Brahmaputra Cracker and Polymer Limited Conciliation Rules, 2010. It would be only after exhausting the option of Conciliation as an Alternate Dispute Resolution Mechanism that the Parties hereto shall go for Arbitration. For the purpose of this clause, the option of 'Conciliation' shall be deemed to have been exhausted, even in case of rejection of 'Conciliation' by any of the Parties.
- 45.7. The cost of Conciliation proceedings including but not limited to fees for Conciliator(s), Airfare, Local Transport, Accommodation, cost towards conference facility etc. shall be borne by the Parties equally.
- 45.8. The Parties shall freeze claim(s) of interest, if any, and shall not claim the same during the pendency of Conciliation proceedings. The Settlement Agreement, as and when reached/agreed upon, shall be signed between the Parties and Conciliation proceedings shall stand terminated on the date of the Settlement Agreement.

46. BILLING SYSTEM

ORIGINAL Bills/Invoices to be forwarded in sealed envelope for release of payment in time and following should be clearly mentioned on "top left corner of the envelope" with "address" as under:

(a) Top left corner of the envelope

Vendor Code: _____

LOA/PO No.: Date

Bill/ Invoice No.: Date

Invoice Value: Rs. Indenting Dept. Job/Supply of.....

(b) Address:

To,

In case of LOA/Contract	In case of PO
HOD/EIC (Indenting/User Department) M/s Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636.	HOD (C&P) M/s Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636.



47. TRANSPARENCY

Bidders if so desires, may seek in writing the reason for rejection of their bid, to which BCPL shall respond quickly.

48. SALE OF BID DOCUMENTS

Tender document will be sold on receipt of application. No tender document will, however, be sold / issued to the bidders who are on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon etc. only due to "poor performance" or "corrupt and fraudulent practices") or banned by Government department/ Public Sector on due date of submission of bid. If the document were issued inadvertently/ downloaded from website, offers submitted by such bidder shall not be considered for opening / evaluation / award and will be returned immediately to such bidder. The above is without prejudice to the other rights of BCPL.

49. SUBLETTING & ASSIGNMENT

- 49.1. The contractor shall not, save with previous consent in writing of the Engineer-in-charge, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Provided, nevertheless, that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

However, Subletting of WHOLE WORKS is prohibited. An undertaking to this effect will be given by Vendor/Contractor along with each invoice/ bill. In addition to above, clause no. 37.0 of GCC also to be referred.

50. DIRECT PAYMENTS TO SUB-VENDORS / SUPPORTING AGENCIES OF MAIN CONTRACTOR

- 50.1. Normally, the payment is to be made to vendor/contractor only as per provision of contract. During execution, in case of financial constraints, BCPL may make direct payment to their sub-vendor / supporting agencies as an exception from the amounts due to the vendors/contractors from any of their bills under process upon certification by EIC subject to receipt of such request from the vendor/contractor. Further, the request for direct payments to the sub-vendor / sub-contractor shall be considered in performance evaluation of such vendor/ contractor.

51. CHECK MEASUREMENT

Measurement shall be recorded as per the methods of measurement spelt out in SOW/Specifications/SCC of Contract/Tender Document. The responsibility for checking the measurements as recorded in the measurement Books/Bills shall be as under:

- 51.1. Where BCPL Executive is Engineer-In-Charge (EIC) (e.g O&M Contracts)
- Site-In-Charge/Site Engineer will check 100% measurements of executed work.
 - EIC will further check measurements at least 15% of bill value. In case, Site-in-Charge/Site Engineer is not available, EIC will check 100% measurements of executed work.
 - An officer one level above EIC but not below level of HOD will check measurements of 5% of bill value. In case, HOD is EIC, then he will check measurements of 20% of bill value.



- 51.2. Where PMC is EIC (e.g Project Construction):
- PMC will check 100% measurements of executed work.
 - BCPL Site Engineer will check measurements of at least 15% of bill value, certified by PMC.
 - An officer one level above Site Engineer but not below level of DGM will further check measurements of 5% of bill value. However, wherever DGM is not available, an officer of level of CM will check measurements of 5% of bill value.
- 51.3. Where BCPL Executive is EIC and where Third Party Inspector is deployed (e.g ARC type Construction Contracts):
- Third Party Inspector will check 100% measurements of executed work.
 - BCPL Site Engineer will check measurements of at least 10% of bill value, certified by Third Party Inspector.
 - EIC will further check measurements of 5% of bill value. In case, there is no Site Engineer, EIC himself will check measurements of 15% of bill value.
 - An officer one level above EIC but not below level of HOD (for O&M Cases) and DGM (for Project Cases) will check measurements of 5% of bill value. In case, HOD (for O&M Cases) and DGM (for Project Cases) is EIC, then he will check measurements of 10% of bill value or measurement of 20% of bill value, in case there is no Site Engineer.
- 51.4. OIC (or HOD in case of Corporate Office) or an officer of higher level to that of EIC authorized by OIC may carry out random checking of executed items where the executed quantity exceed SOR quantities.
- 51.5. While exercising test check of 5%, 15% level and on random basis as above, it may be ensured that high rate items, AHR items, items exceeding SOR quantity and concealed items have been covered in the items selected for checking.
- 51.6. The Superior officer should preferably check such items/quantities other than those already checked by BCPL executives at lower levels and should also ensure that the subordinate officer/officers have exercised the requisite percentage check as stipulated in the procedure.
- 51.7. All concerned officers should indicate the measurements of SOR items checked by them and marked as "Checked and verified."
52. Wherever any portion of the "GCC" is repugnant to or at variance with any provision(s) of the "SCC", unless a different intention appears, the provision(s) of the "SCC" shall be deemed to override the provision(s) of "GCC", and shall to the extent of such repugnancy or variations prevail.
53. Wherever there is contradiction with respect to terms of 'Integrity pact', GCC and 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice', the provisions of 'Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practice' shall prevail.
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Annexure-I

PROCEDURE FOR ACTION IN CASE CORRUPT/FRAUDULENT/COLLUSIVE/COERCIVE PRACTICES

A. Definitions:

- A.1 “Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, anything of value to improperly influence the actions in selection process or in contract execution.
- “Corrupt Practice” also includes any omission for misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- A.2 “Fraudulent Practice” means and include any act or omission committed by a agency or with his connivance or by his agent by misrepresenting/ submitting false documents and/ or false information or concealment of facts or to deceive in order to influence a selection process or during execution of contract/ order.
- A.3 “Collusive Practice amongst bidders (prior to or after bid submission)” means a scheme or arrangement designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- A.4 “Coercive practice” means impairing or harming or threatening to impair or harm directly or indirectly, any agency or its property to influence the improperly actions of an agency, obstruction of any investigation or auditing of a procurement process.
- A.5 “Vendor/Supplier/Contractor/Consultant/Bidder” is herein after referred as “Agency”
- A.6 “Appellate Authority” shall mean Committee of Directors consisting of Director (Finance) and Director (BD) for works centers under Director (Projects). For all other cases committee of Directors shall consist of Director (Finance) & Director (Projects).
- A.7 “Competent Authority” shall mean the authority, who is competent to take final decision for Suspension of business dealing with an Agency/ ies and Banning of business dealings with Agency/ ies and shall be the “Director” concerned.
- A.8 “Allied Agency” shall mean all the concerns within the sphere of effective influence of banned/ suspended agencies. In determining this, the following factors may be taken into consideration:
- a) Whether the management is common;
 - b) Majority interest in the management is held by the partners or directors of banned/ suspended firm.
 - c) Substantial or majority shares are owned by banned/ suspended agency and by virtue of this it has a controlling voice.
- A.9 “Investigating Agency” shall mean any department or unit of BCPL investigating into the conduct of Agency/ party and shall include the Vigilance Department of the BCPL, Central Bureau of Investigation, State Police or any other agency set up by the Central or state government having power to investigate.



B. Actions against bidder(s) indulging in corrupt /fraudulent/ collusive/ coercive practice

B.1 Irregularities noticed during the evaluation of the bids:

If it is observed during bidding process/ bids evaluation stage that a bidder has indulged in corrupt/fraudulent /collusive/coercive practice, the bid of such Bidder (s) shall be rejected and its Earnest Money Deposit (EMD) shall be forfeited.

Further, such agency shall be banned for future business with BCPL for a period specified in para B 2.2 below from the date of issue of banning order.

B.2 Irregularities noticed after award of contract

(i) During execution of contract:

If an agency, is found to have indulged in corrupt/fraudulent/ collusive/coercive practices, during execution of contract, the agency shall be banned for future business with BCPL for a period specified in para B 2.2 below from the date of issue of banning order.

The concerned order (s)/ contract(s) where corrupt/fraudulent/collusive practices is observed, shall be suspended with immediate effect by Engineer-in-Charge (EIC)/ Employer whereby the supply/ work/ service and payment etc. will be suspended. The action shall be initiated for putting the agency on banning.

After conclusion of process, the order (s)/ contract (s) where it is concluded that such irregularities have been committed shall be terminated and Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall also be forfeited. The amount that may have become due to the contractor on account of work already executed by him shall be payable to the contractor and this amount shall be subject to adjustment against any amounts due from the contractor under the terms of the contract.

No risk and cost provision will be enforced in such cases.

(ii) After execution of contract and during Defect liability period (DLP)/ Warranty/Guarantee Period:

If an agency is found to have indulged in corrupt/fraudulent/ collusive/coercive practices, after execution of contract and during DLP/ Warranty/Guarantee Period, the agency shall be banned for future business with BCPL for a period specified in para B 2.2 below from the date of issue of banning order.

Further, the Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall be forfeited.

(iii) After expiry of Defect liability period (DLP)/ Warranty/Guarantee Period

If an agency is found to have indulged in corrupt/fraudulent/ collusive/coercive practices, after expiry of Defect liability period (DLP)/ Warranty/Guarantee Period, the agency shall be banned for future business



with BCPL for a period specified in para B 2.2 below from the date of issue of banning order.

B.2.2 Period of Banning

Banning period shall be reckoned from the date of banning order and shall be 3 years.

In exceptional cases where the act of vendor/ contractor is a threat to the National Security, the banning shall be for indefinite period.

C. Effect of banning on other ongoing contracts/ tenders

- C.1 If an agency is put on Banning, such agency should not be considered in ongoing tenders/future tenders.
- C.2 However, if such an agency is already executing other order (s)/ contract (s) where no corrupt/fraudulent/ collusive/coercive practice is found, the agency should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract.
- C.3 If an agency is put on the Banning List during tendering and no irregularity is found in the case under process:
- C.3.1 After issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.
- C.3.2 After opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.
- C.3.3 After opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. If the agency is put on banning list for fraud/ mis-appropriation of facts committed in the same tender/other tender where errant agency emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.

D. Procedure for Suspension of Bidder

D.1 Initiation of Suspension

Action for suspension business dealing with any agency/(ies) shall be initiated by Corporate C&P Department when

- (i) Corporate Vigilance Department based on the fact of the case gathered during investigation by them recommend for specific immediate action against the agency.
- (ii) Corporate Vigilance Department based on the input from Investigating agency, forward for specific immediate action against the agency.
- (iii) Non-performance of Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order.

D.2 Suspension Procedure:

- D.2.1 The order of suspension would operate initially for a period not more than six months and is to be communicated to the agency and also to Corporate Vigilance Department. Period of suspension can be extended with the approval of the Competent Authority



by one month at a time with a ceiling of six months pending a conclusive decision to put the agency on banning list.

- D.2.2 During the period of suspension, no new business dealing may be held with the agency.
- D.2.3 Period of suspension shall be accounted for in the final order passed for banning of business with the agency.
- D.2.4 The decision regarding suspension of business dealings should also be communicated to the agency.
- D.2.5 If a prima-facie, case is made out that the agency is guilty on the grounds which can result in banning of business dealings, proposal for issuance of suspension order and show cause notice shall be put up to the Competent Authority. The suspension order and show cause notice must include that (i) the agency is put on suspension list and (ii) why action should not be taken for banning the agency for future business from BCPL.

The competent authority to approve the suspension will be same as that for according approval for banning.

D.3 Effect of Suspension of business:

Effect of suspension on other on-going/future tenders will be as under:

- D.3.1 No enquiry/bid/tender shall be entertained from an agency as long as the name of agency appears in the Suspension List.
- D.3.2 If an agency is put on the Suspension List during tendering:
- D.3.2.1 After issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.
- D.3.2.2 After opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.
- D.3.2.3 After opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. If the agency is put on Suspension list for fraud/ mis-appropriation of facts conducted in the same tender/other tender where errant agency emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.
- D.3.3 The existing contract (s)/ order (s) under execution shall continue.
- D.3.4 Tenders invited for procurement of goods, works and services shall have provision that the bidder shall submit a undertaking to the effect that (i) neither the bidder themselves nor their allied agency/(ies) are on banning list of GAIL/BCPL or the Ministry of Petroleum and Natural Gas and (ii) bidder is not banned by any Government department/ Public Sector.

E. Appeal against the Decision of the Competent Authority:

- E.1 The agency may file an appeal against the order of the Competent Authority for putting the agency on banning list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the receipt of banning order.



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- E.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- E.3 Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- F. Wherever there is contradiction with respect to terms of 'Integrity pact', GCC and 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice', the provisions of 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice' shall prevail.
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**PROCEDURE FOR EVALUATION OF PERFORMANCE OF VENDORS/
SUPPLIERS/ CONTRACTORS/ CONSULTANTS**

1.0 OBJECTIVE

The objective of Evaluation of Performance aims to recognize, and develop reliable Vendors/ Suppliers/Contractors/ Consultants so that they consistently meet or exceed expectations and requirements.

The purpose of this procedure is to put in place a system to monitor performance of Vendors/ Suppliers/Contractors/ Consultants associated with BCPL in Projects and in O&M so as to ensure timely completion of various projects, timely receipt of supplies including completion of works & services for operation and maintenance of operating plants and quality standards in all respects.

2.0 METHODOLOGY

i) Preparation of Performance Rating Data Sheet

Performance rating data Sheet for each and every Vendor/ Supplier/Contractor/ Consultant for all orders/Contracts with a value of Rs. 7 Lakhs and above is recommended to be drawn up. These data sheets are to be separately prepared for orders/ contracts related to Projects and O&M. Format, Parameters, Process, responsibility for preparation of Performance Rating Data Sheet are separately mentioned.

ii) Measurement of Performance

Based on the parameters defined in Data Sheet, Performance of concerned Vendor/ Supplier/Contractor/ Consultant would be computed and graded accordingly. The measurement of the performance of the Party would be its ability to achieve the minimum scoring of 60% points in the given parameters.

iii) Initiation of Measures:

Depending upon the Grading of Performance, corrective measures would be initiated by taking up the matter with concerned Vendor/ Supplier/Contractor/ Consultant. Response of Vendor/ Supplier/Contractor/ Consultant would be considered before deciding further course of action.

iv) Implementation of Corrective Measures:

Based on the response of Vendor/ Supplier/Contractor/ Consultant, concerned Engineer-in-Charge for the Projects and/or OIC in case of O&M would recommend for continuation or discontinuation of such party from the business of BCPL.

v) Orders/contracts placed on Proprietary/OEM basis for O&M will be evaluated and, if required, corrective action will be taken for improvement in future.



3.0 PROCESS OF EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS

3.1. FOR PROJECTS

- i) Evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants in case of PROJECTS shall be done immediately with commissioning of any Project.
- ii) On commissioning of any Project, EIC (Engineer-in-charge)/ Project-in-charge shall prepare a Performance Rating Data Sheet (Format at Annexure-1) for all Orders and Contracts.
- iii) Depending upon the Performance Rating, following action need to be initiated by Engineer-in-charge/Project-in-charge:

Sl.No.	Performance Rating	Action
1	POOR	Seek explanation for Poor performance
2	FAIR	Seek explanation for Fair performance
3	GOOD	Letter to the concerned for improving performance in future
4	VERY GOOD	No further action

- iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

(A) Where Performance rating is “POOR”:

Recommend such defaulting Vendor/ Supplier/Contractor/ Consultant for putting on Holiday for a period from one to three years as given below:

- (i) Poor Performance due to reasons other than Quality : **One Year**
- (ii) Poor Performance on account of Quality (if any mark obtained against Quality parameter is less than 30): **Two Years**
- (iii) Poor Performance leading to termination of contract or Offloading of contract due to poor performance solely attributable to Vendor/ Supplier/Contractor/ Consultant or Repeated Offence: **Three Years**

Non-performance of a Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order, such Vendor/ Supplier/ Contractor/Consultant are also to be considered for Suspension.



In all such cases, concerned site will put up recommendation for issuance of SCN and putting the party on suspension list as per process defined for suspension in “Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices”

(B) Where Performance rating is “FAIR”:

Recommend for issuance of warning to such defaulting Vendor/ Supplier/Contractor/ Consultant to improve their performance.

3.2. FOR CONSULTANCY JOBS

Monitoring and Evaluation of consultancy jobs will be carried out in the same way as described in para 3.1 for Projects.

3.3. FOR OPERATION & MAINTENANCE

- i) Evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants in case of Operation and Maintenance shall be done immediately after execution of order/ contract.
- ii) After execution of orders a Performance Rating Data Sheet (Format at Annexure-2) shall be prepared for Orders by Site C&P and for Contracts/Services by respective Engineer-In-Charge.
- iii) Depending upon Performance Rating, following action need to be initiated by Site C&P:

Sl. No.	Performance Rating	Action
1	POOR	Seek explanation for Poor performance
2.	FAIR	Seek explanation for Fair performance
3	GOOD	Letter to the concerned for improving performance in future.
4	VERY GOOD	No further action

- iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

A) Where performance rating is “POOR”

Recommend such defaulting Vendor/Supplier/Contractor/ Consultant for putting on Holiday for a period from one to three years as given below:

- (i) Poor Performance due to reasons other than Quality : **One Year**
- (ii) Poor Performance on account of Quality (if any mark obtained against Quality parameter is less than 30): **Two Years**



- (iii) Poor Performance leading to termination of contract or Offloading of contract due to poor performance solely attributable to Vendor/Supplier/Contractor/Consultant or Repeated Offence: **Three Years**

Non-performance of a Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order such Vendor/ Supplier/ Contractor/Consultant are also to be considered for Suspension.

In all such cases, concerned site will put up recommendation for issuance of SCN and putting the party on suspension list as per process defined for suspension in “Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices”

- (B) Where Performance rating is “FAIR”

Recommend for issuance of warning to such defaulting Vendors/Contractors/Consultants to improve their performance.

4.0 **EXCLUSIONS:**

The following would be excluded from the scope of evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants:

- i) Orders/Contracts below the value of Rs. 7 Lakhs.
- ii) One time Vendor/ Supplier/Contractor/ Consultant.
- iii) Orders for Misc./Administrative items/ Non stock Non valued items.

However, concerned Engineer-in-Charge /OICs will continue to monitor such cases so as to minimize the impact on Projects/O&M plants due to non-performance of Vendors/ Suppliers/Contractors/ Consultants in all such cases.

5.0 **REVIEW & RESTORATION OF PARITES PUT ON HOLIDAY**

- 5.1 An order for Holiday passed for a certain specified period shall deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.

Further, in case Vendor/ Supplier/Contractor/ Consultant is put on holiday due to quality, and new order is placed on bidder after restoration of Vendor/ Supplier/Contractor/ Consultant, such order will be properly monitored during execution stage by the concerned site.

6.0 **EFFECT OF HOLIDAY**

- 6.1 If a Vendor/Supplier/Contractor/Consultant is put on Holiday, such Vendor/ Supplier/Contractor/Consultant should not be considered in ongoing tenders/future tenders.
- 6.2 However, if such Vendor/ Supplier/Contractor/ Consultant is already executing any other order/ contract and their performance is satisfactory in terms of the relevant contract, should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract. In such a case CPBG will not be forfeited and payment will be made as per provisions of concerned contract. However, this would be without prejudice to other terms and conditions of the contract.



6.3. Effect on other ongoing tendering:

- 6.3.1 After issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the party shall be ignored.
- 6.3.2 After opening Technical bid but before opening the Price bid, the Price bid of the party shall not be opened and BG/EMD submitted by the party shall be returned to the party.
- 6.3.3 After opening of price, BG/EMD made by the party shall be returned; the offer of the party shall be ignored & will not be further evaluated. If errant party emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.

7.0 While putting the Vendor/ Supplier/Contractor/ Consultant on holiday as per the procedure, the holding company, subsidiary, joint venture, sister concerns, group division of the errant Vendor/ Supplier/Contractor/ Consultant shall not be considered for putting on holiday list.

Any bidder, put on holiday, will not be allowed to bid through consortium route also in new tender during the period of holiday.

8.0 If an unsuccessful bidder makes any vexatious, frivolous or malicious complaint against the tender process with the intention of delaying or defeating any procurement or causing loss to BCPL or any other bidder, such bidder will be put on holiday for a period of six months, if such complaint is proved to be vexatious, frivolous or malicious, after following the due procedure.

9.0 **APPEAL AGAINST THE DECISION OF THE COMPETENT AUTHORITY:**

- (a) The party may file an appeal against the order of the Competent Authority for putting the party on Holiday list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the receipt of Holiday order.
- (b) Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- (c) Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- (d) “Appellate Authority” shall mean Committee of Directors consisting of Director (Finance) and Director (BD) for works centers under Director (Projects). For all other cases committee of Directors shall consist of Director (Finance) & Director (Projects).

10.0 **ERRANT BIDDER**

In case after price bid opening the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s).

Further, such bidder will be put on ‘holiday’ for a period of six months after following the due procedure.



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- 11.0** In case Service Tax department brings to the notice of BCPL that a Party has not paid to the credit of the Government the Service Tax collected from BCPL, then party will be put on holiday for a period of six months after following the due procedure.
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**BRAHMAPUTRA CRACKER AND POLYMER LIMITED
PERFORMANCE RATING DATA SHEET
(FOR PROJECTS/ CONSULTANCY JOBS)**

- i) Project/Work Centre :
ii) Order/ Contract No. & date :
iii) Brief description of Items :
Works/Assignment
iv) Order/Contract value (Rs.) :
v) Name of Vendor/Supplier/ :
Contractor/ Consultant
vi) Contracted delivery/ :
Completion Schedule
vii) Actual delivery/ :
Completion date

Performance Parameter	Delivery/ Completion Performance	Quality Performance	Reliability Performance#	Total
Maximum Marks	40	40	20	100
Marks Allocated				

Note:

Remarks (if any)

PERFORMANCE RATING (**)

Note:

(#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance.

(*) Allocation of marks should be as per enclosed instructions

(**) Performance rating shall be classified as under:

Sl.No.	Range (Marks)	Rating
1	60 & below	POOR
2	61-75	FAIR
3	76-90	GOOD
4	More than 90	VERY GOOD

Signature of
Authorised Signatory:

Name:

Designation:



Instructions for allocation of marks

1. Marks are to be allocated as under:

1.1 DELIVERY/ COMPLETION PERFORMANCE 40 Marks

Delivery Period/ Completion Schedule	Delay in Weeks	Marks
a) Up to 3 months	Before CDD	40
	Delay up to 4 weeks	35
	Delay up to 8 weeks	30
	Delay up to 10 weeks	25
	Delay up to 12 weeks	20
	Delay up to 16 weeks	15
	More than 16 weeks	0
b) Above 3 months	Before CDD	40
	Delay up to 4 weeks	35
	Delay up to 8 weeks	30
	Delay up to 10 weeks	25
	Delay up to 16 weeks	20
	Delay up to 20 weeks	15
	Delay up to 24 weeks	10
	More than 24 weeks	0

1.1 QUALITY PERFORMANCE 40 Marks

For Normal Cases: No Defects/ No Deviation/ No failure: 40 marks

i) Rejection/Defects	Marks to be allocated on prorata basis for acceptable quantity as compared to total quantity for normal cases	10 marks
ii) When quality failure endanger system integration and safety of the system	Failure of severe nature - Moderate nature - low severe nature	0 marks 5 marks 10-25 marks
iii) Number of deviations	1. No deviation 2. No. of deviations ≤ 2 3. No. of deviations > 2	5 marks 2 marks 0 marks



1.3 RELIABILITY PERFORMANCE

20 Marks

A.	FOR WORKS/CONTRACTS	
i)	Submission of order acceptance, agreement, PBG, Drawings and other documents within time	4 marks
ii)	Mobilization of resources as per Contract and in time	4 marks
iii)	Liquidation of Check-list points	4 marks
iv)	Compliance to statutory and HS&E requirements or Reliability of Estimates/Design/Drawing etc. in case of Consultancy jobs	4 marks
v)	Timely submission of estimates and other documents for Extra, Substituted & AHR items	4 marks
B.	FOR SUPPLIES	
i)	Submission of order acceptance, PBG, Drawings and other documents within time	5 marks
ii)	Attending complaints and requests for after sales service/ warranty repairs and/ or query/ advice (upto the evaluation period).	5 marks
iii)	Response to various correspondence and conformance to standards like ISO	5 marks
iv)	Submission of all required documents including Test Certificates at the time of supply	5 marks



**BRAHMAPUTRA CRACKER AND POLYMER LIMITED
PERFORMANCE RATING DATA SHEET
(FOR O&M)**

- i) Location :
- ii) Order/ Contract No. & date :
- iii) Brief description of Items :
Works/Assignment
- iv) Order/Contract value (Rs.) :
- v) Name of Vendor/Supplier/ :
Contractor/ Consultant
- vi) Contracted delivery/ :
Completion Schedule
- vii) Actual delivery/ :
Completion date

Performance Parameter	Delivery/ Completion Performance	Quality Performance	Reliability Performance#	Total
Maximum Marks	40	40	20	100
Marks Allocated				

Note:

Remarks (if any)

PERFORMANCE RATING (**)

Note:

(#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance.

(*) Allocation of marks should be as per enclosed instructions

(**) Performance rating shall be classified as under:

Sl.No.	Range (Marks)	Rating
1	60 & below	POOR
2	61-75	FAIR
3	76-90	GOOD
4	More than 90	VERY GOOD

Signature of

Authorised Signatory:

Name:

Designation:



Instructions for allocation of marks (For O&M)

1. Marks are to be allocated as under:

1.1 DELIVERY/ COMPLETION PERFORMANCE 40 Marks

Delivery Period/ Completion Schedule	Delay in Weeks	Marks
a) Up to 3 months	Before CDD	40
	Delay up to 4 weeks	35
	Delay up to 8 weeks	30
	Delay up to 10 weeks	25
	Delay up to 12 weeks	20
	Delay up to 16 weeks	15
	More than 16 weeks	0
b) Above 3 months	Before CDD	40
	Delay up to 4 weeks	35
	Delay up to 8 weeks	30
	Delay up to 10 weeks	25
	Delay up to 16 weeks	20
	Delay up to 20 weeks	15
	Delay up to 24 weeks	10
	More than 24 weeks	0

1.1 QUALITY PERFORMANCE 40 Marks

For Normal Cases: No Defects/ No Deviation/ No failure: 40 marks

i) Rejection/Defects Marks to be allocated on prorata basis for acceptable quantity as compared to total quantity for normal cases 10 marks

ii) When quality failure endanger system integration and safety of the system
Failure of severe nature 0 marks
- Moderate nature 5 marks
- low severe nature 10-25 marks

iii) Number of deviations
1. No deviation 5 marks
2. No. of deviations ≤ 2 2 marks
3. No. of deviations > 2 0 marks



1.3 RELIABILITY PERFORMANCE

20 Marks

A.	FOR WORKS/CONTRACTS	
i)	Submission of order acceptance, agreement, PBG, Drawings and other documents within time	4 marks
ii)	Mobilization of resources as per Contract and in time	4 marks
iii)	Liquidation of Check-list points	4 marks
iv)	Compliance to statutory and HS&E requirements or Reliability of Estimates/Design/Drawing etc. in case of Consultancy jobs	4 marks
v)	Timely submission of estimates and other documents for Extra, Substituted & AHR items	4 marks
B.	FOR SUPPLIES	
i)	Submission of order acceptance, PBG, Drawings and other documents within time	5 marks
ii)	Attending complaints and requests for after sales service/ warranty repairs and/ or query/ advice (upto the evaluation period).	5 marks
iii)	Response to various correspondence and conformance to standards like ISO	5 marks
iv)	Submission of all required documents including Test Certificates at the time of supply	5 marks



ANNEXURE-III

(INSTRUCTIONS FOR PARTICIPATION IN E-TENDER)

(Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC)

1. General:

This section contains detailed instructions regarding bid submission procedure under BCPL's e-tender under NIC CPP Portal system. Bidders are required to read the following instructions in addition to various instructions mentioned elsewhere in the bid document for e-tendering, Ready Reckoner and FAQs etc. The instructions mentioned herein related to bid submission procedure shall supersede and shall prevail over the conditions enumerated elsewhere in the bid/tender document.

Bidders who wish to participate in e-tenders must go through the following in BCPL website in tender section:-

- 1) "Guideline for Bidder enrolment process to Participate in BCPL e-tender through CPP Portal of NIC".**
- 2) "Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC.**
- 3) "Bidder Manual Kit"**

which contains instructions in respect of e-Tendering essentially covering security settings required for bidder's PC / Laptop, uploading and checking the status of digital signature in the bidder's PC / Laptop, obtaining unique login ID and password, re-setting the password, downloading of Tender document and uploading of Offer/Bid etc. Further, the troubleshooting issues are also available in the form of FAQs (link given in website) which can be downloaded from E-Tender Portal (<https://eprocure.gov.in/eprocure/app>).

2. About E-Tender Portal (Web):

BCPL's e-tender under NIC CPP Portal system enabling bidders to Search, View, Download tender document(s) directly from the portal <https://eprocure.gov.in/cppp/> (referred hereunder as "E-Tender Portal") and also enables the bidders to participate and submit online prices directly in the e-tender portal or uploading of SOR/Price Schedule (Price Bid) in note and attachment folder, as applicable and technical bids in secured and transparent manner maintaining absolute confidentiality and security throughout the tender evaluation process and award.

3. Pre-requisite for participation in bidding process:

The following are the pre-requisite for participation in e-Tendering Process:



3.1 PC/Laptop with Windows OS, Internet Explorer:

Bidder must possess a PC / Laptop with Windows 7 professional operating system and Internet Explorer 9 or above for hassle free bidding. Bidder must go through the system setting as mentioned in Resources required (go to <https://eprocure.gov.in/eprocure/app> → click downloads → click resources) and also refer Trouble Shooting (go to <https://eprocure.gov.in/eprocure/app> → click bidder Manual kit → click Trouble shooting).

3.2 Internet Broadband Connectivity:

The Bidder must have a high speed internet connectivity (preferably Broadband) to access NIC Portal for downloading the Tender document and uploading/submitted the Bids.

3.3 A valid e-mail Id of the Organization/Firm:

Bidder must possess an e-mail ID, preferably of the Organisation (in case of a company)/Individual (in case of proprietorship concern)/Partner having Power of Attorney (in case of a partnership firm) to create login ID. The e-mail ID should not be changed frequently. All communication related to e-tendering including system generated mails shall be sent on this e-mail Id only. The communication to bidder is fully automated through the system and hence email-ID of bidder is very important for online communication with bidder during various stages of tendering process and should be preferably common e-mail Id of the Organisation.

3.4 User ID and Password for new Bidder(s):

To participate in the bidding process, it is mandatory on the part of bidder(s) to have user ID and password. Without user ID (Login ID) and password, bidders cannot participate in e-tender. There will be single login ID for a bidder/vendor code. To obtain User ID and Password Vendor/Bidder must visit <https://eprocure.gov.in/eprocure/app> site and perform the following steps:

- i) Click on Online bidder enrolment (For new Bidders)
- ii) Fill the on line self-registration form and submit. Ensure that the e-mail address given in the form is valid and active.
- iii) Ensure that all the mandatory fields (identified with a * mark) are filled in the self-registration form for User Id creation.

Steps for creating user id & Password is available in file name “steps by steps guide for online Bidder enrolment process” in BCPL website.



3.5 Procedure for change of E-mail ID of the Bidder:

Login E-Mail ID cannot be changed.

3.6 About Digital Signature:

(I) What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain Certifying Authorities (CA) to issue Digital Certificates. Digitally signed documents are legally valid as per the Indian IT Act 2000. One Digital Certificate is valid for a specified period and can be used for digitally signing any number of documents. For details go to <https://eprocure.gov.in/eprocure/app> → click Information about DSC.

Only Class 3b Digital Signature is acceptable where individual are using their digital signature on behalf of the organization and digital signature should be in the name of authorized signatory who has signed the bid on behalf of bidder.

(II) Why Digital Signature is required?

In order to bid for NIC e-tenders, bidders are required to obtain a legally valid Digital Certificate as per Indian IT Act 2000 from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

(III) How to obtain Digital Signatures from Certifying Authority (CA)?

Valid Digital Certificate (class 3b) can be obtained from Certifying Agency (C.A).

Information about CA's can be obtained through CCA India website

(<http://www.cca.gov.in>).

Digital Signatures can be obtained using following steps:

- a) Visit the site of the licensed CA* using internet browser.
- b) Follow the instructions on the CA's website for submission of requisite documents for issue of the Digital Certificate and making payment.

***Links to some of the licensed CA's are provided below:**

1. <http://www.ncodesolutions.com>
2. <http://www.sifycorp.com>
3. <http://www.tcs-ca.tcs.co.in>



4. <http://www.e-mudhra.com>
5. <http://www.nicca.nic.in>
6. www.idrbtca.org.in

For foreign bidder please refer:- <https://eprocure.gov.in/eprocure/app> then click on download – where procedure for obtaining DSC for Foreign Bidders is given.

4. How to submit On-line Bids/Offer electronically against E-tenders?

Bidders who wish to participate against e-tenders uploaded on BCPL's e-tender under NIC CPP Portal website (<https://eprocure.gov.in/cppp/>) (e-tender portal) should follow the steps Mentioned in the “**Bidders Manual Kit**” available on BCPL website / (go to <https://eprocure.gov.in/eprocure/app> → click Bidder manual kit) which shall guide them to Search, Display/View, Download and Submit electronic Bids/Offer online in a secured manner ensuring confidentiality. Bidder can also download the tender documents from BCPL websites, but they must have to quote through e-mode only (CPP Portal).

5. How to search, view and download e-tender?

Explained in **Bidders Manual Kit** which is available in BCPL website.

8.0 Content of Bid:

8.1 Un-Priced Bid:

The Un-priced Bid - “SOR” (i.e. Part I – Technical Bid, refer ITB of tender for details) to be uploaded using Link “TECHNICAL DOCUMENT”. Bidders are advised to not upload duly filled Schedule of Rates/Price Schedule (Price Bid) at this link. For detailed instructions, **Bidders Manual Kit** which is available in BCPL website for bidders may be referred.

Before the bid is uploaded, the bid comprising of all relevant documents mentioned in the tender document should be digitally signed in accordance with the Indian IT Act 2000. If any modifications are required to be made to a document thereafter the modified documents shall be again digitally signed before uploading.

Bidders are required to upload all Tender forms and supporting documents which form part of the bid/tender under tender document of e-tender portal.

Uploading the documents relevant to bid before the bid submission date and time is the sole responsibility of the bidder. **No Manual/Hard copy** of bid is acceptable. **Bids submitted manually shall be rejected.**

Bidders are required to submit the Earnest Money Deposit (EMD)/Bid Bond in original in the prescribed formats and in the manner prescribed in the tender document at the time of bid submission in sealed envelope.



However, if the bidder is unable to submit EMD/Bid Bond in original on the due date, he may upload scanned copy of the EMD/Bid Bond while submitting the bid electronically, provided the original EMD/Bid Bond, copy of which has been uploaded, is received within 7 (seven) days from the date of unpriced bid opening, failing which the bid will be rejected irrespective of their status / ranking in tender and notwithstanding the fact that a copy.

The complete bid (each page) shall be continuously numbered in sequence, from start till end i.e. 1, 2, 3... n. The bid shall be uploaded along with proper index and indicating page numbers against each category of documents.

Note:

- i) Bidder may save/store the bid documents in the PC/Laptop before submitting the bid into in e-tender portal.
- ii) Bidder is required to fill up the price(s)/rate(s) strictly in the Schedule of Rate (SOR)/Price Schedule attached with the tender.

Inadvertently, if a document is uploaded in by the bidders, such document can be deleted by the bidder and can be replaced by a digitally signed new/modified document prior to due date & time.

Un-priced techno-commercial bid document should be placed in the private area earmarked in the C-folder of Tender Document in e-tender portal.

8.2 Priced Bid:

The Priced Bid (i.e. Part II – Price Bid, refer ITB for details) to be uploaded using “FINANCE ATTACHMENTS” and NOT using link “TECHNICAL DOCUMENT”. Bidders are advised not to upload any other documents and same shall be ignored. For detailed instructions, refer tender document and Ready Reckoner.

BCPL shall not be responsible for any failure on the part of the bidder in submission of Priced Bid and the manner prescribed elsewhere in this instruction sheet in tender documents.

9. E-Tender demo during pre-bid conference:

During the Pre-Bid Conference, BCPL shall also arrange demonstration for submission of bids in e-tender portal for interested bidders.



10. Submission of documents:

Bidders are requested to upload small sized documents preferably (up to 25 MB) at a time to facilitate easy uploading into e-tender portal. BCPL shall not be responsible in case of failure of the bidder to upload documents/bids within specified time of tender submission.

11. Last date for submission of bids:

System does not allow for submission or modification of bids beyond the deadline for bid submission. However, if the bidder for some reason intends to change the bid already entered, he may change/revise the same on or before the last date and time of submission. The system time displayed on NIC's e-tender webpage shall be final and binding on the bidders for all purposes pertaining to various events of the subject tender and no other time shall be taken into cognizance.

Bidders are advised in their own interest to ensure that bids are uploaded in e-tender system well before the closing date and time of bid.

12. Internet connectivity:

If bidders are unable to access BCPL's e-tender under NIC CPP Portal system or Bid Documents, the bidders may please check whether they are using proxy to connect to internet or their PC is behind any firewall and may contact their system administrator to enable connectivity. Please note that Port SSL/443 should be enabled on proxy/firewall for HTTPS connectivity. Dial-up/Broad band internet connectivity without Proxy settings is another option.

13. Help to Contractors:

For special instructions to bidders / contractors Please visit <https://eprocure.gov.in/eprocure/app> → click Help to contractors.

14. FAQ:

For various frequently asked question Please visit <https://eprocure.gov.in/eprocure/app> → click FAQ.

15. e-Brochure:

For e-brochure Please visit <https://eprocure.gov.in/eprocure/app> → click Downloads → click e brochure (details & general).

16. DSC for Foreign Bidders:

For DSC for foreign bidders Please visit - <https://eprocure.gov.in/eprocure/app> → click Downloads → click DSC for foreign bidders.



17. System Malfunction Procedure:

For system malfunction procedure Please visit - <https://eprocure.gov.in/eprocure/app> → click Downloads → system malfunction procedure.

18. IT Resources:

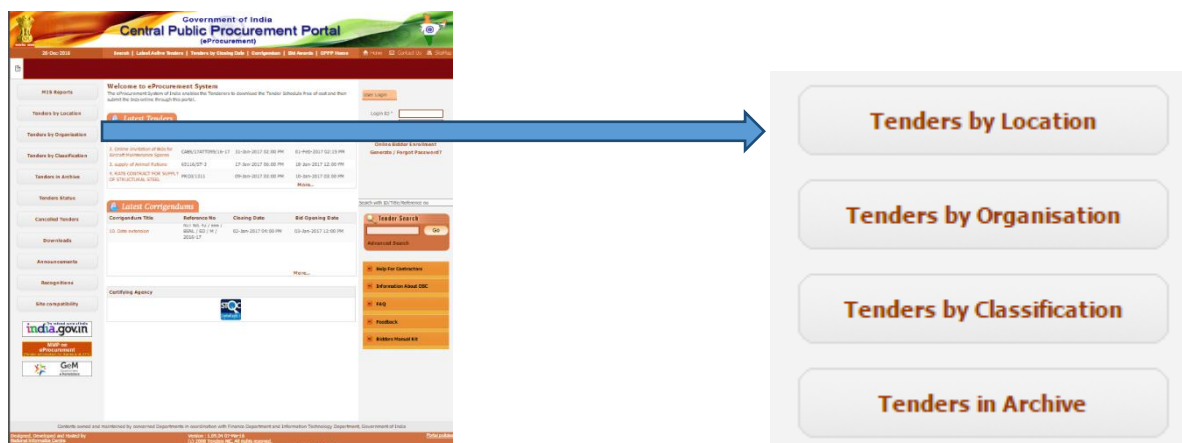
For various IT resources Please visit → <https://eprocure.gov.in/eprocure/app> → click Downloads --- Resources required. (Download Java for system compatibility).

19. Form for DSC Deactivation for bidders:

For DSC deactivation Please visit - <https://eprocure.gov.in/eprocure/app> → click Downloads → Form for DSC deactivation for bidders.

20. Search Tender for Guest Users:

For tender search Please visit - <https://eprocure.gov.in/eprocure/app> → click on Tenders by Location / Tenders by Organization / Tenders by classifications / Tenders by Archive.

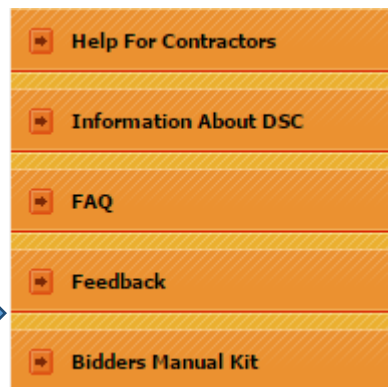




21. Check list / Quick View Summary:

one time activity	1	GET THE DIGITAL SIGNATURE CERTIFICATE	plz. Refer	Please refer clause 3.6 of Ready reckoner to participate in e-tender available in BCPL website	also refe	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click Information about DSC.	
	2	GET THE HARDWARE / IT RESOURCES:- Computer/laptop, Internet etc	plz. Refer	Refer clause 3.1, 3.2, 12 of Ready reckoner to participate in e-tender available in BCPL website	also refe	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click downloads --- click resources required	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- click trouble shooting
	3	GET ENROLLED WITH BCPL e-tender THROUGH CPP PORTAL OF NIC AND TO GET USERID & PASSWORD FOR NEW VENDORS	plz. Refer	Refer Guideline for Bidder enrolment process available in BCPL website	also refe	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- click Registration of Bidders	
	4	UPLOADING OF MY DOCUMENTS	plz. Refer	Bidder can upload their regular documents like PAN, BALANCE SHEET, VAT/CAT and other certificate	also refe	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- click Uploading of my documents	
	5	SEARCH BIDS	plz. Refer	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click tender by location / by organization / by classification	also refe	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- click Clarifications (Tender Status, My Archive...)	
	6	ON LINE e-BID SUBMISSION involved EMD/FEE, technical bid (part I) & finance bid (part II)	plz. Refer	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- go through online e-bid submission	also refe	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- Online e-Bid Submission	
	7	FINANCE BID/PRICE BID/PART II Preparation guidelines	plz. Refer	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- go BoQ Preparation Guidelines			
	8	ON LINE e-BID WITHDRAWAL	plz. Refer	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- go Online Bid Withdrawal			
	9	ON LINE e-BID Re-SUBMISSION	plz. Refer	ROUTE:- https://eprocure.gov.in/cpp pt --- click e-procure --- click bidder manual kit --- go Online Bid Re-submission			

For various queries, manual, FAQs and information may please refer the link
<https://eprocure.gov.in/eprocure/app>



In Help to contractor's users will get: **Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal.**

In Information about DSC user will get: **Frequently Asked Questions on Digital Signature Certificate.**

In FAQ user will get various FAQ related to:

- a) **GENERAL Q&A about e-procurement.**
- b) **On line enrolment Q&A**
- c) **Password related Q&A**
- d) **DSC related Q&A**
- e) **Tender related Q&A**
- f) **Security related Q&A**
- g) **Foreign bidder related Q&A**
- h) **User account related Q&A**

Feedback: **Users to give their feedback to NIC.**

Bidder manual kit: **Bidder will get various manuals for the following:**

1	Notice to Bidders	notice_to_bidders.pdf
2	Registration of Bidders	bidder_registration.pdf
3	Uploading of My Documents	my_documents.pdf
4	Online e-Bid Submission	two_cover_bid_submission.pdf
		three_cover_bid_submission.pdf
		four_cover_bid_submission.pdf
		single_cover_bid_submission.pdf
5	Online Bid Withdrawal	bid_withdrawal.pdf
6	Online Bid Re-submission	bid_resubmission.pdf
7	Clarifications (Tender Status, My Archive...)	enquiry.pdf
8	Trouble Shooting	troubleshoot_document.pdf



9 BoQ Preparation Guidelines

[BoQ Help Bidder ItemRate.pdf](#)

[BoQ Help Bidder ItemWise Tax.pdf](#)

[BoQ Help Bidder Percentage.pdf](#)

HELP DESK (BCPL)

Phone : 0373-2914582 (only for e-tender queries)

Mobile : 8811017320

Email : etender@bcplindia.co.in

HELP DESK (NIC)

Phone : 1800-233-7315, 0120-4200462, 0120-4001002 (only for e-tender queries)

Mobile : 8826246593

Email : cphp-nic@nic.in

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ANNEXURE-IV

BIDDING DATA SHEET (BDS)
ITB TO BE READ IN CONJUNCTION WITH THE FOLLOWING:

A. GENERAL					
ITB clause	Description				
1.2	The Invitation for Bids/ Tender no is : TENDER NO.: BCPL/C&P/DL117W059OR/00447				
1.1	The Employer/Owner is: M/s Brahmaputra Cracker & Polymer Limited				
2.1	Name of the Contract: HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL				
3	BIDS FROM CONSORTIUM/ JOINT VENTURE <table border="1"><tr><td>APPLICABLE</td><td>☐</td></tr><tr><td>NOT APPLICABLE</td><td>☒</td></tr></table>	APPLICABLE	☐	NOT APPLICABLE	☒
APPLICABLE	☐				
NOT APPLICABLE	☒				
5.2.1	Demand Draft/ Banker's Cheque towards Tender fee (if applicable) shall be in favour of Brahmaputra Cracker & Polymer Ltd. payable at _____				
B. BIDDING DOCUMENT					
ITB clause	Description				
8.1	For <u>clarification purposes</u> only, the communication address is: Attention: Ms. Olivia Rajkumari, Dy. Manager (C&P) / Street Address: Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636. Email id: olivia.rajkumari@bcplindia.co.in;				



C. PREPARATION OF BIDS

ITB clause	Description
11.1.1 (u)	The Bidder shall submit with its Techno-commercial/ Unpriced bid the following additional documents (SCC Refers): <u>NIL</u> _____ _____
12	Additional Provision for Schedule of Rate/ Bid Price are as under: _____ _____
14	The currency of the Bid shall be INR
15	The bid validity period shall be three months from final 'Bid Due Date'.
16	In case 'Earnest Money / Bid Security' is in the form of 'Demand Draft' or 'Banker's Cheque', the same should be favor of Brahmaputra Cracker & Polymer Ltd. , payable at _____

D. SUBMISSION AND OPENING OF BIDS

ITB clause	Description
18	In addition to the original of the Bid, the number of copies required is one. Not applicable in case of e-tendering.
22	The E-Tender No. of this bidding process is: BCPL/C&P/DL117W059OR/00447
22.3	For <u>submission of EMD</u> only, the Owner's address is : Attention: Ms. Olivia Rajkumari, Dy. Manager (C&P) / Street Address: Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: DIBRUGARH, Assam, Pin Code: 786006, Phone no. 0373 2914636. Email id: olivia.rajkumari@bcplindia.co.in;



26	The bid opening shall take place at: Street Address: Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: olivia.rajkumari@bcplindia.co.in; Date: 11.08.2017 Time: 15:00 Hrs.				
E. EVALUATION, AND COMPARISON OF BIDS					
ITB clause	Description				
32	Evaluation Methodology is mentioned in Annexure-II.				
33	Compensation for Extended Stay: <table border="1"><tr><td>APPLICABLE</td><td>☒ NO</td></tr><tr><td>NOT APPLICABLE</td><td>☒ YES</td></tr></table>	APPLICABLE	☒ NO	NOT APPLICABLE	☒ YES
APPLICABLE	☒ NO				
NOT APPLICABLE	☒ YES				
F. AWARD OF CONTRACT					
ITB clause	Description				
37	State of which stamp paper is required for Contract Agreement: State: Assam				
38	Contract Performance Security/ Security Deposit <table border="1"><tr><td>APPLICABLE</td><td>☒ YES</td></tr><tr><td>NOT APPLICABLE</td><td>☒ NO</td></tr></table> Applicable: As specified in Section –II of tender document.	APPLICABLE	☒ YES	NOT APPLICABLE	☒ NO
APPLICABLE	☒ YES				
NOT APPLICABLE	☒ NO				
40	Public Procurement Policy for MSEs : <table border="1"><tr><td>APPLICABLE</td><td>☒ YES</td></tr><tr><td>NOT APPLICABLE</td><td>☒ NO</td></tr></table> Whether tendered	APPLICABLE	☒ YES	NOT APPLICABLE	☒ NO
APPLICABLE	☒ YES				
NOT APPLICABLE	☒ NO				



	item is non-split able or not-divisible : <table border="1"><tr><td>YES</td><td>☒</td></tr><tr><td>NO</td><td>☒</td></tr></table>	YES	☒	NO	☒
YES	☒				
NO	☒				
41	Provision of AHR Item : <table border="1"><tr><td>APPLICABLE</td><td>☒</td></tr><tr><td>NOT APPLICABLE</td><td>☒</td></tr></table>	APPLICABLE	☒	NOT APPLICABLE	☒
APPLICABLE	☒				
NOT APPLICABLE	☒				
Clause no. 27.3 of GCC	Bonus for Early Completion: <table border="1"><tr><td>APPLICABLE</td><td>☒</td></tr><tr><td>NOT APPLICABLE</td><td>☒</td></tr></table>	APPLICABLE	☒	NOT APPLICABLE	☒
APPLICABLE	☒				
NOT APPLICABLE	☒				

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FORMS & FORMAT



LIST OF FORMS & FORMAT

Form No.	Description
F-1	BIDDER'S GENERAL INFORMATION
F-2	BID FORM
F-3	LIST OF ENCLOSURES
F-4	PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY / BID SECURITY"
F-5	LETTER OF AUTHORITY
F-6	NO DEVIATION CONFIRMATION
F-7	DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT RECEIVERSHIP ETC.
F-8	CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA
F-9	PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT"
F-10	AGREED TERMS & CONDITIONS
F-11	ACKNOWLEDGEMENT CUM CONSENT LETTER
F-12	UNDERTAKING ON LETTERHEAD
F-13	BIDDER'S EXPERIENCE
F-14	CHECK LIST
F-15	FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE
F-16	FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER
F-17	BIDDER'S QUERIES FOR PRE BID MEETING
F-18	E-BANKING FORMAT



F-1
BIDDER'S GENERAL INFORMATION

To,
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M
ACTIVITIES IN GDU DULIAJAN OF M/S BCPL**

E-Tender No.: BCPL/C&P/DL117W059OR/00447

1	Bidder Name (With Contact Person Name & Details)	
2	Status of Firm	Proprietorship Firm/Partnership firm/ Limited/Others If Others Specify: _____ [Enclose certificate of Registration]
3	Name of Proprietor/Partners/Directors of the firm/company	
4	Number of Years in Operation	
5	Address of Registered Office: *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	City: District: State: PIN/ZIP:
6	Operation Address (if different from above)	City: District: State: PIN/ZIP:
7	Telephone Number [Mobile & Landline]	(Country Code) (Area Code) (Telephone No.)
8	E-mail address	
9	Website	



10	Fax Number:	(Country Code) (Area Code) (Telephone No.)
11	ISO Certification, if any	{If yes, please furnish details}
12	Bid Currency	
13	Banker's Name	
14	Branch	
15	Bank account number	
16	PAN No.	[Enclose copy of PAN Card]
17	GSTIN	(Please submit copy of GST Registration Certificate)
18	SAC / HSN code	
19	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
20	We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act	Yes / No (If the response to the above is 'Yes', Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM) filled with the authority specified by the respective State Government.)
21	Whether Micro/Small Enterprise	(Bidder to submit documents as specified in ITB)
22	Type of Entity	Corporate/ Non-Corporate (As per Service tax Act/GST). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).
23	Vendor Classification as per GST Mark (✓) on the applicable one.	Registered ☐ Un-Registered ☐ Compound Scheme ☐ PSU, GOVT ☐ SEZ ☐

Place:
Bidder]
Date:

[Signature of Authorized Signatory of
Name:
Designation:
Seal:



F-2
BID FORM

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: "HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL"

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir,

After examining / reviewing the Bidding Documents for the tender of "_____" including "Specifications & Scope of Work", "General Conditions of Contract [GCC]", "Special Conditions of Contract [SCC]" and "Schedule of Rates [SOR]", etc. the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to offer to execute the whole part of the job and in conformity with the said Bid Documents, including Addenda / Corrigenda Nos. _____.

We confirm that this Bid is valid for a period of "three [03] months" from the date of opening of "Techno-Commercial / Un-priced Bid", and it shall remain binding upon us and may be accepted by any time before the expiry of that period.

If our Bid is accepted, we will provide the "Contract Performance Security / Security Deposit" as specified in Section-II of tender document.

Until a final Agreement/Letter of Award is prepared and executed, the tender document (including addenda/ corrigenda) together with the "Notification of Award" shall constitute a binding Agreement between us.

We understand that Bidding Document is not exhaustive and any action and activity not mentioned in Bidding Documents but may be inferred to be included to meet the intend of the Bidding Documents shall be deemed to be mentioned in Bidding Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any Bid that you may receive.

Place: [Signature of Authorized Signatory of Bidder]
Date: Name:
Designation:
Seal:

Duly authorized to sign Bid for and on behalf of _____

[Signature of Witness]

Name of Witness:

Address:



F-3
LIST OF ENCLOSURES

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: “HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL”

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir,

We are enclosing the following documents as part of the bid:

1. Power of Attorney of the signatory to the Bidding Document.
2. Document showing annual turnover for the last three years such as annual reports, profit and loss account, net worth etc. along with information as sought in enclosed format F-16
3. Document showing Financial Situation Information as sought in enclosed format F-16
4. Copy of Bidding Documents along with addendum/corrigendum duly signed and sealed on each page, in token of confirmation that Bid Documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provisions detailed in Bid Documents.
5. Documentary Evidences showing the Bidder's claim of meeting Technical Criteria as mentioned in Clause 4 of ITB.
6. EMD / Bid Bond*
7. Tender Fee*
8. Power of Attorney*
9. Duly certified document from chartered engineer and or chartered accountant.

Note:

* In case of e-bidding the bidder has the option to submit specified documents in physical form on/before the bid due date or within seven days from the bid opening date. However, scanned copy of these (same) documents must be submitted on-line as part of e-bid before the bid due date/time.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



F-4

**PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT
(To be stamped in accordance with the Stamp Act)**

Ref.:-----

Bank Guarantee No.:-----

Date-----

To

BRAHMAPUTRA CRACKER & POLYMER LTD.
“ADMINISTRATIVE BUILDING” LEPETKATA,
NH-37, P.O. LEPETKATA, DIBRUGARH,
ASSAM, PIN – 786 006

**SUB: “HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M
ACTIVITIES IN GDU DULIAJAN OF M/S BCPL”**

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir (s),

In accordance with Letter inviting Tender under your reference No.-----

M/s-----having their Registered/Head
Office at----- (hereinafter called the Tenderer) wish to
participate in the said tender for-----

As an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of -----is required to be
submitted by the Tenderer as a condition precedent for participation in the said Tender which amount is
liable to be forfeited on the happening of any contingencies mentioned in the Tender Document.

We, the -----Bank at-----having our Head Office -
------(Local Address) guarantee and undertake
to pay immediately on demand without any recourse to the tenderers by Brahmaputra Cracker & Polymer
Limited., the amount -----without any
reservation, protest, demur and recourse. Any such demand made by BCPL, shall be conclusive and binding
on us irrespective of any dispute or difference raised by the Tenderer.

This guarantee shall be irrevocable and shall remain, valid up to-----.[this date should be
two (02) months beyond the validity of the bid] If any further extension of this guarantee is required the same
shall be extended to such required period on receiving instructions from M/s-----
----- on whose behalf this guarantee is issued.

In Witness whereof the Bank, through its authorized officer, has set its hand and stamp on this -----
-----day of -----201 ---- at -----

WITNESS:

(SIGNATURE)
(NAME):

(SIGNATURE)
(NAME)
Designation with Bank Stamp

(OFFICIAL ADDRESS):

Attorney as per
Power of Attorney No._____
Date: _____



**INSTRUCTIONS FOR FURNISHING "BID SECURITY / EARNEST MONEY" BY
"BANK GUARANTEE"**

1. The Bank Guarantee by Bidders will be given on non-judicial stamp paper as per "Stamp Duty" applicable. The non-judicial stamp paper should be in the name of the issuing Bank. In case of foreign Bank, the said Bank's Guarantee to be issued by its correspondent Bank in India on requisite non-judicial stamp paper
2. The expiry date should be arrived at in accordance with "ITB: Clause-15.1".
3. The Bank Guarantee by bidders will be given from Bank as specified in "ITB".
4. A letter from the issuing Bank of the requisite Bank Guarantee confirming that said Bank Guarantee / all future communication relating to the Bank Guarantee shall be forwarded to the Employer at its address as mentioned at "ITB".
5. Bidders must indicate the full postal address of the Bank along with the Bank's E-mail / Fax / Phone from where the Earnest Money Bond has been issued.
6. If a Bank Guarantee is issued by a commercial Bank, then a letter to Employer confirming its net worth is more than Rs.1,000,000,000.00 [Rupees One Hundred Crores] or equivalent alongwith documentary evidence.

.....



F-5
LETTER OF AUTHORITY

[Pro forma for Letter of Authority for Attending Subsequent 'Negotiations' / 'Pre-Bid Meetings' / 'Un-priced Bid Opening' / 'Price Bid Opening']

Ref:

Date:

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: "HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL"

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir,

I/We, _____ hereby authorize the following representative(s) for attending any 'Negotiations' / 'Meetings [Pre-Bid Meeting]', 'Un-priced Bid Opening', 'Price Bid Opening' and for any subsequent correspondence / communication against the above Bidding Documents:

[1] Name & Designation _____ Signature _____

Phone/Cell:

Fax:

E-mail: @

[2] Name & Designation _____ Signature _____

Phone/Cell:

Fax:

E-mail: @

We confirm that we shall be bound by all commitments made by aforementioned authorised representative(s).

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Note: This "**Letter of Authority**" should be on the "**letterhead**" of the Firm / Bidder and should be signed by a person competent and having the '**Power of Attorney**' to bind the Bidder. Not more than 'two [02] persons per Bidder' are permitted to attend "Techno-commercial / Un-priced" & "Price Bid" Openings. Bidders authorized representative is required to carry a copy of this authority letter while attending the un-priced and priced bid opening, the same shall be submitted to BCPL.



F-6
"NO DEVIATION" CONFIRMATION

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M
ACTIVITIES IN GDU DULIAJAN OF M/S BCPL"**

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir,

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



E-7

DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT RECEIVERSHIP

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: “HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL”

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir,

We hereby confirm that we are not on ‘Holiday’ by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon only due to “poor performance” or “corrupt and fraudulent practices”) or banned by Government department/ Public Sector on due date of submission of bid.

Further, we confirm that neither we nor our allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of BCPL/GAIL or the Ministry of Petroleum and Natural Gas.

We also confirm that we are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.

In case it comes to the notice of BCPL that the bidder has given wrong declaration in this regard, the same shall be dealt as ‘fraudulent practices’ and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practices.

Further, we also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to BCPL by us.

Place:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:



F-8

CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: "HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL"

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir,

If we become a successful Bidder and pursuant to the provisions of the Bidding Documents, award is given to us for the tender for "_____", the following Certificate shall be automatically enforceable:

"We agree and acknowledge that the Employer is entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood & agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights thereunder. It is expressly understood and agreed that the Employer is authorized to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Employer is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement."

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



F-9
PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE
SECURITY / SECURITY DEPOSIT"
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

PERFORMANCE GUARANTEE No.

Dear Sir(s),

M/s. _____ having registered office at _____ (herein after called the "contractor/supplier" which expression shall wherever the context so require include its successors and assignees) have been placed/ awarded the job/work of _____ vide PO/LOA/FOA No. _____ dated _____ for M/s Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), PO: Lepatkata, Distt: DIBRUGARH, Assam. (herein after called the "BCPL" which expression shall wherever the context so require include its successors and assignees).

The Contract conditions provide that the SUPPLIER/CONTRACTOR shall pay a sum of Rs. _____ (Rupees _____) as full Contract Performance Guarantee in the form therein mentioned. The form of payment of Contract Performance Guarantee includes guarantee executed by Nationalized Bank/Scheduled Commercial Bank, undertaking full responsibility to indemnify Brahmaputra Cracker and Polymer Limited, in case of default.

The said M/s. _____ has approached us and at their request and in consideration of the premises we having our office at _____ have agreed to give such guarantee as hereinafter mentioned.

1. We _____ hereby undertake to give the irrevocable & unconditional guarantee to you that if default shall be made by M/s. _____ in performing any of the terms and conditions of the tender/order/contract or in payment of any money payable to BCPL we shall on first demand pay without demur, contest, protest and/ or without any recourse to the contractor to BCPL in such manner as BCPL may direct the said amount of Rupees _____ only or such portion thereof not exceeding the said sum as you may require from time to time.
2. You will have the full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the order/contract with the said



- M/s. _____ and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said M/s. _____ and such postponement forbearance would not have the effect of releasing the bank from its obligation under this debt.
3. Your right to recover the said sum of Rs. _____ (Rupees _____) from us in manner aforesaid is absolute & unequivocal and will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s. _____ and/or that any dispute or disputes are pending before any officer, tribunal or court or arbitrator or any other authority/forum and any demand made by you in the bank shall be conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission or commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the said supplier/contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. This guarantee shall be irrevocable and shall remain valid upto _____ (this date should be 90 days after the expiry of defect liability period/ Guarantee period) _____. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee shall continue to be enforceable until it is discharged by BCPL in writing. However, if for any reason, the supplier/contractor is unable to complete the supply/work within the period stipulated in the order/contract and in case of extension of the date of delivery/completion resulting extension of defect liability period/guarantee period of the supplier/contractor fails to perform the supply/work fully, the bank hereby agrees to further extend this guarantee at the instance of the supplier/contractor till such time as may be determined by BCPL. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. _____ (contractor) on whose behalf this guarantee is issued.
6. Bank also agrees that BCPL at its option shall be entitled to enforce this Guarantee against the bank (as principal debtor) in the first instant, without proceeding against the supplier/contractor and notwithstanding any security or other guarantee that BCPL may have in relation to the supplier's/contractor's liabilities.
7. The amount under the Bank Guarantee is payable forthwith without any delay by Bank upon the written demand raised by BCPL. Any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the exclusive jurisdiction of courts at Guwahati.



8. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Supplier/Contractor up to a total amount of _____ (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier/Contractor to be in default under the order/contract and without caveat or argument, any sum or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.
9. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney, dated _____ granted to him by the Bank.

Yours faithfully,

Bank by its Constituted Attorney

Signature of a person duly
Authorized to sign on behalf of the
Bank

INSTRUCTIONS FOR FURNISHING
"CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK
GUARANTEE"

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in name of the issuing bank. In case of foreign bank, the said Bank Guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of Bid to be considered as Delhi.
2. The Bank Guarantee by Bidders will be given from bank as specified in Tender.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Employer.
4. If a Bank Guarantee is issued by a commercial bank, then a letter to Employer and copy to Consultant (if applicable) confirming its net worth is more than Rs. 100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency alongwith documentary evidence.

.....



F-10

AGREED TERMS & CONDITIONS

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: “HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL”

E-Tender No.: BCPL/C&P/DL117W059OR/00447

This Questionnaire duly filled in, signed & stamped must form part of Bidder's Bid and should be returned along with Un-priced Bid. Clauses confirmed hereunder need not be repeated in the Bid.

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable GST	
a	Applicable GST is	CGST+SGST/IGST (Please tick as applicable)
b	CGST+SGST	%age
c	IGST	
d	Cess (if any)	%age
e	Service Accounting Codes (SAC) has been submitted and mentioned in un-priced SOR	
5.	i) Confirm acceptance of relevant Terms of Payment specified in the Bid Document. ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	



7.	Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs.100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
8.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.	
9.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
10.	a) Confirm acceptance of all terms and conditions of Bid Document (all sections). b) Confirm that printed terms and conditions of bidder are not applicable.	
11.	Confirm your offer is valid for 3 months from Final/Extended due date of opening of Techno-commercial Bids.	
12.	Please furnish EMD/Bid Security details : a) EMD/ Bid Security No. & date b) Value c) Validity	
13.	Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).	
14.	Confirm that Annual Reports for the last three financial years are furnished alongwith the Un-priced Bid.	
15.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
16.	Confirm that none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ BCPL or his relative is a partner.	
17.	All correspondence must be in ENGLISH language only.	
18.	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	



19	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
20	Confirm acceptance of Anti profiteering clause no. 171 of GST Act.	

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



F-11

ACKNOWLEDGEMENT CUM CONSENT LETTER

(On receipt of tender document/information regarding the tender, Bidder shall acknowledge the receipt and confirm his intention to bid or reason for non-participation against the enquiry /tender through e-mail/fax to concerned executive in BCPL issued the tender, by filling up the Format)

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: “HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL”

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir,

We hereby acknowledge receipt of a complete set of bidding document along with enclosures for subject item/job and/or the information regarding the subject tender.

- We intend to bid as requested for the subject item/job and furnish following details with respect to our quoting office:

Postal Address with Pin Code :
Telephone Number :
Fax Number :
Contact Person :
E-mail Address :
Mobile No. :
Date :
Seal/Stamp :

- We are unable to bid for the reason given below:
Reasons for non-submission of bid:

Agency's Name :
Signature :
Name :
Designation :
Date :
Seal/Stamp :



F-12
UNDERTAKING ON LETTERHEAD

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M
ACTIVITIES IN GDU DULIAJAN OF M/S BCPL"**

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Dear Sir

We hereby confirm that "The contents of this Tender Document No. _____ have not been modified or altered by M/s.(Name of the bidder with complete address). In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by M/s.....(Name of the bidder) shall be liable for rejection".

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



F-13
BIDDER'S EXPERIENCE

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: "HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL"

E-Tender No.: BCPL/C&P/DL117W059OR/00447

Sl. No	Description of the Services	LOA /WO No. and date	Full Address & phone nos. of Client. <i>Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase)</i>	Postal	Value of Contract/Order (Specify Currency Amount)	Date of Commencement of Services	Scheduled Completion Time (Months)	Date of Actual Completion	Reasons for delay in execution, if any
(1)	(2)	(3)	(5)		(6)	(7)	(8)	(9)	(10)

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



F-14
CHECK LIST

Bidders are requested to duly fill in the checklist. This checklist gives only certain important items to facilitate the bidder to make sure that the necessary data/information as called for in the bid document has been submitted by them along with their offer. This, however, does not relieve the bidder of his responsibilities to make sure that his offer is otherwise complete in all respects.

Please ensure compliance and tick (✓) against following points:

S. No.	DESCRIPTION	CHECK BOX	REFERENCE PAGE NO. OF THE BID SUBMITTED
1.0	Digitally Signing (in case of e-bidding) on each sheet of offer, original bidding document including SCC, ITB, GCC, SOR drawings, addendum (if any)		
2.0	Confirm that the following details have been submitted in the Un-priced part of the bid		
i	Covering Letter, Letter of Submission		
ii	Bid Security/ EMD		
iii	Signed and stamped original copy of bidding document along with drawings and addendum (if any)(Not Applicable in case of e-bidding)		
iv	Power of Attorney in the name of person signing the bid.		
v	Copies of documents defining constitution or legal status, place of registration and principal place of business of the company		
vi	Bidders declaration that regarding, Holiday/ Banning, liquidation court receivership or similar proceedings in Format 7.		
vii	Details and documentary proof required against qualification criteria along with complete documents. (Also fill the documents & certification checklist given below)		
viii	Confirm submission of document alongwith techno-commercial bid as per bid requirement.		
3.0	Confirm that all forms& formats duly filled in are enclosed with the bid duly signed by authorized person(s)		
4.0	Confirm that the price part as per Price Schedule format submitted with Bidding Document/ uploaded in case of e-bid		
7.0	Confirm that annual reports for last three financial		



years & duly filled in Form 16 are enclosed in the offer for financial assessment (where financial criteria of BEC is applicable).		
--	--	--

DOCUMENTS & CERTIFICATION CHECKLIST

S NO	DESCRIPTION	CHECK LIST	YES/NA	NO
1.a	EMD Value	Rs 2,86,200/-		
A	DD	DD No. _____ dated For Rs. _____	YES/NA	NO
B	BG	BG VALIDITY BEYOND 3 THREE MONTHS FROM BID VALIDITY PERIOD OF 90 DAYS	YES/NA	NO
C	NSIC/DIC CERTIFICATE, EM PART-II/UDYOG ADHAR	Duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) AND Notary Public with Legible stamp as MENTIONED IN CLAUSE NO.40 OF ITB	YES/NA	NO
2.	TENDER FEE if applicable	DD of requisite amount UPLOADED	YES	NO
3.	BID VALIDITY UPTO THREE MONTHS	ACCEPTED	YES	NO
3 (i)	Experience against Completion/ Execution of order/ contract (As Stipulated in BEC A.1.1)	a) Bidder must upload (submit) the Copy of Work Order/LOA/Agreement for the work which has been executed towards " Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) in normal round the clock O&M activity(ies) and/or Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) during shutdown/ annual turnaround in any Petrochemical Plant/ Fertilizer Plant/Petroleum Refinery/ Chemical Plant/ Power Plant/ Gas Processing Complex/ LPG Plant/ Offshore platform Processing Complex" along with the details of SOR items & scope of work. b) Completion Certificate against the Work Order/ LOA/Agreement submitted as mentioned at point "a)" above. The <u>Completion Certificate</u> must contain the detailed information like LOA/Order No./Agreement No. with date, Brief Scope of work / Name of work, Order value, Total Executed value, Scheduled date of Work completion and Actual Date of Work completion, Full Address of Client, officer issuing certificate etc. The <u>Completion certificate</u> should have been issued by the end-user/owner/authorized consultant.	YES	NO



S NO	DESCRIPTION	CHECK LIST	YES/NA	NO
3 (ii)	Experience against Completion/ Execution of order/ contract (As Stipulated in BEC A.1.2)	a) Bidder must upload (submit) the Copy of detailed Work Order/LOA/Agreement for executing the Contract which is still running for "Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) in normal round the clock O&M activity(ies) and/or Operation & Maintenance jobs (including mechanical, electrical, instrumentation & operation related activities) during shutdown/ annual turnaround in any Petrochemical Plant/ Fertilizer Plant/Petroleum Refinery/ Chemical Plant/ Power Plant/ Gas Processing Complex/ LPG Plant/ Offshore platform Processing Complex" along with the details of SOR items & scope of work. b) Execution Certificate against the Copy of detailed Work Order/LOA/Agreement for executing the Contract as mentioned at point "a)" above clearly mentioning the executed VALUE till one day prior to due date of bid submission which must be equal to or more than the minimum prescribed value mentioned in the BEC at sl. no. A.1.1 above. The execution certificate must contain the detailed information like LOA/Order No. / Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, Full Address of Client, officer issuing certificate etc. The <u>Execution Certificate</u> should have been issued by the end-user/owner/authorized consultant.	YES	NO
A	ORDER COPY	Duly CERTIFIED by CHARTERED ENGINEER with LEGIBLE stamp Duly NOTARISED by Notary Public with legible stamp	YES	NO
B	COMPLETION/EXECUTION CERTIFICATE	Has been issued by the End User / Owner / Authorized Consultant of Owner. Duly CERTIFIED by CHARTERED ENGINEER with LEGIBLE stamp Duly NOTARISED by Notary Public with legible stamp	YES	NO
5.	FINANCIAL CRITERIA AS STIPULATED IN BEC			
5(i)	Financial Documents – Turn Over	Uploaded Audited balance sheet and profit & loss account statement of any of the three (3) preceding Financial Year(s), i.e FY: 2016-17, 2015-2016 & 2014-2015 meeting Turn over Financial Criteria as stipulated in BEC along with un-price bid. In case, Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of FY 2016 - 17 is not audited on the due date of 'submission of bid/bid closing date', bidder(s) to upload (submit) copy of Audited Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of immediate preceding financial year, i.e. FY: 2015-2016 along with un-price bid.	YES	NO



S NO	DESCRIPTION	CHECK LIST	YES/ NA	NO
5(ii)	Financial Documents – Net Worth & Working Capital	Uploaded AUDITED Balance Sheet and Profit & Loss Statement of FY: 2015-2016 meeting the NET WORTH & Working Capital Financial Criteria as stipulated in BEC. In case, Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of FY 2016 - 17 is not audited on the due date of 'submission of bid/bid closing date', bidder(s) to upload (submit) copy of Audited Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of immediate preceding financial year, i.e. FY: 2015-2016 along with un-price bid.	YES	NO
A	Balance Sheet/s & Profit & Loss Statements as in 5(i), & 5(ii) above	Duly attested by Notary Public with legible stamp	YES	NO
B	Details of financial capability of bidder prescribed Format, F-16 as stipulated in BEC	Duly signed and stamped by a Chartered Accountant with Membership Number	YES	NO
C	In Case Bidder's Working Capital is inadequate as stipulated in BEC	Letter (as per Format, F-15) from the Bidder's bank having net worth not less than INR 1(one) Billion confirming the availability of the line of credit covering the inadequacy to meet the working capital requirement duly certified/attested by Notary Public with legible stamp.	YES/ NA	NO
6.	Tender Document uploaded	Uploaded Unedited & Digitally signed ALONGWITH UNPRICED BID.	YES	NO
7.	SOR (BLANK without price) MENTIONING WORD "QUOTED/NOT QUOTED" IN EACH ITEM RATE COLUMN	Uploaded Digitally signed scanned copy of EACH SOR (all 2 Parts) filled QUOTED/NOT QUOTED, ALONGWITH UNPRICED BID.	YES	NO
8.	FORM 1 TO 18 ATTACHED TO TENDER	FILLED AS APPLICABLE, SIGNED, STAMPED &UPLOADED ALL	YES	NO
Non-submission of the attested copies of the requisite certificates/ documents as specified above and/or in tender document shall render the bid non-responsive and shall be liable for rejection.				

Place: [Signature of Authorized Signatory of Bidder]
Date: Name:
Designation:
Seal:

Bidder is requested to fill this check list and ensure that all detail/ documents have been uploaded/submitted including this Checklist duly filled in, signed & stamped alongwith the "Un-priced bid (Part-I)". **Non submission of any document/ submission without proper attestation may lead to rejection of the Bid.**



THIS FORMAT TO BE FILLED BY THE BIDDER

TECHNICAL CRITERIA AS STIPULATED IN BEC

[PLEASE READ, SECTION –II, CLAUSE NO. A.1 OF BEC OF TENDER DOCUMENT AND GIVE BRIEF DETAILS AGAINST INDIVIDUAL DOCUMENTS SUBMITTED TO QUALIFY BEC-TECHNICAL]

NB:

- 1. All documents [to be submitted] are required to be Certified/Attested by both Chartered Engineer and Notarized by Notary Public with legible stamp.**
- 2. If the bidder is submitting only one order & its completion/execution Certificate (as applicable), then sl no. A to be filled in.**
- 3. Likewise, If the bidder is submitting more number of orders and their completion/execution Certificates (as applicable), then sl no. A, B, C, D etc shall be applicable. [In below table, upto sl no. 'D' is mentioned. Bidder to increase rows if intend to submit more documents]**

Sl. No.	List of Order Details	Description	Details [to be mentioned by the bidder]
A	1 st Order/LOI/Contract		
A1		Name of Order issuing Agency/Client/Owner/Company	:
A2		Order No. & Date	:
A3		Brief Details/Name (Nature) of Supply	:
A4		Contract/Order Value (in Rs.)	:
A5		Period of Contract/ Order	:
A6		Completion /Execution Certificate (as applicable) to contain the following: i. Date of issue ii. Brief Details/Name (Nature) of Supply iii. Contract/Order Value (in Rs.) iv. Period of Contract/ Order v. Actual Date of Completion/Execution vi. Executed Value (in Rs.)	



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड
(भारतसरकारकाउपक्रम)
Brahmaputra Cracker and Polymer Ltd.
(A Government of India Enterprise)

B	2 nd Order/ LOI/Contract	Description	Details [to be mentioned by the bidder]
B1		Name of Order issuing Agency/Client/Owner/Company	
B2		Order No. & Date	
B3		Brief Details/Name (Nature) of Supply	
B4		Contract/Order Value (in Rs.)	
B5		Period of Contract/ Order	
B6		Completion /Execution Certificate (as applicable) to contain the following: i. Date of issue ii. Brief Details/Name (Nature) of Supply iii. Contract/Order Value (in Rs.) iv. Period of Contract/ Order v. Actual Date of Completion/Execution vi. Executed value (in Rs.)	
C	3 rd Order/ LOI/Contract	Description	Details [to be mentioned by the bidder]
C1		Name of Order issuing Agency/Client/Owner/Company	
C2		Order No. & Date	
C3		Brief Details/Name (Nature) of Supply	
C4		Contract/Order Value(in Rs.)	
C5		Period of Contract/ Order	
C6		Completion /Execution Certificate (as applicable) to contain the following: i. Date of issue ii. Brief Details/Name (Nature) of Supply iii. Contract/Order Value (in Rs.) iv. Period of Contract/ Order v. Actual Date of Completion/Execution vi. Executed value(in Rs.)	



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड
(भारतसरकारकाउपक्रम)
Brahmaputra Cracker and Polymer Ltd.
(A Government of India Enterprise)

D	4 th Order/ LOI/Contract	Description	Details [to be mentioned by the bidder]
D1		Name of Order issuing Agency/Client/Owner/Company	
D2		Order No. & Date	
D3		Brief Details/Name (Nature) of Supply	
D4		Contract/Order Value (in Rs.)	
D5		Period of Contract/ Order	
D6		Completion /Execution Certificate (as applicable) to contain the following: i. Date of issue ii. Brief Details/Name (Nature) of Supply iii. Contract/Order Value (in Rs.) iv. Period of Contract/ Order v. Actual Date of Completion/Execution vi. Executed value (in Rs.)	



THIS FORMAT TO BE FILLED BY THE BIDDER
FINANCIAL CRITERIA AS STIPULATED IN BEC

[PLEASE READ SECTION-II, CLAUSE NO. A.2 OF BEC AND GIVE BRIEF DETAILS IN THE BELOW CHECK LIST FORMAT]

NB:

- Format-16** (to be submitted) is required to be Certified/Attested by Chartered Accountant and to be uploaded/submitted.
- Audited Balance Sheet and Profit & Loss Statements (Submitted)** of FY: 2016-2017, 2015-2016 & 2014-2015 meeting the Turn Over, NET WORTH & Working Capital requirement of BEC-Financial are to be duly signed and stamped (duly certified /attested) by Notary Public with legible stamp and to be submitted.
- Bidder to Put 'tick mark' only [out of two options (i.e 'Yes' or 'No', one option to be exercised and other one to be deleted in the column given below]

1.2	FINANCIAL CRITERIA		Document Details submitted for the below Financial Year:	DOCUMENT WHETHER SUBMITTED/UPLOADED	
				Option	Tick Mark
1.2.1	Financial Documents – Turn Over as per applicability of relevant clause of BEC	:	Uploaded / Submitted Audited financial statements Balance Sheet and Profit & Loss Account statement of any of the three (3) preceding Financial Year(s), i.e. FY:2016-2017, 2015-2016 & 2014-2015 [to be reckoned from bid due date] along with un-price bid uploaded /submitted. FY: 2016-2017 FY: 2015-2016 FY: 2014-2015	Yes / No Yes / No Yes / No	



1.2.2 &1.2.3	Financial Documents – Net Worth & Working Capital as per applicability of relevant clause of BEC In Case Bidder's working capital is inadequate as per applicability of relevant clause of BEC In case Bidder's working capital is inadequate, the bidder shall supplement this with a letter (as per Format-15) from the Bidder's bank having net worth not less than Rs.100 Crore, confirming the availability of the line of credit covering the inadequacy to meet the working capital requirement as per applicability of relevant clause of BEC which is to be uploaded /submitted.	:	Uploaded AUDITED Financial Statements Balance Sheet and Profit & Loss Statement of FY: 2016-2017. In case, Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of FY 2016 - 17 is not audited on the due date of 'submission of bid/bid closing date', bidder(s) to upload (submit) copy of Audited Annual Financial Statement [Balance Sheet and Profit & Loss Account Statement] of immediate preceding financial year, i.e. FY: 2015-2016 along with un-price bid. Name of Issuing Bank_____ Branch Code:_____ Location & Address:_____ Tel No._____ Email ID:_____	Yes / No	
1.2.4	Details of financial capability of bidder prescribed Format-16 as per applicability of relevant clause of BEC	:	Name Of Chartered Accountant:_____ Membership No. of Chartered Accountant_____	Yes / No	

=====



F-15

**FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING
CAPITAL IS INADEQUATE**

(To be provided on Bank's letter head)

Date:

To,
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Dear Sir,

This is to certify that M/s (name of the bidder with address) (hereinafter referred to as Customer) is an existing customer of our Bank.

The Customer has informed that they wish to bid for BCPL's RFQ/Tender no. dated for (Name of the supply/work/services/consultancy) and as per the terms of the said RFQ/Tender they have to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly M/s (name of the Bank with address) confirms availability of line of credit to M/s (name of the bidder) for at least an amount of Rs. _____ (Total Working Capital Amount) to meet the inadequacy in Working Capital.

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores (or Equivalent USD) and the undersigned is authorized to issue this certificate.

Yours truly

for (Name & address of Bank)

(Authorized signatory)

Name of the signatory :

Designation :

Stamp



F-16

FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE/ CERTIFIED PUBLIC ACCOUNTANT (CPA) FOR FINANCIAL CAPABILITY OF THE BIDDER

We have verified the Audited Financial Statements and other relevant records of M/s..... (Name of the bidder) and certify the following:

A. AUDITED ANNUAL TURNOVER* OF LAST 3 YEARS:

Year	Amount (Currency)
Year 1:	
Year 2:	
Year 3:	

B. NETWORTH* AS PER LAST AUDITED FINANCIAL STATEMENT:

Description	Year ____
	Amount (Currency)
1. Net Worth	

C. WORKING CAPITAL* AS PER LAST AUDITED FINANCIAL STATEMENT :

Description	Year ____
	Amount (Currency)
1. Current Assets	
2. Current Liabilities	
3. Working Capital (Current Assets-Current liabilities)	

****Refer Instructions***

Note: It is further certified that the above mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]

Name of Audit Firm:
Chartered Accountant/CPA
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership No.:

Instructions:

1. The Separate Pro-forma shall be used for each member in case of JV/ Consortium.
2. The financial year would be the same as one normally followed by the bidder for its Annual Report.



3. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non-responsive.
4. For the purpose of this Tender document:
 - (i) **Annual Turnover** shall be “Sale Value/ Operating Income”
 - (ii) **Working Capital** shall be “Current Assets less Current liabilities” and
 - (iii) **Net Worth** shall be Paid up share capital plus Free Reserves & Surplus less accumulated losses, deferred expenditure and miscellaneous expenditure not written off, if any.
5. **Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.**

This certificate is to be submitted on the letter head of Chartered Accountant/CPA.



F-17

BIDDER'S QUERIES FOR PRE BID MEETING

To,
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: "HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M
ACTIVITIES IN GDU DULIAJAN OF M/S BCPL"

E-Tender No.: BCPL/C&P/DL117W059OR/00447

SL. NO.	REFERENCE OF BIDDING DOCUMENT				BIDDER'S QUERY	BCPL'S REPLY
	SEC. NO.	Page No.	Clause No.	Subject		

**NOTE: The Pre-Bid Queries may be sent by fax and also by e-mail before
due date for receipt of Bidder's queries.**

SIGNATURE OF BIDDER: _____

NAME OF BIDDER : _____



F-18

E-Banking Mandate Form

(To be issued on vendors letter head)

1. Vendor/customer Name :
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
 - a) Name of Bank
 - b) Name of branch
 - c) Branch code:
 - d) Address:
 - e) Telephone number:
 - f) Type of account (current/saving etc.)
 - g) Account Number:
 - h) RTGS IFSC code of the bank branch
 - i) NEFT IFSC code of the bank branch
 - j) 9 digit MICR code

I/We hereby authorize Brahmaputra Cracker and Polymer Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the Brahmaputra Cracker and Polymer Limited responsible.

(Signature of vendor/customer)

BANK CERTIFICATE

We certify that ----- has an Account no. ----- with us and we confirm that the details given above are correct as per our records.

Bank stamp

Date

(Signature of authorized officer of bank)



SECTION-IV

GENERAL CONDITIONS OF CONTRACT [GCC]



**CONSENT LETTER ON ACCEPTANCE OF GENERAL CONDITIONS OF CONTRACTS
(GCC)/GENERAL PURCHASE CONDITION (GPC)**

NIT/RFQ NUMBER: BCPL/C&P/DL117W059OR/00447

Dated:

Dear Sir,

I/we have read the following Conditions of Contract which is available in the BCPL website.

I/ we further confirm that we have agreed to all the conditions as printed/available in the Documents in BCPL website in entirety and unconditionally.

1. General Conditions of Contract.

(http://www.bcplonline.co.in/content/tender/GCC_CONTRACTS.pdf)

Thanking you,

(Sign of the authorized signatory with the Company/ Firm seal)

Name:

Designation:

Company Seal:



SECTION – V

SPECIAL CONDITIONS OF CONTRACT

[SCC]



SECTION - V
SPECIAL CONDITIONS OF CONTRACT (SCC)

SUB: HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL.

1 INTRODUCTION:

- 1.1 The Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Scope of Work, Schedule of Rates, Specifications, Drawings and any other documents forming part of the contract, wherever the context so requires.
- 1.2 Notwithstanding the sub-division of the document into these separate sections and volumes, every part of the document shall be deemed to be supplementary of every other part and shall be read with and into the contract so far as it may be practicable to do so.
- 1.3 Where any portion of the General Conditions of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, then unless a different intention appears, the provision(s) of the Special Conditions of Contract shall be deemed to override the provision(s) of General Conditions of Contract only to the extent that such repugnancies or variations in the Special Conditions of Contract and are not possible of being reconciled with the provisions of General Conditions of Contract.
- 1.4 The work is to be carried out in “restricted area” and contractor will have to work strictly as per instruction of Engineer-In-Charge and obtain permission in standard format for every employee working for him, who are liable for physical check by competent authority as decided by Engineer-In-Charge at any time.
- 1.5 This contract is primarily meant for the regular operation and maintenance activities in GDU Duliajan of BCPL Lepetkata Plant (other than the major maintenance activities during annual shutdown/ turn around) and BCPL may award a separate contract for major maintenance activities during annual shutdown/ turn around, however the services of this contract shall also be required and may be utilized during the annual shutdown/ turn around at the sole discretion of BCPL.
- 1.6 Wherever it is mentioned in the specifications that the Contractor shall perform certain Work or provide certain facilities, it is understood that that the Contractor shall do so at his own cost and the value of contract shall be deemed to have included cost of such Performance and provisions, so mentioned.
- 1.7 The materials, design and workmanship shall satisfy the relevant Indian Standards, the Job Specifications contained herein and Codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied.
- 1.8 All manpower engaged shall have adequate industrial experience years in relevant field. All the workers shall be interviewed by EIC / Concerned Departmental In



charge for suitability. In case any worker is found not to be suitable then the contractor has to arrange another suitable worker.

1.9 The quoted rates shall be firm and valid till the complete execution of the order.

2.0 SCOPE OF WORK FOR CONTRACTOR:

The contractor has to execute the operation & maintenance jobs of Mechanical, Electrical, Operation & Instrumentation nature including modification jobs in GDU Duliajan Unit of BCPL Lepetkata and other related facilities/ auxiliaries as per the Detailed Scope of Work and as per instructions of ENGINEER-IN-CHARGE. The detailed scope of work for the contract for executing Operation & Maintenance Activities is as per Special Conditions of Contract, Part-B.

3.0 POINTS TO BE TAKEN CARE BY THE BIDDER WHILE QUOTING THE RATES:

3.1 The contractor has to pay following wage components along with statutory payments/obligation as indicated in SOR to the persons engaged by him in BCPL:

SN	Wage Description	Wage Components	Remarks
A	COMPULSORY STATUTORY COMPONENTS TO BE PAID ADHERING TO FACTORY ACT 1948 / MINIMUM WAGES ACT 1948 / ANY OTHER STATUTORY RULES.		
A1	Basic Minimum Wage as per Factories act 1948	As notified by Ministry of Labour & Employment, Government of India, the present notified minimum wages of different category of manpower are as follows:- 1. Highly Skilled = Rs. 593/- (Basic: Rs. 579/- + VDA: Rs.14/-) 2. Skilled= Rs. 506/- (Basic: Rs. 494/- + VDA: Rs.12/-) 3. Semi-Skilled= Rs.410/- (Basic: Rs. 410/- + VDA: Rs.10/-) 4. Unskilled= Rs. 350/- (Basic: Rs. 350/- + VDA: Rs.9/-) 5. IBR Welder minimum basic Rs. 1000/- approx.	As per latest notification vide NEW DELHI, THURSDAY, JANUARY 19, 2017/PAUSA 29, 1938 from the Gazette of India followed VDA revision circular no F. No. 1/13 (3)/2017-LS-II dated 20/04/2017 In case of wage / DA revision (which is generally revised during April & October every year), the escalated amount shall be paid by the contractor with immediate effect; accordingly the bidders may consider the same in their quoted rates.



A2	Employee Provident Fund Contribution including EDLI & Administrative Charges as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952	13.36% of Minimum wage	The contractor has to submit documentary proof towards deposit of PF contribution at nearby EPFO with RA Bills. Failing which, RA bills shall not be processed.
A3	Leave wages as per factory Act/Rule	Annual leave with wages as per factory Act, 1948 i.e. 01 day Paid Leave for every 20 days work performed.	Total Working days=365 total yearly days - 52 weekly off / Sundays - 7 festival holidays - 4 NH = 302 working days per year Total leave =15 days
A4	Festival Holiday (7 days) + National Holiday (4 day per year)	07 Paid Festival Holiday + 04 Paid National Holiday per year	Total = 11 days
A5	Death Gratuity as per the provisions of Payment of Gratuity Act, 1972	Gratuity will be payable only in cases of death or permanent disablement during the currency of contract as per the provisions of Payment of Gratuity Act, 1972	Gratuity will be payable only in cases of death or permanent disablement during the currency of contract as per the provisions of Payment of Gratuity Act, 1972 and will be reimbursed to the contractor on submission of copy of proof of disbursement of gratuity to the family members of deceased contract employee. Nomination form as prescribed under Payment of Wages Act must be kept on record and should be considered for extending benefits to family member/s.
A6	Variable Dearness Allowance (VDA)	Escalation of Minimum Wages due to increase in VDA in every 6 months in April and October	The same is to be considered in quoted rates; The contractor should quote by considering the increase in VDA amount during the contract period.
B	Non Statutory Components		
B1	Retention of Experienced Manpower	For the maintenance of the Petrochemical Complex, the experienced workforce is to be deployed / retained. For retention of the experienced manpower extra amount over & above the minimum wages is to be paid. For this, the contractor shall ensure payment of at least additional 10% amount over & above the minimum wage to at least 20% of the deployed manpower. This component must be considered by the bidder in their quoted rates.	



B2	Overhead Cost	The contractor shall consider the overhead costs of the workmen, general tools / tackles, lifting tools & tackles, chain pulleys, slings & d-shackles, welding machines along with electric panel & cables, gas cutting sets with cylinders, welding electrodes, filler wires & other consumables, gas cutting & grinding consumables, tools/tackles related to electrical & instrumentation jobs including PPEs (hand gloves, safety belts, eye & ear protectors etc.) along with his profit while quoting his rates. This component must be considered by the bidder in their quoted rates.
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3.1.2 The followings components shall be considered by the bidder while quoting the rates and proof of payment of the same is to be submitted, failing which RA bills shall not be processed:

SN	Description	Payment Components	Remarks
A	Statutory Components		
A1	Bonus will be paid as per Payment of Bonus (Amendment) Act, 2015	8.33% of wage or Rs.7000.00 whichever is higher. (The same is to be paid to the contract workers during festival time by the contractor and proof of payment of bonus to be submitted).	The same is to be considered in quoted rates; the contractor will pay the bonus to the contract workers during festival time and proof of payment of bonus to be submitted. Failing which, RA bills shall not be processed.
A2	Employee State Insurance (ESI) contribution or Insurance policy coverage under Employee's Compensation Act 1923 & Employee's Compensation Act 2010	4.75% of minimum wage in case of ESI is applicable or reimbursement of cost of Insurance coverage obtained under Employee's Compensation Act 1923 upto Rs.10.86 lacs per contract worker.	The same is to be considered by the bidders in quoted rates and proof of payment to be submitted. Failing which, RA bills shall not be processed.
B	Other Components:		
B1	Shift Allowance (Applicable for Shift Assistance services only)	As per applicable rates	This is not statutory component however it is to be paid compulsorily to all workers deployed in A/B/C shifts. After payment to the engaged shift worker, the proof of payment



			shall be submitted. Bidders shall consider this component in their estimate.
B2	Cost towards Uniform, Safety Shoes, Socks & Safety Helmets required at site as per safety norms of BCPL.	Expenditure ceiling towards distribution of Uniform, Safety Shoes, socks & Helmet is Rs. 3000/- per worker per year	The contractor shall distribute two nos. of 100% cotton Uniforms, one pair of safety shoe, two sets of socks, one safety helmet within 01 month of mobilization at site. And documentary proof of purchase & receipt by the contractor workers to be submitted. Bidders shall consider this component in their estimate.
B3	Health Checkup as per safety norms of BCPL	Expenditure ceiling towards Health checkup is Rs. 1200/- per worker per year	The contractor shall execute the health checkup of engaged workers at nearby Medical Centre within three months and should submit documentary proof with the RA bill against medical examination. Bidders shall consider this component in their estimate.

3.2 ADDITIONAL GUIDELINES FOR ADHERENCE TO VARIOUS LABOUR LEGISLATIONS WHILE AWARDING JOB/SERVICE CONTRACT:

- The contractor is responsible for obtaining the labour license under the provisions of the Contract Labour (R & A) Act, 1970 from the office of RLC (Central), Ministry of Labour, Govt. of India, Dibrugarh.
- Minimum Wages shall be paid as notified under Minimum Wages Act-1948 and its amendment thereof. Escalation of Minimum Wages (i.e. increase in DA) in every 6 months i.e. 1st April and 1st October to be provisioned. The contractor shall also be liable to pay the differential of proportionate increase due to revision in the above minimum wages as notified by the Govt. Authorities from time to time during the period of contract. Accordingly, contractor should quote taking into consideration future increase in above minimum wages as well. No reimbursement/refund whatsoever shall be given to the contractor on account of upward or downward revision in the minimum wages payable against different category of manpower assistance services deployed under the subject contract.
- The Contractor is solely responsible for the disbursement of wages and other dues to their respective workman latest by 7th day of every month via electronic mode.
- Paid National Holiday (04 Days i.e. 26th Jan, 15th Aug, 2nd Oct & 1st May) shall be granted to every workman during a calendar year.



- v) Paid Festival Holiday (07 Days) shall be granted to every workman in a calendar year. Worker will decide the particular festival day on which they will avail the leave after mutual discussion with the respective contractors to ensure that there is no hindrance to the work at BCPL Site.
- vi) Annual Leave wages shall be allowed to workman as per the provisions of the Factories Act-1948 and rules made thereunder.
- vii) Contractor shall pay bonus to their respective contract workers as per the Payment of Bonus Act-1965 and as amended from time to time.
- viii) Provident Fund shall be regulated as per the provisions of Employee Provident Fund & Miscellaneous Provisions Act-1952 and as amended from time to time. Contractor shall ensure activation of UAN number with Bank Account for all the contract workers engaged by them in their respective worksite. The Contractor shall have his own PF Code No with RPFC as required under EPF Misc. Provisions Act, 1952. It is also recommended that Contractor should obtain a sub-code under EPFO, Tinsukia and deposit the contribution of its workers in EPFO Tinsukia. The contractor must submit the proof of depositing PF contribution of their workmen in form of monthly ECR mandate, PF Challan, Confirmation slip and Acknowledgment along with monthly RA bill/s.
- ix) The contractor has to ensure deposit of PF contribution @ 12 % of Employee's contribution and 13.36 % of employer's contribution.
- x) Shift Allowance shall be granted to the workers who perform their duties in A, B & C Shifts. While quoting the rates, the contractor has to consider deployment of manpower in shift on round the clock basis including night shift and payment of shift allowances as per applicable rates. Further Contractor has to provide shift reliever/ leave reliever as per the provision of Labour act.
- xi) Workmen Compensation shall be regulated as per the provisions of Employee Compensation Act-2010 (earlier known as Workmen Compensation Act. 1923) and as amended from time to time. The contractor shall ensure to obtain suitable Employee's Compensation Insurance policy covering the risks of accident at the workplace and injury sustained out of or in course of employment for all contract workman engaged by the contractor as per the provision Employees' Compensation Act, 2010 and rules framed there under.
- xii) Every women worker shall get Maternity Benefit as per the provision of the Maternity Act. 1961 and as amended from time to time. A woman will be entitled to maternity benefits admissible in case of delivery and miscarriage/medical termination of pregnancy. This shall be sole responsibility of the bidder. Thus, bidders should take this liability into account while quoting. BCPL will have no responsibilities to make any additional payment on this account to either Contractor or the workmen employed by the Contractor.
- xiii) Contractor to issue Employment Card to all the contract workers engaged by the contractor in FORM XIV (See Rule 76) of Contract Labour (Regulation & Abolition) Act. 1970.



- xiv) Contractor shall issue wage slip to their respective contract workers in “Form XIX” under Rule 78 (1) (b) of the Contract Labour (Regulation & Abolition) Act. 1970.
- xv) Contractor shall provide Uniform & PPEs to their respective contract workers as per contractual terms & conditions. Contractor shall be responsible for proper uniform, Industrial Helmet and safety shoes for the personnel deputed while on duty. Personnel deputed including supervisor shall wear cotton uniform as per the norms as approved by the Engineer – in – Charge (EIC). Each personnel deputed shall be provided with the items prior to their deputing:
 - (a) Two sets of Cotton wear, (Shirts and Trousers) every year,
 - (b) One set of branded Raincoat, (jacket and trousers type), Once in two years,
 - (c) One pair of Industrial Safety Shoes to be issued in a year. The Industrial Safety Shoe shall have BIS marked / DGMS approved or having other equivalent international approval, as approved by Engineer – in - Charge.
 - (d) Boiler suit.
- xvi) Contractor to undertake Health Check-up of all contract workers as per the provisions of the Factories Act-1948 and Assam Factories Rules -1950 and rules made there under & submit health check-up report to HR Department. The Contractor shall ensure compulsory Health Check-up of the individual deployed manpower twice in a year (First at the time of joining and second after completion of 6th month from the date of first Health Check-up). Record to be submitted to EIC after its completion.
- xvii) Contractor shall pay Retrenchment Compensation to retrenched contract workers as per the provisions of ID Act. 1947. Contractor to serve at least 30 days’ notice or payment in lieu of notice to the contract worker those who have completed atleast 240 days in preceding 12 months as on the day of retrenchment.
- xviii) Contractor shall obtain all necessary licenses/ permissions from the concerned authorities as provided under the various labour legislations.
- xix) Contractor shall discharge obligations as provided under various statutory enactment including the Employees Provident Funds and Miscellaneous Provisions Act, 1952, Contract Labour (R & A) Act 1970, Minimum Wages Act, 1948, the Payment of Wages Act, 1936, The Employees Compensation Act, 2010 (earlier known as Workmen’s Compensation Act., 1923) and other relevant Acts, Rules and regulations enforced from time to time.
- xx) Contractor shall be solely responsible and indemnify BCPL against all charges, dues, claims etc. arising out of the disputes relating to dues and employment of personnel deployed by him at BCPL.
- xxi) Contractor shall indemnify BCPL against all losses or damages caused to it, on account of acts of the personnel deployed by him.
- xxii) Contractor shall ensure regular and effective supervision of personnel deployed by him at BCPL for undertaking the contractual obligations.
- xxiii) Contractor is required to maintain all statutory registers and records as per the provisions of various applicable Labour Laws and submits the same to BCPL as and when required.



- xxiv) Contractor shall take suitable health insurance in respect of all their employees and contract workers deployed at BCPL.
- xxv) Contractor shall deploy adequate number of qualified and experienced personnel to discharge the contractual obligations effectively.
- xxvi) In addition to the above contractor shall ensure implementation of all applicable labour laws / legislation, rules made there under and amendments issued by Appropriate Authority from time to time and shall be solely responsible for compliance
- xxvii) The rates should be quoted in the schedule of rates as enclosed; keeping in mind the minimum wages as notified by Central Government or State Government from time to time (whichever is higher) and other statutory compliances viz. PF contribution, workmen compensation, bonus, gratuity, payment of wages on weekly off day, shift allowance, leave wages and other benefits to be given to workmen as per Act / laws.
- xxviii) Contractor has to get the wage register certified and signed by the EIC or its authorized representative while disbursing the wages to the deployed personnel.
- xxix) The rate quoted by the bidder shall be all inclusive for provisions of all incidental expenses necessary for proper execution and completion of work in totality, in accordance with the Terms & Conditions of the Bid Documents.
- xxx) The contractor will ensure engagement of 100% Project Affected Persons (PAP) and local persons in unskilled category of work for which list of such persons will be provided by the authorized persons of BCPL Authorities. The name of the Authorized person will be notified to the contractor by BCPL Authority from time to time. So far as engagement of Semi-Skilled and Skilled category of manpower in the said work is concerned, the contractor will give preference to the PAPs and local persons fulfilling the technical requirement of the job/work”
- xxxi) Maternity benefit to women employee to be given under Maternity Benefit Act 1961 where ESI Act 1948 is not applicable (rates as per Maternity Benefit Act 1961 and Amendment 2016). **Bidders shall consider this component in their estimate.**

3.3 The following tables are to be read in conjunction with Schedule of Rates for GDU Duliajan:

The contractor has to quote the rates by considering all the points as listed in Point No-3.1 above. In case of absence/additional requirement of any worker from the decided composition of manpower at the time of mobilization at site after award of the contract, deduction/additional payment shall be made as per awarded Unit Rates of respective SOR categories. The composition of manpower decided by EIC to be provided on daily basis after award of the contract. However the composition may be changed by EIC as & when required as per requirement of site. The tentative SOR quantities are as per the table below for the full tenure of the contract.

SN	SOR Categories	Description	UOM	Quantity
1	Highly Skilled-Plant Operation Assistance Service	For operation of GDU, Duliajan plant utilities and related plant/field operations & equipment monitoring	MAD	3285



SN	SOR Categories	Description	UOM	Quantity
2	Highly Skilled-Mechanical Assistance Service	Shutdown/Breakdown/Overhauling/Schedule Maintenance of all Critical major Rotating equipments and any type of equipments along with associated auxiliaries, Alignment of Driver & Driven; Coupling & decoupling, Mechanical seal related activities.	MAD	1460
3	Skilled- Electrical Assistance Service	O&M of GEG; Electrical substation power supply & distribution system maintenance; Electrical equipments maintenance and other electrical O&M activities in GDU, Duliajan	MAD	1460
4	Skilled-Instrumentation Assistance Service	For routine/planned instrumentation systems checking, Breakdown maintenance, instruments calibration, field instruments regular up keep maintenance, flow measurement/PCC dismantling & re-installation, PSV calibration & maintenance activities.	MAD	1825
5	Skilled-Mechanical Maintenance Assistance Service	For Piping/structural steel Fabrication/modification; Pipe/structural steel erection/fitting; Pipe leakages attending jobs including dismantling and boxup; Valve maintenance including erection/dropping, piping/structural support & alignment related, Equipment and piping isolation/boxup during equipments maintenance etc.	MAD	1825
6	Semi-Skilled O&M assistance services for Operations, Mechanical, Electrical & Instrumentation activities	For assisting any fabrication/modification job related assistance activities like Gas cutting, Grinding etc and O&M related rigging activities like erection/lifting/holding and any related activities to assist Highly Skilled & Skilled category of operations, Mechanical, Electrical & Instrumentations above Sl Nos.- 1,2,3,4 & 5.	MAD	1825
7	Unskilled - Helping Assistance Services for Operations, Mechanical, Electrical & Instrumentation activities/house keeping etc	For helping any O&M related activities like Material handling/loading/unloading/packing/unpacking/cleaning/transportation/storekeeping and general cleaning/housekeeping and any other helping related activities to the Highly Skilled, Skilled & Semiskilled category for operations, Mechanical, Electrical & Instrumentations above Sl Nos.- 1,2,3,4,5 & 6.	MAD	8761



- 3.4 Since this contract is for providing the operation & maintenance assistance on manpower supply basis as per SOR items, some manpower shall be deployed by the contractor in rotational shift basis (A/B/C shifts) and some manpower shall be deployed in general shift. Whatever jobs come up in the plant are to be completed in all respect as per plant requirement. In case the jobs need to be carried out beyond normal duty hours as per plant requirement, the same are to be executed as per the instructions of EIC / Site In-charge. The manpower deployed beyond their normal duty hours shall be compensated by the EIC / Site In-charge / Site engineers on pro rata basis for each category and no extra claim to be entertained in this regard.
- 3.5 The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him latest by 7th day of the subsequent month and meet all statutory obligation of payment as per minimum wages act. Further, any guidelines/ regulation/ penalty etc. with regards to this clause notified by HR/ Central agency of BCPL from time to time during execution of contract shall be binding on the contractor.
- 3.6 Contractor shall provide the payment slip to their deployed worker before the disbursement of the wages.
- 3.7 Contractor shall submit the 'Police Verification' of each deployed worker to the EIC within 1 month from the date of mobilization at site.
- 3.8 Contractor shall provide the employment card to the deployed manpower within a week of mobilization at site.
- 3.9 The intending Contractor shall be deemed to have visited the site. Non-familiarity with site and Process Industry conditions will not be considered a reason either for extra claim or for not carrying out job in strict conformity with drawings, specifications or any other terms and conditions of the tender.
- 3.10 The minimum technical details required for bidding has been incorporated of the "Detailed Scope of Work". However, if required, the bidder may refer further technical details of any specific equipment(s) which is available with BCPL.
- 3.11 The technical details of the work shall be treated as of confidential nature and the contractor should not pass them to any other organization/company/firm. Also, contractor shall not publish the technical details in any periodical / books / seminars / conferences.
- 3.12 In case during the execution of contract or thereafter at any later stage, including after the completion of contract, it comes into the knowledge of BCPL or any of its employee that the information submitted by the bidder, regarding experience etc., is false, BCPL shall have the right to terminate the contract immediately without assigning any reason thereof and get the remaining jobs executed at the risk and cost of bidder besides blacklisting it for further dealings with BCPL.
- 3.13 The personnel to be deputed by the contractor shall observe all security, fire and safety rules of BCPL while at the site. Their work will be supervised by the supervisor of the contractor under monitoring & guidance of BCPL engineers and contractor has to be strictly adhering to the instructions of BCPL Engineer.



4. MOBILIZATION PERIOD:

The work covered by this contract shall be commenced within fifteen (15) days from the date of FOI/LOI.

5. CONTRACT PERIOD/EXTENSION OF CONTRACT PERIOD :

- a. The initial period of the contract shall be One year i.e. 12 months from the date of issuing the LOI/LOA which is further extendable to another 03 Months based upon the performance of the contractor (if required) on same rates, terms and conditions at sole discretion of BCPL.
- b. The decision of the “ENGINEER-IN-CHARGE” regarding extension of the contract shall be final and binding on the contractor.

6. PRE-BID MEETING:

For more clarity of the site jobs and to clear the doubts of the bidders, a Pre-bid conference shall be arranged by BCPL at Lepetkata. All the prospective bidders are advised to attend the same at their own cost. However Non-participation in the pre-bid conference shall not dilute the bidder’s responsibility.

7. WORK PROCEDURES:

- 7.1 The Operation & Maintenance Works have to be carried out as per standard O&M / engineering practices and as per instructions of ENGINEER-IN-CHARGE. Detailed description of Scope of Work is given in Special Conditions of Contract, PART-B separately. In case of any discrepancies, the decision /interpretation of EIC shall be final.
- 7.2 Contractor shall start the job after getting intimation from EIC/Representative of EIC. Once the job is started, it shall be continued till completion and after completion of all the jobs; area must be cleaned / cleared up to the satisfaction of Engineer-in-Charge. In case of any unforeseen situation, Job can be stopped midway only after getting permission from EIC. Depending upon the criticality of the job, EIC can ask contractor to deploy any suitable category of manpower as per job requirement.
- 7.3 The Contractor has to generate document and maintain record of executed jobs and take signature of the concerned Engineer for completion of the job on “Daily Activity Report” in the format introduced by EIC from time to time, failing which the same shall not be considered for billing. In normal circumstances, contractor has to get certifications of all the jobs done in the previous month by first week of present month.
- 7.4 The deployment of the manpower is to be done strictly as per instructions of EIC / SIC / Field Engineers & to be continued under all weather conditions. If the work is continued beyond normal working hours, then the payment of the extra duty hours will be paid on pro rata basis for each category and no extra claim to be entertained in this regard.
- 7.5 Deployment of the manpower is to be strictly done as per instruction of EIC/SIC and prior to start of every month, shift schedule of all workmen is to be submitted in advance to EIC/SIC.



- 7.6 For all the jobs, the transportation of equipments/spares/consumables/piping materials/structural materials/cables/transmitters etc. from main store/unit store to site and from one unit to the other, and from point to point, shall be in the scope of the contractor. For this purpose, the material lifting & transport vehicles (if required) shall be provided by BCPL.
- 7.7 In case of requirement of cutting of gaskets/gland packing /preparation of 'O' rings/ Packings / etc. if required to execute the job, shall be in the scope of the contractor.
- 7.8 For all the jobs of rotary equipments, taking the alignment readings before any maintenance shall be in the scope of the contractor.
- 7.9 For all the jobs the Hydro-testing and pneumatic testing of piping/ Equipment etc, if required, with necessary arrangement i.e. pumps /equipment /High pressure Hydraulic and pneumatic Hoses etc. shall be under contractor's scope.
- 7.10 For loop checking, measurement of voltage, current etc, if required, Multimeter, Tong Tester etc. shall be under contractor's scope.
- 7.11 Shifting of items for maintenance/ repair/ machining/ welding/ wiring/ cable laying/ terminations/ battery maintenance / shifting of empty barrels for disposing used oils/process fluids etc for execution of Operation & Maintenance Works shall be in contractor's scope.
- 7.12 Lifting, shifting & lowering of equipments on the equipment's foundation or taking away the equipment from foundation/skid to any other place like workshop or any other suitable location for purpose of maintenance/repair as per site engineer's Instruction shall be in contractor's scope.
- 7.13 Shifting of any materials like-spares, equipment, piping, structural etc. for repairing/modification/development from work location to workshop and bring back the same shall be in the scope of contractor. Sending sample to workshop and bringing any newly made spares/piping-structural materials from workshop shall also be in the scope of contractor.
- 7.14 Any job shall be deemed completed only after successful trial including leak testing and cleaning of the area up to the satisfaction of EIC. Job shall be considered as incomplete if the quality of the job is not up to the satisfaction of EIC.
- 7.15 Contractor has to ensure cleaning of fasteners and greasing whenever and wherever opened, before boxing up.
- 7.16 Cleaning of the area/equipment after completion of jobs and shifting of scraps from job location to nearest scraps bin in plant premises shall be in the scope of the contractor.
- 7.17 The Contractor shall ensure the quality of the jobs carried out. In case of repetition of jobs due to faulty workmanship/negligence attributable to contractor, same shall be carried out by the contractor without any additional cost implication to BCPL. If such repetitions are frequent, the "EIC" shall take suitable actions including deduction of cost of damages to the equipments / plant and cost of production losses etc in the best interest of the company.

8 TOOLS, TACKLES, MACHINERY, CONSUMABLES:



- 8.1 The contractor shall always keep available the required tools and tackles, welding / grinding machines, hydro-testing equipments, Gas cutting arrangements, lifting tools, all consumables like welding electrodes, DA & Oxygen cylinders, Argon Cylinder, Grinding wheels, cables, regulators, and other material as may be considered necessary by the ENGINEER-IN-CHARGE for timely and efficient performance of the jobs as spelt out in the scope of work.
- 8.2 Contractor has to ensure availability of welding consumables for meeting plant requirement. In case of emergency, E6010, E6017, E7010 & E7017 electrodes / filler wires/ consumables can be provided by BCPL, if available, but, total cost born by BCPL towards procurement of these electrodes plus additional 15% shall be deducted from contractor's bill. However, electrodes for special welding e.g. IBR & Alloy steel welding shall be provided by BCPL.
- 8.3 Laying of cable and other accessories required for fabrication jobs i.e. welding, grinding, drilling etc. and office connection is to be arranged by the contractor.
- 8.4 Welding gang should have all general purpose fabrication electrodes like E 6010, E 6018, E 7010, E 7018 etc. of diameter ranging from 1.5 mm to 4 mm Ø. Welding gang should also have mild steel & stainless steel filler wire ranging from 1mm to 2mm. Also welding gang should be equipped with AC or DC Welding machines with all accessories. However, electrodes for special welding e.g. IBR & Alloy steel welding shall be provided by BCPL.
- 8.5 Each Mill Wright Fitter gang should also have Own tool box, Any other material/Consumables/accessories etc for alignment and other equipment related maintenance activities.
- 8.6 Each Fitter gang should also have Own tool box etc.
- 8.7 Gas Cutter should have adequate Oxygen and acetylene cylinder on daily basis. Tools, Kit for gas cutting with PPEs shall be in the scope of the Contractor.
- 8.8 Contractor has to ensure availability of general electrical tools & tackles viz. multimeter, tong tester, wire cutter, pliers, wrenches of various sizes for all electrical related jobs.
- 8.9 Contractor has to ensure availability of multimeter, tong tester, tube bender, allen key set, screw driver set etc. for all instrumentation related jobs.
- 8.10 Contractor has to ensure availability of various sizes of valve operating keys for operation / process related jobs.
- 8.11 Boiler suits are to be kept available to workmen in sufficient quantities for various specific jobs as & when required. Workmen working without boiler suits in Hot jobs, Confined space, Electrical jobs etc. shall attract penalty.
- 8.12 The tools, machineries and consumables envisaged for the execution of the Operation & Maintenance activities of respective departments are indicated in the **Annexure – I, II & III** of SCC, Part-B and all these items are to be arranged & made available by contractor at site/contractor's site store. The tools mentioned in Annexure – I, II & III are only indicative and not exhaustive. The contractor shall also arrange any other tools / tackles other than specified in BCPL's scope and not mentioned in **Annexure – I, II & III** but required for execution of Operation & Maintenance jobs. In case of any



delay in job, execution due to non availability of above mentioned items, contractor will be held responsible.

- 8.13 Contractor is required to keep all the measuring tools calibrated from time to time from the NABL certified laboratories at his own cost as per ISO – 9001 requirements. In case party fails to submit proof of calibration of measuring tools within 15 days from mobilization at site an amount of Rs 500/- per day shall be penalized and same shall be deducted from the contractor's bill. On expiry of validity of these certificates during contract duration, a deduction @ Rs. 500 per day shall be made from the date of expiry of validity till the date of revalidation.
- 8.14 The contractor has to use lifting devices duly tested and certified by the competent person / agencies approved by State/Central approval Rule i.e. Director of Factories, Assam as per section 28/29 of Indian factories act 1948 Rule 55 - A, of the Assam Factories Rules – 1950. All statutory clearances relating to lifting device are to be made available at site within 15 days from mobilization. In case contractor fails to provide the test certificate then BCPL may get it tested by the competent authority by charging the 150% of the actual incurred amount. On expiry of validity of these certificates during contract duration, a deduction @ Rs. 500 per day shall be made from the date of expiry of validity till the date of revalidation.
- 8.15 Contractor has to ensure separate technician tool box with necessary tools /safety device/measuring instrument as indicated in Annexure-I, II & III.
- 8.16 Contractor has to ensure testing and certification of all measuring instruments periodically by the competent person / agencies as indicated in Annexure-I, II & III.
- 8.17 Tools and tackles mobilized by the contractor shall be inspected by BCPL personnel quarterly. A clear record of all tools tackles shall be maintained by the contractor for inspection. All measuring tools & tackles shall be properly tagged for easy identification. Abnormalities observed during the inspection shall be made up by the contractor within reasonable time. Fitness certificates of various lifting tools & tackles viz. lifting belts, chain pulley blocks, D-Shackles etc. are to be kept ready at contractor's store for ready reference as and when required. Inspection of tools & tackles to be done on timely basis and damaged items to be rejected & replaced with new ones.
- 8.18 All the lifting Tools & tackles (Chain Pulley Blocks / Slings / "D" Shackles, Safety belts, Rope ladders etc) shall have valid test certificate & it is to be renewed from time to time through the appropriate competent authority. Use of tools & tackles not having valid test certificate may not be allowed at site.
- 8.19 The stores of the contractor can be checked by Engineer-In-Charge or his authorized representative for any unauthorized material not passed from the main gate or cross check the materials to ensure availability of required tools and tackles.

9 MANPOWER (ALL CONTRACTOR EMPLOYEES) RELATED CLAUSES:

- 9.1 The contractor shall ensure that the employees/ workmen employed by him, shall, at all times, be neatly and properly dressed in appropriate cotton uniforms (different from BCPL uniform) embroidered with company's/ agency's name along with safety shoes and helmets. The use of uniform / protective clothing is a must for each workman at site. The contractor shall provide personal protective equipments (PPEs) including Cotton Cloth Uniform, Safety Shoes, Safety Helmet, Welding Goggles,



Grinding Goggles, Hand Gloves, Safety Belts and Rope Ladders etc. as per prevailing safety norms, to all the personnel deployed for the execution of the jobs. Further, any guidelines/ regulation/ penalty etc with regards to this clause notified by HR/ F&S/ Central agency of BCPL from time to time during execution of contract shall be binding on the contractor.

- 9.2 Employees/ workmen of contractor shall be polite decent and courteous to all officers / employees / workmen of BCPL and shall maintain high standard of discipline, decency and decorum. Personnel employed by the contractor and supervisor working on the roll of the contractor, shall be medically fit and fully competent to perform the work.
- 9.3 The contractor shall employ such workers who are above 18 years of age.
- 9.4 Smoking/Chewing of tobacco/Gutka/pan/pan-masala etc, Littering and spitting inside plant premises is completely prohibited. Any contract employee if found involved in such activities, Rs. 500.00 per incident to be deducted from contractor's Ra-bill. Any contract employee should not report for work under the influence of alcohol. If found shall be barred from working in GDU Duliajan for lifetime.
- 9.5 Transportation of contract employees to the site and back shall be the responsibility of the contractor. The personnel deployed against this contract shall not be used for any other contract except without specific clearance from the EIC of the contract.
- 9.6 The contractor will ensure the engagement of 100% Project Affected Persons (PAP) and local persons in unskilled category of work for which the list of such persons will be provided by the authorized person of BCPL authorities. The name of the authorized person will be notified to the contractor by BCPL Authority from time to time.
- 9.7 So far as engagement of semi-skilled and skilled category of manpower in the said work is concerned, the contractor will give preference to PAPs and local persons fulfilling the technical requirement of the job / work.
- 9.8 While engaging the contractual manpower, contractors are required to make efforts to provide opportunities of employment to the people belonging to scheduled caste and weaker sections of the society also in order to have a fair representation of these sections.

10 Experiences and qualifications:-

- 10.1 For the smooth execution of the services contracted out herein, it is expected that the contractor will deploy personnel, if any, who has the proper qualification, experience and expertise as normally required under the norms followed and also meets the statutory requirements.
- 10.2 To provide assistance for various Operation & Maintenance services offered by the contractors shall be of good quality. The individual deputed for the services should have sufficient exposure, knowledge & experience in the field. Any service assistance of Highly Skilled and Semi-skilled Category will be accepted by BCPL only after quality check after reviewing the experience and qualification.
- 10.3 All the personnel deployed for carrying out the jobs shall be adequately experienced & qualified as per the following table- (The contractor shall submit details of experience of workmen while submitting requisition for gate pass)-



SN	Category	Qualification
a	Supervisor	Minimum BA/B.Sc./B.Com or Degree/Diploma in Mechanical Engineering with minimum 2 years of experience in case of engineering degree & 03 years of experience in case of BA/B.Sc./B.Com/Diploma in engineering, in a Chemical/ Petrochemical/ Refinery/ Fertilizer or any other big Chemical process plant. Or ITI with 05 years' experience as supervisor for mechanical contract in a Chemical/ Petrochemical/ Refinery/ Fertilizer or any other big chemical process plant.
b	Plant Operator	Minimum Degree/Diploma in Chemical/Mechanical Engineering with minimum 2 years of experience of working in a Chemical/ Petrochemical/ Refinery/Fertilizer or any other big chemical process plant as Plant Operator. Or B.Sc. with Physics/Chemistry with minimum 4 years of experience working in a Chemical/ Petrochemical/ Refinery/ Fertilizer or any other big chemical process plant as Plant Operator.
c	Mill Wright Fitter/ Technician	ITI in Mechanical/ Fitter/ Technician and relevant trade with minimum 4 years of experience of working in a Chemical/Petrochemical/ Refinery/ Fertilizer/ Power Plant or any other big chemical process plant out of which 2 years should be as Mill Wright Fitter. Or High School passed with 6 years of relevant experience of working as a Fitter in a Chemical/ Petrochemical/ Refinery/ Fertilizer / Power Plant or any other big chemical process plant out of which 2 years should be as Mill Wright Fitter. Or Class VIII pass with 8 years working experience in relevant field as a fitter in a Chemical/ Petrochemical/ Refinery/ Fertilizer / Power Plant or any other big chemical process plant out of which 2 years should be as Mill Wright Fitter.
d	Electrician / Instrumentation technician	Minimum Diploma in Electrical/Instrumentation Engineering with minimum 2 years of experience of working in a Chemical/ Petrochemical/Refinery/ Fertilizer/ Power Plant or any other big chemical process plant as Electrician/ Instrumentation technician respectively. Or ITI Certificate in Electrical/Instrumentation and relevant trade with minimum 4 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/ Power Plant or any other big chemical process plant as Electrician/ Instrumentation technician



		respectively. Or High School passed with 10 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/Power Plant or any Other big chemical process plant as Electrician/ Instrumentation technician respectively.
e	Welder	Minimum ITI Certificate in Mechanical/ Welding and relevant trade with minimum 2 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/ Power Plant or any other big chemical process plant as welder. Or High School passed with minimum of 4 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/Power Plant or any other big chemical process plant as welder. Or Class VIII pass with 8 years working experience in relevant field in a Chemical/ Petrochemical/ Refinery/ Fertilizer / Power Plant or any other big chemical process plant as welder.
f	Fitter	Minimum ITI Certificate in Mechanical/ Fitter/ Technician and relevant trade with minimum 2 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/ Power Plant or any other big chemical process plant as pipe fitter. Or High School passed with minimum of 3 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/Power Plant or any other big chemical process plant as pipe fitter. Or Class VIII pass with 5 years working experience in relevant field in a Chemical/ Petrochemical/ Refinery/ Fertilizer / Power Plant or any other big chemical process plant as pipe fitter.
g	Grinder / Gas Cutter / Rigger	Minimum High School passed with 02 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/Power Plant or any other big chemical process plant in the relevant job . Or Class VIII pass with 5 years working experience in relevant field in a Chemical/ Petrochemical/ Refinery/ Fertilizer / Power Plant or any other big chemical process plant in the relevant job.
h	Helper	Minimum Matric/High School passed with 01 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/Power Plant or any other big chemical process plant. Or Class VIII pass with 3 years working experience in relevant field in a



		Chemical/ Petrochemical/ Refinery/ Fertilizer / Power Plant or any other big chemical process plant.
i	Store Keeper	Minimum Matric/High School passed with 2 years of experience of working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/Power Plant or any other big chemical process plant as store keeper. Or Class VIII pass with 5 years working experience in relevant field in a Chemical/ Petrochemical/ Refinery/ Fertilizer / Power Plant or any other big chemical process plant out of which 01 year should be as store keeper.

- 10.4 BCPL reserves the right to reject any one or all the personnel deployed by contractor on the basis of their inadequate qualification / experience, unsatisfactory performance, improper conduct and breaking discipline. If any replacement is sought by “ENGINEER-INCHARGE”, the same shall have to be arranged by the contractor within 24 Hours or as per instruction of “ENGINEER-IN-CHARGE”. In case of any dispute the decision of “ENGINEER-INCHARGE” shall be final and binding.
- 10.5 BCPL reserves the right to reject any one or all the personnel deployed by contractor on the basis of their performance, conduct and discipline.
- 10.6 For this job contractor shall provide skilled person on all days of week including Sundays and Gazette Holidays as per site requirement or as per instruction of EIC. Contractor shall also make arrangements for extra personnel, as and when required and as instructed by EIC, to assist in various operation and maintenance requirements.
- 10.7 Bidder to ensure minimum basic experience & qualification while selecting the highly skilled/ skilled/ semiskilled/unskilled working person meeting the qualifying criteria as per RFQ. Final selection will be done by BCPL.

11. SUPERVISION OF WORK :

- 11.1 The contractor himself is solely responsible for supervising his own manpower and he should be able to manage all site related operation & maintenance activities while executing jobs at site, guide his personnel to carry out the work with proper safety and as per the instructions of the Engineer-In-Charge. Contractor shall also be able to make arrangements for additional/extra manpower assistance services as instructed by EIC as and when required.
- 11.2 All the personnel engaged by the contractor shall report to EIC or authorized representative of BCPL daily for allocation of job.
- 11.3 The contractor must be capable to arrange crews in case of emergency, immediately at site.

12. WORKING HOURS:

Normal working hours will be from 8.30 A.M. to 5.00 P.M in a day for general shift with a break of half an hour for lunch. Further, works will be carried out by the contractor personnel on round the clock basis in 3 shifts (A shift – 06:00 hrs. to 14:00 hrs, B shift – 14:00 hrs. to 22:00 hrs. & C shift – 22:00 hrs. to 06:00 hrs.). The working time can be changed as per requirement of work as decided by EIC / site in charge.



13. SUPERVISORS:

- 13.1 All jobs in this contract are to be carried out under proper supervision. Contractor has to ensure effective supervision of all the jobs carried in plant through experienced and adequately qualified personnel. The supervisor should be well qualified and should have adequate knowledge on safety aspects of working in petrochemical plants.
- 13.2 For over-all supervision, the contractor shall depute a Supervisor with relevant experience mentioned above (under Experience & Qualifications) throughout the contract period, who will be its site in charge preferably working in General shift.
- 13.3 One supervisor with relevant experience mentioned above (under Experience & Qualifications) to be deputed in each shift A, B and C accordingly every day. A supervisor must always be present at site during each shift to supervise contract workmen. Absence of Site in charge & Supervisor in any shift shall attract penalty as decided by EIC or three times of SOR rate of highly skilled category of the contract.
- 13.4 **As the category of supervisor is not included in SOR items. No claim for deployment of said supervisors (One site in-charge in general shift + One supervisor in each shift, i.e. Four supervisors on each day as mentioned in clause 13.3 & 13.4) to be submitted however the cost of the same shall be considered by the bidder for preparing estimate.**
- 13.5 However, depending on job requirement esp. during breakdown / shutdown / turnaround, the number of supervisors may have to be increased as per advice of EIC, however more supervisors than specified here can be claimed as per SOR rate of highly skilled category of the contract.

14. SITE OFFICE:

The contractor has to maintain his site-office at his own cost. Space for site office shall be provided by BCPL.

15. SCOPE OF SUPPLY BY BCPL:

The followings shall be under owner's scope for execution of the Schedule of Rates (SOR) items, which shall be provided to the Contractor free of cost, unless otherwise stated:

- 15.1 Spare parts for the execution of operation & maintenance works shall be in the scope of BCPL
- 15.2 All piping material, valves, pipe fittings, structural materials, Plates, etc. required for execution of work, shall be in the scope of BCPL.
- 15.3 Special electrodes for fabrication of High Pressure Welding and Alloy steel welding shall be provided by BCPL. However, general purpose fabrication electrodes like E 6010, E 6018, E70101, E7018 etc. of diameter ranging from 1.5 mm to 4 mm ϕ and mild steel & stainless steel filler wire ranging from 1mm to 2mm with AC or DC Welding machines shall be supplied by the contractor.
- 15.4 All hardware e.g. Nuts, Bolts, Studs, Washers, Gaskets, gland packing etc. diesel, Cleaner, penetrant (except DP test), valve lapping compound, Lube Oil, Grease, Sealing pastes , etc. shall be in the scope of BCPL.
- 15.5 All tubing & fittings, transmitter & gauges, cable & wires, Panel parts etc, for all instrumentation jobs shall be in the scope of BCPL.



- 15.6 All cables, glands, lugs, grease, DM water, Lube Oil, Diesel, Coolant etc for all electrical jobs shall be in the scope of BCPL.
- 15.7 Supply of empty barrels for shifting, filling, disposing of oils/process fluids, refueling of equipments etc. shall be in the scope of BCPL.
- 15.8 Plugs for heat exchanger for tube plugging shall be in the scope of BCPL.
- 15.9 Machining jobs, radiography, pre & post weld heat treatment, if required, shall be in the scope of the owner. However, cost towards radiography testing for penalty joints to be borne by the contractor.
- 15.10 As per job requirement, special tools like Hydraulic Torque Wrench, Pneumatic Torque Wrench, Torque wrenches, Hydraulic flange spreaders, special non-sparking tools, special tools for compressor, Turbine, and other rotary equipments, Bore-scope and other special tools /devices etc. shall be in the scope of BCPL.
- 15.11 Heavy equipment like Crane, Tractor Trailer, Hydra, Fork- lifts etc shall be provided by BCPL free of cost, if available, for smooth execution of SOR items whenever required.
- 15.12 Space for fabrication yard shall be provided BCPL free of cost. However after expiry of the contract, the contractor shall demolish his office & clean the area up to the satisfaction of ENGINEER-IN-CHARGE at his cost.
- 16. UTILITY SUPPLY BY BCPL:**
- 16.1 Service air, service water shall be provided to the contractor free of cost at one point. The contractor has to make his own arrangement to use the same at work site by extending pipe line, etc. as per requirement
- 16.2 Electric power shall be provided to the contractor free of cost at a single point. The contractor has to make his own arrangement to use the same at work site by extending cable, etc. as per requirement.
- 16.3 Space for office shall be provided by BCPL, if required and available. However, after expiry of the contract the contractors shall demolish his office & clean the area up to the satisfactions of EIC, at his cost.
- 16.4 Intercom telephone facility can be provided to contractor at a particular point as per convenience of BCPL. The contractor has to make his own arrangement to use the same at work site by extending cable, etc. as per requirement.
- 17. SAFETY, SECURITY RELATED CLAUSES:**
- 17.1 The contractor shall provide personal protective equipment including Cotton cloths, safety shoes, safety helmet, Welding goggles, Grinding goggles, hand gloves, ear plugs, nose mask, safety belts, safety net and rope ladders etc. as per prevailing safety norms, to all the personnel deployed for the execution of the Operation & Maintenance jobs. Further, any guidelines/ regulation/ penalty etc with regards to this clause notified by HR/ F&S/ Central agency of BCPL from time to time during execution of contract shall be binding on the contractor.
- 17.2 Special safety equipment like breathing apparatus, gas masks etc. shall be provided by BCPL. Eyes' protection kits will also be provided by BCPL, whenever required. Contractor will be responsible for accounting of the same.



- 17.3 All jobs are to be carried out under “Permit system” on receipt of the intimation from S/I or site engineer .The contractor has to cross check for ensuring availability of “Safety work permit” duly signed by process/safety personnel with S/I or concerned site engineer before starting the jobs. The contractor has to comply all safety requirements for the execution of the job, as per instructions of Plant Safety Officer / "ENGINEER-IN-CHARGE". Contractor shall intimate the concerned S/I or site engineer after completion of job. Further, any guidelines/ regulation/ penalty etc with regards to this clause notified by HR/ F&S/ Central agency of BCPL from time to time during execution of contract shall be binding on the contractor.
- 17.4 Contractor shall maintain first aid facility for his employees, however first aid available with BCPL will be provided by BCPL if available. Remaining expenditure towards treatment of contractor’s employee shall be borne by contractor.
- 17.5 The Contractor shall have to take adequate security measure for security of their office, equipment, machinery, tool & tackles and material. In the case of theft or loss, BCPL will not be held responsible.
- 17.6 All the employee of contractor should observe the security and safety related rules and regulations introduced from time to time by BCPL management. Violation of this shall attract penalty as per SCC.
- 18. PENALTY/TERMINATION CLAUSE FOR NON PERFORMANCE, IF ANY:**
- 18.1 UNIFORM & PPE**
- Contractor shall provide one pair of safety shoes, two sets of socks, one helmet and PPEs (Hand gloves, safety belts, eye & ear protectors, nose mask etc.) to all the deployed manpower immediately on mobilization and two sets of 100% cotton Uniform to all deployed workers within one month from the date of commencement of the contract. Color and specification of the uniform shall, however, be finalized in consultation with Engineer-in-charge/Site-in-charge / F&S representative and shall be different from BCPL uniform. If contractor fails to provide the same within above defined period, then BCPL may provide the same by charging the actual incurred amount from the contractor’s bill. The ceiling limit for one pair of safety shoes, two sets of socks, one helmet and two pair of uniform is Rs. 3000/-.
- 18.2 HEALTH CHECK UP**
- Contractor shall conduct the health check up through registered medical practitioner for all deployed workers within 90 days from the date of commencement of the contract in consultation with Engineer-in-charge/Site-in-charge and relevant documentary proof must be submitted. If contractor fails to provide the same within above defined period, then BCPL will arrange the same by charging the actual incurred amount from the contractor’s bill, the ceiling limit for this is Rs. 1200/-.
- 18.3 Testing of Measuring Instruments And Lifting Tools & Tackles:**
- The contractor has to provide the test certificates of the Measuring Instruments And lifting tools & tackles supplied by them as per **Annexure-I, II & III**. In case of non-submission of the valid test certificate, BCPL may get it done through Competent Authority by charging 50% above the actual incurred amount.
- 18.4 Damage to the Equipment/Plant Assets**



- In case of any damage to the equipment or any of the plant assets causing Production loss due to negligence on part of the contractor, contractor shall be penalized at a flat rate of 5% of each case of bill amount in that particular month plus actual cost of equipment damaged.
- 18.5 The contractor shall ensure the proper handling of the spares, special tools, facilities provided by BCPL. If any damage and breakage is found, the cost of the items plus 15% overhead shall be back charged to the contractor from his Running bills.
- 18.6 In case of non availability of the services by the contractor on any day, BCPL has the right to get the same done by any other agency at the risk and cost and responsibility of the contractor. In addition 20% of the service charges will be deducted from the contractor's dues.
- 18.7 If the contractor fails to mobilize the required resources within reasonable time as decided by ENGINEER –IN-CHARGE, BCPL may get the work done through other agency at the risk and cost of the contractor and the security deposit of the contractor may liable to be forfeited.
- 18.8 In case of delay in execution of job, EIC at his discretion may impose a penalty of Rs 1000/-per distinct case of delay. The time taken by contractor for any job shall be considered as the duration from intimation received by the contractor supervisor to the completion of the job in totality. The total of the recoveries shall be limited to maximum 5% of contract value on yearly basis.
- 18.9 EIC at its discretion may also make recovery from contractor's bill, If the contractor neglects/fails to execute jobs/ his duties included in the Scope of Work up to the satisfaction of EIC during execution of the contract or fails to respond to a notice of neglect within a period of the time set in such notice. The amount of recovery shall be determined by BCPL in consideration of the nature and consequence of the contractor's neglect. The recovery shall be limited to a maximum of Rs 1000/-per distinct case of neglect. The total of the recoveries shall be limited to maximum 5% of contract value on yearly basis.
- 18.10 In case of consistent non-performance of contractual obligations and violation of terms and conditions of the contract, BCPL reserves the right to get the work done through other agency at the risk and cost of the contractor and to take suitable action against contractor including forfeiture the security deposit and termination of the contract.
- 18.11 Notwithstanding anything contained elsewhere, BCPL may at any time at its discretion terminate the contract or part of the contract within 30 days giving notice in writing to the contractor without assigning any reason and upon such termination the BCPL shall have the right to remove the contractor's materials from site and the contractor shall be paid price of the work satisfactorily completed in accordance with the provisions of this contract.
- 18.12 **Lapse**
If the requisite manpower is not provided in any shift, it will be considered as a lapse. **For each lapse an amount equivalent to three times the SOR rate as per contract of the same category of workman will be deducted from the RA bills.**
- 18.13 **Late reporting / Early leaving**



The personnel deployed by the contractor should report to duty on time. For every late reporting up to 1 hour a penalty of Rs. 300 /- per person will be levied. If the contract person reports more than one hour late in any shift, it will be also be considered as a lapse and the penalty as per Clause 18.12 will be levied. Also leaving early from plant premises before the end of working time shall attract penalty of Rs. 200 /- per person. Under no circumstances working person should abscond from plant at any time while working. If found doing so this should also attract penalty of Rs. 1000 /- per incident and to be deducted from the RA bills.

19. TERMS OF PAYMENT:

- 19.1 The Measurement of Work and payment thereof will be done as deliberated in measurement and payment methodology.
- 19.2 Contractor is required to submit monthly running bills in duplicate to ENGINEER-IN-CHARGE along with the copies of separate measurement sheets of executed jobs during previous month by first week of every month, for job certification and payment. The payment against monthly RA Bill shall be released based on the actual executed job, duly certified by EIC.
- 19.3 The payment shall normally be made within thirty days of submission of bill to ENGINEER-INCHARGE by Finance Department after statutory deductions.
- 19.4 As per present practice, RA bill will be processed after obtaining Site Clearance certificate from Operation & F&S department by the Contractor. However, any further guidelines/ regulation/penalty etc. with regards to this clause notified by HR/ F&S/ Central agency of BCPL from time to time during execution of contract shall be binding on the contractor
- 19.5 In case of any damage to BCPL's property occurs during the execution of work due to contractor or of his employees, deduction will be made from the total claims according to the total evaluated cost of the damaged article. The evaluation of the damage will be done at the sole discretion of BCPL as decided by the ENGINEER-IN-CHARGE.
- 19.6 The contractor shall submit a certificate along with each running bill that the contractor has obtained the EPF code no. (Code number to be indicated) and EPF contribution in respect of contractual labor up to the previous bill has already been deposited with the PF commissioner.
- 19.7 Final bill along with No claim certificate shall be submitted within 30 days of completion of contract period.
- 19.8 No mobilization advance shall be paid.
- 19.9 In no case payment of the bills shall be made if, the jobs are not certified by the site engineer from time to time.

20. DOCUMENTS TO BE ATTACHED WITH BILL:



Following documents are to be furnished along with the bill at the frequency as given in the table. Further, any guidelines/ regulation/ penalty etc with regards to this clause notified by HR/ F&S/Central agency of BCPL from time to time during execution of contract shall be binding on the contractor:

Documents to be submitted with Monthly bill		
Sl. No.	Document	Periodicity
A	Copy of labour license (applicable, if contractor is engaging more than 20 workers)	With first bill
B	Copy of comprehensive insurance cover (ESIC/Workmen's Compensation Policy, whichever is applicable)	With first bill
C	Copy of Contract Agreement	With first bill
D	Contractor has to maintain registers under Contract Labour(R&A) Act, 1970 like:-	
D.1	Register of workmen employed by contractor in Form XIII,	Every month
D.2	Muster Roll in Form XVI	Every month
D.3	Register of Wages in Form XVII	Every month
D.4	Register of Deduction in Form XX	Every month
D.7	Issuance and maintenance of Wage Slip in Form XIX	Every month
E	Copies of Forms under Employees' Provident Fund & Miscellaneous Provisions Act, 1952 if applicable	
E.1	Copy of PF Registration letter from RPFC, Form 2	one time
E.2	PF Challan,	Every month
E.3	Copy of ECR(Electronic challan cum return)	Every month
E.4	Format under Para 36-B,	Every month
E.5	Form 6A,	At the end of financial year
E.6	Form 11 Declaration under EPF Act	During the time of deployment of Contract Labour.(With first bill and as and when one new contract worker join)
F	Copy of wage register duly certified by authorized representatives of the contractor and BCPL certifying as " Certified that the amount	Every month



Documents to be submitted with Monthly bill		
Sl. No.	Document	Periodicity
	shown in the column no..... has been paid to the workman concerned in my presence on (date) at.....(place)	
G	If wages are paid through bank, copy of bank statement duly certified by Bank of previous month	Every month
H	Copy of Electronic Challan cum Return(ECR) for the proof of PF contribution deposit/ remittance alongwith the details of employees showing PF Account no, contribution of employee and employer etc.	Every month
I	Copies of Forms under Factories Act, 1948	
J	Form 12(Register of Adult Worker)	Every month
K	Form 14(Register of Leave with Wages)	Every month
L	Form 15(Leave Book)	Every month
M	Form 16(Nomination form)	one time

Documents to be attached with Final Bills		
S. No	Document	Documents attached
a	Copy of Certified Wage registers (Certified from EIC and Contractor) for the total contract period.	With Final bill
b	Copy of Work Completion Certificate	With Final bill
c	Copy of labour License (If, applicable)	With Final bill
d	Copy of Work Order	With Final bill
e	Copy of PF Slips in Form 23	With Final bill
f	Copy of ECR	With Final bill
g	Copy of Annual return under EPF(Form 6A)	With Final bill
h	Copy of Form-11(revised)-for new joiners	Final Bill
i	Undertaking from contractor regarding disbursement of wages to the entire contract worker deployed through him.	With Final bill
j	No dues certificate from the contractor.	With Final bill
k	No Objection Certificate in Prescribed format from F&S Department	Every Month
l	No Objection Certificate from Workshop, Other mechanical section	With Final bill



m	No Objection Certificate from Electrical, Instrumentation, HR, Security, F&S, Inspection	With Final bill
n	No Objection Certificate from concerned Labour Enforcement officer(local), Dibrugarh	With Final bill
o	No Objection Certificate from concerned PF officer, Dibrugarh	With Final bill
p	Indemnity bond with respect to contract labor.	With Final bill
q	Copy of certified wage registered(Certified from EIC & Contractor) for the total contract period	With Final bill
r	Undertaking from contractor regarding disbursement of wages to all the contract worker deployed through him	With Final bill
s	Indemnity Bond of Rs. 100/- duly notarized from the Notary indemnifying BCPL from all the liabilities w.r.t the persons engaged by the contractor regarding payment of wages, Provident fund, Insurance and other payments etc.	With Final bill
t	Any other document as per statutory requirement	With Final Bill

21. DEFECT LIABILITY PERIOD:

The Defect Liability Period is not applicable for this contract.

22. INSURANCE & DAMAGE TO PROPERTY:

Contractor will be responsible for insurance coverage of his personnel and BCPL will have no liability what so ever, on this account. Damage, if any caused to roads /building / structures/ machinery, equipment, property either moveable or immovable during execution of work, the same will be made good by the contractor.

23. MINIMUM GUARANTEED AMOUNT:

The minimum guaranteed amount is not applicable for this contract.

24. SUB LETTING CLAUSES:

No contractor/contracting firm shall sublet or assign any work in part or whole to any individual, proprietorship firm, partnership firm, private ltd. Company, etc. without prior written permission of BCPL.

25. RESPONSIBILITIES OF THE CONTRACTOR AND ADHERENCE/COMPLIANCE TO VARIOUS LABOUR LEGISLATION/ INDUSTRIAL LAWS: (Following clause will supersede as per applicability during execution of the contract provisions mentioned anywhere of this document).

25.1 The Contractor/contracting firm shall obtain comprehensive insurance policy covering all risks such as accidents, injuries and death likely to be caused to his workers or to a third person including loss to the properties of Owner /BCPL or



- to some other agency. The premium amount should be deposited with the insurance agency by the contractor regularly and without any delay.**
- 25.2 In case of any accident resulting in any injury or death in respect of the personnel deployed by the contractor during the execution of the work, the contractor shall be solely responsible for payment of adequate compensation, insurance amount etc. to the person injured / next Kith & Kin of the deceased. Contractor shall indemnify BCPL from all such liabilities.
- 25.3 The contractor/contracting firm shall not employ any person suffering from any contagious, loathsome or infectious disease. The contractor/contracting firm shall get examined his employees/workers through a Government Doctor before deployment and a report in this regard shall be submitted to BCPL.
- 25.4 **No worker of contractor/contracting firm and contractor himself shall be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the influence of above, the contractor/contracting firm shall have to change/replace him, failing which, BCPL may terminate the contract.**
- 25.5 The contractor/contraction firm shall indemnify BCPL against all claims, demands, actions, cost and charges etc. brought by any court, Competent Authority/Statutory Authorities against any act or acts of the contractor/contracting firm or his workers.
- 25.6 **The contractor/contracting firm shall deploy the workers after verification of their character and antecedents. In case any worker is found having criminal record, he shall have to be immediately replaced without any delay.**
- 25.7 The persons to be deployed should be on rolls of the contractor/contracting firm.
- 25.8 The contractor/contracting firm shall issue proper identity cards to all the workers who are to be engaged for the job. The identity cards shall be signed by the contractor or his authorized representative. The contractor/contracting firm shall also be responsible for obtaining the gate passes from CISF in respect of all their personnel.
- 25.9 **The supervision of the personnel shall be done by the contractor/contracting firm through their authorized representative and the name of the supervisor shall be invariably intimated to the Engineer-In-Charge at the commencement of contract.**
- 25.10 The contractor shall be solely responsible for disciplining the personnel deployed by him. Further, he shall ensure that none of his workers create any nuisance or indulge in anti-social and criminal activities during the entire period of contract. In case, anybody is found indulging in such activities then he will have to be immediately removed without any prejudice to further necessary action as deemed fit.
- 25.11 **The contractor/contracting firm shall be required to obtain labour license from Ministry of Labour, Assam if he engages 20 or more workmen/labours. The contractor is responsible for obtaining the labor license under the provisions of Contract Labor (R&A) Act, 1970 from the office of RLC (Central), Ministry of Labor, Govt. of India, Dibrugarh.**
- 25.12 The contractor/contracting firm shall pay the wages to the workers latest by 7th of the subsequent month at the rates as per the Minimum Wages Act and as notified by the Chief Labour Commissioner Assam from time to time. The Engineer In charge shall



- ensure that the contractor/contracting firm is making payment of wages to its labours not less than the wages notified by the appropriate authority from time to time.
- 25.13 **The contractor shall have his own PF Code No. with the RPFC as required under Employee PF & Miscellaneous Provisions Act, 1952 and extend benefits of Provident Fund Scheme 1952, Employee Deposit Linked Insurance Scheme 1976 and Employee Pension Scheme 1995. Contractor to generate UAN No. for all his employees.**
- 25.14 **The contractor/contracting firm shall have a separate Provident Fund Code allotted in his name by the Regional Provident Fund Commissioner and submit the copy of monthly challan for the amount deposited towards Provident Fund along with a list of his labours/workers to the Engineer In charge.**
- 25.15 **The contractor must ensure deduction of PF, if applicable from the contract workers and deposit the PF of employer contribution to the concern contract workers deployed by him for the assigned job. The contractor must submit the proof of depositing PF contribution with RPFC (to be submitted the Challans along with bank receipts/bank statement) of their workmen in form of monthly ECR Mandate, Confirmation slip and Acknowledgement slip along with PF Challan with monthly RA Bills.**
- 25.16 **The contractor/contracting firm shall be required to deposit contribution towards Pension, ESIC, or any other statutory payments to be made in respect of his workers (to be submitted the Challans along with bank receipts/bank statement) well in time and submit a copy of challan to owner/Engineer In-charge in monthly/quarterly basis failing which BCPL will deduct from his bills the amount equivalent to such deductions along-with penalty as per the provisions of the applicable Act.**
- 25.17 **The contractor is liable to abide by all necessary licenses / permissions from the concerned authorities as provided under the various labor legislations.**
- 25.18 **The contractor/contracting firm shall obtain registration under Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 if he deploys and engages labours from states other than ASSAM.**
- 25.19 **The contractor/contracting firm shall strictly comply with the various provisions of Payment of Wages Act-1936, Payment of Bonus Act-1965, Workmen's Compensation Act-1923, Minimum Wages Act-1948, Contract Labour (Regulation & Abolition) Act-1970, Employees' Provident Fund and Miscellaneous Provisions Act-1952, BOCW Act-1996 etc. and other labour legislations as in existence (at present in India) and as amended from time to time.**
- 25.20 **The contractor shall be required to furnish proof/copies of forms/returns as per the checklist attached hereto every month along with the monthly bills to the Engineer –In- Charge and the concerned Engineer-In-Charge shall be ensured the same. The checklist is indicative for immediate requirement after issuance/ receiving of Letter of Intent (LOI)/monthly bills/ final bill and other forms/returns as required under various acts shall be required to be filed / maintained by the contractor himself regularly.**



- 25.21 The contractor(s) are required to submit copies of Electronic Challan Cum Return (ECR)/ Electronic challan along with online uploaded list of contract workers/ members/ subscribers for the proof of remittance of Provident Fund (PF) contributions with PF Authorities for the contract workers engaged by him in BCPL while submitting monthly bills.
- 25.22 The contractor shall have his own PF code no. with the RPFC as required under Employee PF & Misc. Provisions Act, 1952 and extended benefits of Provident Fund, Employee Deposit Linked Insurance and Employee Pension Scheme, 1995.
- 25.23 The contractor shall have to discharge obligations as provided under various Statutory enactment including the Employees Provident Fund and Misc. Provisions Act 1952, Contract Labour (R&A) Act 1970, Minimum Wages Act 1948, Payment of wages Act 1936, Employees Compensation Act 1923, BOCW Act 1996 & other relevant Acts, Rules and Regulations enforced from time to time.
- 25.24 No contract workers below the age of 18 years shall be deployed on the work.
- 25.25 The personnel to be deputed by the contractor shall observe all security, fire & safety rules of BCPL while at the site/ work. His work/ services will be supervised by the supervisor of the contractor. Contractor has to be strictly adhering to guidance, instructions whenever required.
- 25.26 While conforming to any of these conditions, the contractor should ensure that no law of state regarding labour, their welfare, conduct etc. is violated. The contractor shall indemnify BCPL for any action brought against him for violation, non-compliance of any Act, rules and regulations of center/ state/ local statutory Authorities/ any court against any act or acts of the contractor/contracting firm or his workers.
- 25.27 At the time of closing of contract/submission of final bill, the contractor shall be required to obtain unconditional NOCs from the concerned Labor Enforcement Officer (Central) and Assistant PF Commissioner/PF Enforcement Officer.
- 25.28 No accommodation will be provided to the contractor/contracting firm as per guidelines of BCPL HR.

26. Termination of the Contract:

BCPL may at any point of the time during the currency of the contract and solely at its discretion terminate the contract in full and in part by giving 30 days' notice before expiry of full terms of 01 year or extended term of contract. The contractor shall not be entitled for any compensation by reasons of any such termination and the contractor shall not be allowed to move for arbitration for any such termination. Security Deposit of the contractor will get forfeited in case of termination of contract.

If the contract is to be terminated due to non-performance of the contract, the same shall also be done by giving 30 days' notice period.



SECTION – VI

SCOPE OF WORK [SOW]



SECTION-VI **SCOPE OF WORK**

SUBJECT: ANNUAL OPERATION & MAINTENANCE ASSISTANCE CONTRACT FOR CARRYING OUT OPERATION & MAINTENANCE ACTIVITIES IN GDU, DULIAJAN OF M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

GENERAL

- i. In general the nature of the job shall be as per Scope of Works given under the headings below i.e. Mechanical Works, Instrumentation Works, Electrical Works and Operation/Process works. However, detailed specification of jobs shall be as per details given in this contract, as per drawing/sketches/as shown at site or as per instructions of Engineer-In-Charge & as per standard Operation & Maintenance Practice followed in any hydrocarbon processing industry.
- ii. The nature of the job is such that it may be staggered throughout Contract period or less (day & night) & contractor shall have to mobilize sufficient manpower at a short notice on as and when required basis as per site requirement and as per instruction of EIC. The Contract duration will be for a period of One year.
- iii. The Contractor shall pay to the labors as per the latest applicable/notified minimum wages which shall be effective with time to time as per issued circulars of Minimum wages act. Moreover, skill and experience shall be given more importance in accordance with respect to the wages. Also, all levies and benefits shall be in accordance with labor and contract laws.
- iv. As per the Scope of Work and Special conditions of contract, the contractor must be held responsible for all work and manpower related issues. Contractor must ensure the offered rates are reasonable and executable for the Schedule of Rates.
- v. **The Major equipment/area & Utility Systems for Operation & Maintenance Activities are listed below:**
 1. Gas Turbines and its auxiliaries
 2. Centrifugal / Reciprocating compressors and its auxiliaries.
 3. Centrifugal / Reciprocating pumps and its auxiliaries.
 4. Gas dehydration unit.
 5. Raw/service water system.
 6. Captive power plant
 7. Firefighting system
 8. Electrical sub-station
 9. Scrapper launcher and receiver area.
 10. Rich and lean gas metering system
 11. Integrated piping system and its accessories.
 12. Lifting and shifting system.
 13. Compressed Air System
 - a) Reciprocating type Air Compressors.
 - b) IA dryers & receivers



c) Air receivers

14. PSA type N2 generators.

1) **MECHANICAL WORKS:**

1.1 **Scope of work for providing assistance for Mechanical Maintenance activities in GDU, Duliajan of BCPL:**

(The Detailed Scope of Work will cover but will not be limited to following routine nature maintenance jobs on regular basis /as per requirement)

Various services for assisting the activities of Mechanical Maintenance of GDU, Duliajan of BCPL are tentatively described as below –

- 1.1.1 Inspection & Alignment of all types of pumps.
- 1.1.2 Replacement of mechanical seals & bearings of pumps etc.
- 1.1.3 Various types of activities in reciprocating and centrifugal compressors, gas turbines, hydraulic turbines, fans, blower's viz. replacement of filters, strainers, lubrication assistance, greasing, repairing, refurbishment, precision works etc.
- 1.1.4 Overhauling of Diesel Engines, Diesel Generators & routine Inspection Checks.
- 1.1.5 Repair, Maintenance & Overhauling of all types of Rotary Equipments.
- 1.1.6 Opening, Inspection, Cleaning & Box up of Pipelines, Process Vessels, Heat Exchangers etc.
- 1.1.7 All type of Alignment between two rotary components, Couplings etc.
- 1.1.8 Replacement/Cleaning of filters elements/Cartridges.
- 1.1.9 Opening & boxing up flanges & replacement of gaskets etc.
- 1.1.10 Removal & reinstallation of valves etc.
- 1.1.11 Maintenance, repairing, refurbishment of mechanical components like valves, gear boxes, agitators etc.
- 1.1.12 Strainer repairs, net fixing, tray fixing etc.
- 1.1.13 Preparation of scaffolding platforms. Contractor should have sufficient scaffolding material inside unit at GDU, Duliajan.
- 1.1.14 Executing Work at height, Work in confined space etc.
- 1.1.15 All type of rigging works like slinging, knots, proper handling of equipment's/ components lifting, shifting, mounting, dismantling of equipment's& components etc.
- 1.1.16 All type of fabrication and erection like Fittings, welding, gas cutting, grinding, erection etc.
- 1.1.17 Machining, filing, lapping etc. Assistance of fitting for Repairing/ overhauling/ millwright job etc. of Crane, Rail/ shifting with chain pulley block for repair.
- 1.1.18 Repair & Up keep of EOT/HOT Cranes, Chain pulley blocks etc.
- 1.1.19 Application of hot & cold insulation.
- 1.1.20 Upkeep & maintenance of workshop/Store tools, forklift etc.
- 1.1.21 Record keeping & data maintenance of Mechanical works.



- 1.1.22 Loading / unloading of material at BCPL Store, stacking & shifting of structures, piping & other heavy materials.
- 1.1.23 Area cleaning, up keeping of equipment's & working area.
- 1.1.24 Any other job which may require rigging assistance / assistance of unskilled/skilled personnel.
- 1.1.25 Transferring, Shifting, top-up, draining & complete charging of lubricants in all type of Rotary Equipment's.
- 1.1.26 The individual deputed for the services should have sufficient exposure, knowledge & experience in the field.
- 1.1.27 Each Fitter gang should mandatorily have
- Own tool box
 - GI tray of sufficient size to keep the spares
 - Jute
 - Markin Cloth
 - Any other material/Consumables/Rustolene etc. to clean the spare parts.
- 1.1.28 The tool box of each Fitter gang should mandatorily contain minimum of the following:
- Tool box container.
 - Pad lock.
 - Ring & Open Double Ended spanner set (6 mm to 42 mm)
 - Pipe wrench (8 inch & 12 inch)
 - Slide wrench (6 inch & 12 inch)
 - Screw driver Set
 - Ball point hammer- Iron, 2 Kg & 5 Kg
 - Brass hammer, (2 Kg & 5 Kg)
 - Hack-saw frame – 12 inch, hex blade min 2 nos.
 - Nose pliers, straight & bent
 - Combination cutting pliers.
 - Chisel – 06 inch
 - Allen key mm size (up to size 25mm)
 - Allen key inch size(up to size 1")
 - Measuring Tape- 05 meter
 - SS scale- 12 inch
 - Centre Punch
 - Needle files(set of triangular, round, half round, rectangle & all x- section)
 - Shim cutter
 - Monkey pliers
 - Tool bag
 - Filler gauge
 - Blue match paste
 - Dial Gauge with magnetic stand
 - Alignment fixture
 - Shims roll.
 - Spirit level – 06 inch & 12 inch
 - Water level tube – 20 mtr & 10 mtr



- 1.1.29 Gas Cutter should have adequate Oxygen and acetylene/LPG cylinder on daily basis. Tools, Kit for gas cutting shall be in the scope of the Contractor. Gas Cutting set must be equipped with flash back arrestors at both ends.
- 1.1.30 Welding gang should have all general purpose fabrication electrodes like E 6010, E 6018, E 7018 etc. of diameter ranging from 1.5 mm to 4 mm Ø. Welding gang should also have mild steel & stainless steel filler wire ranging from 1mm to 2mm. Also welding gang should be equipped with AC or DC Welding machines with all accessories.
- 1.1.31 Safety gadgets for Welder, Grinder, and Gas Cutter shall be in Contractor's scope.
- 1.1.32 All workers engaged for assistance of Mechanical O&M activities should be equipped with PPE's like helmet, shoes etc. BCPL have right to reject the entry of labor providing assistance without having proper safety gadgets.

1.2 Indicative List Of Tools And Tackles To Be Arranged By Contractor for Mechanical O&M :

Annexure-I

1	Tool box container	01 No. for each Millwright Fitter/Pipe Fitter/Technician
2	Pad lock	01 No. for each Tool box container
3	Ring & Open Double Ended spanner set (6mm to 42mm)	02 set for each Millwright Fitter/Pipe Fitter/Technician
4	Pipe wrench (8 inch & 12 inch)	01 No. for each Millwright Fitter/Pipe Fitter/Technician
5	Slide wrench (6 inch & 12 inch)	01 No. for each Millwright Fitter/Pipe Fitter/Technician
6	Ball point hammer- iron, 2 Kg & 5 Kg	01 No. for each Millwright Fitter/Pipe Fitter/Technician
7	Brass Sledge hammer 5 Kg Wt. & above 02 to 5 Kg. Wt. Below 2 Kg. Wt.	02 Nos. 02 Nos. 03 Nos.
8	Hack-saw frame – 12 inch, hex blade as required	01 No. for each Millwright Fitter/Pipe Fitter/Technician
9	Combination cutting pliers	01 No. for each Millwright Fitter/Pipe Fitter/Technician
10	Chisel – 06 inch	03nos
11	Measuring Steel Tape - 03 & 05 meter	01 No. each for each Millwright Fitter/Pipe Fitter/Technician
12	SS scale- 12 inch	03nos
13	Centre Punch	03nos
14	Needle files (set of triangular, round, half round,	03 set Rectangle & all x- section)
15	Shim cutter	02
16	Monkey pliers	02



17	Tool bag	02
18	Filler gauge – 6” and 12”	01 no. each
19	Blue match paste	As and when required
20	Dial Gauge with magnetic stand	04
21	Alignment fixture	02
22	Shims roll	As and when required
23	Set of Phosphated slugging spanners (30mm to 85mm)	02 set each type (Consist of DE, Ring)
24	Hydraulic wrench with necessary accessories and fittings	02nos (For tightening up to M39 nut bolts)
25	Wire rope/slings	As and when required
26	Lifting Nylon Belts	As and when required
27	Manila rope	As and when required
28	Tripod	01 Set
29	Lifting tools & tackles like chain pulley block, D shackle, etc	As and when required
30	One set of hand lamp arrangement (Suitable to use in potentially explosive environment) consisting of bulb with holder, flexible electrical wire about 50 mtr. In length, extension board, etc.	02 sets
31	Welding machine with 50 mtr cable	02 sets
32	TIG welding set	01 set
33	Welding machine consumables	As and when required
34	Portable Grinding Machine - AG4, AG5, AG7, GQ4 & Flexible Grinder	01 Each
35	Hand Drilling Machine (up to 20mm) with drill bits	01 Set
36	Non-Sparking Slugging Spanners(30mm to 85mm) (Consist of DE, Ring)	02 set of each type
37	Spirit level – 06 inch & 12 inch	02 each
38	Water level tube – 20 mtr & 10 mtr	02 each
39	Scaffolding pipes & clamps	As and when required
40	Pipe Wrench, Size-18" & 24"	01 Set of each size
41	Non-Sparking Spanner Set Size- 6 to 32mm (Consist of DE, Ring)	01 Set each type
42	Non-Sparking adjustable spanner size – 6” & 12”	01 Each
43	Non-Sparking Pliers	02 Nos.
44	Non-Sparking Screw Driver size – 6” & 12”	01 Each
45	Hook Chuk, 2 Ton capacity	1 No
46	Pulley / Ropes	Sufficient nos. as per requirement
47	Teflon And Rubber Hammers Hammer up to 2.5 Kg	02 Nos.
48	Socket Wrench Set With Driver	01 No. of each type



	Inch Set & Metric Set	
49.	Allen Key Sets of all required sizes : INCHES:	
	Up to size 1 Inch	01 set for each Millwright Fitter/Pipe Fitter/Technician
	Above 1 inch	01 set for each Millwright Fitter/Pipe Fitter/Technician
	METRIC:	
	Up to size 25 mm	01 set for each Millwright Fitter/Pipe Fitter/Technician
	Above 25 mm	01 set for each Millwright Fitter/Pipe Fitter/Technician
50	Set of Screw drivers (all types)	02 Sets
51	Straight Nose Circlip Plier	01 No. for each Millwright Fitter/Pipe Fitter/Technician
52	Bent Nose Circlip Plier	01 No. for each Millwright Fitter/Pipe Fitter/Technician
53	Gas Cutting Set (Non Mixing Type) With trolley, rubber hose pipes (Min. 50Mtr length) And flash back arrester	1 Set
54	No. Of Cylinders In Ready Stock	
	DA	1 Nos.
	OXYGEN	2 Nos.
	ARGON	1 Nos.
	REGULATORS	Sufficient nos. as per requirement
55	Welding / Cutting / Protective Equipments	Sufficient nos. as per requirement
56	Consumables such as welding rods, gases, grinding wheels, cutting wheels, buffing wheels, filler wires, hack saw blades, emery papers, OIL stones etc. shall be in contractor's scope.	
57	Other General purpose tools like Hand Torch, Shim Cutter, Gasket Cutter, High Pressure Grease Guns, HOLE PUNCH SET (SIZE FROM 3 MM TO 25 MM), LETTER PUNCH (A- Z), NUMBER PUNCH and Hydro test Pumps etc.	

Note: The above list is indicative only. The contractor shall arrange all required tools tackles and consumables for completion of the jobs.

2) ELECTRICAL WORKS:

2.1 Scope of work for providing assistance for operation and maintenance of GEG and Electrical maintenance activities in GDU, Duliajan:

(The Detailed Scope of Work will cover but will not be limited to following routine nature maintenance jobs on regular basis /as per requirement)



Various services for GEG operation and maintenance of GDU, Duliajan of BCPL are tentatively described as below –

- 2.1.1 Operation of GEG on continuous basis for un-interrupted power supply of the unit.
- 2.1.2 Maintenance of GEG operational data on hourly basis and cross verification of same with EIC.
- 2.1.3 Monitoring of Lube Oil level hourly and refill of same whenever necessary.
- 2.1.4 Monitoring of DM water level hourly and generate and refill whenever necessary.
- 2.1.5 Monitoring of all auxiliary system of the GEG including breaker and electrical system.
- 2.1.6 Maintenance of engine and all auxiliary system as per guidance of EIC/SIC.
- 2.1.7 All types of Wiring job in panel and Field side.
- 2.1.8 Operation & Maintenance activities in Electrical Substations.
- 2.1.9 Operation & Maintenance of DG set.
- 2.1.10 Routine Inspection & Changing of Batteries, UPS etc.
- 2.1.11 Routine Maintenance of Plant Power Distribution networks including all electrical control/distribution metering devices.
- 2.1.12 Routine inspection/maintenance /repair of transformers.
- 2.1.13 However, the job of the technicians would not be restricted to GEG O&M only and he will have to actively participate of other electrical activity as per instruction and guidance from EIC.
- 2.1.14 Each Technician group should possess: -Own tool box & Jute/ Markin cloth
- 2.2 **Indicative List Of Tools And Tackles To Be Arranged By Contractor for Electrical O&M :**

Annexure-II

- i. Line tester, 230/250 V
- ii. Screw Driver set
- iii. D spanner set size:(6x7, 8x9, 10x11, 12x13, 14x15, 16x17, 18x19, 20x22 mm)
- iv. Ring spanner set size:(6x7, 8x9, 10x11, 12x13, 14x15, 16x17, 18x19, 20x22 mm)
- v. Electric wire stripper and cutter.
- vi. Crimping tools for lug size 6-240 sqmm.
- vii. Nose plier 6”.
- viii. Cutting plier 6/8/10”
- ix. Combination plier 6/8”.
- x. Monkey pliers.
- xi. Flat file 6”, 8 “ with handle
- xii. Round file 6” with handle.
- xiii. Big hacksaw with blade



- xiv. Junior hacksaw with blade
- xv. Allen keys 1.5 to 10 mm (09 nos)
- xvi. Allen keys 1/16" to 3/8" (09 nos)
- xvii. Utility knife
- xviii. Safety Torch light suitable to use in Field in hydro carbon area with batteries.
- xix. Cleaning brush.

Note: The above list is indicative only. The contractor shall arrange all required tools tackles and consumables for completion of the jobs.

All workers engaged for assistance of Electrical O&M activities should be equipped with safety gadgets like helmet, shoes, hand gloves, ear plug, safety goggles etc. BCPL have right to reject the entry of labours not possessing proper safety gadgets.

3) **INSTRUMENTATION WORKS:**

3.1 **Scope of work for providing O&M assistance services for Instrumentation Works in GDU, Duliajan:**

(The Detailed Scope of Work will cover but will not be limited to following routine nature maintenance jobs on regular basis /as per requirement)

Various services for assisting O&M Instrumentation works of GDU, Duliajan of BCPL are described as below –

- Installation/removal, configuration and Calibration of level-transmitters, pressure-transmitters, temperature-transmitters, flow-transmitters, gas detectors, gas chromatographs, and all types of analyzers etc.
- Installation/removal, Overhauling of all types of valves (including SOV), and calibration and configuration of control valves.
- Installation/removal of junction box, LCP, panels etc.
- Fabrication and fitting of impulse tubing for all types of instruments.
- Installation/removal of special type of instruments like vibration/axial probe, analyzer probes, etc.
- All types of Wiring job in panel and Field side.
- All types of Instrument panel related activities like wiring, dressing, component fixing, continuity checking etc.
- All types of instrument cable laying job.
- Junction box fixing and cable glanding etc.
- All type of Field instrument calibration like Pressure transmitter, Temperature transmitter, Level transmitter, Flow transmitter etc.
- Calibration of all types of valve like Control valve, Air and Gas actuated valve, OFF/ON valve, Pressure safety valve etc.
- Opening & boxing up flanges & replacement of gaskets etc.,



- Removal & reinstallation of valves etc.
- Experience to work at height.
- Record keeping & data maintenance of Instrumentation work.
- Operation & maintenance of All Instrumentation workshop/Lab component like Portable calibration bench, multi-calibrator, master calibrator etc.
- Piping & other heavy materials.
- Area cleaning, up keeping of equipment's & working area.
- Fitting and tubing job of 1/4" and 1/2" tube.
- Quality of service assistance shall be of good quality.
- The individual deputed for the services should have sufficient exposure, knowledge & experience in the field.
- Each Technician gang should also have
Own tool box GI tray of sufficient size to keep the spares Jute Markin Cloth Any other material/Consumables/ Rustolene etc. to clean the spare parts.

Annexure-III

3.2 Indicative List of Tools and Tackles to Be Arranged By Contractor for Instrumentation O&M:

- 1) Carrying tool box/case with locking arrangement.
- 2) Tool bag
- 3) Soldering Iron 10w/230 VAC
- 4) DE soldering pump
- 5) Line tester for each technician
- 6) Tweezers 4"
- 7) Gauge pointer pooler.
- 8) Tube cutter 1/8" to 3/4" adjustable (Recold-England/Dayton make) with extra blade
- 9) PU tube cutter to cut PU tube up to 12 mm OD
- 10) SS tube bender 1/2".
- 11) SS tube bender 1/4".
- 12) Center punch.
- 13) Diagonal cutter.
- 14) Insulated screw driver Flat 4"-6" & 8", Star 4"-8".
- 15) D spanner set size:(6x7, 8x9, 10x11, 12x13, 14x15, 16x17, 18x19, 20x22 mm)
- 16) Ring spanner set size:(6x7, 8x9, 10x11, 12x13, 14x15, 16x17, 18x19, 20x22 mm)
- 17) Pipe wrench (8 inch & 12 inch)



- 18) Adjustable spanner(6 inch, 8 inch & 12 inch)
- 19) Electric wire stripper and cutter.
- 20) Electro Crimping tools for insulated and non-insulated terminals/ LUGs etc.
- 21) Measuring tape 3 mtr. Long
- 22) Nose plier 6”.
- 23) Cutting plier 6”
- 24) Combination plier 6”.
- 25) Monkey pliers.
- 26) Flat file 6” with handle
- 27) Round file 6” with handle.
- 28) Needle file set (12 nos)
- 29) Chisel 150x16 mm
- 30) Big hacksaw with blade
- 31) Junior hacksaw with blade
- 32) Brass hammer 1 pound (ball peen)
- 33) Vice grip 4”
- 34) Scissor 6”
- 35) Divider 8”
- 36) Inside caliper
- 37) Jewelers Screw driver (06 nos)
- 38) Allen keys 1.5 to 10 mm (09 nos)
- 39) Allen keys 1/16” to 3/8” (09 nos)
- 40) Utility knife
- 41) Safety Torch light suitable to use in Field in hydro carbon area with batteries.
- 42) Cleaning brush.
- 43) AC line fault locator
- 44) Multimeter with IS certification (02 nos.)

Note: The above list is indicative only. The contractor shall arrange all required tools tackles and consumables for completion of the jobs.

All workers engaged for assistance of instrumentation O&M should be equipped with safety gadgets like helmet, shoes, hand gloves, ear plug, and safety goggles etc. BCPL shall have right to reject the entry of workmen providing assistance without having proper safety gadgets.

4) OPERATION/PROCESS WORKS:

4.1 Scope of work for providing assistance for Operation/Process works in GDU, Duliajan:



(The Detailed Scope of Work will cover but will not be limited to following routine nature Operation/Process related jobs on regular basis /as per requirement)

The services shall include the following activities & responsibilities:

- 1) Maintaining / recording (in field log sheet and log book) of all the process parameters from field instruments required for safe running of equipment without fail. List of major equipment's to be operated is given in **Annexure-IV** below.
- 2) Carrying out all the manual valve operations as directed. For smooth operation of various valves, Valve keys of suitable sizes are to be supplied by contractor.
- 3) Lining / starting up of pump (centrifugal / reciprocating).
- 4) Lining up of Gas turbines / Compressors / Re-boilers /Field start up activities of auxiliaries.
- 5) Handing over of instruments/equipment's for breakdown in the field as well as preventive maintenance with safe isolation procedure (isolation, depressurization, inertization etc.) as per instruction by shift co-coordinator.
- 6) Isolating all the rotating equipments in unit area as directed.
- 7) Leak checking as directed by EIC/shift co-coordinator.
- 8) Checking levels of lube oils of rotating equipments, columns and vessels.
- 9) To report / bring to notice of EIC/shift co-coordinator any abnormalities observed in process unit area.
- 10) Carrying out any other job as directed by shift coordinator.
- 11) To follow all the safety procedures / work instructions.
- 12) To monitor and control parameters on local panels.
- 13) To attend all alarms and inform to C/R shift coordinators and take action as per defined procedure.
- 14) Maintaining stock position of chemicals, like Tri-Ethylene Glycol.
- 15) Regular draining of various KODs as per requirement.
- 16) Activities during TEG tanker/drum unloading.
- 17) Activities during lab unit sampling.
- 18) Carrying out any other job related to GDU operation as directed by shift coordinator as and when required.

Annexure – IV

4.2 List of major equipment's to be operated:

1. Gas Turbines.
2. Centrifugal / Reciprocating compressors.
3. Centrifugal / Reciprocating pumps.
4. Gas Fired Reboiler.
5. Air cooled exchangers.
6. Centrifuge Equipment for both the Trains.



-
7. Cooling water pumps.
 8. Oil & Condensate System. (I.e. oil separators, Condensate handling & transfers pump activities etc.)
 9. Raw water system & RO water plant etc.
 10. Bore-well pumps, Fire-water system etc.
 11. Compressed Air System
 - a) Reciprocating type Air Compressors.
 - b) IA dryers & receivers
 - c) Air receivers
 12. Inert gas system:
 - a) PSA type N2 generators.
 - b) Inert gas Receivers

5) **OTHER MISCELLANEOUS WORKS:**

The services shall include the following activities & responsibilities:

- 5.1.1 Maintaining/ recording store bin card, issue slip, preparation of monthly consumption data for spares and consumable.
 - 5.1.2 Record keeping of departmental manuals, official documents and any other works as per instruction of EIC.
 - 5.1.3 Plant housekeeping, equipment cleaning, and disposal of plant waste materials to the designated place etc.
 - 5.1.4 Any others emergency works to be carried out as and when required as per instruction of EIC.
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SECTION-VII

HEALTH, SAFETY ENVIRONMENT [HSE] SPECIFICATIONS



SECTION - VII

HEALTH, SAFETY AND ENVIRONMENT [HSE] SPECIFICATIONS

1. SCOPE

These specifications establish the 'Health, Safety and Environment [HSE] Management' requirement to be complied with by the Contractors during executing their Job. Requirements stipulated in these specifications shall supplement the requirements of 'HSE Management' given in relevant act(s) / legislation(s).

2. REQUIREMENTS OF 'HEALTH, SAFETY AND ENVIRONMENT [HSE] MANAGEMENT SYSTEM' TO BE COMPLIED BY BIDDERS

- 2.1. Preferably, the Contract should have a documented 'HSE Policy' to cover commitment of their organization to ensure health, safety and environment aspects in their line of operations.
- 2.2. The Contractor shall ensure that the BCPL's 'Health, Safety and Environment [HSE]' requirements are clearly understood and faithfully implemented at all level, at sites.
- 2.3. Contractor shall promote & develop consciousness for health, safety & environment among all personnel working for the Contractor. Regular work-site meetings shall be arranged on 'HSE' activities to cover hazards involved in various operations during executing their jobs, location of First Aid Box, trained personnel to give First Aid, Assembly Points, standby Ambulance or vehicle and fire protection measures such as fire hydrant, water and fire extinguishers, etc.
- 2.4. Non-conformance of 'HSE' by Contractor [including his sub-Contractors] as brought out during review/audit by BCPL / external agency authorized by BCPL, shall be complied by Contractor and its report to be submitted to BCPL.
- 2.5. Contractor shall adhere consistently to all provisions of 'HSE' requirements. In case of non-compliance of continuous failure in implementation of any of the 'HSE' provisions, BCPL may impose stoppage of work and a suitable penalty for non-compliance. The decision of imposing work-stoppage, its extent & monetary penalty shall rest with BCPL.
- 2.6. All fatal accidents and other personnel accidents shall be investigated for root cause by BCPL and Contractor shall extend all necessary help and cooperation in this regard. Recommend corrective and preventive actions of findings will be communicated to Contractor for taking suitable actions should be taken by the Contractors to avoid recurrence of such incidences.
- 2.7. Contractor shall ensure that all their staffs and workers, including their sub-Contractor(s), shall wear 'Personal Protective Equipments [PPEs]' such as safety helmets, safety shoes, safety belts, protective goggles, gloves, etc., as per job requirements. All these gadgets shall conform to relevant IS specifications or equivalent.
- 2.8. Contractor shall assign competent & qualified personnel for carrying out various tasks/jobs as per requirement.
- 2.9. All equipment should be tested and certified for its capacity before use.



- 2.10. Contractor shall ensure storage and utilization methodology of materials that are not detrimental to the environment. Where required, Contractor shall ensure that only the environment-friendly materials are used.
- 2.11. All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules and regulations relating to the hazardous material substances and waste. Contractor shall not dump release or otherwise discharge or dispose off any such materials without the express authorization of BCPL.
- 2.12. Contractor should obtain all work permits before start of activities [as applicable] like hot work, confined space, work at heights, storage of chemicals/explosive materials and its use & implement all precautions mentioned therein.
- 2.13. Contractor should display caution boards, provide posters, banners at site office and work locations for safe working to promote safety consciousness, etc.
- 2.14. Contractor should carryout audits/inspections/supervisions at the sub-Contractor's works and should submit the reports for review by BCPL

3. RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'

IS: 2925 – 1984	Industrial Safety Helmets
IS: 47701 – 1968	Rubber Gloves for Electrical Purpose
IS: 6994 - 1973 [Part-I]	Industrial Safety Gloves [Leather & Cotton Gloves]
IS: 1989 - 1986 [Part-II]	Leather Safety Boots & Shoes
IS: 5557 - 1969	Industrial & Safety Rubber Knee Boots
IS: 6519 – 1971	Code of Practice for Selections, Care & Repair of Safety Footwear
IS: 11226 – 1985	Leather Safety Footwear Having Direct Molding Sole
IS: 5983 - 1978	Eye Protectors
IS: 9167 - 1979	Ear Protectors
IS: 3521 - 1983	Industrial Safety Belts & Harnesses

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SECTION-VIII

SCHEDULE OF RATES[SOR]

PART-I (UN-PRICED BID)

PART-II (PRICED BID)



PRICE SCHEDULE / SCHEDULE OF RATES (SOR) [PART - I - UN-PRICED BID]
SECTION-VIII

E-TENDER NO: BCPL/C&P/DL117W059OR/00447

NAME OF WORK: HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL

Sl. No.	Activity Line No.	Description of the item	Unit	Qty	SAC Code	Unit Rate (in Rs.)	Amount (in Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1	10	Highly Skilled - Plant Operation Long Text: Highly Skilled- Plant Operation Assistance Service For operation of GDU, Duliajan plant utilities and related plant/field operations & equipment monitoring for Annual O & M assistance Services Contract for BCPL GDU, Duliajan.	MAD	3285			
2	20	Highly Skilled – Mechanical Assistance Long Text: Highly Skilled-Mechanical Assistance Service for Shutdown/Breakdown/Overhauling/Schedule Maintenance of all Critical major Rotating equipments and any type of equipments along with associated auxiliaries, Alignment of Driver & Driven; Coupling & decoupling, Mechanical seal related activities for Annual O & M assistance Services Contract for BCPL GDU, Duliajan.	MAD	1460			
3	30	Skilled - Electrical Assistance Long Text: Skilled- Electrical Assistance Service for O & M of GEG; Electrical substation power supply & distribution system maintenance; Electrical equipments maintenance and other electrical O & M activities in GDU, Duliajan for Annual O&M assistance Services Contract for BCPL GDU, Duliajan.	MAD	1460			
4	40	Skilled - Instrumentation Assistance Long Text: Skilled- Instrumentation Assistance Service for routine/planned instrumentation systems checking, Breakdown maintenance,	MAD	1825			



ब्रह्मपुत्रक्रैकरऔरपालीमेरलिमिटेड
(भारतसरकारकाउपक्रम)
Brahmaputra Cracker and Polymer Ltd.
(A Government of India Enterprise)

Sl. No.	Activity Line No.	Description of the item	Unit	Qty	SAC Code	Unit Rate (in Rs.)	Amount (in Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
		instruments calibration, field instruments regular up keep maintenance, flow measurement/PCC dismantling & re-installation, PSV calibration & maintenance activities for Annual O & M assistance Services Contract for BCPL GDU, Duliajan.					
5	50	Skilled - Mechanical Maintenance Long Text: Skilled- Mechanical Maintenance Assistance Service for Piping/structural steel Fabrication/modification; Pipe/structural steel erection/fitting; Pipe leakages attending jobs including dismantling and box up; Valve maintenance including erection/dropping, piping/structural support & alignment related, Equipment and piping isolation/box up during equipments maintenance etc. for Annual O & M assistance Services Contract for BCPL GDU, Duliajan	MAD	1825			
6	60	Semi Skilled - O&M Assistance Long Text: Semi Skilled-O & M assistance services for Operations, Mechanical, Electrical & Instrumentation activities for assisting any fabrication/modification job related assistance activities like Gas cutting, Grinding etc and O & M related rigging activities like erection/lifting/holding and any related activities to assist Highly Skilled & Skilled category of operations of Mechanical, Electrical & Instrumentations depts. for Annual O & M assistance Services Contract for BCPL GDU,Duliajan	MAD	1825			
7	70	Unskilled - Operation, Mechanical etc. Long Text: Unskilled – Helping Assistance Services for Operations, Mechanical, Electrical & Instrumentation activities/housekeeping etc for helping any O & M related activities like Material handling/ loading / unloading / packing	MAD	8761			



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड
(भारतसरकारकाउपक्रम)
Brahmaputra Cracker and Polymer Ltd.
(A Government of India Enterprise)

Sl. No.	Activity Line No.	Description of the item	Unit	Qty	SAC Code	Unit Rate (in Rs.)	Amount (in Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
		/unpacking/cleaning/transportation/storekeeping and general cleaning/housekeeping and any other helping related activities to the Highly Skilled, Skilled & Semiskilled category for operations of Mechanical, Electrical & Instrumentation depts. for Annual O & M assistance Services Contract for BCPL GDU,Duliajan.					
8	TOTAL SERVICE CHARGES exclusive of GST (Rs.)						
9	Rate of GST applicable (%) & type						
10	Amount Of GST (Rs.)						
11	Grand Total of Contract Value of all SOR items in Figure (Including GST) : (Sl. No. 8+Sl. No. 10) (Rs.)						
12	Grand Total in words (Including GST) :						
13	Signature of Authorized Representative:						
14	Name of authorized person submitting the tender on behalf of the Bidder(s):						
15	Designation of authorized person:						



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड
(भारतसरकारकाउपक्रम)
Brahmaputra Cracker and Polymer Ltd.
(A Government of India Enterprise)

Sl. No.	Activity Line No.	Description of the item	Unit	Qty	SAC Code	Unit Rate (in Rs.)	Amount (in Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
16		Name of Firm / Contractor/Owner:					
17		Address of Firm / Contractor/Owner:					
18		Date:					

NOTE

1	BIDDERS ARE REQUESTED NOT TO INDICATE ANY PRICE IN THIS UNPRICED BID FORMAT.
2	BIDDERS TO MENTION/INDICATE IN WORDS "QUOTED/NOT QUOTED" AGAINST RATES & AMOUNT OF ITEMS AT SL. NO. 1 to 12 (using ball point pen with blue ink)
3	EVALUATION SHALL BE CARRIED OUT CONSIDERING THE RATES QUOTED INCLUDING GST.
4	BIDDERS TO INDICATE SAC CODE(S)

*Bidders to mention/indicate in words "Quoted/Not Quoted" as applicable (using ball point pen with blue ink)



PART - II - PRICED BID
ATTACHED AS A SEPARATE SHEET

(PLEASE GO TO OUR E-TENDER PORTAL,
SOR TO BE QUOTED UNDER E-MODE ONLY.)



CUT-OUT SLIPS

ENVELOPE – (I): "BID SECURITY / EMD & TENDER FEE /MSE CERTIFICATE (as applicable), POWER OF ATTORNEY AND ANY OTHER TENDER DOCUMENTS" – As per ITB 11.1.1, 5 & 16

DO NOT OPEN

SUB: HIRING OF ANNUAL O&M ASSISTANCE SERVICES FOR O&M ACTIVITIES IN GDU DULIAJAN OF M/S BCPL

E-TENDER NO.: BCPL/C&P/DL117W059OR/00447

BID SUBMISSION DUE DATE &
TIME ON E-TENDER PORTAL : **10.08.2017at 1430Hrs**
ENVELOPE -1 SUBMISSION DUE DATE : **BETWEEN 11.08.2017– 17.08.2017**

TO

CONTRACTS & PROCUREMENT DEPT.
M/s Brahma Putra Cracker and Polymer
Limited (A Government of India Enterprise),
C&P Department, Administrative Building,
PO: Lepetkata, Dist.: DIBRUGARH, Assam,
Pin Code:786006,
Phone no. 0373 2914636.

FROM:

TO BE PASTED ON THE OUTER ENVELOPE CONTAINING

**BID SECURITY / EMD & TENDER FEE /MSE CERTIFICATE (as applicable),
POWER OF ATTORNEY AND ANY OTHER TENDER DOCUMENTS**