



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

BRAHMAPUTRA CRACKER AND POLYMER LIMITED



EXPRESSION OF INTEREST (EOI) FOR HIRING OF CENTRAL RECORDKEEPING AGENCY (CRA) FOR A PERIOD OF 02 YEARS

EOI DOCUMENT NO.: **BCPL/HR/CRA HIRING/EOI/25/02**

EOI PUBLISHING DATE: **12.08.2025**

LAST DATE FOR SUBMISSION OF EOI: **25.08.2025**

OPENING DATE OF EOI : **25.08.2025**

Address:

Brahmaputra Cracker and Polymer Ltd.,
Administrative Building, Lepetkata,
Dibrugarh, Assam, India-786006 Phone No. 9435564468/9435736432
Website: <https://bcplonline.co.in/>

EXPRESSION OF INTEREST FOR APPOINTMENT OF CRA IN BCPL

EOI DOCUMENT NO.: BCPL/HR/CRA HIRING/EOI/25/02



**EXPRESSION OF INTEREST
FOR HIRING OF SERVICE TOWARDS APPOINTMENT OF
CENTRAL RECORDKEEPING AGENCY FOR BCPL, LEPETKATA
FOR A PERIOD OF 02 YEARS**

EOI DOCUMENT NO.: BCPL/HR/CRA HIRING/EOI/25/02

NOTICE OF EXPRESSION OF INTEREST (EOI)

Brahmaputra Cracker and Polymer Limited (BCPL) is a Central Public Sector Enterprise (CPSE) under the ministry of Petroleum and Natural Gas (MoPNG), Govt. of India, operating a Petrochemical plant at Dibrugarh, Assam, India. BCPL is planning to hire services of “**CENTRAL RECORDKEEPING AGENCY (CRA) FOR BCPL, LEPETKATA FOR A PERIOD OF 02 YEARS**” w.e.f. date of implementation of New Pension Scheme (NPS) in BCPL.

Interested parties may submit the EOI latest by **25th August-2025**.

For further details and complete document please visit our website <https://bcplonline.co.in/>



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

NOTICE OF EXPRESSION OF INTEREST (EOI)

FOR HIRING OF SERVICE TOWARDS APPOINTMENT OF CENTRAL RECORDKEEPING AGENCY FOR BCPL, LEPETKATA FOR A PERIOD OF 02 YEARS

Brahmaputra Cracker and Polymer Limited (BCPL) is a Central Public Sector Enterprise (CPSE) under the ministry of Petroleum and Natural Gas (MoPNG), Govt. of India, operating a Petrochemical plant at Dibrugarh, Assam, India. BCPL is planning to hire services of -

CENTRAL RECORDKEEPING AGENCY (CRA) FOR BCPL, LEPETKATA FOR A PERIOD OF 02 YEARS w.e.f. date of implementation of New Pension Scheme (NPS) in BCPL.

EOI details are as follows:

EOI No.	BCPL/HR/CRA HIRING/EOI/25/02
EOI on Website	From 12.08.2025 to 25.08.2025
Mode	EOI is uploaded at e-tender portal: https://etenders.gov.in and also uploaded at BCPL's for information to prospective vendors (if any). WEBSITE: Govt. Website: https://etenders.gov.in BCPL's Website: https://www.bcplenders.in
Type of Bidding System	Two Bid System
Closing date for submission of EOI	Upto 15:00 Hrs. (IST) on 25.08.2025
Opening date of EOI	15:30 Hrs. (IST) on 25.08.2025
Pre-Bid Meeting Date & Time	18.08.2025 at 15:00 hrs. Brahmaputra Cracker and Polymer Limited, C&P Department, Administrative Building, P.O: Lepetkata, Dist.: Dibrugarh, Assam, Pin Code: 786006, Phone No. 9435564468/9435736432 OR Query if any may be forwarded to e-mail id: antorika@bcplindia.co.in / ajdutta@bcplindia.co.in or before 18.08.2025 at 15.00 Hrs. Comment/clarification on the query related shall be sent on E-mail.

EXPRESSION OF INTEREST FOR APPOINTMENT OF CRA IN BCPL

EOI DOCUMENT NO.: BCPL/HR/CRA HIRING/EOI/25/02



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

	OR 18.08.205 at 3-00 PM through video Conference Microsoft Teams <u>Join the meeting now</u> Meeting ID: 440 270 899 605 4 Passcode: t47Ce7JQ
Date of Presentation	<i>Tentatively on 25.08.2025 at 3.00 pm (ether on-line/ at BCPL) as per the slot provided.</i> <i>Bidders are requested to confirm the mode of presentation in Advance.</i>

For any query/clarification may please contact below mentioned personnel.

Name, Designation	Contact Number
As mentioned above	As mentioned above

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

All credentials/ documents shall be submitted at **e-tender portal:** <https://etenders.gov.in>

E-Mail id for any query/ clarification -



EXPRESSION OF INTEREST (EOI)

FOR HIRING OF SERVICE TOWARDS APPOINTMENT OF CENTRAL RECORDKEEPING AGENCY FOR BCPL, LEPETKATA FOR A PERIOD OF 02 YEARS

1. INTRODUCTION:

Brahmaputra Cracker and Polymer limited (BCPL) is a Central Public Sector Enterprise (CPSE) under the ministry of Petroleum and Natural Gas, Govt. of India. BCPL operates the largest petrochemical complex of the Northeast India located near Dibrugarh city in the eastern part of Assam, India. Promoters of BCPL are GAIL (India) Limited with 70% of equity share and Oil India Ltd (OIL), Numaligarh Refinery Limited (NRL) and Government of Assam with 10% equity share each.

2. BRIEF SCOPE OF WORK:

The scope of work of Central Recordkeeping Agency (CRA) is detailed below:

1. Registration of subscribers and issuance of Permanent Retirement Account Number.
2. Issuance of PRAN Card, IPIN/TPIN and Welcome Kit.
3. Digitization and maintenance of subscriber record/preferences.
4. Updating subscriber record/preferences based on requests made for change/revision.
5. Providing operational interface to other intermediaries under NPS Architecture.
6. Providing online / electronic access to the subscribers for accessing their NPS account
7. Monitor the flow of contributions made by subscribers to their PRAN account.
8. Unitization of contribution amount made by subscribers to his/her PRAN account.
9. Generation and dispatch of Statement of Transactions to subscribers.
10. Providing Call Centre facilities to subscribers.
11. Receiving, acknowledging and redressal of subscriber grievances through Central Grievance Management System portal.
12. Processing of Exit/Withdrawal request of subscribers.
13. Any other services pertain to CRA as defined under NPS architecture.

3. MINIMUM ELIGIBILITY CRITERIA:



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Technical:

- 3.1 The bidder must be registered with PFRDA as Central Recordkeeping Agency (CRA) as on date of submission of the bid.

Financial: NA

4. SUBMISSION OF DOCUMENTS:

The Bidder is required to submit its Expression of Interest (EOI) as per Form-I provided under SECTION-2 of this document.

Interested Applicants are requested to upload the EOI with all the documents as per the structure mentioned below:

- 4.1 Covering letter giving brief introduction and expressing interest for Central Recordkeeping Agency (CRA) along with accepted and signed copy of the EOI (signed on all pages).
- 4.2 **Documents/Documentary Evidence required** to be submitted by bidder along with the other documents for qualifying the minimum eligibility criteria mentioned at **clause no. 3** above:

Clause no.	Technical Eligibility Criteria – Document [Documents required to be self-attested]
3.1	Bidder must submit legible copy(ies) of: The bidder is required to submit a valid self-attested copy of Certificate of Registration from PFRDA as on date of submission of EOI

5. SELECTION OF CENTRAL RECORDKEEPING AGENCY (CRA):

BCPL will appoint one CRA mentioned based on the ranking as per the bid assessment criteria, i.e., **H1** [with highest marking as per bid assessment criteria].

*NOTE: In case of a tie between two or more bidders **at any position**, then preference / higher position will be assigned to the bidder having higher annual turnover in the last audited financial year (FY 2023-24).*

6. METHODOLOGY FOR BID EVALUATION

The evaluation of bids will be made on the following basis:

- i. Techno-commercial Evaluation of the bids will be done first against the minimum eligibility criteria stipulated in clause 3.0 above to qualify .



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

- ii. The EOI of the qualified party(s) shall be further assessed as per the **Bid Assessment Criteria/Parameter** as stipulated in relevant Section (Section-3) of this document. The overall techno-commercially accepted **parties(s)** as per **Bid Assessment Criteria/Parameter** will be selected based on **highest points** obtained for award of contract.

7. BID REJECTION CRITERIA:

- i. The bidders who do not meet the minimum eligibility criteria referred in clause 3.0 shall be rejected summarily.
- ii. Documentary evidence in support of the Minimum Eligibility Criteria and Bid Assessment Criteria is to be submitted with the bid document, duly attested as indicated in relevant Section (Section-3) of this document. Non-compliance shall make the bid liable for rejection.
- iii. In case any declaration made/ document submitted is found to be incorrect/false, the bids will not be considered for further evaluation, and any agreement made will be terminated forthwith without prejudice to any other legal/penal action.

8. REMUNERATION OF CENTRAL RECORDKEEPING AGENCY (CRA)

BCPL shall not pay any fee/expenses /remuneration/charges to the CRA for their services for NPS purpose, during or after the period of engagement. CRA charges to be directly debited from the concerned subscribers account through cancellation of units. Thus, there shall be no monetary claim by the CRA to BCPL.

9. GENERAL:

This EOI is not an invitation for bids. Based on the EOI response(s), BCPL intends to appoint CRA for a period of 02 years which may be extended by another 06 months with same terms and conditions.

10. DOCUMENTS COMPRISING EOI:

- 10.1 The EOI must be complete in all respect. It is in the interest of the Applicant to submit complete and comprehensive documents leaving no scope for BCPL to raise any further queries.
- 10.2 Information required from the Bidders (as per formats in Section 2):
 - a) Covering Letter as per Form-I
 - b) Information about the Bidder as per Form-II
- 10.3 The Bidder shall ensure submission of complete information / documentation in the first instance itself.
- 10.4 BCPL may seek clarifications regarding the Bidder's experience, or any other documents/ Information submitted by the Bidder at any time during evaluation of offers.

11. PREPARATION / SUBMISSION OF EXPRESSION OF INTEREST:



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

- 11.1 Language of EOI: EOI and all correspondence related to EOI shall be in English language. Any printed literature and document submitted in any other language should be accompanied by authenticated English translation, for purpose of interpretation of EOI, English translation shall govern. Responsibility for correctness in translation shall lie with the Bidder.
- 11.2 Cost of bidding: The Bidder shall bear all costs associated with the preparation or delivery of its EOI, participating in discussions etc. including costs and expenses related with visits to BCPL's office and the site(s). BCPL will in no case be responsible or liable for those costs and expenses regardless of the outcome of the bidding process.

12. DISCLAIMER

BCPL has prepared this document to give interested parties background information on the subject and requirements. While BCPL has taken due care in the preparation of the information contained herein and believes it to be accurate, neither BCPL nor any office authorities, officers, employees, agents/ and advisors give any warranty or make any representation, express or implies as to the contained in this document or any information which may be provided in connection therewith.

BCPL reserves the right not to proceed with the proposal, to alter the timetable reflected in this document or to change the process or procedure to be applied for selection of party. It also reserves the right to decline to discuss the EOI further with any party expressing interest. No reimbursement of cost of any type whatsoever will be paid to persons, or entities, expressing interest in the subject.



SECTION-2
FORMS TO BE ENCLOSED



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Form: I

FORMAT FOR THE COVERING LETTER

(The letter is to be submitted by the Bidder on its letter head)

Date:

Brahmaputra Cracker and Polymer Limited
P.O. Lepetkata – 786006
Dist.: Dibrugarh,
Assam, India

Subject: Expression of Interest for Hiring of Central Recordkeeping Agency (CRA) in BCPL for a Period of 02 Years

Dear Sir,

This has reference to your EOI document no. BCPL/HR/CRA Hiring/EOI/25/02 on the subject.

_____ (Name of the Party), hereby submit its Expression of Interest (EOI) for Hiring of Service Towards Appointment of Central Recordkeeping Agency (CRA) in BCPL for a Period of 02 Years in accordance with the conditions stipulated in the EOI document.

(SIGNATURE)

(NAME AND DESIGNATION OF AUTHORISED PERSON)

EXPRESSION OF INTEREST FOR APPOINTMENT OF CRA IN BCPL

EOI DOCUMENT NO.: BCPL/HR/CRA HIRING/EOI/25/02



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Form: II

INFORMATION ABOUT THE PARTY

1	BIDDER'S/ COMPANY NAME	
2	NAME & TYPE OF FIRM: PROPRIETARY/ PARTNERSHIP/LLP/PVT LTD/PUBLIC LTD/ /LLC/OTHERS (SPECIFY).	
3	DATE OF REGISTRATION OF BIDDER	
4	REGISTRATION NO OF BIDDER	
5	DESCRIPTION OF BIDDER'S BUSINESS	
6	ADDRESS	
7	CONTACT PERSON/ POSITION	
8	TELEPHONE NUMBER	
9	E MAIL ADDRESS	



SECTION – 3

BID ASSESMENT CRITERIA



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

BID ASSESMENT CRITERIA

Sl.No.	Criteria	Documentary requirement	Max. Marks	Scale of Marking
1	No. of years of service as CRA till 31.07.2025	PFRDA registration certificate duly certified/ attested by *authorized signatory of the Company	10	i. More than 10 years= 10 marks ii. 5 to 10 years= 5 marks. iii. Less than 5 years= 3 marks
2	Total no. of active Corporates as on 31.07.2025	List of corporates along with corporate registration no. issued by the CRA duly certified/ attested by *authorized signatory of the Company	10	i. More than 10000=10 marks ii. 5000 to 10000=5 marks iii. Less than 5000=3 marks
3	Total no. of active subscribers as on 31.07.2025	List of active subscribers duly certified/ attested by *authorized signatory of the Company	10	i. More than 10 lakhs =10 marks ii. More than 5 lakhs to 10 lakhs=5 marks iii. Less than 5 lakhs =3 marks
4	Total no. of active corporate subscribers as on 31.07.2025	List of active subscribers duly certified/ attested by *authorized signatory of the Company	10	i. More than 5,00,000 nos. =10 marks ii. More than 2,00,000 to 5,00,000 nos.= 5 marks iii. Less than 2,00,000=0 marks



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Sl.No.	Criteria	Documentary requirement	Max. Marks	Scale of Marking
5	Total no. of active corporate subscribers from CPSE/ Central/ State PSUs as on 31.07.2025	List submitted to be duly certified/ attested by *authorized signatory of the Company	10	i. More than 5 lakhs nos.= 10 marks ii. 1 lakhs to 5 lakhs nos.= 5 marks iii. Less than 1 lakh nos.= 0 marks
6	Presentation**	Presentation to be given in presence of committee members formed for the said purpose.	30	NA
7	CRA charges	In format as provided in SOR as attached.	20	i. CRA charging least charge= 20 marks ii. CRA charging 2 nd least charge= 15 marks iii. CRA charging the highest charge=10 mark
Total Marks			100	

**Authorized signatory- Managing Director/ Director/ Company Secretary/ Principal Officer*

*** Presentation- Date of presentation shall be tentatively on 25.08.2025 at 3.00 pm (ether on-line/ at BCPL) as per the slot provided. Bidders are requested to confirm the mode of presentation in Advance.*

Other Points-

1. Bid Evaluation Criteria/ Parameter and Selection Criteria are Final, and no request will be entertained from the bidders for any change/ amendment at any stage of Selection Process.
2. Central Recordkeeping Agency (CRA) will be appointed for a period of Two Years w.e.f. date of implementation of NPS in BCPL which may be further extended up to 6 months term at the discretion of BCPL.
3. Bidder needs to submit required documents mandatorily as per "Document Required" column in order to score marks for respective parameter which will be considered as Final submission for given parameter.



SCHEDULE OF RATES (SOR)

(TO BE SUBMITTED IN e-MODE IN NIC CPP PORTAL)

<https://etenders.gov.in/eprocure/app>



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

EOI DOCUMENT NO.: BCPL/HR/CRA HIRING/EOI/25/02

SCHEDULE OF RATES (SOR)

Sl. No.	Service Charge Head	Est. Qty.	UOM	Rate	GST %
1	PRAN Opening Charges - Physical PRAN (One Time)	300	Each	<i>To be quoted in BoQ</i>	<i>To be quoted in BoQ</i>
2	PRAN Opening Charges - ePRAN with physical Welcome kit (One Time)	150	Each		
3	PRAN Opening Charges - ePRAN with Welcome kit vide email (One Time)	150	Each		
4	Annual PRAN Maintenance cost per account (700 employees x 2 years)	1400	Each		
5	Charge per transaction (700 employees x 12 months x 2 years)	16800	Each		
6	Instant Bank Account Verification (700 employees)	700	Each		

Note:

1. The above charges quoted are applicable as on date. However, the quoted rates shall not exceed the PFRDA published rate.
2. Further, revised charge, if any, shall be applicable during the contract period as per PFRDA published rates.
3. Mode of deduction of CRA charges from subscribers will be through unit deduction.
4. Applicable tax on service charge will be deducted from the subscribers and will be deducted through unit deduction
5. If any of the above-mentioned services are not mandatory and not quoted by any CRA, the same will be not considered for evaluation for all the bidders.
6. The above quantities mentioned in SOR are indicative in nature and may increase or decrease based on actual requirement.



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

(INSTRUCTIONS FOR PARTICIPATION IN E-TENDER)

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

The Ready reckoner for submission of bids is available in BCPL website.
<https://bcplonline.co.in/UploadFiles/tenderfile/ReadyReckonerBCPL.pdf> (tender section of BCPL website)

e-Tender Helpdesk

BCPL :-

Mobile : 9613744751

Email : etender@bcplindia.co.in

NIC :- Phone : 1800-233-7315, 0120-4200462, 0120-4001002

Mobile : 8826246593

Email : cphp-nic@nic.in