



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
Brahmaputra Cracker and Polymer Ltd.  
(A Government of India Enterprise)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड Brahmaputra Cracker and Polymer Limited

(भारत सरकार का उपक्रम) / (A Government of India Enterprise)  
प्रशासनिक भि, पो.ओ. लेपेटकटा / ADMINISTRATIVE BUILDING, PO: LEPETKATA  
ज़िला: डिब्रुगढ़, असम / DISTT.: DIBURGARH, ASSAM  
पिन कोड – 786006 / PIN CODE: 786006  
दूरभाष: 0373 2914636 / PHONE NO. 0373 2914636

ई-निनिदासंख्या / e-TENDER NO:

**BCPL/C&P/LE20W152SD/00592**  
**Dated 31.12.2020**

## ई-निनिदादस्ताेज / e-TENDER DOCUMENT FOR

**“HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS”.**

### **OPEN DOMESTIC TENDER THROUGH e-MODE**

|                               |   |                         |
|-------------------------------|---|-------------------------|
| Tender Submission Date & Time | : | 07.01.2021 at 14:30 Hrs |
| Tender Opening Date & Time    | : | 08.01.2021 at 15:00 Hrs |
| Pre Bid Meeting               | : | 02.01.2021 at 15.00 Hrs |

|                   |   |            |
|-------------------|---|------------|
| <u>EMD Amount</u> | : | <u>NIL</u> |
|-------------------|---|------------|

**Submission of EMD is online through SBI MOPS provided in the portal (<https://etenders.gov.in/eprocure/app>). May refer User manual for submission of online EMD enclosed with this tender.**



## 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.



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e-TENDER NO: BCPL/C&P/LE20W152SD/00592

“HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS”.

## FAQ

### [QUESTIONS AND ANSWERS]

| SL NO. | QUESTIONS                                                                      | ANSWER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Where the bidder can see the Tender floated by BCPL?                           | Yes, please visit GAIL's/BCPL's website: <a href="http://www.gailtenders.in">http://www.gailtenders.in</a> ; <a href="http://www.bcplonline.co.in">http://www.bcplonline.co.in</a> and Government portal <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> for complete details of tender document including qualifying requirements, important dates, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2      | Whether Hard copies of Bids are acceptable?                                    | No, Bids shall be submitted <b>only through e-tender mode</b> in the <b>e-TENDER PORTAL (NIC CPP PORTAL)</b> in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) of offer/bid is acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3      | Whether EMD are prerequisite for qualification of bidder in any tender?        | Yes, as applicable as per tender condition specified in ITB of tender document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4      | Is there any guideline / instructions how to prepare EMD and Security Deposit? | Yes, Please refer ITB Section of Tender Document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5      | Is there any exemption in submission of EMD and Security Deposit?              | <p>(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 &amp; services against submission of Valid NSIC Certificate/DIC <b>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.</b> MSEs those having Udyog Aadhaar Memorandum/Udyam Registration Certificate are also eligible for availing the benefits under the Public Procurement Policy”.</p> <p><b>However, MSE being registered as Traders / Dealers / Distributors / Stockiest / Wholesaler are not entitled for exemption of EMD.</b></p> <p>(ii) There is no exemption in submission of SD (Security Deposit).</p> |



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|    |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6  | Whether PSU (Public Sector Undertaking) are exempted from submission of EMD                                                                                                             | Yes                                                                                                                                                                                                                                                                                       |
| 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 7days of bid opening, whether bid will be accepted or not ? | No                                                                                                                                                                                                                                                                                        |
| 8  | Whether Late bid can be considered?                                                                                                                                                     | No                                                                                                                                                                                                                                                                                        |
| 9  | 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.                                              |
| 10 | 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.                                                                                                                                               |
| 11 | 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.                                                                                                                                                                                                                   |
| 12 | 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. |
| 13 | 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.                                                                                                                                          |
| 14 | Whether BEC can be modified after opening of Bids?                                                                                                                                      | Amendment/ modification/ relaxation of BEC is not permitted after opening of the bids.                                                                                                                                                                                                    |
| 15 | In which case mobilization advance is given and incorporated in payment term of tender document?                                                                                        | Mobilization advance invariably not allowed in any tender.<br><br>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%.         |
| 16 | <b>Transmit BG issuance through SFMS</b>                                                                                                                                                | <b>Name of Bank: ICICI Bank</b><br><b>Branch: GUWAHATI - FANCY BAZAR</b><br><b>IFSC: ICIC0000543</b>                                                                                                                                                                                      |



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- **INSTRUCTIONS FOR PARTICIPATION IN e-TENDER – Under section III of ITB.**
- NB: Tender document in complete in all respect including the above section along with unpriced SOR to be uploaded in technical folder and priced offer to be uploaded in Financial folder. (For details may refer instructions for participation in e-tender).



## भाग – I SECTION – I

### INVITATION FOR BIDS [IFB]



## SECTION – I

# INVITATION FOR BID [IFB]

To,

Dt.31.12.2020

### PROSPECTIVE BIDDERS

**SUB: “HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS”.**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

**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                 | : | The contract will be valid for a period of <b>02 (two) years</b> from the date mentioned in LOI/LOA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| II   | Tender Fee                         | : | <b>NOT APPLICABLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| III  | EARNEST MONEY DEPOSIT (EMD)        | : | <b>Rs. NIL</b><br><br>(Submission of EMD can be made ONLINE through SBI MOPS provided in the portal ( <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> ) or in the form of 'Bank Guarantee' only as per Clause No. 16 of ITB of the tender document.<br><br>The user manual for submission of online EMD is available in BCPL website.<br><a href="https://bcplonline.co.in/UploadFiles/tenderfile/UserManualEMD.pdf">https://bcplonline.co.in/UploadFiles/tenderfile/UserManualEMD.pdf</a> (tender section of BCPL website) |
| IV   | BID DUE DATE & TIME                | : | <b>07.01.2021 up to 14:30 Hrs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| V    | OPENING OF UNPRICED BID            | : | <b>08.01.2021 at 15:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| VI   | VALIDITY OF OFFER UPTO             | : | <b>90 DAYS from the date of opening of unpriced bid.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| VII  | VENUE FOR OPENING OF UNPRICED BIDS | : | 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.                                                                                                                                                                                                                                                                                                                                                              |
| VIII | MODE OF TENDERING                  | : | <b>Open Domestic Competitive Bidding through e-Mode (Under Two Bid System Basis)</b> with uploading in GAIL's/BCPL's Website:<br><a href="https://www.gailtenders.in;">https://www.gailtenders.in;</a> Govt. Website:<br><a href="http://www.bcplonline.co.in;">http://www.bcplonline.co.in;</a><br><a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> (NIC-CPP Portal)                                                                                                                                                        |



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|    |                                            |                                                                                                                                                                                                        |
|----|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IX | DATE AND TIME OF PRE- BID CONFERENCE VENUE | <b>02.01.2021 at 15:00 hrs.</b><br>Brahmaputra Cracker and Polymer Limited, C&P Department, Administrative Building, PO: Lepetkata, Distt.: 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. As this being an online tender, please refer **INSTRUCTIONS FOR PARTICIPATION IN e-TENDER**. The IFB is an integral and inseparable part of the bidding document.
- 4.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.
- 5.0 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 NIC e-portal <https://etenders.gov.in/eprocure/app>) and submit their Bid complete in all respects as per terms & conditions of Tender Document in NIC e-portal(<https://etenders.gov.in/eprocure/app>)on or before the due date of bid submission in e-mode.
- 6.0 Offer(s) received from bidders to whom tender/information regarding tender has been issued as well as offers received [in e-mode through NIC e-portal(<https://etenders.gov.in/eprocure/app>)] 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.
- 7.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites.
- 8.0 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.
- 9.0 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 **02.01.2021 at 1500 HOURS** in Conference Room of C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, to discuss Scope of Work, Terms and Conditions of tender document. For participation contact Manager (C&P) Phone No. 07896760769; Email ID: [sdutta@bcplindia.co.in](mailto:sdutta@bcplindia.co.in)

This is not an Order.

For & on behalf of  
Brahmaputra Cracker and Polymer limited

[Samrat Dutta]  
Sr. Manager [C&P]  
E-mail: [sdutta@bcplindia.co.in](mailto:sdutta@bcplindia.co.in)



## भाग – II SECTION-II

### BID EVALUATION CRITERIA [BEC]



## SECTION-II

### 1. BID EVALUATION CRITERIA [BEC]

#### 1.0 BID EVALUATION CRITERIA (BEC):

#### 1.1 BEC- Technical: (as a single bidder)

1.1.1 The bidder must have **executed & completed** at least one (01) single order/contract of “Non-chromate cooling water treatment” in **Petrochemical/ Fertilizers/Petroleum Refinery/ Natural Gas Processing Units/Power Plant / Steel Plant / Hydrocarbon Processing Plant** in the proceeding seven (07) years having value not less than **Rs. 1.14 Crore** reckoned from the due date of bid submission.

#### Note - 1:

- a) Bidder(s) shall be required to submit the documents in respect of experience criteria mentioned at sl. No. 1.1 above as per details at sl. no. 1.3 below.
- 1.1.2 In case of running contract for similar nature of works as mentioned at Sl. no. 1.1.1 above, 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. 1.1.1, 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.

#### Note. 2:

- a) Original work/service orders/contract/agreement and its completion certificate or equivalent should be available with the bidder for verification of the same, if so desired by BCPL.
- 1.1.3 Relaxed Norms for Startups (prior experience criteria): NOT APPLICABLE

Prior experience as mentioned in technical criteria of BEC shall be required for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] and are not exempted for this tender. Accordingly, start-up bidders must fulfill the BEC-Technical criteria's 1.1.1 / 1.1.2 (prior experience).

However, startups are exempted from submission of annual turnover documents, EMD



amount etc.

**Non-compliance of above BEC shall lead to rejection of bid.**

**1.2 BEC- Financial: (as a single bidder)**

**1.2.1 TURN OVER:**

The bidder should have **minimum annual turnover** of **Rs. 1.14 Crore** as per the audited financial result (Balance sheet and profit & Loss account statement) of any of the preceding three (03) financial years (FY: 2019-20 or 2018-19 or 2017-18).

**1.2.2 NET WORTH:**

Net Worth of the bidder should be **positive** as per the **last audited financial statement**, i.e. **FY: 2019-20**.

**1.2.3 WORKING CAPITAL:**

The bidder should have **minimum working capital** of value of **Rs. 22.99 Lakh** as per the last audited financial statement, i.e., **FY: 2019-20**.

**Note:**

- i) If the bidder's working capital is negative or inadequate as per BEC clause no. 1.2.3, the bidder shall submit/upload 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 line of credit to meet the working capital requirement as mentioned above at **BEC clause no. 1.2.3** (Format specified in tender document).
- ii) Bidder has to upload / submit the audited financial results for the immediate preceding financial year **as per BEC clause no. 1.2.1 i.e. FY: 2019-20**.

**1.2.4 Relaxed Norms for Startups (financial criteria):**

Prior turnover for 'Startups' company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder, shall not be required subject to meeting the quality and technical specifications (scope of work) as specified in the tender document.

If a Startups company [whether Micro & Small Enterprises (MSEs) or otherwise] as a



bidder gets qualified without **turnover criteria** as mentioned above and emerges as lowest evaluated bidder, the LOA / Order on such Startups shall be placed for entire tendered quantity.

**However, net worth & working capital requirement as specified in BEC clause no. 1.2.2 & 1.2.3 shall be applicable.**

[However, EIC's of that contract shall draw monthly milestones / check points during the Kickoff Meeting and shall review the performance more carefully and take action as per provision of contract in case of failure / poor performance.]

**1.3 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. 1.1 & 1.2:**

| Sr. No. | BEC Clause no. | Description                                                                           | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)<br>[All documents must be duly authenticated/ attested]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|----------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | 1.1            | Technical Experience Criteria – Document                                              | [All documents to be uploaded(submitted) must be <u>Certified/attested by both Chartered Engineer and Notarized by Notary Public with legible stamp</u> ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1       | 1.1.1          | Experience against execution & completion of order<br><br>(Mandatory for all bidders) | a) Bidder must submit/upload the Copy of Order/LOA/Contract/Agreement along with its detail SOR items & scope of work which has been executed / completed towards similar nature of jobs as mentioned at sl. no. 1.1.1 of BEC in previous seven (07) years to be reckoned from the due date of bid submission.<br><br>b) Copy of Completion Certificate or equivalent certificate against the Order/LOA/Contract/Agreement submitted as mentioned at point “a” above, must be submitted/uploaded. The <u>Completion Certificate or equivalent certificate</u> must contain the detailed information like Order/LOA/Contract/Agreement No. with date, Brief Scope of work / Name of work, |



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| Sr. No. | BEC Clause no. | Description                                                                                            | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)<br>[All documents must be duly authenticated/ attested]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|----------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                |                                                                                                        | Order value, Total executed value, Scheduled date of Work completion and date of Actual work completion etc. The <u>Completion Certificate or equivalent certificate</u> must be issued by the end-user/owner/authorized consultant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2       | 1.1.2          | Experience against execution of running AMC (Annual Maintenance Contract) / ARC (Annual Rate Contract) | a) Bidder must submit / upload the Copy of Order/LOA/Contract/Agreement along with its detail SOR items & scope of work which is still running for similar nature of jobs as mentioned at sl.no.1.1.1 of BEC in previous seven (07) years to be reckoned from the due date of bid submission.<br>b) Copy of Execution Certificate or equivalent certificate against Order/LOA/Contract/Agreement for the running contract as mentioned at point “a” above must be submitted/uploaded clearly mentioning the executed <b>VALUE</b> till one day prior to unpriced bid submission, which must be equal to or more than the minimum prescribed value mentioned at sl. no. 1.1.1 of BEC. The execution certificate or equivalent certificate must contain the detailed information like Order/LOA/Contract/Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, etc. The <u>Execution Certificate or equivalent certificate</u> should have been issued by the end-user/owner/authorized consultant. |
| 3       | 1.1.3          | Experience against Startup Company                                                                     | <b>Not applicable</b><br><br><b>Prior experience as mentioned in technical criteria of BEC shall be required for all Startups [whether Micro &amp; Small Enterprises (MSEs) or otherwise] and are not exempted for this tender. Accordingly, start-up bidders must fulfill the BEC-Technical criteria’s no. 1.1.1 / 1.1.2 (prior experience).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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| Sr. No. | BEC Clause no. | Description                                                                                                                                                                                                                                                                              | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)<br>[All documents must be duly authenticated/ attested]                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                |                                                                                                                                                                                                                                                                                          | However, startups are exempted from submission of annual turnover documents, EMD amount etc.<br><br>Fulfilling Annual turnover criteria (BEC 1.2.1) is not mandatory for start-up bidders.                                                                                                                                                                                                                                                                                                                                                                                                                      |
|         | 1.2            | Financial Experience Criteria- Document<br>[All audited financial statements/documents (balance sheet and profit & loss account statement under 1.2.1,1.2.2 & 1.2.3 of above BEC) to be uploaded(submitted) must be <u>duly Certified/attested by Notary public with legible stamp</u> ] |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4       | 1.2.1          | Annual Turn-over<br>(Not mandatory for start-ups)                                                                                                                                                                                                                                        | Bidder(s) shall submit copy(s) of audited financial result (Balance sheet and profit & Loss account statement) of the preceding three (03) Financial Year(s), i.e. <b>FY: 2019-20 or 2018-19 or 2017-18.</b>                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5       | 1.2.2          | Net worth<br>(Mandatory for all bidders)                                                                                                                                                                                                                                                 | Bidder(s) shall submit copy of audited financial result (Balance sheet and Profit & Loss account statement) of last audited Financial Year, i.e. <b>FY: 2019-20.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6       | 1.2.3          | Working capital<br>(Mandatory for all bidders)                                                                                                                                                                                                                                           | Bidder(s) shall submit copy of audited financial statement Balance sheet and Profit & Loss account statement for the last audited Financial Year, i.e. <b>FY: 2019-20.</b><br><br>If the bidder's <u>working capital is negative or inadequate as per BEC clause no. 1.2.3</u> , the bidder shall submit/upload a letter from the bidder's bank as per <b>Format, F-15</b> having net worth not less than <b>Rs.100 crores</b> , confirming the availability of line of credit to meet the working capital requirement as mentioned above at <b>BEC clause no. 1.2.3</b> (Format specified in tender document). |



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| Sr. No. | BEC Clause no. | Description                                | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)<br>[All documents must be duly authenticated/ attested]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|----------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7       | 1.2.4          | Financial criteria against Startup Company | <p>Bidder to upload / submit the 'Certificate of Recognition' issued by Dept. of Industrial Policy and Promotion, Ministry of Commerce &amp; Industry, Govt. of India and the certificate should be certified by the <b>Chartered Accountant</b> (not being an employee or a Director or not having any interest in the bidder's company / firm) <b>and notary public</b> with legible stamp.</p> <p><b>Note:</b></p> <p><b>Start-up criteria relaxation is applicable for prior turnover (BEC 1.2.1) and <u>not for prior experience (BEC 1.1.1 / 1.1.2)</u>. Accordingly, start-up bidders must fulfill the BEC-Technical criteria's no. 1.1.1 / 1.1.2 (prior experience) and BEC Financial criteria's no. 1.2.2 (net worth) &amp; 1.2.3 (working capital).</b></p> <p><b>Fulfilling Annual turnover criteria (BEC 1.2.1) is not mandatory for start-up bidders.</b></p> |
| 8       |                | Format, F-16                               | "Details of financial capability of bidder" shall be submitted in the prescribed <b>Format, F-16</b> enclosed duly signed and stamped by a <b>Chartered Accountant only</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Note to above Bid Evaluation Criteria (point no. 1.0):**

- i) A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However jobs executed for a 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 of the bidder towards payment of Statutory tax in support of the job executed for subsidiary/Fellow subsidiary/Holding company. Such bidders to upload (submit) these documents in addition to the documents specified in the bidding documents to meet BEC.



- ii) *Bids of Joint Venture/ Consortium and sub-contractors are not acceptable.*
- iii) *Experience of bidder acquired as a subcontractor can be accepted against submission of work completion certificate from end user by such bidder along with other specified documents as mentioned in sl. no. 1.3 above under BEC clause no. 1.1.1.*
- iv) *For experience based on composite works: In case the bidder has executed a composite work against a single Order/LOA/Contract/Agreement which includes qualifying work stated above at BEC sl. no. 1.1.1/1.1.2, then the value of such qualifying work only [out of total quantity of composite work] shall be considered for the purpose of evaluation.*
- v) ***Original documents/credentials pertaining to BEC should be available with the bidder for verification of the same, if so desired by BCPL.***
- vi) *Only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.*
- vii) ***The cut-off date for meeting the criteria of BEC of the tender shall be the due date for submission of bid.***

**2.0 Methodology for Evaluation of Bids:**

- 2.1 *BCPL will evaluate and compare the Price bids of the techno-commercially qualified bidders whose bids are previously determined to be substantially responsive pursuant to “ITB: Clause-29”.*
- 2.2 *For the purpose of evaluation of bid and arriving at the L1 bidder for award, the total value of SOR on overall basis shall be considered including GST as under:*
  - *Work centre/Project is entitled to avail Tax Credit of GST (CGST & SGST/UTGST or IGST) and there is certainty at the time of bid evaluation about the quantum of input tax credit available for the tendered items/services/ works:*
  - *The input credit of GST (CGST & SGST/UTGST or IGST) shall be considered for evaluation of bids.*



- 2.3 *If a Startup company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder gets qualified without any turnover criteria as mentioned above and emerges as lowest evaluated bidder (L1), the LOA / Order on such Startup shall be placed for entire tendered quantity.*

*[However, EIC's of that contract shall draw monthly milestones / check points during the Kickoff Meeting and shall review the performance more carefully and take action as per provision of contract in case of failure / poor performance.]*

- 2.4 *In case of a tie at the lowest bid (L1) position between two or more non-Startup bidders, then LOA / Order shall be placed on the bidder who has higher / highest turnover in last audited financial year.*

- 2.5 *In case, there is a tie at the lowest bid (L1) position between only Startup bidders, the LOA / Order shall be placed on the Startup who is registered earlier with Department of Industrial Promotion and Policy for startup.*

- 2.6 *In case, there is a tie at the lowest bid (L1) position between Startup bidders and non-Startup bidders; then LOA / Order shall be placed on the bidder having highest working capital in last financial year, **duly certified by Chartered accountant.***

- 2.7 *Startups are exempted from submission of **EMD.***

- 2.8 **CPBG:**

*The contract performance security shall be 3% of annualized Basic Contract Value (without GST therein) 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. Details as per ITB of Tender document.*

- 2.9 **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 25 % of ordered quantity to MSE as per PPP 2012 is not applicable in this tender. Therefore, MSE quoting price within price band of 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. In case two or more*



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*MSE bidders comes within the price band of L1 + 15%, the preference to match the L1 rate shall be given in sequence of their inter-se position (L2, L3... and so on).*

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.
- iii. ONLY DOCUMENTS (WORK ORDER, COMPLETION CERTIFICATE, AND EXECUTION CERTIFICATE ETC.) WHICH HAVE BEEN REFERRED/SPECIFIED IN THE BID SHALL BE CONSIDERED IN REPLY TO QUERIES DURING EVALUATION OF BIDS.



## भाग – III 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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### 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.

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.

- 2.4 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.

- 2.5 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.

- 2.6 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.

- 2.7 Power of Attorney:

Power of Attorney to be issued by the bidder in favour of the authorised employee(s), in respect of the particular tender, for purpose of signing the documents including bid, all subsequent communications, agreements, documents etc. pertaining to the tender and act and take any and all decision on behalf of the bidder (including Consortium).

Any consequence resulting due to such signing shall be binding on the Bidder (including Consortium). The Power of Attorney shall be issued as per the constitution of the bidder as below:

- a) In case of Proprietorship: by Proprietor
- b) In case of Partnership: by all Partners or Managing Partner
- c) In case of Limited Liability Partnership: by any bidder's employee authorized in terms of Deed of LLP
- d) In case of Public / Limited Company: PoA in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do so. Such Board Resolution should be duly countersigned by Company Secretary / MD / CMD / CEO.



The Power of Attorney should be valid till award of contract / order to successful bidder.

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 bidder shall submit only one bid in the same bidding process either as single entity or as a member of any consortium (wherever consortium bid is allowed). A bidder who submits or participates in more than one bid will cause all the proposals in which the bidder has participated to be disqualified.

4.2 More than one bid means bid(s) by bidders(s) having same proprietor / partners / Limited Liability Partners in any other Bidder(s). Further, more than one bids shall also include two or more bidders having common power of attorney holder.

4.3 Failure to comply this clause during tendering process will disqualify all such bidders from process of evaluation of bids.

4.4 Alternative bids shall not be considered.

4.5 The provision mentioned at sl. no. (4.1) and (4.2) shall not be applicable wherein bidder are quoting for different items / Sections / Parts / Groups / SOR Items of the same tender which specify evaluation on items / Sections / Parts / Groups / SOR item basis.

5 **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.

6.0 **SITE VISIT:**

6.1 The Bidder is advised to visit and examine the site 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 supply/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 Purchaser 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 Purchaser 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 non-compliance 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]& NIT
- Section-II : BID EVALUATION CRITERIA [BEC] EVALUATION OF BIDS, SELECTION OF TRANSPORTERS AND DISTRIBUTION OF QUANTITY FOR AWARD
- 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] and Technical Specification [TS]
- Section-VII : HSE
- Section-VIII : SOR

\*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 tender website/Government website (NIC e-portal) [<http://gailtenders.in>; <http://www.bcplonline.co.in> / <https://etenders.gov.in/eprocure/app>] / 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 tender website/Government website (NIC e-portal) [<http://gailtenders.in>; <http://www.bcplonline.co.in> and <https://etenders.gov.in/eprocure/app>] 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.

## **[C] – PREPARATION OF BIDS**

### **10 LANGUAGE OF BID:**

The bid prepared by the Bidder and all correspondence, drawing(s), document(s), certificate(s) etc. relating to the Bid exchanged by Bidder and BCPL shall be written in English language only. In case a document, certificate, printed literature etc. furnished by the Bidder in in a language other than English, the same should be accompanied by an English translation duly authenticated by the Chamber of Commerce of Bidders Country, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

### **11. DOCUMENTS COMPRISING THE BID:**

- 11.1 **Bids are invited under the ~~Manual Two-Bid~~ / e-mode Two Bid system.** The Bid prepared by the Bidder shall comprise the following components sealed in 2 different envelopes:

- 11.1.1 **ENVELOPE-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'



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- (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).

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

**11.1.2 ENVELOPE-II: Price Bid:**

- i) The Prices are to be submitted strictly as per 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.
- 11.1.3 In case the bids are invited under e-tendering system, bidders are requested to refer instructions for participating in E-Tendering and the ready reckoner for bidders available in <https://etender.gail.co.in>. Bids submitted manually shall be rejected, the bids must be submitted on GAIL’s E-tendering website as follows:-
- PART-I: “TECHNO-COMMERCIAL/UN-PRICED BID” comprising all the above documents mentioned at 11.1.1 along with copy of EMD/Bid Bond, copy of Power of Attorney and copy of integrity pact should be uploaded in the private area earmarked (Tender Document) in the e-tendering portal. Further, Bidders must submit the original " EMD, Power of Attorney, Integrity Pact (wherever applicable) and any other documents specified in the Tender Document to the address mentioned in IFB, in a sealed envelope, superscribing the details of Tender Document (i.e. tender number & tender for) within 7 days from the date of un-priced bid opening. Bidders are required to submit the EMD in original by Due Date and Time of Bid Submission or upload a scanned copy of the same in the Part-I of the Bid. If the Bidder is unable to submit EMD in original by Due Date and Time of Bid Submission, the Bidder is required to upload a scanned copy of the EMD in Part-I of Bid, provided the original EMD, copy of which has been uploaded, is received within 7 days from the Due Date of Bid Opening, failing which the Bid will be rejected irrespective of their status/ranking in tendering process and notwithstanding the fact that a copy of EMD was earlier uploaded by the Bidder.
- PART-II: PRICE BID The Prices are to be filled strictly in the Schedule of Rate of the bidding documents and provision mentioned at para hereinabove and to uploaded in SOR attachment/Conditions of E-tendering portal. In case of bids invited under single bid system, a single envelope containing all documents specified at ITB above form the BID.
- 11.2 In case the bids are invited under e-tendering system, bidders are requested to refer instructions for participating in E-Tendering and the ready reckoner for bidders available in BCPL website. Bids submitted manually shall be rejected, the bids must be submitted on NIC CPP e-portal website as follows :-
- 11.2.1 PART-I: “TECHNO-COMMERCIAL/UN-PRICED BID” comprising all the above documents mentioned at 11.1.1 along with copy of EMD/Bid Bond, copy of Power of Attorney and copy of integrity pact should be uploaded in e-tendering portal. Further, Bidders must submit the original " EMD /online EMD, Power of Attorney, Integrity Pact (wherever applicable) and any other documents specified in the Tender Document to the address mentioned in IFB, in a sealed envelope, superscribing the details of Tender Document (i.e. tender number & tender for) within 7 days from the date of un-priced bid opening. Bidders are required to



submit the EMD in original by Due Date and Time of Bid Submission or upload a scanned copy of the same in the Part-I of the Bid (where manual EMD is sought else bidder to submit EMD online only through SBIMOPS). If the Bidder is unable to submit EMD in original by Due Date and Time of Bid Submission, the Bidder is required to upload a scanned copy of the EMD in Part-I of Bid, provided the original EMD, copy of which has been uploaded, is received within 7 days from the Due Date of Bid Opening, failing which the Bid will be rejected irrespective of their status/ranking in tendering process and notwithstanding the fact that a copy of EMD was earlier uploaded by the Bidder.

- 11.2.2 PART-II: PRICE BID The Prices are to be filled strictly in the Schedule of Rate of the bidding documents and provision mentioned at para 11.1.2 hereinabove and to uploaded in SOR attachment/Conditions of E-tendering portal. [In case of online bidding, necessary modifications w.r.t. SOR attachment and provisions for online filling the rate and its attachment, should be mentioned]
- 11.3 In case of bids invited under single bid system, a single envelope containing all documents specified at Clause 11.1.1 & 11.1.2 of ITB above form the BID. All corresponding conditions specified at Clause 11.1.1 & 11.1.2 of ITB shall become applicable in such a case.

## 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.

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.



- 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, 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.
- 13.12 GST, as quoted by the bidder, shall be deemed as final and binding for the purpose of bid evaluation (applicable for tenders where bidder quotes the GST rates). In case a bidder enters "zero/blank" GST or an erroneous GST, the bid evaluation for finalizing the L1 bidder will be done considering the quoted GST rate. No request for change in GST will be entertained after submission of bids

In cases where the successful bidder quotes a wrong GST rate, for releasing the order, the following methodology will be followed:

- In case the actual GST rate applicable is lower than the quoted GST rate, the actual GST rate will be added to the quoted basic prices. The final cash outflow will be based on actual GST rate.
- In case the actual GST rate applicable is more than the quoted GST rate, the basic prices quoted will be reduced proportionately, keeping the final cash outflow the same as the overall quoted amount.

Based on the Total Cash Outflow calculated as above, BCPL shall place orders

- 13.13 Wherever TDS under GST Laws has been deducted from the invoices raised / payments made to the vendors, as per the provisions of the GST law / Rules, Vendors should accept the corresponding GST-TDS amount populated in the relevant screen on GST common portal ([www.gst.gov.in](http://www.gst.gov.in)). Further, Vendors should also download the GST TDS certificate from GST common portal (reference path: Services > User Services > View/Download Certificates option).

#### **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- :**



- 16.1 Bids must be accompanied with 'Earnest Money / Bid Security' through SBI MOPS 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.

Bidders willing to submit EMD ONLINE through SBI MOPS provided in the portal (<https://etenders.gov.in/eprocure/app>) may refer User manual for submission of online EMD enclosed separately with this tender for process to submit ONLINE EMD.

The user manual for submission of online EMD is available in BCPL website.

<https://bcplonline.co.in/UploadFiles/tenderfile/UserManualEMD.pdf> (tender section of BCPL website) Bidders willing to submit EMD in the form of Bank Guarantee (BG) can also transmit BG through SFMS to BCPL's banker with banker's details as mentioned below:

BG issuance message is to be transmitted through SFMS to beneficiary's bank as below:

**Name of Bank:** ICICI Bank

**Branch:** GUWAHATI - FANCY BAZAR

**IFSC:** ICIC0000543

The issuing bank while issuing/amending the BG should ensure that the below information is correctly captured in the message i.e. IFN 760COV/ IFN 767COV:

| <u>Field Number</u> | <u>Particulars (to be mentioned in Row 1)</u> |
|---------------------|-----------------------------------------------|
| 7037                | BCPL566911048                                 |

Bid not accompanied with EMD, or EMD not in requisite format shall be liable for rejection. The EMD 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' or 'Letter of Credit', 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'/'Form F-4A'.
- 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. However, Traders / Dealers / Distributors / Stockiest / Wholesaler are not entitled for exemption of EMD.
- 16.10 In case of forfeiture of EMD/ Bid Security, the forfeited amount will be considered inclusive of tax and tax invoice will be issued by GAIL. The forfeiture amount will be subject to final decision of GAIL based on other terms and conditions of order/ contract.
- 16.11 EMD/Bid Bond will not be accepted in case the same has reference of 'remitter'/'financer' other than bidder on the aforementioned financial instrument of EMD/ Bid Bond submitted by the bidder and bid of such bidder will be summarily rejected.
- 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.



- 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 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 un-amended 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.

**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) Integrity Pact, if Applicable
- (m) 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 In case of e-tendering, 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 In case of manual tendering bid must be submitted in sealed envelope. If the envelope is not sealed & marked as per Clause No. 11 of ITB, the employer will assume no responsibility for misplacement or pre-mature opening of the bid.
- 21.3 All the bids shall be addressed to the owner at address specified in IFB.
- 21.4 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 In case of e-bidding, the bids must be submitted through e-tender mode not later than the date and time specified in the tender documents.
- 22.2 In case of manual tendering EMD along with bid must be submitted within the due date & time.
- 22.3 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 the instant manual tendering, bids received by BCPL after the deadline for submission of bids shall not be considered. Such late bids shall be returned to the bidder within “10 days” in ‘unopened conditions’. The bid bond of such bidders shall be returned along with the unopened bid.

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 **IN CASE OF E-TENDER:**

The Bidder may withdraw or modify its Bid after bid submission but before the Due Date & Time of Bid submission.

### 24.1.2 **FOR MANUAL BIDDING:**

**The bidder may withdraw or modify its bid after bid submission but before the due date for submission as per tender document** provided that the written notice of the modification/ substitution/ withdrawal in received by BCPL prior to the deadline for submission of bid.

24.2 The modification shall also the prepared, sealed, marked and dispatch in accordance with the provision of the clause 22 of ITB, with the after and inner envelopes additionally marked modification or withdrawal as appropriate. A withdrawal notice may also be sent by e-mail or fax but followed by a signed confirmation copy post not later than the deadline for submission of bids. No bid shall be modified/ withdrawn after the deadline for submission of bids.

24.3 **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.

24.4 The latest bid hence submitted shall be considered for evaluation and all other bids shall be considered to be unconditionally withdrawn.

24.5 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 are 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.

**[F] – 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.

*"BCPL intent to place the order/contract directly on the address from where Goods are produced/dispatched are Services are rendered. In case, bidder wants order/ contract at some other address or supply of Goods/ Services from multiple locations, bidder is required to provide in their bid address on which order is to be placed".*



**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 or Letter of Credit and shall be in the currency of the Contract.
- 38.2 **The contract performance security shall be for an amount equal to 3% of order value (excluding GST) specified in Bidding Data Sheet (BDS)/as stipulated in Section-II of tender document towards faithful performance of the contractual obligations and performance of equipment.** 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 cares 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.
- 38.5 In case of forfeiture of Contract Performance Security/ Security Deposit, the forfeited amount will be considered inclusive of tax and tax invoice will be issued by BCPL. The forfeiture amount will be subject to final decision of BCPL based on other terms and conditions of order/ contract.

**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](http://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 Brahma Putra Cracker and Polymer Ltd, such decision of Brahma Putra 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 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 enterprises and such micro and small enterprises shall be allowed to supply upto 25% of the total 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 25%, 5% (20% of 25%) shall be reserved for MSEs owned by SC/ST entrepreneurs. Further, 3% shall be reserved for MSEs owned by women within above 25% reservation. The respective quota(s) shall be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs/ MSEs owned by Women. 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 at least 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)



i) Ministry of MSME vide Gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020 had notified certain criteria for classifying the enterprises as Micro, Small and Medium Enterprises and specified form and procedure for filing the memorandum (Udyam Registration) w.e.f. 01.07.2020 (for complete details of policy refer website of Ministry of MSME i.e. <https://msme.gov.in/>). Accordingly, Micro and Small Enterprises (MSEs) shall be required to submit Udyam Registration Certificate for availing benefit under Public Procurement Policy for MSEs-2012

(ii) An enterprises registered prior to 30.06.2020 and who are not re-registered with Udyam Registration, shall continue to be valid for a period upto 31.03.2021. Such enterprise shall submit EM Part-II or Udyog Aadhaar Memorandum (UAM) for availing benefits of PPP-2012.

b) If the MSE is owned by SC/ST Entrepreneurs/ Women Entrepreneur, 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.**

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.

40.5 The benefit of policy are not extended to the traders/dealers/ Distributors /Stockiest/Wholesalers.

40.6 NSIC has initiated a scheme of "Consortia and Tender Marketing Scheme" under which they are assisting the Micro & Small enterprises to market their products and services through tender participation on behalf of the individual unit or through consortia. Accordingly, if the MSEs or the consortia, on whose behalf the bid is submitted by NSIC, is meeting the BEC and other terms and conditions of tender their bid will be considered for further evaluation. Further, in such cases a declaration is to be submitted by MSE/ consortia on their letter head (s) that all the terms and conditions of tender document shall be acceptable to them.

#### **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:**

Shall be as stipulated Appendix-2 of General Conditions of Contract- Services with following modifications:

(i) Clause no. 3.0 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. 50 Lakhs and above is recommended to be drawn up. Further, Performance rating data Sheet for orders/contracts of Vendor/Supplier/Contractor/ Consultant who are on watch list/holiday list/ banning list shall be prepared irrespective of order/ contract value. 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) Clause no. 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. 50 Lakhs if Vendor/ Supplier/Contractor/ Consultant is not on watch list/ holiday list/ banning list.
- ii) Orders for Misc./Administrative items/ Non stock Non valued items (PO with material code ending with 8).

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.

(iii) Clause no. 5.1 v) and 5.3 v)

When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

- A. Where performance rating is "POOR" (as per Performance Rating carried out after execution of Order/ Contract and where no reply/ unsatisfactory reply is received from party against the letter seeking the explanation from Vendor/Supplier/Contractor/ Consultant along with sharing the performance rating).  
Recommend such defaulting Vendor / Supplier / Contractor / Consultant for the following action:



1. Poor Performance on account of Quality (if marks obtained against Quality parameter is less than 20):

**(a) First Instance: Holiday (Red Card) for Two Years**

**(b) Subsequent instance (s) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Holiday (Red Card) for Three Years**

2. Poor Performance on account of other than Quality (if marks obtained against Quality parameter is more than 20):

(a) First such instance: Advisory notice (Yellow Card) shall be issued and Vendor/Supplier/Contractor/ Consultant shall be put on watch list for a period of Three (3) Years.

(b) Second such instance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Putting on Holiday (Red Card) for a period of One Year

(c) Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Putting on Holiday (Red Card) for a period of Three Years.

B) Where Poor/Non-Performance leading to termination of contract or Offloading of contract due to poor performance attributable to Vendor/Supplier/ Contractor/Consultant (under second para of Clause no. 2.17.3 of GCC-Services)

(a) First instance: Advisory notice (Yellow Card) shall be issued and Vendor/Supplier/Contractor /Consultant shall be put on watch list for a period of Three (3) Years. Further such vendor will not be allowed to participate in the retender of the same supply/work/services of that location which has terminated / offloaded. Moreover, it will be ensured that all other action as per provision of contract including forfeiture of Contract Performance Security (CPS) etc. are undertaken. However, such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s). The Yellow card will be automatically revoked after a period of three years unless the same is converted into Red Card due to subsequence instances of poor/ non-performance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant.

(b) Second instances in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Holiday (Red Card) for period of One Year and they shall also to be considered for Suspension.



(c) Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Holiday (Red Card) for period of Three Years and they shall also to be considered for Suspension.

(C) Where Performance rating is "FAIR": Issuance of warning to such defaulting Vendor/ Supplier/Contractor/ Consultant to improve their performance.

Clause no.11

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 retendering of the same job(s)/item(s). Further, such bidder will be put on Watch List (Yellow Card) for a period of three years after following the due procedure. However, during the period in watch list such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s).

In case of subsequent instances of default in other tender(s) during aforesaid watch list period, the action shall be initiated as per provision of sl. no. 2 of para A of Clause no. 5.1 (v) and 5.3 (v).

The Yellow card will be automatically revoked after specified period unless the same is converted into Red Card.

#### **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:**

45 **DISPUTE RESOLUTION MECHANISM:**

**PRE-LITIGATION REDRESSAL MECHANISM:**

- i) Any issue should be first referred to EIC (for LOA/contracts)/Dealing C&P Executive (for Purchase Orders).
- (ii) In case issue is not resolved by above, Vendor/Supplier/Contractor/Consultant may submit their issue to “Samadhan Committee”. The same will be addressed by Samadhan Committee within 15days from the date of issue raised.
- (iii) In case, Vendor/Supplier/ Contractor/Consultant is not satisfied with the decision of the Samadhan Committee, there is a provision of escalation of issue to higher authority in BCPL. This option is available two times only, one is at Chief General Manager (O&M) and the other one is Chief Operating Officer.
- (iv) However, in case no mutual settlement is arrived at after exercising all pre-litigation dispute redressal mechanism as above, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force as stated below:

**ARBITRATION**

All issue(s)/dispute(s) excluding the matters that have been specified as excepted matters and listed which cannot be resolved through the aforesaid pre-litigation mechanism, such issue(s)/dispute(s) shall be referred to arbitration for adjudication by Sole Arbitrator.

The party invoking the Arbitration shall have the option to either opt for Ad-hoc Arbitration as provided at Clause 2.1 below or Institutionalized Arbitration as provided at Clause 2.2 below, the remaining clauses from 2.3 to 2.7 shall apply to both Ad-hoc and Institutional Arbitration:-

2.1 On invocation of the Arbitration clause by either party, BCPL shall suggest a panel of three independent and distinguished persons (Retd Supreme Court & High Court Judges only) to the other party from the Panel of Arbitrators maintained by Delhi International Arbitration Centre (DIAC) to select any one among them to act as the Sole Arbitrator. In the event of failure of the other party to select the Sole Arbitrator within 30 days from the receipt of the communication from BCPL suggesting the panel of arbitrators, the right of selection of the sole arbitrator by the other party shall stand forfeited and BCPL shall appoint the Sole Arbitrator from the suggested panel of three Arbitrators for adjudication of dispute(s). The decision of BCPL on the appointment of the sole arbitrator shall be final and binding on the other party. The



fees payable to Sole Arbitrator shall be governed by the fee Schedule of “Delhi International Arbitration Centre.”

OR

2.2 If a dispute arises out of or in connection with this contract, the party invoking the Arbitration shall submit that dispute to any one of the Arbitral Institutions i.e ICADR/ICA/DIAC/SFCA and that dispute shall be adjudicated in accordance with their respective Arbitration Rules. The matter shall be adjudicated by a Sole Arbitrator who shall necessarily be a Retd Supreme Court/High Court Judge to be appointed/nominated by the respective institution. The cost/expenses pertaining to the said Arbitration shall also be governed in accordance with the Rules of the respective Arbitral Institution. The decision of the party invoking the Arbitration for reference of dispute to a specific Arbitral institution for adjudication of that dispute shall be final and binding on both the parties and shall not be subject to any change thereafter. The institution once selected at the time of invocation of dispute shall remain unchanged.

2.3 The cost of arbitration proceedings shall be shared equally by the parties.

2.4 The Arbitration proceedings shall be in English language and the seat, venue and place of Arbitration shall be New Delhi, India only.

2.5 Subject to the above, the provisions of Arbitration & Conciliation Act 1996 and any amendment thereof shall be applicable. All matter relating to this Contract and arising out of invocation of Arbitration clause are subject to the exclusive jurisdiction of the Court(s) situated at **New Delhi**

2.6 List of Excepted matters:

- a) Dispute(s)/issue(s) involving claims below Rs 25 lakhs and above Rs 25 crores.
- b) Dispute(s)/issue(s) relating to indulgence of Contractor/Vendor/Bidder in corrupt/fraudulent/collusive/coercive practices and/or the same is under investigation by CBI or Vigilance or any other investigating agency or Government.
- c) Dispute(s)/issue(s) wherein the decision of Engineer-In-Charge/owner/GAIL has been made final and binding in terms of the Contract.

2.7. Disputes involving claims below Rs 25 Lakhs and above Rs. 25 crores:- Parties mutually agree that dispute(s)/issue(s) involving claims below Rs. 25 Lakhs and above Rs. 25 crores shall not be subject matter of Arbitration and are subject to the exclusive jurisdiction of the Court(s) situated at **Dibrugarh**.

### 3. GOVERNING LAW AND JURISDICTION:

The Contract shall be governed by and construed in accordance with the laws in force in India. The Parties hereby submit to the exclusive jurisdiction of the Competent Courts of **Dibrugarh** having territorial & pecuniary jurisdiction for adjudication of disputes, injunctive reliefs, actions and proceedings, if any, arising out of this Contract other than those covered under the arbitration clause as stated herein above.



**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                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HOD/EIC (Indenting/User Department)</b><br><b>M/s Brahma Putra Cracker and Polymer Limited</b> (A Government of India Enterprise),<br>Administrative Building, PO: Lepetkata,<br>Distt.: Dibrugarh, Assam, Pin Code: 786006,<br>Phone no. 0373 2914636. | <b>HOD (C&amp;P)</b><br><b>M/s Brahma Putra Cracker and Polymer Limited</b> (A Government of India Enterprise),<br>Administrative Building, PO: Lepetkata, Distt.:<br>Dibrugarh, Assam, Pin Code: 786006,<br>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:

1. Where BCPL Executive is Engineer-In-Charge (EIC) (e.g O&M Contracts)
  - a. Site-In-Charge/Site Engineer will check 100% measurements of executed work.
  - b. 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.
  - c. 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.
2. Where PMC is EIC (e.g Project Construction):
  - a. PMC will check 100% measurements of executed work.
  - a. BCPL Site Engineer will check measurements of at least 15% of bill value, certified by PMC.
  - b. 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.
3. Where BCPL Executive is EIC and where Third Party Inspector is deployed (e.g ARC type Construction Contracts):
  - a. Third Party Inspector will check 100% measurements of executed work.
  - b. BCPL Site Engineer will check measurements of at least 10% of bill value, certified by Third Party Inspector.
  - c. 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.
  - d. 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.

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.
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.
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.
7. All concerned officers should indicate the measurements of SOR items checked by them and marked as "Checked and verified."

52. **PROVISION WITH RESPECT TO CARRIAGE BY ROAD ACT 2007:**

As per the Section 3 of the 'Carriage by Road Act 2007', no person can engage in the business of a common carrier unless granted a certificate of registration to do so and any transportation of goods through unregistered common carrier is illegal. Therefore, goods should be transported through common carriers only and also a specific provision in the tender be made which makes it incumbent on the supplier to transport the contracted material /supplies only through registered common carriers.

53. 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.
54. 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.

55. **INAM-PRO (PLATFORM FOR INFRASTRUCTURE AND MATERIALS PROVIDERS)**

INAM-Pro (Platform for infrastructure and materials providers) is a web based platform for infrastructure provides and materials suppliers and was developed by Ministry of Road Transport and Highways (MoRT&H) with a view to reduce project execution delays on account of supply shortages and inspire greater confidence in contractors to procure cement to start with directly from the manufacturers. Presently, numerous cement companies are registered in the portal and offering cement for sale on the portal with a commitment period of 3 years. These companies have bound themselves by ceiling rates for the entire commitment period, wherein they are allowed to reduce or increase their cement rates any number of times within the ceiling rate, but are not permitted to exceed the said ceiling rate. MoRT&H is expanding the



reach of this web-portal by increasing both the product width as well as the product depth. They are working on incorporating 60 plus product categories. The product range will span from large machineries like Earth Movers and Concrete Mixers, to even the smallest items like road studs. MoRT&H intend to turn it into a portal which services every infrastructure development related need of a modern contractor. GAIL's contractors may use this innovative platform, wherever applicable. The usage of web – Portal is a completely voluntary exercise. The platform, however, can serve as a benchmark for comparison of offered prices and products.

**56 CONTRACTOR TO ENGAGE CONTRACT MANPOWER BELONGING TO SCHEDULED CASTES AND WEAKER SECTIONS OF THE SOCIETY:**

While engaging the contractual manpower, Contractors are required to make efforts to provide opportunity of employment to the people belonging to Scheduled Castes and weaker sections of the society also in order to have a fair representation of these sections.

**57. QUARTERLY CLOSURE OF THE CONTRACT**

During execution of orders, various issues may arise. In order to timely detect and to address the contractual issue(s) during the execution of contracts, BCPL has introduced a mechanism of Quarterly Closure of the contract, under which all the related issues /disputes will be monitored and addressed on quarterly basis for resolution. Vendor/ Supplier/ Contractor/Consultant (hereinafter referred 'Vendor') should first refer any issues/disputes to Engineer-in-Charge (EIC) for LOA/contracts/ Dealing C&P Executive for Purchase Orders and co-operate them for smooth execution of the contract and to timely address the issues, if any.

**58 PROVISION REGARDING INVOICE FOR REDUCED VALUE OR CREDIT NOTE TOWARDS PRS**

As mentioned in GCC, PRS is the reduction in the consideration / contract value for the goods / services covered under this contract. In case of delay in supply/ execution of contract, supplier/ contractor/ service provider should raise invoice for reduced value as per Price Reduction Schedule Clause (PRS clause). If supplier/ contractor/ service provider has raised the invoice for full value, then supplier/ contractor/ service provider should issue Credit Note towards the applicable PRS amount with applicable taxes. In such cases if supplier/ contractor/ service provider fails to submit the invoice with reduced value or does not issue credit note as mentioned above, BCPL will release the payment to supplier/ contractor/ service provider after giving effect of the PRS clause with corresponding reduction of taxes charged on vendor's invoice, to avoid delay in delivery/collection of material." In case any financial implication arises on GAIL due to issuance of invoice without reduction in price or non-issuance of Credit Note, the same shall be to the account of supplier/ contractor/ service provider. GAIL shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) together with penalties and interest, if any, against any



amounts paid or becomes payable by BCPL in future to the Supplier/Contractor under this contract or under any other contract.

59 **PROMOTION OF PAYMENT THROUGH CARDS AND DIGITAL MEANS:**  
To promote cashless transactions, the onward payments by Contractors to their employees, service providers, sub-contractors and suppliers may be made through Cards and Digital means to the extent possible.

60 “BCPL has developed Vendor Grievance platform-“Samadhan” for timely addressing the issues/ grievances of Vendor/ Supplier/ Contractor/Consultant (hereinafter referred ‘Vendor’).

Accordingly the methodology for resolution of issue(s)/ grievance (s) of Vendor shall be as under:

- (i) Any issue should be first referred to EIC (for contracts)/ Dealing C&P Executive (for Purchase Orders).
- (ii) In case issue is not resolved, Vendor may submit their issue/ grievance to Samadhan committee. The same shall be addressed by GAIL within 15 days.

61 GST, as quoted by the bidder, shall be deemed as final and binding for the purpose of bid evaluation (applicable for tenders where bidder quotes the GST rates). In case a bidder enters “zero/blank” GST or an erroneous GST, the bid evaluation for finalizing the L1 bidder will be done considering the quoted GST rate. No request for change in GST will be entertained after submission of bids.

In cases where the successful bidder quotes a wrong GST rate, for releasing the order, the following methodology will be followed:

- ☐ In case the actual GST rate applicable is lower than the quoted GST rate, the actual GST rate will be added to the quoted basic prices. The final cash outflow will be based on actual GST rate.
- ☐ In case the actual GST rate applicable is more than the quoted GST rate, the basic prices quoted will be reduced proportionately, keeping the final cash outflow the same as the overall quoted amount.

Based on the Total Cash Outflow calculated as above, BCPL shall place orders.

**CLAUSE REGARDING PROVISION FOR PROCUREMENT FROM A BIDDER  
WHICH SHARES A LAND BORDER WITH INDIA**

1. Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No. 2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020, Department of Expenditure,



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

Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.

1. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. For details of competent authority refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020.

Further the above will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India

2. "Bidder" (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) for purpose of this provision means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
3. "Bidder from a country which shares a land border with India" for the purpose of this:
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
4. "**Beneficial owner**" for the purpose of above (4) will be as under:
  - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means. Explanation—
    - a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
    - b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
  - ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;



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- iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership
- 6 "Agent" for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons

**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.

“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 sametender/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.

**F. Appeal against the Decision of the Competent Authority:**

- F.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 of receipt of banning order.
- F.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- F.3 Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- G. 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.



**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:

#### 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       | <b>POOR</b>        | Seek explanation for Poor performance                        |
| 2.      | <b>FAIR</b>        | Seek explanation for Fair performance                        |
| 3       | <b>GOOD</b>        | Letter to the concerned for improving performance in future. |
| 4       | <b>VERY GOOD</b>   | 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. 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 of 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. 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).



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

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Further, such bidder 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 Authorized 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/<br>Completion Schedule | Delay in Weeks     | Marks |
|-----------------------------------------|--------------------|-------|
| a) Upto 3 months                        | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 12 weeks         | 20    |
|                                         | " 16 weeks         | 15    |
|                                         | More than 16 weeks | 0     |
| b) Above 3 months                       | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 16 weeks         | 20    |
|                                         | " 20 weeks         | 15    |
|                                         | " 24 weeks         | 10    |
|                                         | More than 24 weeks | 0     |

**1.2 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 $\leq 2$                                                                                 | 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 |



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|           |                                                                                                                                         |         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|
|           |                                                                                                                                         |         |
| iv)       | Compliance to statutory and HS&E requirements<br><br>or<br><br>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>B.</b> | <b>FOR SUPPLIES</b>                                                                                                                     |         |
| 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 [PRDS]**

(FOR O&M) Annexure-2

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

| Performance Parameter | Delivery Performance | Quality Performance | Reliability Performance# | Total |
|-----------------------|----------------------|---------------------|--------------------------|-------|
| Maximum Marks         | 40                   | 40                  | 20                       | 100   |
| Marks Allocated(*)    |                      |                     |                          |       |

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/<br>Completion Schedule | Delay in Weeks     | Marks |
|-----------------------------------------|--------------------|-------|
| a) Upto 3 months                        | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 12 weeks         | 20    |
|                                         | " 16 weeks         | 15    |
|                                         | More than 16 weeks | 0     |
| b) Above 3 months                       | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 16 weeks         | 20    |
|                                         | " 20 weeks         | 15    |
|                                         | " 24 weeks         | 10    |
|                                         | More than 24 weeks | 0     |

**1.2 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<br>- Moderate nature<br>- low severe nature                                          | 0 marks<br>5 marks<br>10-25 marks |
| iii) Number of deviations                                                     | 1. No deviation<br>2. No. of deviations $\leq 2$<br>3. No. of deviations $> 2$                                | 5 marks<br>2 marks<br>0 marks     |



**1.3 RELIABILITY PERFORMANCE**

**20 Marks**

| <b>A.</b> | <b>FOR WORKS/CONTRACTS</b>                                                                                                      | <b>Marks</b> |
|-----------|---------------------------------------------------------------------------------------------------------------------------------|--------------|
| i)        | Submission of order acceptance, agreement, CPS/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<br>or<br>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>B.</b> | <b>FOR SUPPLIES</b>                                                                                                             | <b>Marks</b> |
| i)        | Submission of order acceptance, CPS/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      |



**(INSTRUCTIONS FOR PARTICIPATION IN E-TENDER)**

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

Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC is available in BCPL website

<https://bcplonline.co.in/UploadFiles/tenderfile/ReadyReckonerBCPL.pdf>

The user manual for submission of online EMD is also available in the website of BCPL as under

<https://bcplonline.co.in/UploadFiles/tenderfile/UserManualEMD.pdf>

**Bidder may go through the same before submission of bids in the NIC Portal.**



**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/ e-TENDER NO is :<br><b>e-TENDER NO.: BCPL/C&amp;P/LE20W152SD/00592</b>                                                                                                                                                                                                                                                                                                                                              |            |                          |                |                                     |
| 1.1                    | The Employer/Owner is: <b>M/s Brahmaputra Cracker And Polymer Limited</b>                                                                                                                                                                                                                                                                                                                                                                    |            |                          |                |                                     |
| 2.1                    | Name of the Contract: <b>“HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT &amp; UPKEEP OF COOLING TOWERS-1 &amp; COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS”.</b>                                                                                                                                                                                                            |            |                          |                |                                     |
| 3                      | BIDS FROM CONSORTIUM/ JOINT VENTURE<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input checked="" type="checkbox"/></td></tr></table>                                                                                                                                                                                                                                   | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input checked="" type="checkbox"/> |
| APPLICABLE             | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                          |                |                                     |
| NOT APPLICABLE         | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                          |            |                          |                |                                     |
| B. BIDDING DOCUMENT    |                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                          |                |                                     |
| ITB clause             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                          |                |                                     |
| 8.1                    | For <b><u>clarification purposes</u></b> only, the communication address is:<br>Attention:<br>SH. SAMRAT DUTTA, Sr. Manager (C&P) /<br>Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepatkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a> |            |                          |                |                                     |
| C. PREPARATION OF BIDS |                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                          |                |                                     |



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| 11.1.1 (u)                                   | The Bidder shall submit with its Techno-commercial/ Unpriced bid the following additional documents (SCC Refers):                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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'.                                                                                                                                                                                                                                                                                                                                                                        |
| <b>D. SUBMISSION AND OPENING OF BIDS</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| ITB clause                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 22                                           | The e-TENDER NO. of this bidding process is: <b>BCPL/C&amp;P/LE20W152SD/00592</b>                                                                                                                                                                                                                                                                                                                                                               |
| 22.3                                         | For <b><u>bid submission purposes</u></b> only, the Owner's address is :<br>Attention:<br>SH. SAMRAT DUTTA, Sr. Manager (C&P) /<br>Street Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a> |
| 26                                           | <b>The bid opening shall take place at:</b><br>Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a><br><b>Date: 02.01.2021</b><br><b>Time: 15:00 Hrs.</b>                                      |
| <b>E. EVALUATION, AND COMPARISON OF BIDS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| ITB clause                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 32                                           | Evaluation Methodology is mentioned in Annexure-II.                                                                                                                                                                                                                                                                                                                                                                                             |



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|                               |                                                                                                                                                                                                                                                                                             |            |                              |                |                              |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------|----------------|------------------------------|
| 33                            | Compensation for Extended Stay:<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> NO</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> YES</td></tr></table>                                                                                          | APPLICABLE | <input type="checkbox"/> NO  | NOT APPLICABLE | <input type="checkbox"/> YES |
| APPLICABLE                    | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |
| NOT APPLICABLE                | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |
| <b>F. AWARD OF CONTRACT</b>   |                                                                                                                                                                                                                                                                                             |            |                              |                |                              |
| <b>ITB clause</b>             | <b>Description</b>                                                                                                                                                                                                                                                                          |            |                              |                |                              |
| 37                            | State of which stamp paper is required for Contract Agreement: <b>State: Assam</b>                                                                                                                                                                                                          |            |                              |                |                              |
| 38                            | Contract Performance Security/ Security Deposit<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> YES</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> NO</td></tr></table><br><b>Applicable: As specified in ITB of tender document.</b>            | APPLICABLE | <input type="checkbox"/> YES | NOT APPLICABLE | <input type="checkbox"/> NO  |
| APPLICABLE                    | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |
| NOT APPLICABLE                | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |
| 40                            | Public Procurement Policy for MSEs :<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> YES</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> NO</td></tr></table><br>Whether tendered item is non-split able or not-divisible : <b>NON-SPLITTABLE</b> | APPLICABLE | <input type="checkbox"/> YES | NOT APPLICABLE | <input type="checkbox"/> NO  |
| APPLICABLE                    | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |
| NOT APPLICABLE                | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |
| 41                            | Provision of AHR Item :<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> NO</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> YES</td></tr></table>                                                                                                  | APPLICABLE | <input type="checkbox"/> NO  | NOT APPLICABLE | <input type="checkbox"/> YES |
| APPLICABLE                    | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |
| NOT APPLICABLE                | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |
| <b>Clause no. 27.3 of GCC</b> | Bonus for Early Completion:<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> NO</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> YES</td></tr></table>                                                                                              | APPLICABLE | <input type="checkbox"/> NO  | NOT APPLICABLE | <input type="checkbox"/> YES |
| APPLICABLE                    | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |
| NOT APPLICABLE                | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |



## **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<br>IF BIDDER'S WORKING CAPITAL IS INADEQUATE         |
| F-16     | FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE<br>FOR FINANCIAL CAPABILITY OF THE BIDDER |
| F-17     | BIDDER'S QUERIES FOR PRE BID MEETING                                                  |
| F-18     | E-BANKING FORMA                                                                       |



**BIDDER'S GENERAL INFORMATION**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

|    |                                                                                                                                                                                                         |                                                                                                                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1  | Bidder Name<br>(With Contact Person Name, Phone no.,<br>e-mail ID& Details)                                                                                                                             |                                                                                                                           |
| 2  | Status of Firm                                                                                                                                                                                          | Proprietorship Firm/Partnership firm/ Limited/Others<br>If Others Specify: _____<br>[Enclose certificate of Registration] |
| 3  | Name of Proprietor/Partners/Directors of<br>the firm/company                                                                                                                                            |                                                                                                                           |
| 4  | Number of Years in Operation                                                                                                                                                                            |                                                                                                                           |
| 5  | Address of Registered Office:<br>*In case of Partnership firm, enclose letter<br>mentioning current address of the firm<br>and the full names and current addresses<br>of all the partners of the firm. | City:<br>District:<br>State:<br>PIN/ZIP:                                                                                  |
| 6  | Operation Address<br>(if different from above)                                                                                                                                                          | City:<br>District:<br>State:<br>PIN/ZIP:                                                                                  |
| 8  | Telephone Number<br>[Mobile & Landline]                                                                                                                                                                 | (Country Code) (Area Code) (Telephone No.)                                                                                |
| 9  | E-mail ID/address                                                                                                                                                                                       |                                                                                                                           |
| 10 | Website                                                                                                                                                                                                 |                                                                                                                           |
| 11 | Fax Number:                                                                                                                                                                                             | (Country Code) (Area Code) (Telephone No.)                                                                                |
| 12 | ISO Certification, if any                                                                                                                                                                               | {If yes, please furnish details}                                                                                          |
| 13 | Bid Currency                                                                                                                                                                                            |                                                                                                                           |
| 14 | Banker's Name                                                                                                                                                                                           |                                                                                                                           |
| 15 | Branch                                                                                                                                                                                                  |                                                                                                                           |
| 16 | Bank account number                                                                                                                                                                                     |                                                                                                                           |
| 17 | PAN Details                                                                                                                                                                                             | [Enclose copy of PAN Card]                                                                                                |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|    |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 | We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act | Yes / No<br>(If the response to the above is 'Yes", Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM Part-II) issued by the authority specified by the respective State Government.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 19 | Whether Micro/Small Enterprise                                               | (Bidder to submit documents as specified it ITB)<br>MSE registered as:<br>MSE – GENERAL<br>MSE – ST<br>MSE – SC<br>NON MSE<br>MSE – BOUGHT OUT<br>MICRO-OTHERS (WOMEN OWNED)<br>MICRO-SC (WOMEN OWNED)<br>MICRO-ST (WOMEN OWNED)<br>SMALL-OTHERS (WOMEN OWNED)<br>SMALL -SC (WOMEN OWNED)<br>SMALL -ST (WOMEN OWNED)<br>MEDIUM-OTHERS (WOMEN OWNED)<br>MEDIUM -SC (WOMEN OWNED)<br>MEDIUM -ST (WOMEN OWNED)<br>OTHER INDUSTRIES (WOMEN OWNED)                                                                                                                                                                                                                                        |
| 20 | Type of Entity                                                               | Corporate/ Non-Corporate<br>(In case of Non-Corporate Entity, bidder will submit documentary evidence for same).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 21 | GSTIN                                                                        | Please submit GST Registration Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 22 | Vendor Classification<br>Mark (✓) on the applicable one.                     | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Registered</div> <input type="checkbox"/> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Un-registered</div> <input type="checkbox"/> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Compound Scheme</div> <input type="checkbox"/> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">PSU , GOVT</div> <input type="checkbox"/> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">SEZ</div> <input type="checkbox"/> </div> |
| 23 | Whether Start-up?                                                            | (YES / NO) Put Tick mark<br>Certificate Ref. no. _____<br>Date of issuance. _____<br>Domain _____ (as per certificate)<br><b>The start-up certificate to be attested by chartered accountant &amp; notarized by notary public.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 24 | EPF Registration no.                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 25 | ESI code no.                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 26 | Confirm compliance to ITB clause no. 4 (One bid per bidder)                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 27 | Furnishing document as per SOW (PARTA Sl. no. 8) & PART-B Sl. no. 3.4        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Place:  
Date:

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



**BID FORM**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

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:



**LIST OF ENCLOSURES**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

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. Requisite document in case of Start-up.
5. 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.
6. Documentary Evidences showing the Bidder's claim of meeting Technical Criteria as mentioned in Clause 4 of ITB.
7. EMD / Bid Bond
8. Power of Attorney
9. Duly certified document from chartered engineer and or chartered accountant.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



**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

Dear Sir (s),

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

M/s-----having their Registered/Head  
Office at----- (hereinafter called the Bidder) 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 Bidder 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 recourse to the bidder by Brahma Putra 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 Bidder.

This guarantee shall be irrevocable and shall remain valid up to----- (This date should  
be 180 days (One hundred & eighty days) after the date finally set out for closing of tender). 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) :

(OFFICIAL ADDRESS):

(SIGNATURE)

(NAME)

Designation with Bank Stamp

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.

.....



**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 SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

**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.



**"NO DEVIATION" CONFIRMATION**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

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:



**DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT  
RECEIVERSHIP**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

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



CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

**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:



**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

Dear Sir(s),

M/s. \_\_\_\_\_ having  
registered office at \_\_\_\_\_ (herein after called the "contractor" which  
expression shall wherever the context so require include its successors and assignees) have  
been awarded the work of \_\_\_\_\_  
vide PO /FOA/LOI

No. \_\_\_\_\_ dated \_\_\_\_\_ for M/s Brahmaputra Cracker  
and Polymer Limited (A Government of India Enterprise), PO: Lepetkata, Distt.: Dibrugarh,  
Assam. The Contract conditions provide that the 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,  
undertaking full responsibility to indemnify M/s Brahmaputra Cracker and Polymer Limited,  
in case of default. The said \_\_\_\_\_ 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 M/s  
Brahmaputra Cracker and Polymer Limited we shall on first demand pay without demur,  
contest, protest and/ or without any recourse to the contractor to BCPL in such manner as you  
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 contract with the said  
\_\_\_\_\_ and to enforce or to forbear from endorsing  
any powers or rights or by reason of time being given to the said  
\_\_\_\_\_ 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 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 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 our 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 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 jurisdiction of **Guwahati Courts**.

8. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the 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 Contractor to be in default under the 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.

.....



AGREED TERMS & CONDITIONS

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS.**

**e-TENDER NO.:- BCPL/C&P/LE20W152SD/00592**

| Sl. NO. | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |
| 5.      | i) Confirm acceptance of relevant Terms of Payment specified in the Bid Document.<br>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/Period of Contract 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).<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
Brahmaputra Cracker and Polymer Ltd.  
(A Government of India Enterprise)

|     |                                                                                                                                                                                                         |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 12. | Please furnish EMD/Bid Security details :<br>a) EMD/ Bid Security No. & date<br>b) Value<br>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 along with 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 to anti-profiteering clause under GST.                                                                                                                                               |  |

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:



**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 SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

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 : .....



**UNDERTAKING ON LETTERHEAD**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

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:



**BIDDER'S EXPERIENCE**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS".**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

| Sl. No | Description of the Services | LOA /WO No. and date | Full Address & phone nos. of Client. Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase) | Postal & nos. of | 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:



### CHECK LIST

Bidders are requested to duly fill in the checklist. Please ensure compliance and tick (✓) against following points:

| S. No. | DESCRIPTION                                                                                                                                                                                          | CHECK BOX | REFERENCE PAGE NO. OF THE BID SUBMITTED |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------|
| 1.0    | Signing and Stamping / digital signing on each sheet of offer, original bidding document including SCC, ITB, GCC ,SOR drawings, addendum (if any) as a token of acceptance to tender terms & clause. |           |                                         |
| 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     | Signed and stamped original copy of bidding document along with drawings and addendum (if any).                                                                                                      |           |                                         |
| iii    | <b>Power of Attorney in the name of person signing the bid.</b>                                                                                                                                      |           |                                         |
| iv     | Copies of documents defining constitution or legal status, place of registration and principal place of business of the company                                                                      |           |                                         |
| v.     | Bidders declaration that regarding, Holiday/ Banning, liquidation court receivership or similar proceedings in Format 7.                                                                             |           |                                         |
| vi.    | Details and documentary proof required against qualification criteria along with complete documents. (Also fill the documents & certification checklist given below)                                 |           |                                         |
| vii.   | Confirm submission of document along with 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                                                                                                             |           |                                         |
| 5.0    | 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/<br>NA | NO |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|
| 1.   | EMD Value                                                                                                                                    | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |    |
| A    | BG                                                                                                                                           | BG VALIDITY BEYOND 3 THREE MONTHS FROM BID VALIDITY PERIOD OF 90 DAYS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NA         |    |
| B    | NSIC/DIC CERTIFICATE/<br>UDYOG ADHAR                                                                                                         | <b>Duly certified by the Chartered Accountant</b> (not being an employee or a Director or not having any interest in the bidder's company/firm) <b>AND Notary Public</b> with Legible stamp as MENTIONED IN CLAUSE NO.40 OF ITB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | YES/<br>NA | NO |
| 2.   | BID VALIDITY UPTO<br>THREE MONTHS                                                                                                            | ACCEPTED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | YES        | NO |
| 4.   | Experience against<br>execution & completion of<br>order<br>(Mandatory for all bidders)<br><br>[As stipulated in clause no.<br>1.1.1 of BEC] | a) Bidder must submit/upload the Copy of Order/LOA/Contract/Agreement along with its detail SOR items & scope of work which has been executed / completed towards similar nature of jobs as mentioned at sl. no. 1.1.1 of BEC in previous seven (07) years to be reckoned from the due date dib submission.<br><br>b) Copy of Completion Certificate or equivalent certificate against the Order/LOA/Contract/Agreement submitted as mentioned at point "a" above, must be submitted/uploaded. The <u>Completion Certificate or equivalent certificate</u> must contain the detailed information like Order/LOA/Contract/Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, Scheduled date of Work completion and date of Actual work completion etc. The <u>Completion Certificate or equivalent certificate</u> must be issued by the end-user/owner/authorized consultant. | YES        | NO |
| 5.   | Experience against execution<br>of running AMC (Annual<br>Maintenance Contract) / ARC                                                        | a) Bidder must submit / upload the Copy of Order/LOA/Contract/Agreement along                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES        | NO |



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

|     |                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
|     | (Annual Rate Contract)<br><br>[As stipulated in clause no. 1.1.3 of BEC]                                                                                                                     | with its detail SOR items & scope of work which is still running for similar nature of jobs as mentioned at sl.no.1.1.1 of BEC in previous seven (07) years to be reckoned from the due date of unpriced bid opening.<br><br>b) Copy of Execution Certificate or equivalent certificate against Order/LOA/Contract/Agreement for the running contract as mentioned at point “a” above must be submitted/uploaded clearly mentioning the executed <b>VALUE</b> till one day prior to unpriced bid opening, which must be equal to or more than the minimum prescribed value mentioned at sl. no. 1.1.1 of BEC. The execution certificate or equivalent certificate must contain the detailed information like Order/LOA/Contract/Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, etc. The <u>Execution Certificate or equivalent certificate</u> should have been issued by the end-user/owner/authorized consultant. |     |    |
| A   | ORDER COPY                                                                                                                                                                                   | Duly CERTIFIED by <b>CHARTERED ENGINEER</b> with LEGIBLE stamp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | YES | NO |
| B   | ORDER COPY                                                                                                                                                                                   | Duly NOTARISED by <b>Notary Public</b> with legible stamp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | YES | NO |
| C   | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                                             | Has been issued by the End User / Owner / Authorized Consultant of Owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | YES | NO |
| D   | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                                             | Duly CERTIFIED by <b>CHARTERED ENGINEER</b> with LEGIBLE stamp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | YES | NO |
| E   | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                                             | Duly NOTARISED by <b>Notary Public</b> with legible stamp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | YES | NO |
| 7.  | <b>FINANCIAL CRITERIA AS STIPULATED IN BEC</b>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | YES | NO |
| 8.  | Successful bidder shall have to submit Security Deposit (SD)/Contract Performance Security @3% of Annualized Contract Value excluding GST (valid up to 3 months beyond the contract period). |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | YES | NO |
| 9.  | Tender Document signed & stamped.                                                                                                                                                            | Signed & stamped / digital sign all pages ALONGWITH UNPRICED BID.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES | NO |
| 10. | SOR (BLANK without price)                                                                                                                                                                    | Signed copy of SOR filled NOT TO QUOTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | YES | NO |



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|                                                                                                                                                                                                           |                                                                                                                       |                                                                               |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----|----|
|                                                                                                                                                                                                           | MENTIONING WORD<br>“NOT TO QUOTE HERE<br>[TO QUOTE IN FINANCE<br>FOLDER OF E-PORTAL]”<br>IN EACH ITEM RATE<br>COLUMN. | HERE<br>[TO QUOTE IN FINANCE FOLDER OF E-<br>PORTAL], ALONGWITH UNPRICED BID. |     |    |
| 11.                                                                                                                                                                                                       | FORM 1 TO 18 ATTACHED<br>TO TENDER.                                                                                   | FILLED AS APPLICABLE, SIGNED, STAMPED<br>& SUBMITTED ALL.                     | YES | NO |
| <b>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.</b> |                                                                                                                       |                                                                               |     |    |

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 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. 1.1 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]                |
|----------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>A</b> | 1 <sup>st</sup> 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:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed Value<br>vi. Executed Qty, etc | <br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <b>B</b> | 2 <sup>nd</sup> Order/ LOI/Contract | <b>Description</b>                                                                                                                                                                                                                                                      | <b>Details [to be mentioned by the bidder]</b>         |
| 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                                                                                                                                                                                                                                               |                                                        |



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

|          |                                           |                                                                                                                                                                                                                                                                         |                                                |
|----------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| B6       |                                           | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed value<br>vi. Executed Qty, etc | _____<br>_____<br>_____<br>_____<br>_____      |
| <b>C</b> | <b>3<sup>RD</sup> Order/ LOI/Contract</b> | <b>Description</b>                                                                                                                                                                                                                                                      | <b>Details [to be mentioned by the bidder]</b> |
| 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:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed value<br>vi. Executed Qty, etc | _____<br>_____<br>_____<br>_____<br>_____      |
| <b>D</b> | <b>4<sup>th</sup> Order/ LOI/Contract</b> | <b>Description</b>                                                                                                                                                                                                                                                      | <b>Details [to be mentioned by the bidder]</b> |
| D1       |                                           | Name of Order issuing Agency/Client/Owner/Company                                                                                                                                                                                                                       |                                                |
| D2       |                                           | Order No. & Date                                                                                                                                                                                                                                                        |                                                |
| D3       |                                           | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                   |                                                |
| D4       |                                           | Contract/Order Value                                                                                                                                                                                                                                                    |                                                |
| D5       |                                           | Period of Contract/ Order                                                                                                                                                                                                                                               |                                                |
| D6       |                                           | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Contract/Order Value                                                                                               | _____<br>_____<br>_____                        |



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|  |  |      |                                        |  |  |
|--|--|------|----------------------------------------|--|--|
|  |  | iv.  | Period of Contract/ Order              |  |  |
|  |  | v.   | Actual Date of<br>Completion/Execution |  |  |
|  |  | vi.  | Executed value                         |  |  |
|  |  | vii. | Executed Qty, etc                      |  |  |



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

[PLEASE READ SECTION-II, CLAUSE NO. 1.2 OF BEC AND GIVE BRIEF DETAILS IN THE BELOW CHECK LIST FORMAT]

**NB:**

1. **Format-16** (to be **Submitted**) is required to be Certified/Attested by Chartered Accountant and to be uploaded/submitted.
2. **Audited Balance Sheet and Profit & Loss Statements (Submitted) of FY: FY: 2019-20, 2018-19 & 2017-18 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.
3. **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 – <b>Turn Over</b> 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. <b>FY: 2019-20, 2018-19 &amp; 2017-18</b> [to be reckoned from bid due date] along with un-price bid <b>uploaded /submitted.</b><br><br><b>FY: 2019-2020</b><br><br><b>FY: 2018-2019</b><br><br><b>FY: 2017-2018</b> | Yes / No<br><br>Yes / No<br><br>Yes / No |           |



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|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                       |                                 |  |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--|
| 1.2.2 & 1.2.3 | <p>Financial Documents – <b>Net Worth &amp; Working Capital</b> as per applicability of relevant clause of BEC</p> <p>In Case Bidder's working capital is inadequate <b>as per applicability of relevant clause of BEC</b></p> <p>In case Bidder's working capital is inadequate, the bidder shall supplement this with a letter (<b>as per Format-15</b>) 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.</p> | <p>: Uploaded <b>AUDITED</b> Financial Statements Balance Sheet and Profit &amp; Loss Statement of FY: <b>2019-20</b>.</p> <p><b>Name of Issuing Bank</b>_____</p> <p><b>Branch Code:</b>_____</p> <p><b>Location &amp; Address:</b>_____</p> <p><b>Tel No.</b>_____</p> <p><b>Email ID:</b>_____</p> | <p>Yes / No</p> <p>Yes / No</p> |  |
| 1.2.4         | <p>Details of financial capability of bidder prescribed <b>Format-16</b> as per applicability of relevant clause of BEC</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>: <b>Name Of Chartered Accountant:</b>_____</p> <p><b>Membership No. of Chartered Accountant</b>_____</p>                                                                                                                                                                                          | <p>Yes / No</p>                 |  |



**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/E-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



**FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE 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: [Signature of Authorized Signatory]

Chartered Accountant/CPA Name:

Date: Designation:

Seal:

Membership No.:

**Instructions:**

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. 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.
3. 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 and Free Reserves & Surplus"
4. This certificate is to be submitted on the letter head of Chartered Accountant.



**BIDDER'S QUERIES FOR PRE BID MEETING**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS”.**

**e-TENDER NO.: BCPL/C&P/LE20W152SD/00592**

| SL. NO. | REFERENCE OF BIDDING DOCUMENT |          |            |         | BIDDER'S QUERY | BCPL'S REPLY |
|---------|-------------------------------|----------|------------|---------|----------------|--------------|
|         | BEC. 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 :** \_\_\_\_\_



**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)



## भाग – IV SECTION-IV

### GENERAL CONDITIONS OF CONTRACT [GCC]



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

NIT/RFQ NUMBER:

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.**

**([https://bcplonline.co.in/UploadFiles/GCC\\_CONTRACTS.pdf](https://bcplonline.co.in/UploadFiles/GCC_CONTRACTS.pdf))**

Thanking you,

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

Name:

Designation:

Company Seal:



**भाग – V**  
**SECTION – V**  
**SPECIAL CONDITIONS OF CONTRACT [SCC]**



## SECTION-V

# SPECIAL CONDITIONS OF CONTRACT [SCC]

**SUBJECT: HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS.**

### 1. GENERAL

- 1.1 Special condition of contract shall be read in conjunction with the general condition of contract, schedule of rates, specifications of work, drawing & any other document forming part of this contract wherever the contract so requires. Notwithstanding the subdivision of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as, it may be practicable to do so.
- 1.2 Where any portion of the “General Condition of Contract” is repugnant to or at variance with any provisions of the Special Condition of Contract, unless a different intention appears, the provisions of the Special Conditions of contract shall be deemed to Over-ride the provisions of the “General Conditions of Contract” and shall to the extent of such repugnancy or variations, prevails.
- 1.3 Wherever it is mentioned in the specification that the CONTRACTOR shall perform certain work or provide certain facilities, it is understood that CONTRACTOR shall do at his own cost & contract price and shall be deemed to have included cost of such performance and provision, so mentioned.
- 1.4 The bidder shall be directly responsible for any disputes arising between him and his employees and Brahmputra Cracker and Polymer Limited shall be indemnified against all losses, damages or claims arising thereof.
- 1.5 The bidder shall indemnify the owner against all loss or damages or liability arising out of or in the course of his employing persons or out of his relations within his employees.
- 1.6 In case of any contradiction, the decision of Engineer-in-charge would be final and binding on bidder.
- 1.7 The job involved is purely on Contract basis and persons engaged by the contractor shall not be / deemed to be an employee of BCPL.
- 1.8 In general the scope of job shall be as per the job details given in SCOPE OF WORK and SCHEDULE OF RATES. However, details specification of jobs shall be as per details given in this contract under scope of work and as per standard Engineering practice and relevant codes applicable in Hydrocarbon Processing Plant / Battery Limit Area / plant.
- 1.9 **Brahmaputra Cracker and Polymer Limited** reserves the right to reject any one or all the personnel employed by bidder on the basis of their performance, conduct and / or discipline.
- 1.10 This contract is primarily meant for the regular execution of operation, chemical treatment and upkeep activities in Cooling Tower-1, Cooling Tower-2, DM water loop treatment at LLDPE and Chemical treatment of Fire Water Network.



## 2. **LOCATION OF WORK:**

The proposed service is to be provided at Brahmaputra Cracker and Polymer Limited, Lepetkata, Assam.

**2.1 Local Conditions:** Each bidders must have to know all local conditions and factors such as statutory labour enactments / amendments & Memorandum of Settlements (MoS), if any, which may have effect including financial implication on the execution of the contract in their own interest.

Bidders may seek clarifications (if any) regarding such local conditions from BCPL, before participating in the tendering process. However, company shall not entertain /consider any request for clarification from the bidder, once bid is submitted.

It is the sole responsibility of the bidder that such factors have properly been evaluated and considered while submitting the bid proposal. No claim whatsoever including financial adjustments arises on account of failure of the bidder to apprise himself about the local conditions/MoS, (if any) will be entertained by the company once bid is submitted.

**2.2 Manpower Engagement:** That the contractor will ensure engagement of 100% Project Affected Persons (PAP) and local persons in un-skilled 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. 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.

## 3. **TIME OF COMPLETION/PERIOD OF CONTRACT:**

The period of contract shall be initially for a period of twenty-four (24) months from the date of issue of letter of intent & may be renewable further period for six months on the same rates, terms & conditions. The contractor has to provide requisite services within seven days after issuing of letter of intent.

## 4. **POINTS TO BE TAKEN CARE BY THE BIDDER WHILE QUOTING THE RATES:**

**4.1** 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 Component                                          | Rates                                                                                                        |
|----|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| a  | Minimum wage                                            | Minimum wages as notified by Central Government or State Government from time to time (whichever is higher). |
| b  | PF Contribution including EDLI & Administrative Charges | 13% of minimum wage                                                                                          |
| c  | Employee State Insurance (ESI)                          | 3.25% of gross wage                                                                                          |



**ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड**  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|   | contribution                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| d | Bonus will be paid as per Payment of Bonus (Amendment) Act, 2015                                                             | 8.33% of minimum wage or RS 7000/- whichever is higher (The same may be paid to the contract workers during festival time by the contractor and submit proof of payment of bonus).                                                                                                                                                                                                                                                                                           |
| e | Leave wages                                                                                                                  | 03 National Holidays per year (26 <sup>th</sup> January, 15 <sup>th</sup> August and 2 <sup>nd</sup> October), 08 Festival Holidays per year and Annual leave with wages as per factory Act, 1948 i.e. 01 day Paid Leave for every 20 days work performed.                                                                                                                                                                                                                   |
| f | Cost of safety kit & liveries in terms of Safety Provisions under Factories Act 1948(for workers working in factories only). | Provision to be kept by Contractor while quoting the rates for distribution of safety kits and liveries and submit proof of purchase and distribution.                                                                                                                                                                                                                                                                                                                       |
| g | Shift Allowances                                                                                                             | Shift allowances @ Rs. 30/- per day for A&B shift and @ Rs.40/- per day for C shift.                                                                                                                                                                                                                                                                                                                                                                                         |
| h | Non-Statutory Allowances                                                                                                     | In addition to the minimum wages, contractor should pay additional non-statutory allowances @16% on applicable minimum wages.                                                                                                                                                                                                                                                                                                                                                |
| i | Death Gratuity                                                                                                               | 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. |
| J | Annual Health Check-up                                                                                                       | Every contractor has to undertake his worker Health Checkup as per the Factories Act and Assam. Factories Rules and submit reports to the EIC.                                                                                                                                                                                                                                                                                                                               |

- 4.2 The contractor shall be solely responsible for compliance with all Labour law provisions, including the payment of minimum wages as notified by Central Government or state government whichever is higher.
- 4.3 Minimum Wages shall be paid as notified under Minimum Wages Act-1948 and its amendment thereof. Escalation of Minimum Wages in every 6 months i.e. 1<sup>st</sup> April and 1<sup>st</sup> October to be provisioned. The contractor shall also be liable to pay the differential of proportionate increase due to revision in the minimum wages (i.e. increase in DA component) 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 (DA component) payable against different category of manpower assistance services deployed under the subject contract.
- 4.4 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 compliances viz. PF contribution, ESIC, bonus, gratuity, leave wages and other benefits such as shift allowance, non-statutory allowances (if any) etc. to be given to workmen as per Act / laws.
- 4.5 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.
- 4.6 The contractor has to provide shift reliever/ leave reliever as per provision of labour act.
- 4.7 The Contractor shall provide first lot of safety wear & PPEs i.e. two sets of 100% cotton Uniforms, one pair of safety shoes, two sets of socks and one safety helmet as per safety norms to all the deployed manpower **within one (01) months** from the date of commencement of the contract. The second lot of safety wear and PPEs mentioned above will be distributed **within 13 months** from the date of commencement of work.
- 4.8 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 and so on in second year too). Record to be submitted to EIC after its completion.
- 4.9 The contractor has to ensure deposit of PF contribution @ 12 % of Employee's contribution and 13% of employer's contribution.
- 4.10 Bidders are advised in their own interest to visit office/site and ascertain the conditions and quantum of work before quoting.
- 4.11 Bidder should take care of GST while quoting rates and should separately indicate rate of GST to be charged.
- 4.12 The services not provided during the month against each category shall be recovered proportionately on pro-rata basis for particular category from the monthly bills of the contractor.
- 4.13 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's.
- 4.14 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.
- 4.15 Annual Leave with wages shall be allowed to workman as per the provisions of the Factories Act-1948 and rules made thereunder.
- 4.16 Contractor shall pay bonus to their respective contract workers as per the Payment of Bonus Act-1965 and Payment of Bonus (Amendment) Act. 2015.
- 4.17 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.

- 4.18 Employee State Insurance shall be regulated as per provisions of Employee State Insurance Act, 1948 and as amended from time to time. Contractor shall ensure that the contract workers are insured under act and the ESI payment shall be paid by the contractor as per the time lines under the Act. The ESI challan along with ECR file shall be submitted along with monthly RA Bills.
- 4.19 Contractor shall ensure that all its personnel deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Beema Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of BCPL. The cost of the insurance premium amount for both the above schemes shall be borne by the contractor giving evidence/proof to BCPL in this respect and contractor shall suitably consider the same in their bid.

Both the schemes are to be regulated continuously on yearly basis and the same should be renewed on each successive relevant date in subsequent years.

## **5. DUTIES & RESPONSIBILITY OF CONTRACTOR :**

- 5.1 The contractor has to observe existing Fire & Safety rules and regulations of BRAHMAPUTRA CRACKER AND POLYMER LIMITED in addition to all statutory rules and regulations.
- 5.2 The resources deployed by the contractor should be substantiated by necessary proofs / documentary evidence regarding the Trade exercise and physical standards to the satisfaction of the EIC.
- 5.3 Contractor should arrange to provide proper Gate Pass for his Employees to be deputed by him for the work duly issued by CISE. The contractor is supposed to complete all the necessary formalities of the Security Department of BCPL like furnishing of Police verification, signed Photo ID, etc. at his own cost.
- 5.4 Contractor has to depute a responsible representative / supervisor for all the worksites for 365 days in a year to review and substantiate the statutory compliance of PF, ESI, GST as applicable and payments to workers, deployment of manpower as per the instruction of EIC, Health check-up of their employees on Half Yearly basis etc.
- 5.5 All the persons deployed by the CONTRACTOR for carrying-out services under SoR, Scope of work shall be on his established pay roll and be paid by him and the COMPANY has no liability whatsoever in this regard. The CONTRACTOR shall make regular and full **payment** of wages & salaries to the persons engaged by him as required under relevant Labour laws/ Factory Act etc. within 7th of the subsequent month and submit one copy of the Bank



- statement / payment sheet / register to the COMPANY as a documentary evidence thereof for its record.
- 5.6 All persons of the CONTRACTOR entering in work premises shall be well behaved, properly and neatly dressed, with Industrial Safety Helmet and Industrial Safety Shoes, clean shaved and shall wear badges while working on premises of the COMPANY involving worksite. Any indiscipline/ improper behaviour of employees deputed by the contractor to be removed from its roll after getting instructions from EIC. EIC's decision shall be final and binding on the contractor.
- 5.7 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).  
Apart from the above, PVC Suit and Rubber hand gloves to be provided to the personnel working in hazardous area like acid/chemical unloading.  
If the contractor does not provide the Kits & Liveries and other required Personal Protective Equipments, Brahmaputra Cracker and Polymer Limited reserves the right to provide the required Kits & Liveries and other required Personal Protective Equipments, with deduction of the actual purchase cost and additional fifty percent as penalty at cost of purchasing after initial window period of 15 days to the contractor.  
The safety shoe shall have guarantee of minimum one year, however in case of damage to the shoe replacement to be done at the cost of the contractor. The cost of uniform and shoes to be borne by the contractor and not to be deducted from the wages /salary / remuneration of the personnel deputed. A register in respect of issue of Personal Protective Equipment to the personnel of contractor deputed at BCPL to be mentioned as per statutory / EIC's verification purpose.
- 5.8 In case the COMPANY considers presence of any of the persons of the CONTRACTOR undesirable for whatever reasons including integrity, conduct, competence, 24 hours' notice in writing will be given by the COMPANY to the CONTRACTOR and such persons shall be necessarily removed from site by the CONTRACTOR on receipt of said notice. Such a person will not be re-employed without the express and written authorisation of Engineer-in-charge of the COMPANY. Suitable replacement/arrangement to be made by the contractor to ensure uninterrupted services under above circumstances as per the instructions of the Company representative.
- 5.9 The CONTRACTOR shall ensure that all persons are provided with the protective cotton clothing like the helmets, safety shoes, etc. and all the safety equipments required as per the nature of hazard in the task / order entrusted by the Engineer in-charge / Shift in-charge Fire & Safety as may be required from safety and security point of view and all his persons shall follow instructions issued by the company, from time to time.
- 5.10 During the currency of job, if the work progress does not commensurate with the time elapsed in respect of any person / persons engaged, the CONTRACTOR shall be liable to pay the COMPANY compensation as may be considered reasonable.
- 5.11 The CONTRACTOR shall be liable for making good all damages / losses arising out of theft, breakage, pilferage of any office furniture, equipment, fittings, and fixtures as may be caused directly or indirectly by the persons engaged through him/work carried out by them.
- 5.12 It shall be the sole liability of the Contractor (including Contracting firm / Company) to obtain and to abide by all the necessary Licenses / permissions from the concerned Statutory Authorities as provided under the various existing Labour Legislations including the labour License obtained as per the Provisions on the Contract Labour (Regulations & abolition) Act, 1970 from the office of RLC (Central), Ministry of Labour, Govt. of India, Dibrugarh.



- 5.13 In case of account, injury and death caused to the employee of the contractor while executing the work under the contract, the contractor shall be solely responsible for payment of adequate compensation, insurance money etc. to the next kith & kin of injured / diseased. Contractor shall indemnify BCPL from such liabilities.
- 5.14 The Contractor shall discharge Obligations as provided under various applicable statutory enactments including
- Employees Provident Fund & Miscellaneous Provisions Act, 1952
  - Factories Act (including Assam Factories rule , 1950)
  - Employees State Insurance (ESI) Act 1948,
  - The contract Labour (Regulation and Abolition) Act, 1970, the
  - Interstate migrant workmen (Regulation of employment & Conditions of Service) Act, 1979,
  - The minimum wages Act, 1948 ( latest revision)
  - The payment of wages Act, 1936,
  - The Payment of Bonus Act, 1965 (amended in 2015)
  - Other relevant acts, Rules and Regulations enforced from time to time.
- 5.15 The contractor shall be responsible for required contributions towards Provident Fund, pension, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service to BRAHMAPUTRA CRACKER AND POLYMER LIMITED and shall deposit these amounts on or before the prescribed dates. Every contractor shall submit the proof of depositing the employee' and employer's contributions. The contractor shall also be responsible to pay any administrative/inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of BRAHMAPUTRA CRACKER AND POLYMER LIMITED.
- 5.16 The contractor shall regularly submit all relevant records / documents to BRAHMAPUTRA CRACKER AND POLYMER LIMITED representative for verification and upon such satisfaction only; BRAHMAPUTRA CRACKER AND POLYMER LIMITED will allow the reimbursement of the amounts paid.
- 5.17 The contractor shall be solely responsible for the payment of wages, bonus (as per latest payment of bonus act), and other dues to the personnel deployed by him latest by **7th of the** subsequent month via electronic mode. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him. Proof of disbursement of payment to be submitted along with the monthly bills.
- 5.18 The contractor shall indemnify the company against all losses or damages, if any, caused to it on account of acts of the personnel deployed by him. *Indemnity bond* equivalent to the contract value to be submitted as per BCPL Proforma.
- 5.19 The contractor shall deploy the supervisors & ensure regular effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.
- 5.20 The period of contract shall be initially for a period of **twenty-four (24) months** from the date of issue of letter of intent & may be renewable further period for six months on the same rates, terms & conditions. The contractor has to provide requisite services within seven days after issuing of letter of intent.
- 5.21 If any part of equipment or any equipment is damaged by contractor or his men, the documented purchase cost of the same and additional fifty percent shall be recovered from the contractor depending upon the values appearing in BRAHMAPUTRA CRACKER AND POLYMER LIMITED records book.



- 5.22 During the contract period, at any point of time, duties assigned to the contractor or his men is not fulfilled, contractor is liable to pay penalty as decided by Shift in-charge, Fire & Safety / Engineer in-charge / Office in-Charge against the non-fulfilment of Job.
- 5.23 The CONTRACTOR and his resources have to be familiar to work in the Fertiliser / Hydrocarbon / LPG / Petrochemicals / Chemical industry or Refinery.
- 5.24 Before deployment of his resources the contractor has to fully satisfy the Engineer in-charge / Office in-Charge of the work Centre regarding his capabilities of effectively executing the assigned jobs and maintenance of F&S System at the plant. Contractor has to arrange training for personnel deputed and arrange demonstration by personnel deputed.
- 5.25 The rates agreed to here-in shall remain fixed till the expiry of the contract and the Contractor shall not be entitled to any increase or revision or any other right or claim whatsoever by way of representation, explanation or statement or alleged representation or any understanding or assurance given or alleged to have been by any employee of the company or due to Contractor's own ignorance or on account of any difficulties or hardships faced by him.
- 5.26 All the personnel deputed shall be in contact through mobile phone with the Engineer- in – Charge, control room while on off the duty and while journey to another premises, pipeline location. Mobile numbers of all the personnel deputed to be informed prior to their engaging in job.
- 5.27 All the personnel deputed shall undergo a *medical check-up* (twice in a year) from a recognised hospital as per the scope of work, initially at the start of the contract prior to depute personnel at work.

**Minimum Tests to Conduct:** 1. BRE, 2. ECG, 3. PFT, 4. Audiometry, 5. Eye Examination for drivers only.

Medical Check-up for the personnel deputed is in the scope of the contractor, contractor has to bear the entire cost and no amount to be deducted from the wages / salaries of the personnel deputed. Afterwards medical check-up shall be carried out at least once in six months. Reports in this regard to be submitted to Engineer in-charge before deploying at site. Medical check-up and related administrative cost till execution period is in the scope of the contractor. The compliance report shall be submitted to HR Department after undergoing the examination. If the contractor fails to carry out medical check-up as required, Brahmaputra Cracker and Polymer Limited reserves the right to carry out the medical check-up and deduct the documented cost and additional fifty per cent from the bill of the contractor.

- 5.28 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.
- 5.29 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
- 5.30 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 at least 240 days in preceding 12 months as on the day of retrenchment.
- 5.31 Contractor shall ensure regular and effective supervision of personnel deployed by him at BCPL for undertaking the contractual obligations.
- 5.32 Contractor is required to maintain all statutory registers and records as per the provisions of various applicable Labour Laws and submit the same to BCPL as and when required.
- 5.33 Contractor shall deploy qualified and experienced personnel to discharge the contractual obligations effectively.
- 5.34 The substitute for weekly off days / leave shall be provided by the contractor without any extra cost.



- 5.35 The contractor shall arrange to make photo gate passes/labor permissions/vehicle passes etc. for his persons/labors/vehicles for working in site plant premises at his own cost as rules of the company.
- 5.36 Supervisor has to make roaster for shift duty and other duty of the personnel deputed at the beginning of each month in such a way that normally
- a) No person shall perform shift night to morning in continuation ( No person shall be allowed to work for more than 8 hours at a time in normal case)
  - b) Paid (03 days) National Holiday shall be granted to every workman during a calendar year.
  - c) Paid Festival Holiday (08 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.
  - d) Shift Allowance shall be granted to the workers who perform their duties in A, B & C Shifts
  - e) Contractor shall be responsible for payment of overtime wage to his employees as per Factories act & rules made thereunder.

**5.37 Other Guidelines:**

- a) The persons deployed for Shift Duty \ should report at least fifteen minutes before in the Fire Station, of that particular location. Duty period for shift and General Shift shall be notified from time to time.
- b) The persons deployed for services under all SoR Items on duty to *keep strict vigilance against outbreak of fire and to check the availability/serviceability of first-aid firefighting equipment and fixed fire protection installations.*
- c) The persons deployed for services under all SoR Items on duty to *use firefighting equipment and operate fixed installations in case of actual fire or during exercise and demonstrations etc. independently and/or under command of Engineer in-Charge / shift In-charge.*
- d) The persons deployed for services under all SoR Items on duty to *assist the Shift in charge control / O&M staff for conducting evacuation as per the instructions/directions of Fire-cum - Safety Officer.* The persons deployed must be physically fit for carrying out rescue operations in case of fire or any other emergency/exercise.
- e) The persons deployed for services under all SoR Items should be well conversant with firefighting, fire alarm system, fire-extinguishing system, fire hydrant system. Further, the persons deployed by the contractor should have proper knowledge of the firefighting system, layout of water piping, water flows, Hydrocarbon Pipelines, fire protection system, fire alarm system, fire-extinguishing system, fire hydrant system etc
- f) The persons deployed for services under all SoR Items shall undergo *on job training cum familiarization program* of at respective BRAHMAPUTRA CRACKER AND POLYMER LIMITED locations for minimum period fifteen days to ascertain the competence and performance. The persons deployed for services under training shall not be considered for payment / personnel deputed for execution of job.
- g) The persons deployed shall be well aware of the hazards of fire, Hydrocarbon, flammable gases, water at pressure and electricity and necessary precautions, he has to take while on equipment as and when required job. He has to be safety conscious all the time and shall not take any chance to work on LIVE LINE / ELECTRICAL CIRCUIT under any circumstances.
- h) The persons deployed must have sufficient knowledge about the first-aid requirements when



somebody gets burns, electrical shock. He must know all steps of shock treatment. He must be well conversant with the ways and means to fight all type of fire and should be able to use the firefighting extinguishers and other equipment as and when required.

- i) Contractor has to assist in carrying out any other job assigned by seniors to be carried out in F&S dept. Contractor has to monitor and supervise the preventive/ breakdown and any other work being carried out for firefighting system by any other agency and keep the record and follow-up for the same, in case of breakdown or malfunctioning of any of the system / equipment, the matter is to be immediately conveyed to EIC and corrective action / work has to be carried out as advised.

**5.38 RECORDS:** The contractor shall keep daily record of installed equipments. Inventory / materials and housekeeping of items/ equipments and store, and shall ensure that daily log report of all the works / jobs carried out and the performance / inspection reports by the persons deployed for the purpose of this contract is maintained at office premises of each unit. A monthly report of all the works / jobs carried out (preventive and breakdown maintenance jobs carried out etc) during the month should be submitted along with the monthly bills

**5.39 Criteria, Educational Qualification and Physical Standards for all Personnel:** - The persons deployed for services under all SoR Items shall have physical standards as per the respective Scope of Work. The Contractor shall be held responsible for any suppression of facts and liable for forfeiting of guarantee money and cancellation of contract.

**5.40** The contractor shall abide by the following Labour Laws, Assam Factories Rule 1950 and maintain following registers as per the contract labour (Regulation and abolition) Act, 1970 and subsequent amendments: -

- (a) Register of workmen as per form XIII of Rule 75.
- (b) Employment cards as per form XIV or Rule 76.
- (c) Muster Roll register as per form XVI of Rule 78.
- (d) Register of Wages as per form XVII of Rule 78.
- (e) Respective forms of Assam Factories Rules 1950.

**Note:** Any other register/records required by labour authorities from time to time, shall also be maintained by the contractor.

**5.41** The total working hours for the personnel deployed under the contract by the Contractor would generally be as per the Government norms except during emergency requirements and any anomalies arising out of the working hours of the personnel will be wholly within the purview of the contractor alone. No payment towards overtime, due to extra work when required or any other allowance will be paid by BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

**5.42** The contractor will be fully responsible for any accidental Injury, disability due to injury and or Death or consequential loss to the contractual worker of the company while in the service of this Establishment. Contractor will indemnify BCPL by signing on the document.

**5.43** The contractor shall cover all the workers/personnel under this contract under Employee State Insurance and submit documentary proof of the same to this office.



- 5.44 The Contract shall not handle any equipment/ systems or utilities that are not identified for the use by his personnel. Any damage arising out of violation thereon either directly or indirectly will be liability of the Contractor.
- 5.45 All Major and Minor Fire Fighting Equipments entrusted to the Contractor shall be his responsibility and damage / loss caused due to mishandling, the liability shall be on the Contractor which will be *1.5 times* of the documented purchase cost of the item shall be recovered from the bill of the contractor.
- 5.46 The contractor shall ensure complete Fire Protection of all BRAHMAPUTRA CRACKER AND POLYMER LIMITED's property and safeguard the employees from Fire incident by providing properly trained personnel.
- 5.47 The Contractor shall ensure execution of the work as per Scope of Work & submit documentary evidence.
- 5.48 Proof of Experimental and Establishment reserves the right to reject any person/persons deployed or proposed to the deployed by the Contractor without assigning any reasons.
- 5.49 The Contractor shall ensure that photo identity cards issued as work permits are deposited with the Contractor Supervisor whenever personnel under his contract are leaving service-leave/resign.
- 5.50 The contractor shall ensure full discipline of all personnel deployed by him at all times and ensure that his personnel are *not intoxicated* while on duty and they display their identity cards at all times during duty.
- 5.51 The Contractor shall ensure that his personnel are not involved in *Trade Union activities* inside or outside at any time during their deployment with various premises of Brahma Putra Cracker and Polymer Limited, at Lepetkata.
- 5.52 The contractor shall be responsible to change/replace personnel within 24 hours on demand by the EIC, BRAHMAPUTRA CRACKER AND POLYMER LIMITED for acts committed like
- (a) Violation of Security and safety regulations.
  - (b) Sleeping while on duty.
  - (c) Any negligence in performance of duty.
  - (d) Drunkenness and or Disobedience.
  - (e) Theft / dishonesty.
  - (f) Lack of efficiency,
  - (g) Continue absent from duty for 06 days or more without permission;
  - (h) Any other Activities detrimental to the safety and in the interest of Brahma Putra Cracker and Polymer Limited.
- 5.53 The Contractor at the time of signing of contract shall submit an Affidavit duly Notarized with the following indemnifying BRAHMAPUTRA CRACKER AND POLYMER LIMITED:
- (a) During work, in case of accidental Injury, Disability due to injury and or Death to the contractual worker of the company while in the service of this establishment, BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall not be held responsible, Medical expenditure and or any Compensation to be given to the injured / disable / deceased shall be borne by the contractor.
  - (b) All contractual service personnel shall be covered under ESI and accident Insurance.
  - (c) For change of ownership of the company or addition of a working partner, the contractor shall intimate BRAHMAPUTRA CRACKER AND POLYMER LIMITED at least one month in advance before change of ownership or addition of partner.

## **6.0 INDEMNITY AGREEMENT:**



- (a) Contractor agrees to protect, defend, indemnify and hold BRAHMAPUTRA CRACKER AND POLYMER LIMITED harmless from and against all claims, demands and causes of action, liabilities, expenses costs, lines, rights in term and judgment of every kind and character without limit which may arise in favour of Contractor's Employees, agents, subordinates or their employees or third parties on account of bodily injury or death or damage to personal property as a result of the operation contemplated hereby, regardless of whether said claims, demands or causes of actions out of the negligence or otherwise in whole or in part, un-seaworthiness or other fault, including pre-existent conditions or commission its Contractor (Other than Contractor) Sub-contractor, Partners, Joint ventures, employees or agents.
- (b) BRAHMAPUTRA CRACKER AND POLYMER LIMITED agrees to protect, defend, indemnify and hold Contractor harmless from and against all claims suits, demands and cause of action liabilities, expenses, costs, lines, rights in term and judgment of every kind and character without limit, which may arise in favour of commission, its Employees Agents, Contractors, (other than contractor) and sub-contractors or their employees on account of bodily injury, death or damage to personal property as a result of the operations contemplate hereby and caused by any act of BRAHMAPUTRA CRACKER AND POLYMER LIMITED unless the said claimed demands or causes or action rise out of negligent of otherwise in whole or in part or other fault, including pre-existing conditions of Contractor, its Sub-Contractor Partners, Joint ventures, Employees or Agents.

## **7.0 SIGNING OF CONTRACT AGREEMENT**

Successful bidder will execute an Agreement on a non-judicial stamp paper of the requisite value (as per the stamp act) at its own cost within a period of 07 days from the date of the issue of letter of intent/work order.

The contractor shall keep BRAHMAPUTRA CRACKER AND POLYMER LIMITED harmless and indemnified against any claim, demand, actions, suits, proceedings and judgments for all liabilities, costs, losses, damages or expenses incidental to or in connection herewith which may be made or brought out against BRAHMAPUTRA CRACKER AND POLYMER LIMITED whether by the contractor or its employee(s), agents, successor(s) or assigns or by the third party or any person for the discharge of its obligations under the contract and further defend BRAHMAPUTRA CRACKER AND POLYMER LIMITED from any litigation involving BRAHMAPUTRA CRACKER AND POLYMER LIMITED from any party including Central or State Government, under the contract.

## **8.0 PERIOD OF CONTRACT AND CONTRACT VALUE:**

**8.1** The contract will be initially for a period of twenty-four months (24 months) from the date of award of order and can be further extended by six months at the same rate terms and conditions. During the currency / progress of the contract at any point of time, if the contractor performance is not found satisfactory enforcing termination Clause can terminate the contract.

**8.2** The value of contract shall be in accordance with the schedule of rate and schedule of quantities. However, actual work may vary depending upon the requirement by Engineer I-Charge or site In-charge. Minimum value of work is not guaranteed.



## **9.0 MATERIAL & SPARES:**

BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall supply all materials, spares, consumables electricity and water free of cost to carry out the services as per the scope of work. *Kits and liveries, Personal Protective Equipments for the personnel deputed for the maintenance of firefighting and fire protection equipment, to be provided by the contractor.* For providing Kits and liveries & Personal Protective Equipments for the personnel deputed, no amount to be deducted from the payment of the deputed personnel.

## **10.0 ALTERATION IN WORK SCHEDULE:**

If any time after commencement of work, BRAHMAPUTRA CRACKER AND POLYMER LIMITED for any reason whatsoever does not require the whole or part thereof as specified in the tender document to be carried out, the Engineer in-Charge of the work centre shall give notice in writing of the fact to the contractor who shall have no claim to any payment or compensation whatsoever on account of any profit or advantages which he might have derived from the execution of work in full but which he did not derive in consequence of the full amount of the work not having been carried out. Contractor shall not have any claim for compensation by any reason of any alterations having been made in the original specifications, and instructions, which shall involve any curtailment of the work, originally contemplated.

## **11.0 SUBLETTING & ASSIGNMENT:**

The contractor shall not, without previous consent, in writing of BRAHMAPUTRA CRACKER AND POLYMER LIMITED, sublet, transfer or assign the contract or any part thereof or interest therein benefit or advantages thereof in any manner whatsoever to any other party. Any such assignment/subletting shall not absolve the contractor from all or any obligations duties and responsibilities under the contract. In case of subletting without permission, the contract can be terminated forthwith.

## **12.0 TERMINATION**

- (a) Notwithstanding anything contained elsewhere, the BRAHMAPUTRA CRACKER AND POLYMER LIMITED may at any time at its option terminate the contract after giving 15 days' notice in writing to the contractor without assigning any reasons upon such termination the BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall have the right to remove the contractors material from the work site and contractor shall be paid price of work satisfactorily completed till then, in accordance with the provision of contract.
- (b) *Termination for unsatisfactory performances:* If BRAHMAPUTRA CRACKER AND POLYMER LIMITED considers that performances of the contract are unsatisfactory or not up to the expected standard, the BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall notify the contractor in writing and may specify in details the cause of its dissatisfaction. The BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall have the option to terminate this agreement if the contractor fails to comply with the requisition contained therein the said written notice issued by the BRAHMAPUTRA CRACKER AND POLYMER LIMITED to the contractor within 10 days of the receipt thereof by the contractor.
- (c) Bidders are required to furnish the complete and correct information/documents required for evaluation of their bids. If the information/documents forming basis of evaluation is found to be false/forged, the same shall be considered adequate ground for rejection of the Bids and forfeiture of Earnest Money Deposit.



- (d) In case, the information/document furnished by the contractor forming basis of evaluation of his bid is found to be false/forged after the award of the contract, BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such contractor without any prejudice to other rights available to BRAHMAPUTRA CRACKER AND POLYMER LIMITED under the contract such as forfeiture of Security Deposit, withholding of payments etc.
- (e) In case the issue of submission of false document comes to the notice after execution of the work, BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall have full right to forfeit any amount due to the contractor along with forfeiture of Security Deposit furnished by the contractor.

Further, such contractor/bidder shall be blacklisted for future business with BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

### **13.0 CONTRACTOR PERFORMANCE GUARANTEE/ SECURITY DEPOSIT / DEFECT LIABILITY PERIOD, ABNORMALLY HIGH UNIT RATE ITEM**

#### **13.1 Contract or Performance Guarantee:**

The contractor has to furnish CPG / Security Deposit in acceptable format to BRAHMAPUTRA CRACKER AND POLYMER LIMITED for 3% of annualized contract value within 15 days from the award of contract as per the GCC Clause No-24

#### **13.2 Defect Liability Period:**

*Defect Liability Period* shall be six months from the date of completion of entire contract. The Security Deposit shall be released after successful completion of Contract Period and Defect Liability Period.

#### **13.3 Abnormally High unit Rate Items:**

“In items rate contract where the quoted rates for the items executed 50% of the owners/ estimated rates, such items will be considered as abnormally high rates items and payment of AHR items beyond the SOR stipulated quantities shall be made at the least of the following rates:

1. Rates as per SOR, quoted by the contractor.
2. Rate of the item, which shall be derived as follows:
  - a. Based on rates of machine and labour as available from the contract (Which includes contractor's supervision, profit, overheads and other expenses).
  - b. In case rates are not available in the contract, rates will be calculated based on prevailing market rates of machine, material and labour plus 15% to cover contractor's supervision profit, overheads & other expenses.

### **14.0 INCORPORATION CLAUSE**

BRAHMAPUTRA CRACKER AND POLYMER LIMITED can incorporate any condition later on also, which is not envisaged herein at the time of agreement, and can be of sole interest/ advantage to BRAHMAPUTRA CRACKER AND POLYMER LIMITED. Interpretation of terms and conditions of this document as confirmed by BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall be final and binding on the contractor.



## **15.0 TERMS OF PAYMENT**

- 15.1** Payment against supply of chemicals will be on the basis of GRV signed by BCPL upon receipt of material and payment will be released based on this GRV signed after 30 days from GRV date duly certified by Engineer-In-Charge.
- 15.2** In case chemical consumption is beyond annual SOR quantity the payment for such excess quantity supplied shall not be released.
- 15.3** For service part of the contract, bill in duplicate will be submitted every month to the Engineer in charge at Brahmputra Cracker & Polymer Limited, Lepetkata, for verification, certification & onward transmission to finance department for release of payment. Bills are required to send in an envelope mentioning the following information on the top:
- Invoice Number,
  - Work Order Number of BCPL,
  - Date of Invoice,
  - Service Provided to the Department and Location,
  - Brief Description,

Those bills shall be submitted as per SOR along with the documents as applicable:

- Provident Fund Contribution deposit certificate,
  - ECR Mandate for Provident Fund,
  - ESI Payment deposit certificate
  - Documentary evidence for payment deputed personnel for previous month, Bank Statement for release of payment etc.
  - Any other statutory payment bonus etc. to the personnel deputed for any particular month.
  - Proof of GST remittance.
- 15.4** Income tax, as per rules of the total value of work shall be deducted at source.
- 15.5** No deviation of payment terms as per tender document shall be acceptable.

## **16.0 SCHEDULE OF RATES**

- The contractor shall quote as per items given in Schedule of Rate attached herewith for Locations- Lepetkata. The rates shall be firm & composite. The Contractor shall quote for monthly rates including taxes and other charges for carrying out the operation & maintenance activities. The schedule of rate shall be read in conjunction with special conditions of contract, general conditions of contract & any other documents forming part of this contract. The quantities shown against the various items are only approximate & subject to any variations as per the stipulations made in general condition of contract.
- The owner reserve the right to interpolate or extrapolate the rates for any new items of work not covered in the schedule of rate from the similar items already available in SOR. All the works shall be measured upon completion & paid for contracted rates. In case any activity especially not covered in SOR description but same is not covered under the scope of work/ specification, no extra claim on this account shall be entertained.
- The value of work under this contract shall be as per quantities mentioned in the SOR. Actual work may vary to any extent plus or minus to the attached quantities. The value of work will be as mentioned in the SOR, and shall remain firm during the entire period of the contract.



- d. The contract price shall be arrived at by considering the jobs description as per the SOR, Scope of Work and Special Condition of Contract. The rate quoted by the bidder. even in the event of variation of the contract value arising from non execution of certain SOR items, the unit rate as quoted by the bidder shall remain the same and no revision in rates whatsoever will be applicable during the present tenure of contract or extension thereof.
- e. The rate quoted by the bidder shall remain firm throughout the period of the contract. The unit quoted shall include all expenditure envisaged by the bidder. Schedule of rates shall be deemed to include and cover all cost, expenses, liabilities GST etc. for every description and all risk of every kind to be taken in executing and completing the work.
- f. The quoted rates shall be deemed to be inclusive of all taxes, duties, octroi, levies, works contract tax, bonuses, statutory payments etc. ( except GST) as applicable till the completion of the contract and the contractor shall not be eligible for any compensation on this account during the entire period of contract.

#### **17.0 GST:**

The quoted rates shall be inclusive of all taxes and duties applicable during the contract period except for GST& Education cess thereon. GST& cess thereon shall be paid extra, if applicable, **on submission of documentary Evidence/Invoice(s).**

The Bidder shall indicate in the bid the GST Registration Number and in case the GST Registration Number is not available, the bidder will give confirmation for obtaining Registration with a copy of application for registration.

The contractor liable to pay GST for the work/ services rendered to BRAHMAPUTRA CRACKER AND POLYMER LIMITED, shall specifically mention the GST Registration Number in their invoices. Further, the amount and rate of GST shall be separately and distinctly specified in the invoice.

For payment of GST, serially numbered Invoice/ Bill shall be issued by service provider and should also specify the following:

- (i) The name, address and registration number of the service provider.
- (ii) The name and address of the recipient of the taxable service
- (iii) Description, classification 8: value of taxable service provided and;
- (iv) The GST payable on such services.

The above details are required to enable BRAHMAPUTRA CRACKER AND POLYMER LIMITED to avail CENVAT credit for the GST payments.

The bidder shall quote separately the PRESENT APPLICABLE RATE OF GST PAYABLE if any otherwise it shall be deemed presumed that the quoted rates are also inclusive of GST& bid shall be evaluated accordingly and in such case GST should be borne by service provider only if applicable during execution of contract. GST& cess thereon shall be paid extra, if applicable, on submission of documentary evidence/invoice(s)



In case of any statutory variation in GST during the currency of the contract, the contractor shall submit a copy of Government notification to evidence the rate as applicable on the date of submission of bid and on the date of revision. Claim for payment of GST/statutory variation in GST, should be raised within two (2) months from the date of issue of Government Notification for payment of differential GST, otherwise claim in respect of above shall not be entertained for payment of arrears.

## **18.0 TAXES AND DUTIES**

- (a) The BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall not be liable to pay or reimburse any taxes, duties and levies including but not limited to taxes imposed on the income on the contractor and its employees. The contractor shall make all reports and take all action necessary for such payment. BRAHMAPUTRA CRACKER AND POLYMER LIMITED in the event so required by law withhold and pay to the Tax authorities directly any taxes, levies assessed on account of the contractors of operation pursuant to this agreement and contractor shall indemnify BRAHMAPUTRA CRACKER AND POLYMER LIMITED against any all liabilities claimed for taxes and statutory payment including interest and penalty which any attributes may impose on the BRAHMAPUTRA CRACKER AND POLYMER LIMITED or on the contractor.
- (b) Charges payable hereunder shall be firm during the period of the contract or any extension thereof and no escalation shall be allowed on any ground whatsoever.
- (c) The contractor shall be liable to pay the entire license fee or any other fees as required by any authorities. The contractor shall observe all statutory laws and rules and regulations. Contractor shall pay to the concerned personnel all the payments due to the personnel deployed by the contractor under this contract. The BRAHMAPUTRA CRACKER AND POLYMER LIMITED has no liabilities whatsoever.

## **19.0 ACCOMMODATION & TRANSPORTATION**

The contractor will make his own arrangements for accommodation, food, and transportation etc of the personnel deployed by him at all the worksites (Lepetkata). In case of requirement of stay / halt at any location at pipeline, contractor has to arrange food and accommodation for deputed personnel.

**However, for the Pipeline Maintenance planned activities at pipeline, movement within the premises transportation or vehicle will be provided by Brahma Putra Cracker and Polymer Limited, from the maintenance bases / worksites, for their respective jurisdiction as per the convenience of Brahma Putra Cracker and Polymer Limited, / maintenance schedule.**

## **20.0 PENALTY & PRICE REDUCTION SCHEDULE**

20.1 Time and service are the essence of this contract. As per the contract, the contractor has to provide right quality of service and right time to the owner. In case the contractor fails to provide the service on any day as per the contract, the **pro-rata penal deduction of the day's service charge will be deducted from their proceeds**. However, the aforesaid penalty is in addition to the penalty for delayed work/execution as stated in our Price reduction schedule Clause no- 27 of GCC. There shall be also price reduction with the years of experience for various personnel as per the Scope of Work / Qualification and experience of personnel.



20.2 If the requisite manpower is not provided in any shift it will be considered as a lapse. For each lapse an amount equivalent to **the latest minimum wage** of the person with defined skill rates as per the Central Government notification will be deducted from the RA bills.

## **21.0 INSURANCE**

The contractor shall provide necessary insurance coverage to his men, material, machinery and equipment. The **Brahmaputra Cracker and Polymer Limited** shall not be liable to any claim for accident/ loss during execution of work. The relevant document shall be submitted before commencement of work.

## **22.0 MOBILISATION PERIOD**

The contractor is required to mobilise within fifteen (15) days from the date of FOI / LOA whichever as earlier at his own cost without any implication to BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

## **23.0 APPLICABLE CODES AND SPECIFICATIONS:**

- a) 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.
- b) The contractor will also be required to take repair work according to the priorities fixed by the EIC from time to time.

## **24.0 COMPLETION CERTIFICATE & FINAL BILL:-**

- a) The Engineer-in-charge shall normally issue to the contractor, the completion certificate within one month after receiving an application thereof from the contractor after verifying from the completion documents and satisfying himself that the work has been completed in all respect in accordance with the instructions, specifications of the contract documents.
- b) The contractor after obtaining the completion certificate is eligible to present the final bill for the work executed by him. The final bill shall be prepared on the basis of the final measurements entered in the measurement book/sheets. The final bill shall be prepared in the prescribed proforma with reference to total work covered by the contract, such bill to be drawn up by applying the applicable rates, specified in the schedule or rates to the relative measured quantities. The final bill shall also include all additional claims of the contractor and will be considered as conclusive.

## **25.0 FINAL CERTIFICATE:**

- a) Within fifteen days of the contractor's application after the expiry of the period of defect liability provided in the contract, the Engineer-in-charge shall issue final certificate to the contractor certifying that the contractor has performed his obligations in respect of the defect liability period and until, issue of such final certificate, the contractor shall be deemed not to have performed such liabilities notwithstanding issue of the completion certificate or payment of the final bill by BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

## **26.0 STATUTORY COMPLIANCE UNDER LABOUR & INDUSTRIAL LAW**



- a. It shall be the sole liability of the Contractor (including the Contracting Firm/Company) to obtain and to abide by all necessary licenses/ permissions from the concerned authorities as provided under the various Labour Legislations
- b. The Contractor/Contracting Firm shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund and Miscellaneous Payment Act 1952, Employees State Insurance (ESI) Act, 1948, Contract Labour (Regulations & Abolition) act, 1970, Inter-State Migrant Workmen (Regulation of employment & Conditions of Service) Act, 1979, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Payment of Bonus Act, 1965 and any other relevant Acts, Rules & Regulations enforced from time to time.
- c. It is made clear that the Contractor shall have a separate PF code number with Regional Provident Fund Commissioner & ESI code allotted by the concerned Authorities & ensure coverage of the persons employed under the Contract. It is also recommended that the contractor should obtain a sub-code under EPFO, Tinsukia and deposit the contributions of the workmen / employees in EPFO Tinsukia. The Contractor/Contracting Firm shall be responsible for required contributions towards P.F., Pension, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service to BRAHMAPUTRA CRACKER AND POLYMER LIMITED and shall deposit these amounts on or before the prescribed dates. Contractor shall submit the proof of depositing the employee's and employer's contributions along with monthly running bill. The documents for proof shall be ECR Mandate, Confirmation Slip, and acknowledgement slip along with the monthly bills.
- d. The contractor is responsible for obtaining the labour licence under the provisions of the Contract Labour (R&A) Act, 1970 from the office of Regional Labour Commissioner (Central), Ministry of Labour, Government of India, Dibrugarh.
- e. *The Contractor should produce necessary EPF & ESIC code before commencement of the work.* The Contractor shall also be responsible to pay any administrative/ inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of BRAHMAPUTRA CRACKER AND POLYMER LIMITED. In case of placement of order, the bidder should furnish necessary valid Employees Provident Fund (EPF) registration certificate & ESIC registration certificate in the name of the contractor's firm DULY NOTARIZED BY NOTARY PUBLIC before commencement/mobilization of work/contract.
- f. The Contractor / Contracting Firm shall be solely responsible for the payment of wages and other dues to the persons deployed by him latest by 7<sup>th</sup> of the subsequent month. The contractor shall be directly responsible and indemnify the Company against all charges, dues, claims etc. arising out of the dispute relating to the dues and employment of personnel deployed by him.
- g. The Contractor shall be solely responsible for disbursement / payment of wages and allowance to his personnel / salaries latest by 7th day of the subsequent month that might become applicable under any new act or order of the Government. BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall no liability, whatsoever, in this regard. Disbursement of wages must be witnessed by the principal employer.



- h. If due to any reason whatsoever, BRAHMAPUTRA CRACKER AND POLYMER LIMITED is made liable to meet any obligation to pay the contribution towards PF/ESI or any other statutory payment, BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall be at liberty to recover such amount by deducting it from the 'Security Deposit / Contract Performance Security' or from any sum due to the Contractor whether under this Contract or otherwise.
- i. In case of any accident resulting in 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 and kin of the deceased. Contractor shall indemnify BRAHMAPUTRA CRACKER AND POLYMER LIMITED from such liabilities.
- j. 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, BRAHMAPUTRA CRACKER AND POLYMER LIMITED may terminate the contract.
- k. The Contractor/Contracting Firm shall indemnify the Company against all charges, dues, claims, losses or damages, if any, caused to it on account of acts of the personnel deployed by him. The contractor shall indemnify Brahma Putra Cracker and Polymer Limited against losses or damages if any, caused to it on accounts of acts of the personnel deployed by him for execution of the contract.
- l. The Contractor/Contracting Firm shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.
- m. The contractor is required to maintain records and registers as required under different laws under clause 3.32 and also any other required under the law.
- n. Contractor shall deploy adequate number of qualified and experienced personnel to discharge the contract obligations effectively. If any shortcoming noted then PRS shall be two times the actual rate.
- o. The Contractor shall not deploy any person below "eighteen [18] years" of age for executing this contract.
- p. The persons to be deployed should be on rolls of the contractor/contracting firm. 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 authorised representative. The contractor/contracting firm shall also be responsible for obtaining the gate passes from Brahma Putra Cracker and Polymer Limited under the relevant rules.
- q. All statutory provisions are to be paid to the contract employee as per statutory requirement irrespective of the price quoted by the contractor. If the quoted rate is found less than the minimum rate as per statutory requirement then the tender is liable to be rejected.

## 27.0 HANDING OVER:



- i) At the end of the term contract, contractor is obliged to hand over all the facilities, material, equipment, consumables, chemicals, belonging to BCPL in working & good condition to BCPL.
- ii) Contractor shall hand over all the documents regarding log sheet, reports to BCPL well in advance prior to ending of the contract.
- iii) Contractor shall pass on authorities, responsibilities & above mentioned things to BCPL or BCPL designated contractor if any. Overlapping period will be decided by BCPL.

## 28.0 **RESOURCE REQUIREMENT**

Base job involves round the clock operation of CT-1 & CT-2 and treatment of Fire Water Network. For which, the contractor is required to provide **at least one coordinator (site in-charge)** with following qualification: **B.Sc. with minimum relevant work experience (site in-charge of CT treatment in chemical/petrochemical/Fertilizer industry) of 5 years or Diploma in Engg. with minimum relevant work experience (site in-charge of CT treatment in chemical/petrochemical/Fertilizer industry) of 3 years.** He should be well conversant with the treatment program and capable of analysing and interpreting the data to fulfil the contractual obligation as per the Scope of Work. The coordinator should advice in writing the dosing rate, blow down rate etc. and maintains the overall treatment program and inventory management.

The contractor is required to provide **one technical executive** for executing the treatment of Fire Water Network and treatment of DM water loop at LLDPE/HDPE with following qualification: **B.Sc. with minimum relevant work experience (chemical/petrochemical/Fertilizer industry) of 5 years or Diploma in Engg. with minimum relevant work experience (chemical/petrochemical/Fertilizer industry) of 3 years. Both site in-charge and technical executive will be considered in highly skilled category.**

The contractor is required to provide **Five (05) manpower** of different category per shift as per the following details: **(i) One Chemist (highly skilled) per shift** for day to day water analysis of total cooling water system comprising of both Cooling Towers. **(ii) Two operators (highly skilled) per shift** for cooling water operation (one for each location i.e. CT-1 & CT-2). **(iii) Two Helpers (Unskilled) per shift** for assistance to cooling tower operator in round the clock operation (one for each location i.e. CT-1 & CT-2)

The contractor is also required to provide **one no. of Chemist (highly skilled) in General shift for analysis of Fire Water samples and DM loop treatment samples.** The contractor is required to deploy **two helpers (Unskilled) in general shift for carrying out different up-keeping jobs and chemical unloading/shifting jobs.**

**The qualification of Chemist should not be less than B.Sc. (Chemistry) with minimum relevant work experience of 2 years.** The qualification of the operator should not be less than **B.Sc. with minimum relevant work experience of 2 years.**

- 28.1 CV of all personnel who are intended to be deployed for operation for the plant should be submitted to BCPL. BCPL shall review the experience profile of the personal before allowing contractor to engage them.
- 28.2 The coordinator of the contract is always required to be available at site for coordination work, monitoring of chemical stocks, reporting, treatment program ensuring round the clock



- availability of personnel, coordinating with Engineer- In-Charge or his representative and all other jobs related to cooling water system.
- 28.3 During regular operation and minor maintenance, **if it is found that failure of equipment/instrument has taken place due to mal operation or negligence on part of the bidder, the cost of the same shall be deducted from the bills of the bidder to the extent decided by the EIC.** All instruction of BCPL Engineer-in-Charge related to operation of the unit shall be promptly followed by contractor.



# **भाग – VI**

## **SECTION – VI**

### **SCOPE OF WORK [SOW]**



## SECTION-VI SCOPE OF WORK [SOW]

**SUBJECT: HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS.**

### **SCOPE OF WORK (SOW): PART - A**

**JOB:** SUPPLY OF CHEMICALS AND CHEMICAL TREATMENT OF NON CHROMATE COOLING TOWER (CT-1 & CT-2), OPERATION & UPKEEP AT BCPL, LEPETKATA.

#### **1.0 SYSTEM DESCRIPTION:**

The cooling water system present at BCPL is fresh water recirculation type. The system caters the requirement of process, offsite & utility system within the complex. The cooling water system includes cooling towers, cooling water circulation pumps, cooling water treatment facilities viz. chemical dosing for quality control, sulphuric acid for pH control, chlorination system & associated auxiliary systems.

The cooling water system consists of two independent cooling water generation systems:

##### **Cooling Tower-1(CT-1):**

Total cooling water demand for ECU & GSU/C2+ liquid recovery unit will be met from this system.

##### **Cooling Tower-2 (CT-2):**

Total cooling water demand for other units comprising of PP, LLDPE/HDPE Swing units, CPP, utilities systems etc.

**Note:** Cooling tower specification – **Attached at Annexure – 1A** and make up water & cooling water parameters -**Attached at Annexure – 1B**

#### **2.0 SCOPE OF WORK IN BRIEF**

**The main jobs, but not limited to, are illustrated as under:**

##### **2.1 Supply by Vendor:**

- (a) Supply of speciality chemicals for regular treatment of cooling towers (CT-1 & CT-2) as per SOR (**biocides, bio-dispersant, polymeric dispersant and formulation chemicals**), loading, unloading, handling & dosing of chemicals as per standard operating procedure (including sulfuric acid & chlorine). Vendor has to arrange for the dosing skid along with chemicals. Standby dosing pump shall be kept as spare for immediate replacement during outage. The



objective of the chemical treatment is to meet performance guarantee parameters with optimum chemical consumption and **maximum COC**. This should support continuous plant operation without any shutdown caused by Cooling Water system failure.

- (b) Supply of chemicals for **Pre cleaning & Passivation as & when required**, and other operational contingencies as mentioned in SOR, loading, unloading, handling & dosing of chemicals as per standard operating procedure. Bidder has to arrange for the dosing skid along with chemicals. Standby dosing pump shall be kept as spare for immediate replacement during outage.
- (c) Supply provision/arrangement for carrying out online passivation of heat exchanger in the complex. Vendor should execute local/offline pre-cleaning and passivation of heat exchangers after cleaning of heat exchanger. **Proper skid (minimum 02 nos.) will be carried by vendor for any on-line or off-line passivation.**
- (d) Supply of all dosing pumps for dosing of chemicals to cooling tower system. The valid calibration certificate of dosing pumps to maintain cooling water parameters is to be submitted by the vendor prior to installation of the same.
- (e) Supply of ASTM corrosion racks and corrosion coupons. All the corrosion coupons installed for measurement for corrosion rate must be taken from NACE certified Laboratory / manufacturer and the copy of the quality certificate issued by the manufacturer must be submitted to Engineer-in-charge before installation. Required nos. of coupons, jointly decided, shall be installed on hot return lines including main return header and critical exchanger outlet as well as on supply line. On line corrosion measuring instrument should be provided by the vendor along with Technical specification for corrosion monitoring.
- (f) **Vendor has to supply the following monitoring devices on returnable basis and must be available at site as long as their contract continues:**
- Hand-held ORP meters (min. 02) & Sniffer (min. 02 nos.).
  - Deposit monitor for hot water return line for both CT-1 & CT-2.
  - BFM (Bio fouling monitor) for hot water return line for both CT-1 & CT-2.
  - On line ORP monitor - 04 nos.
  - Bio trap for both CT-1 & CT-2.
  - Chlorine analyzer for both CT-1 & CT-2.
  - Instant corrotator for both CT-1 & CT-2.
  - Ultrasonic portable Flow Measuring device.
- (g) Supply of all necessary lab equipment, reagents for carrying out the lab analysis and furniture's for Laboratory Set up.
- (h) Supply of Microbiological Test Kit.

## 2.2 Operation scope of Vendor:



- (a) Vendor should depute qualified person (as per SCC) permanently stationed at BCPL, Lepetkata for day-to-day operation of both CT-1 & CT-2.
- (b) Round the clock operation of cooling tower Pumps, ID fans, all dosing systems including Chlorine and Sulfuric acid, all rotary equipments, backwashing of SS filter, Chlorine leak neutralization system etc. along with maintaining excellent housekeeping of the area including cleaning of rotary equipments etc.
- (c) Loading and unloading of Chlorine tonners at site.
- (d) Unloading of H<sub>2</sub>SO<sub>4</sub> from road tankers at CT-1, CT-2 site.

### 2.3 Technical Services by Vendor:

- (a) Analysis of different parameters (details mentioned in **clause 5.1**) on time for efficient monitoring of the treatment program. The vendor shall furnish daily progress report and monthly report on program performance.
- (b) Vendor has to perform ORP & HC testing in all cooling water exchangers on monthly basis. During any contingency/as per requirement from BCPL side frequency will be on daily basis.
- (c) Vendor has to carry out Coupon Test as per ASTM 2688 and findings are to be reported to EIC.
- (d) The efficiency calculation of cooling tower has to be carried out on Monthly Basis by the Vendor. Monitoring of different parameters as mentioned in **clause 5.1** are to be done by the vendor.
- (e) Vendor shall carry out performance evaluation of all heat exchangers on quarterly basis like Q1-GSU & IOPS, Q2 – ECU, Q3-LLDPE, Q4- PPU & CPP and repeat for next year. The evaluation is to be done on the basis of heat transfer coefficient, for which necessary gadgets shall be arranged by the vendor.
- (f) Bidder has to display the MSDS of chemicals used for cooling water treatment at the site (shown by BCPL) of chemical storage/handling.
- (g) Vendor shall have to give presentations about their chemical treatment process to be adopted during the contractual period before starting of the job and subsequently after three months during the treatment period to all staffs of the department to update.
- (h) Availability of senior technical personnel at site to be ensured as and when required. There will be a quarterly review of the program at BCPL, Lepetkata with senior technical personnel.

### 2.4 Supply by BCPL:

- (a) Supply of **sulfuric acid & chlorine** as per requirement. Facilities for dosing of Chlorine and



Sulfuric acid are available at site.

- (b) Electrical connection required for operating of dosing pumps & equipments and the same will be provided free of cost.
- (c) Other utility connections like water, plant air, storage space for chemicals, area for Laboratory set up etc.

### **3.0 TREATMENT PHILOSOPHY FOR COOLING WATER:**

#### **A. CORROSION & SCALE CONTROL:**

The chemical treatment should be based on efficient corrosion inhibition. Treatment with chemical formulations containing corrosion inhibitors and dispersant is recommended. The following guidelines shall be followed for developing the chemicals formulations:

- The formulation shall be based on Zinc, Organo phosphate, Ortho-phosphate as PO<sub>4</sub> & BZT. The formulation should have the following minimum active ingredients:

|                                    |     |
|------------------------------------|-----|
| Zn                                 | 3%  |
| HEDP                               | 6%  |
| Ortho phosphate as PO <sub>4</sub> | 15% |
| BZT                                | 1%  |

The formulation shall be dosed by electronic metering dosing pumps @ 70 ppm based on blow down rate. The formulation should be blended in such a way that formulation will maintain the following minimum level of inhibitors in the cooling water:

|                                    |             |
|------------------------------------|-------------|
| Zn                                 | 1 to 2 ppm  |
| HEDP                               | 3 to 4 ppm  |
| Ortho phosphate as PO <sub>4</sub> | 8 to 10 ppm |
| BZT                                | 0.5 ppm     |

- **Polymeric Dispersant:** A low mol. Wt. (<5000) preferably, PA-SA (Poly Acrylic Sulphonic Acid co-polymer) or AAHAPS (Acrylic Acid hydroxy Allyloxy Propane Sulphonate) based dispersant formulation (Active ingredients 40-50%) shall be dosed @ 30 ppm based on blow down rate. Polymeric dispersant may be dosed separately or it can be combined with the inhibitor into a single formulation with the addition of stabilizer.

When 2 formulations are used total combined dosing rate (Formulation dosing +polymeric dispersant) should be 100 ppm. The chemical formulation shall have sufficient proven performance data both in the laboratory and in the field.

#### **B. MICROBIOLOGICAL CONTROL:**

- Chlorination is to be done continuously in the cooling tower sump to maintain free residual chlorine of 0.3 – 0.6 ppm in the hot return line. Adequate safety system is provided to take care of accidental leakage of chlorine.



- In addition to chlorination dosing, shock dosing of following two biocides @50 mg/L based on hold-up is given alternately once in a fortnight:
  - Quaternary Ammonium compound based biocide formulation containing a min. of 25% of active ingredients.
  - Carbamate / **isothiazolene** / Bisphane based biocide formulation containing a min. of 25% of active ingredients for carbamate & bisphane and 1.5-2.0% conc. for isothiazolene.
- A suitable bio-dispersant having active ingredients min. 25% is to be dosed @3 ppm based on blow down rate for effective biocide penetration to kill the micro-organism.

Microbiological control ensures:

- Total bacterial Count : < 10<sup>5</sup> / ml
- SRB Count : < 100 / 100 ml
- Minimum slime in coolers/ condensers
- No algae growth on external cooling tower structures sweated by cooling water.

Biocide shock dosing is to be done. Biocide dosing is part of treatment vendor package. During biocide dosing, Chlorination shall be stopped for 6 hours. Thereafter Chlorination shall be given at maximum possible rate.

**C. CONTINGENCY DUE TO OIL INGRESS:**

To nullify the effect of oil ingress (up to 25 mg/l) in process cooling water system as & when it takes place suitable oil dispersant @1 ppm per 5 ppm oil based on hold up volume shall be dosed. The oil dispersant may be Non ionic ethylene oxide based surfactant. The contingency may be considered 4 days per year for both cooling towers.

**D. TREATMENT FOR PH CONTROL:**

To lower alkalinity of water Sulfuric acid is dosed for maintain pH of Circulating water in the range 7.5-8.

**4.0 PRECLEANING AND PASSIVATION (As and when required):**

**Bidder has to submit elaborate procedure for Pre-cleaning and Passivation** which shall be followed initially, after Shutdown / Cleaning of exchangers / Turn around **along with the Bid**. Post shutdown/turn around, flushing of the system should be thoroughly monitored by the Bidder and any deviation should be immediately brought to the notice of the Owner. Passivation chemicals to be arranged within 24 hours notice by CW Treatment Bidder. Bidder has to specify the acceptance criteria for completion of Pre-cleaning and Passivation for successful CW treatment. Whenever required by BCPL, bidder has to carryout on-line chemical cleaning and passivation of identified heat exchangers as well as pipeline after having a joint discussion with concerned Plant and Technical services. **A detailed procedure for on-line chemical cleaning and passivation to be provided in the bid document** and necessary chemicals should be arranged at site by the CW treatment bidder. Bidder has to ensure sterilization of Side stream filters with the help of Biocide during pre-cleaning & passivation. **Bidder has to submit SOP**



**for the localized passivation.** Report to be submitted immediately after completion of Pre-cleaning & Passivation with photographs of identified heat exchangers (before & after pre cleaning and passivation). **Bidder has to consider three (03 Nos.) passivation per cooling tower for two years while quoting.**

#### **4.0 CHEMICALS FOR PASSIVATION:**

Bidder has to consider the following chemicals for passivation activities:

- 4.1 Sodium Hexa Meta Phosphate (SHMP, min. 68% pure) as PO<sub>4</sub> @ 70 ppm on hold-up volume.
- 4.2 Organophosphonate (HEDP, 50-60% active acid content) as PO<sub>4</sub> @ 100 ppm on hold-up volume.
- 4.3 Ethylene oxide based non-ionic surfactant or Alkyl Aryl sulphonate based anionic surface active agent @ 30 ppm based on hold up volume.

#### **5.0 PERFORMANCE MONITORING:**

Successful treatment of cooling water depends on continuous monitoring of the system, maintaining proper concentration of chemicals in the recirculation water & parameters and also promptly taking the necessary steps to counter the adverse effects resulting from any upsets like, leakage from exchangers, power failures etc.

#### **5.1 CHEMICAL ANALYSIS:**

- Bidder has to analyze
  - pH & FRC in circulating water once in every 4 hrs.
  - All other parameters as mentioned in **Annexure-1B** shall be analyzed once in a day including Sundays and holidays.
  - Zinc once in a week.
  - Bacterial count TBC, SRB should be monitored once in every week. Fe Bacteria need to be analyzed once in a month and to be reported.
- Bidder must crosscheck the performance of on-line pH analyzer and report any deviation in daily report.
- Bidder to use its own analytical instruments and reagents. Owner will provide space for laboratory.
- Total bacterial count, sulphate reducing bacteria and TBC are to be analyzed on site. The analysis of Bacterial counts shall be done by the contractor with the kit brought by him. However, the infrastructure facility like incubator will be made available by BCPL Lab at Lepetkata.

**Note: In the event of conflict / mismatch of results between owner's lab and that of contractor, joint sampling & analysis shall be done to bridge the gap. Owner's analytical finding will be treated as final.**



## **5.2 COUPON TEST:**

The corrosion rate as measured by mild steel coupons in exposure for one month tested as per ASTM standards should be less than 1.5 mpy. The corrosion rate for Cu, SS and Cupro Nickel coupons should be less than 0.3 mpy. Required nos. of coupons, jointly decided, shall be installed on hot return lines including main return header and critical exchanger outlet as well as on supply line.

Method of test shall be as per ASTM 2688.

There should be proper sealing arrangement of corrosion coupon Rack. The contractor and owner representative together shall do installation, removal of coupons. Bidder has to measure and estimate the corrosion rate under the witness of Owner's Inspection Dept and Laboratory.

## **5.3 SCALE MONITORING:**

The treatment should ensure no scaling & no reduction of heat transfer capacity of heat exchangers. Heat transfer co-efficient of heat exchangers should be monitored by the bidder, to assess scaling or fouling. Following are the monitoring parameters:

- ✓ Approach temperatures = (TPo-TWi) for coolers,
- ✓ Terminal temperature = (TPo-TWo) for condensers,

Where, TPo = Process out let temperature,

TwI = Cooling water inlet temperature &

TWo = Cooling water out let temperature.

- ✓ HTC (U value) monitoring.

## **5.4 OTHER MONITORING DEVICES:**

Vendor has to monitor and report the following on daily basis. Monitoring devices required for these activities are in Vendor's scope and quantities are already mentioned in **clause 2.1 (f)**:

- (i) Analysis of ORP & Hydrocarbon leakage in inlet & outlet of heat exchangers.
- (ii) Differential temperature reporting in the daily report.
- (iii) Differential pressure monitoring and reporting in the daily report.
- (iv) On line ORP monitor need to be installed and reported daily-Total 04 nos.
- (v) Bio-film thickness to be monitored and reported daily.
- (vi) Flow measurement in Cooling water Heat exchangers to be performed as per BCPL requirement.

## **6.0 BLOW DOWN:**

Cooling tower blow down water is to be suitable for discharge into inland surface water meeting specifications of IS: 2490 (1981). The treatment chemicals and the program conditions shall meet this requirement without any exception. Vendor should monitor the water blow down after each biocide dosing at % of system volumes & quantity. Blow down quantity may vary depending on the conditions at site.

## **7.0 CONTINGENCY:**



Bidder shall furnish details regarding provisions made in the treatment program for effective handling of contingencies such as:

- ❖ Variations in pH
- ❖ Temporary reduction in concentration of inhibitor, anti-scaling dispersant and biocide due to problems in dosing system.
- ❖ Iron excursion in the system
- ❖ Turbidity/Silt & silica increase
- ❖ Hydrocarbon leak
- ❖ Oil & grease (level goes beyond 20 ppm)
- ❖ Contingency plan in absence of chlorine dosing.

As type and occurrence of contingencies cannot be ascertained, contractors to confirm that with the specified chemicals consumption, care will be taken for any number and any type of contingencies occurred during the treatment which will also include at least but not limited to one shutdown per year expected for each cooling tower during which all equipments and headers shall be drained. Above contingencies are to be handled / rectified by the contractor without any extra financial implication to BCPL. Bidder to consider one contingency per cooling tower per year while quoting.

**8.0 BIDDER SHALL FURNISH DETAILS OF THE TREATMENT PROGRAM INCLUDING THE FOLLOWING IN THE TECHNICAL BID:**

- (i) Description of the program including the theoretical and practical aspects and the chemicals levels to be maintained in the cooling water system during regular operation.
- (ii) Nature of chemicals used, its formulation/% active components with Material Safety Data Sheet for each chemical. Vendor shall also supply analysis methods for accepting batches of chemicals along with offer.
- (iii) Details of the contingency chemicals as mentioned in **clause 3.0 C**.
- (iv) Dosing rates and monthly consumption of each chemical for the cooling tower. Those are to be supported with detailed calculations. The supply of sulphuric acid and chlorine will be in the scope of BCPL under clause No.10.1 & 10.2.
- (v) Dosing rates and monthly consumption of chlorine in Cooling Towers: This shall include the quantity of Chlorine, supply of which is in the scope of BCPL. These shall be supported with detailed calculations.
- (vi) Contractor shall take into consideration that **at least one shutdown & startup** may be taken per year wherein cooling tower sump/ cells etc. will be drained and necessary passivation of the overall cooling water network will be carried out. For calculation purpose analysis of make-up water is to be considered as per **Annexure-1B**.

**Bidder must note that furnishing of the above details to be considered as one of the Bid eligibility criteria and bid without these details will not be considered for evaluation.**

**9.0 BIDDER SHALL FURNISH THE FOLLOWING DETAILS AFTER AWARD OF CONTRACT BUT BEFORE START OF CONTRACT:**



- (i) The bidder shall submit operation manual after award of the contract for review and finalization. Bidder shall provide Contingency manual covering all modes of operation along with safety manual to all users.
- (ii) Formats of the Daily & Monthly reports.

#### **10.0 SUPPLY OF CHEMICALS:**

- Bidder shall supply chemical in lots so as to maintain minimum two months requirement all the time during the contract period. Bidder to provide schedule of chemical dispatch after discussion with EIC. At site, unloading and handling of chemicals is to be done by the manpower provided by the Bidder. The chemicals once supplied at site shall remain active for a minimum period of six months without degradation.
- Vendor has to give performance guarantee of their chemicals with MSDS, quality control test report, self-life, active component and testing procedures of active ingredients for each supply lot. All chemicals to be jointly tested at site before acceptance and use by BCPL & the vendor for its % active ingredients which should conform to stated formulation to meet the desired residuals. In case of any deviation or chemicals not matching to specification shall be out rightly rejected .
- Bidder shall maintain minimum one contingency chemical stock for each contingency situation and replenish the same as it is consumed during the contract period.
- The chemicals used shall be bio-degradable. Vendor shall have to confirm that none of the chemicals/biocides has any adverse impact on environment.
- The chemicals shall be supplied by contractors in good quality containers to avoid problems due to spillage during handling. In case of liquid formulations, the containers shall be chemically resistant. Special precautions for handling the chemicals, disposal of empty containers, remedial measures to be taken in case of spillage and ingress into human body should be furnished. Contractors shall furnish details of alternative delivery system for the chemicals in reusable bulk containers to avoid the problems connected with disposal of empty chemical drums. Bringing of chemicals to BCPL, Lepetkata plant in suitable containers along with test certificates and taking away the empty containers outside BCPL, Lepetkata plant premises in every three months shall be in the scope of contractor.
- Contractor shall monitor the stock position of chemicals and shall ensure timely availability of chemicals. In case any chemical is not available timely, an alternate arrangement at the risk and cost of the contractor will be initiated by BCPL. For Chlorine & Sulphuric acid Contractor shall intimate BCPL about requirement at least 3 months in advance.

**10.1** Sulphuric acid and Liquid Chlorine in toners shall be supplied by BCPL free of charge up to the quantity indicated below:

|                        |   |                 |
|------------------------|---|-----------------|
| <b>SULPHURIC ACID</b>  | : | 120 MT per Year |
| <b>LIQUID CHLORINE</b> | : | 60 MT per year  |

**10.2** In case the consumption of Sulphuric acid, Chlorine exceeds the quantity mentioned above,



the additional quantity shall be supplied by BCPL on chargeable basis for which, recovery from contractor's bills shall be made at actual per MT of Sulphuric acid and per MT of Chlorine. BCPL Engineer-in-Charge decision in quantity finalization will be final.

#### **11.0 PERFORMANCE GUARANTEES:**

Contractor will furnish the following guarantees for the performance of the non-chromate cooling water treatment program based on 100% availability of both the cooling towers.

- a) The treatment program shall be capable of maintaining minimum cycles of concentration as given below.

##### **CYCLES OF CONCENTRATION: 4**

- b) Level of Zn in the circulating water should be at least 1.0 ppm  
c) The chlorides in the circulating water should not exceed 100 ppm.  
d) The total hardness in the circulating water should not exceed 800 ppm.  
d) Free Residual Chlorine should be in the range of 0.3 to 0.6 ppm  
e) Contractor shall carry out performance evaluation of all heat exchangers as mentioned in **clause 2.3 (d)**.  
f) Contractor shall also guarantee no deterioration in fouling factor. There shall not be any stoppage of plant due to problem in the cooling water treatment such as tube leakage or heavy fouling in heat exchangers. Inspection during planned shutdown should reveal that the heat exchangers and cooling water system are in good condition without serious corrosion, pitting, scaling or fouling.  
g) **Availability of Chemicals without Interruption:** Contractor shall guarantee supply of chemicals (as per agreed schedule) without interruption. At site inventory level is min. 2 months is required.  
h) **Biological (Such as Algae, Bacteria) Growth:** Contractor shall guarantee cooling water system in Cooling Tower for free of undesirable biological growth throughout the period of operation. In case any such growth is observed, the contractor will be given immediate notice to bring back the situation to normal within a period of one week. Site cleaning of the Cooling tower is in contractor's scope.  
i) **Corrosion rate should be below as mentioned in clause 5.2.**

#### **12.0 INCASE THE ABOVE GUARANTEES ARE NOT MET THEN:**

- (a) BCPL shall forfeit the security deposit equivalent to 3% value of the contract.  
(b) BCPL reserves the right to terminate the contract and choose any other proven supplier at the risk and cost of the contractor to continue its cooling water treatment.

#### **13.0 PERFORMANCE REPORTING:**



- i) Bidder shall maintain all necessary documentation and records such as **Field and Control room logs sheets/log books, charts, performance registers, inventory registers, equipment history, power consumption, laboratory test reports, daily / weekly / monthly /annual performance reports, chemicals and reagents consumption** reports. These documents shall be developed in consultation with BCPL. Relevant important data shall be computerized for easy scrutiny of various parameters as well as given in graphical form wherever possible to facilitate monitoring of the performance on a monthly basis by first week of every month.
- ii) Submission of monthly reports (MPR) with water quality, consumption of chemicals & water, efficiency calculation, details of passivation for individual heat exchanger, trouble shooting by 04<sup>th</sup> of every month.



**ANNEXURE – 1A**

**SPECIFICATION OF COOLING TOWERS (CT-1 & CT-2)**

**TECHNICAL DETAILS**

| Sl. No. | Description.                | Unit               | CT-1                          | CT-2                          |
|---------|-----------------------------|--------------------|-------------------------------|-------------------------------|
| 1       | Type                        |                    | Induced draft type            | Induced draft type            |
| 2       | Material of Construction    |                    | RCC tower & PVC tower fill    | RCC tower & PVC tower fill    |
| 3       | COC                         |                    | 4                             | 4                             |
| 4       | <b>Circulation Rate :</b>   |                    |                               |                               |
| A       | Design                      | M <sup>3</sup> /hr | 25700                         | 15800                         |
| B       | Normal                      | M <sup>3</sup> /hr | 21346                         | 13168                         |
| C       | Maximum                     | M <sup>3</sup> /hr | 24564                         | 14522                         |
| 5       | No. of Cells                | No.                | 7 + 1                         | 4 + 1                         |
| 6       | Design wet bulb temperature | Deg. C             | 28                            | 28                            |
| 7       | Design dry bulb temperature | Deg. C             | 32.2(Summer)<br>27.8(Monsoon) | 32.2(Summer)<br>27.8(Monsoon) |
| 8       | Water inlet temperature     | Deg. C             | 45                            | 45                            |
| 9       | Water outlet temperature    | Deg. C             | 33                            | 33                            |
| 10      | Side stream filter capacity | M <sup>3</sup> /hr | 530 (265 X 2)-<br>1W+1SB      | 330 (165 X 2)<br>1W+1SB       |
| 11      | Total holdup volume         | M <sup>3</sup>     | 10280                         | 6320                          |
| 12      | Make-up quantity            | M <sup>3</sup> /hr | 680                           | 425                           |
| 13      | BLOW DOWN                   | M <sup>3</sup> /hr | 158                           | 97                            |



**ANNEXURE – 1B**

**COOLING TOWERS MAKEUP WATER ANALYSIS**

| S NO. | TEST                                      | UNIT | MAKE-UP WATER |
|-------|-------------------------------------------|------|---------------|
| 1     | pH                                        | -    | 7.5-8.0       |
| 2     | TURBIDITY                                 | NTU  | <1.0          |
| 3     | TDS                                       | ppm  | 115-209       |
| 4     | TSS                                       | ppm  | <1.0          |
| 5     | M ALKALINITY                              | ppm  | 80-100        |
| 6     | Ca HARDNESS AS CaCO <sub>3</sub>          | ppm  | 40-60         |
| 7     | TOTAL HARDNESS AS CaCO <sub>3</sub>       | ppm  | 60-110        |
| 8     | Mg HARDNESS AS CaCO <sub>3</sub>          | ppm  | 20-50         |
| 9     | CHLORIDE AS Cl                            | ppm  | 2.2-12        |
| 10    | SULPHATE                                  | ppm  | 12-25         |
| 11    | SILICA AS SiO <sub>2</sub> TOTAL REACTIVE | ppm  | 25-50         |
| 12    | TOTAL IRON AS Fe                          | ppm  | <1            |
| 13    | OIL                                       | ppm  | NIL           |



**Re-circulating Cooling Water Quality:**

| S NO. | Parameter                                 | Unit         | Normal  |
|-------|-------------------------------------------|--------------|---------|
| 1     | pH                                        | No.          | 7.5-8.0 |
| 2     | Turbidity                                 | NTU          | 10-20   |
| 3     | Total Dissolved Solids                    | mg/l         | 600     |
| 4     | M alkalinity as CaCO <sub>3</sub>         | mg/l         | 100     |
| 5     | Calcium Hardness as CaCO <sub>3</sub>     | mg/l         | 262     |
| 6     | Total Hardness as CaCO <sub>3</sub>       | mg/l         | 440     |
| 7     | Total reactive silica as SiO <sub>2</sub> | mg/l         | <150    |
| 8     | Chlorides as Cl                           | mg/l         | 100     |
| 9     | Magnesium as CaCO <sub>3</sub>            | mg/l         | 158     |
| 10    | Total Iron as Fe                          | mg/l         | <5      |
| 11    | Total Copper as Cu                        | mg/l         | 0.35    |
| 12    | Potassium as K                            | mg/l         | 15      |
| 13    | Sodium as Na                              | mg/l         | 40      |
| 14    | Conductivity at 20 deg C                  | Micro mho/cm | 875     |
| 15    | Ortho phosphate as PO <sub>4</sub>        | PPM          | >8 PPM  |
| 17    | FRC                                       | PPM          | 0.3-0.6 |



## **SCOPE OF WORK (SOW): PART - B**

**JOB:** PROVIDING CHEMICAL TREATMENT OF FIRE WATER NETWORK AFTER RE-USING TREATED EFFLUENT FROM ETP AS MAKE UP WATER IN FIRE WATER RESERVOIR AT BCPL, LEPETKATA.

### **1.0 SYSTEM DESCRIPTION:**

Treated effluent from Effluent Treatment Plant at BCPL, Lepetkata is collected in 03 nos. of Guard pond before discharging to River Brahmaputra. Neutralized effluent from DM Water plant and Blow down water from Cooling Towers is also collected to Guard Pond. Treated effluent is sent to River Brahmaputra via treated effluent sump and 03 nos. of pumps are available for this purpose.

For reuse of ETP treated effluent, BCPL has carried out some internal modifications of the system. Guard Pond –A (volume approx. 3000 m<sup>3</sup>) has been identified for the recycle purpose. Only treated effluent from ETP will be collected here and one dedicated line along with one dedicated pump will be used for recycle of this treated water to Fire Water Reservoir as make up water. Chemical treatment will be carried out at the fire water network which includes dosing of ClO<sub>2</sub> by In-Situ ClO<sub>2</sub> generator and dosing of Poly-silicate based corrosion inhibitor for protection against corrosion.

**Note:** Quality of ETP treated effluent (after Activated Carbon Filter) – **Attached at Table-2A**

### **2.0 SCOPE OF WORK IN BRIEF:**

#### **2.1 Supply by vendor**

- (a) Supply of ClO<sub>2</sub> generator of required capacity including all metering pumps, tanks, instruments and piping etc. required for dosing of ClO<sub>2</sub> on returnable basis. At least one pump in each service/rating shall be kept as spare for immediate replacement during outage. It would be the responsibility of the vendor to maintain the complete dosing system including BCPL's supply. The necessary safety precaution should be taken by vendor during generation of chlorine dioxide to monitor & control the concentration of ClO<sub>2</sub>. In-Situ generation system should have in-built safety device. Safety goggles, safety shoes, safety aprons & hand gloves shall be used by Vendor's Technicians/ Operators during operation.
- (b) Supply of Poly-Silicate (20% active silicate) and dosing at minimum 05 (Five) different locations along with pumps (with 1 no. Spare pump as standby) in entire fire water network for uniform and even distribution. Dosing rate and chemical quantity will be as per SOR.
- (c) ASTM corrosion racks and corrosion coupons. Vendor has to supply 02 nos. Corrosion racks for measurement of corrosion rates on monthly basis. Vendor has to install online ORP meter (02 nos.) for online monitoring of ORP.
- (d) Other monitoring/Analytical equipment.



- (e) Supply of proprietary chemicals for generation of ClO<sub>2</sub> and formulation like poly silicate based corrosion inhibitor etc. And dosing in fire water network in normal operation. Vendor has to give performance guarantee of their chemicals with MSDS, test certificate, self life and testing procedures. Vendor shall supply chemical in lots so as to maintain minimum two months requirement all the time during the contract period. Vendor to provide schedule of chemical dispatch after discussion with EIC. At site, unloading and handling of chemicals is to be done by the manpower provided by the Bidder. The chemicals once supplied at site shall remain active for a minimum period of six months without degradation.
- (f) Supply of Microbiological Test Kit.

## 2.2 Technical Services

- (a) Vendor should depute qualified person (as per SCC) permanently stationed at BCPL, Lepetkata for day-to-day generation of ClO<sub>2</sub>, dosing of chemicals in fire water network, monitoring of parameters etc. The operator/technician/helper will be responsible for carrying out daily flushing activities in Fire Water Network. In his/her absence, alternate arrangement shall be made in advance.
- (b) Availability of senior technical personnel at site to be ensured as and when required. There will be a quarterly review of the program at BCPL, Lepetkata with senior technical personnel.

## 2.3 Technical Assistance

- (a) Providing uninterrupted treatment on round the clock basis.
- (b) 2-3 times daily analysis of all relevant parameters should be carried out for efficient monitoring of the treatment program.
- (c) Vendor's site in charge or representative shall have to maintain a record statement of chemical consumption and stock balance on daily basis and to report the same to EIC. Maintaining a minimum stock of chemicals (at least two months inventory) at site is vendor's responsibility.
- (d) Following monitoring and supporting tools to be provided by the vendor on loan basis.
- Treatment methodology of the vendor should be guided by ASTM corrosion racks and corrosion coupons that shall be removed in presence of client representative to calculate the corrosion rate monthly.
  - Bio-fouling monitors.
  - Dip slide for checking micro-biological growth in every fifteen days.
  - All necessary lab equipment for carrying out the lab analysis.
  - PC and software for monitoring the treatment program,
  - ORP analyzer.
- (e) Vendor should be responsible for storing, safe handling and dosing of chemicals. MSDS of the chemicals used is to be provided and displayed at storage & dosing points. The chemicals



shall be supplied by contractors in good quality containers to avoid problems due to spillage during handling. In case of liquid chemicals, the containers shall be chemically resistant. Special precautions for handling the chemicals, disposal of empty containers, remedial measures to be taken in case of spillage and ingress into human body should be furnished. Bringing of chemicals to BCPL, Lepetkata plant in suitable containers along with test certificates and taking away the empty containers outside BCPL, Lepetkata plant premises in every three months shall be in the scope of contractor.

- (f) Vendor shall collect all necessary site data & information essential for the job from BCPL. BCPL shall not be responsible for any missing information after the job is awarded.
- (g) Vendor shall have to give presentations about their chemical treatment process to be adopted during the contractual period before starting of the job and subsequently after three months during the treatment period to all staffs of the department to update.

## 2.4 Supply by BCPL

- (d) Supply of HCl (30% conc.) as per requirement.
- (e) Power and other utility connections like water, plant air, storage space, area for Laboratory set up etc.

## 3.0 TREATMENT PHILOSOPHY:

Hold up volume of fire water network is approx. 5000 m<sup>3</sup>. The fire water parameters with the use of treated effluent as make up with ClO<sub>2</sub> treatment to be maintained as mentioned in **Table-2C**.

### 3.1 Detailed Treatment Program for Fire Water Network shall be as follows:

- (a) ClO<sub>2</sub> dosing at the fire water network to control Microbiological growth (TBC, SRB, Iron bacteria). ClO<sub>2</sub> In situ generator of required capacity shall be provided by the vendor. ClO<sub>2</sub> dosing shall be based on two pump method. ClO<sub>2</sub> dosing to be done @ 1 ppm (100% ClO<sub>2</sub>) twice in a day based on hold up volume. ClO<sub>2</sub> dosing will be done twice per day to maintain residual ClO<sub>2</sub> of 0.2-0.7 on round the clock basis.
- (b) Corrosion and deposit control in fire water network by poly silicate based treatment. Bidder must dose poly-silicate based corrosion inhibitor @ 50 ppm based on hold up volume as 'initial fill'. For regular treatment, poly silicate based corrosion inhibitor to be dosed @ 25 ppm based on make-up water rate. This corrosion inhibitor will be dosed at 05 (five) different location across the fire water network. Silicate residual to be ensured @ 5-6 ppm (min.) at all point in the fire water network. Bidder to consider treated water make up to Fire Water reservoir @ 1000 m<sup>3</sup>/day. Corrosion inhibitor will be dosed based on actual rate of makeup.

Mechanism of corrosion inhibition with Poly-silicate based corrosion inhibitor has become a trend to use in industrial waste water system. Poly silicate provides a good corrosion protection and is economical to use. Corrosion protection is provided by the hydrolysis of poly-silicate to form



negatively charges colloidal particles which migrate to the anodic area of corrosion cell where they form a protective film.

Poly-Silicate act as an absorption inhibitor within water system and hydrolyzes in water to form tenacious film at the anodic site. Poly-silicate has surface active properties that allow those to penetrate deposit of corrosion products and inhibit active corrosion.

### **3.2 Details of CLO<sub>2</sub> generation system:**

Chlorine dioxide (ClO<sub>2</sub>) shall be added in the fire water network by providing in-situ generation systems of required capacity as specified in **Table-2B** for controlling microbiological fouling. Sodium Chlorite (31% NaClO<sub>2</sub>) shall be used for generation of chlorine dioxide. Minimum conversion of Sodium Chlorite (NaClO<sub>2</sub>) to Chlorine dioxide (ClO<sub>2</sub>) shall be 85% efficiency. Two pump method for generation of ClO<sub>2</sub> shall be followed as per details given in Table-2. The Minimum Chemicals required for generation of ClO<sub>2</sub> are specified in Table-2. Vendor should confirm & specify the actual requirements of all the chemicals for chlorine dioxide dosing given in Table-2. Vendor shall optimize Chemicals consumption based on actual ClO<sub>2</sub> conc. & pH to be maintained as specified in Generator Output Water. The payments will be made based on actual consumption of chemicals for ClO<sub>2</sub> generators. Vendor on returnable basis shall provide equipments and generators for in-situ generation of chlorine dioxide, which should have in-built safety device. Safety goggles, safety shoes, safety aprons & hand gloves shall be used by Vendor's Technicians/ Operators during operation. Technical details of ClO<sub>2</sub> In-Situ Generation System are given in Table-2. **No deviation is permissible for In-situ generation systems for ClO<sub>2</sub>.**

The In-situ generator with dosing pumps + Tanks for Sodium Chlorite & HCl Acid & dilution water pumps for generation of ClO<sub>2</sub> & dosing pumps along with Rota meters at inlet & outlet shall be provided by Vendor as per details given in Table-2. All interconnected piping including fitting, valves etc. shall be provided by Vendor. The vendor shall guarantee the performance of the complete In-situ Generation system including proper operation, proper functioning of instruments, mechanical equipments etc. with respect to their performance & all equipments. The performance guarantee of in situ Generation system shall be for specified capacity, flow Rate & concentration of ClO<sub>2</sub> at output water at outlet of generators.

The necessary safety precaution should be taken by vendor during operation of Chlorination system to maintain ClO<sub>2</sub> in Fire Water Network. Safety goggles, safety shoes, safety aprons & hand gloves shall be used by Vendor's Technicians/Operators during operation.

### **3.3 Microbiological test kit:**

Vendor shall supply Microbiological test kit to analyze **TBC & SRB on fortnightly basis** along with required nos. of Testing packets (dip Slides) for this treatment program. **Water samples to be checked at different points in fire water network. Also daily checking of pH, residual ClO<sub>2</sub>, ORP and residual silicate to be done.** This is to be followed for entire duration of the contract so that indicative status of microbiological load is known. Techniques shall include dip



slides & latest rapid analysis techniques to measure total bacteria counts, SRB etc. All necessary microbiological tests shall be carried out at plant site as specified. Test reports shall be submitted compulsory on weekly basis by Vendor. All samples shall be collected in sterilized bottles & sealed properly to prevent air entry.

### **3.4 Information of Constituents, composition and Test Methods:**

Vendor shall furnish information on consumption & properties (% active ingredients) of all chemicals e.g. poly-silicate based corrosion inhibitor and other proprietary chemicals, if any. Vendor shall also supply analysis methods for accepting batches of chemicals along with offer. Vendor shall furnish details of CIO2 generator with guaranteed efficiency along with the bid. **Offer without these details will not be considered for evaluation.** Bidder should submit test certificates along with every batch of chemicals that will be dispatched from their works. The analysis values in the test certificates shall be actual values obtained in their laboratory against specification for the composite sample of batch. Vendor has to provide safety data sheet for all chemicals. Vendor shall have to confirm that none of the chemicals/biocides has any adverse impact on environment. All chemicals to be jointly tested at site before acceptance and use by BCPL & the vendor for its % active ingredients which should conform to stated formulation to meet the desired residuals. In case of any deviation or chemicals not matching to specification shall be out rightly rejected

### **4.0 PERFORMANCE MONITORING AND GUARANTEES:**

#### **4.1 Corrosion and Deposit Control**

Corrosion limits shall be measured through CS coupons in the corrosion coupons racks. Coupons shall be exposed for about thirty days and shall be taken out for measuring. Fresh coupon shall be installed after taking out old coupon for the next month. Treatment performance shall be guaranteed to give average corrosion rates (general & pitting) as measured by online corrosion coupons below 3 MPY for MS.

#### **4.2 Microbiological growth**

Vendor will control the biological growth in the system to the desired level so that it will not have any adverse effects on the system and process. Vendor's site representative shall also measure Total Bacterial Counts (TBC) and Sulphur Reducing Bacteria (SRB) counts on regular basis. Following limits shall be maximum for the purpose of performance guarantee.

TBC: 100000 counts per ml

SRB: 100 counts per 100 ml.

#### **4.3 Performance Guarantees**

**4.3.1** Vendor has to give guarantee on chemical dosage level & consumption of different chemicals. On the basis of daily reports, control over use of chemicals should be exercised. Any excess usage of chemical over & above of rates guaranteed, the cost of chemical shall be deducted from payments payable to the vendor.



#### 4.3.2 Guaranteed process parameter:

Residual ClO<sub>2</sub>: 0.2-0.7 ppm; Residual silicates: 5-6 ppm

#### 5.0 INCASE THE ABOVE GUARANTEES ARE NOT MET THEN:

- (c) BCPL shall forfeit the security deposit equivalent to 3% value of the contract.  
(d) BCPL reserves the right to terminate the contract and choose any other proven supplier at the risk and cost of the contractor to continue the treatment.

#### 6.0 PERFORMANCE REPORTING:

- (i) Vendor shall maintain all necessary documentation and records such as **Field and Control room logs sheets/log books, charts, performance registers, inventory registers, equipment history, power consumption, laboratory test reports, daily / weekly / monthly /annual performance reports, chemicals and reagents consumption** reports. These documents shall be developed in consultation with BCPL. Relevant important data shall be computerized for easy scrutiny of various parameters as well as given in graphical form wherever possible to facilitate monitoring of the performance on a monthly basis by first week of every month.
- (ii) Submission of monthly reports (MPR) with water quality, test reports, consumption of chemicals & water, efficiency calculation, trouble shooting by 04<sup>th</sup> of every month.

**TABLE-2A**

#### **Treated Effluent Parameters**

| Parameters | UOM | Range     | Parameters   | UOM             | Range           |
|------------|-----|-----------|--------------|-----------------|-----------------|
| FRC        | ppm | NIL       | pH           |                 | 6.5-8.5         |
| ORP        | mV  | 150-200   | Oil & Grease | ppm             | < 5             |
| Cond       | ppm | 1200-1500 | Sulphide     | ppm             | <0.5            |
| TDS        | ppm | 600-1200  | Phenol       | ppm             | <0.5            |
| Turb       | NTU | <10       | COD          | ppm             | 125             |
| M-Alk      | ppm | 40-50     | BOD          | ppm             | 15              |
| TH         | ppm | <200      | TSS          | ppm             | < 20            |
| CaH        | ppm | 90-100    | TBC          | Colonies/<br>ml | 10 <sup>7</sup> |
| MgH        | ppm | 70-80     | SRB          | MPN/100<br>ml   | 10 <sup>3</sup> |
| Chloride   | ppm | Max. 200  | Iron as Fe   | ppm             | < 1.0           |
| Silica     | ppm | 50-60     |              |                 |                 |



**TABLE-2B**

**Technical data/details for ClO<sub>2</sub> In-Situ Generators (Based on Two pumps method)**

| Sl. No. | Parameters                                       | UOM    | Value           |
|---------|--------------------------------------------------|--------|-----------------|
| 1       | Hold up volume of Fire Water Network             | M3     | 5000            |
| 2       | ClO <sub>2</sub> dosing rate (100%)              | Ppm    | 1.0 (twice/day) |
| 3       | Efficiency of ClO <sub>2</sub> In-situ Generator | %      | 85              |
| 4       | 31% NaClO <sub>2</sub> dosing                    | Kg/day | 63.80           |
| 5       | HCl Acid (30-33%)                                | Kg/day | 20.0            |
| 6       | Treated effluent make up to FWR                  | M3/day | 1000            |

**TABLE-2C**

**Fire water parameters with the use of treated effluent as make up**

| Parameters                    | UOM                      | Value       |
|-------------------------------|--------------------------|-------------|
| pH                            | -                        | 7.5 – 8.5   |
| Turbidity                     | NTU                      | 50 max.     |
| Calcium Hardness              | ppm as CaCO <sub>3</sub> | 100 max.    |
| Residual ClO <sub>2</sub>     | ppm                      | 0.2-0.7     |
| ORP                           | mv                       | 350 – 450   |
| Residual silicate             | ppm                      | 5-6         |
| SRB                           | Org/100 ml               | 100 max.    |
| TBC                           | Colony/ml                | 100000 max. |
| Corrosion for MS coupon       | < 3 mpy                  |             |
| Leakage in fire water network | Zero                     |             |



## **SCOPE OF WORK (SOW): PART - C**

**JOB:** SUPPLY OF CHEMICAL AND PROVIDING CHEMICAL TREATMENT OF DM WATER LOOP AT LLDPE UNIT OF BCPL, LEPETKATA.

### **1.0 DESCRIPTION OF SYSTEM:**

1. System volume (Including storage tank and line volume): around 80 m<sup>3</sup>
2. Circulation Rate: 2000-2500 m<sup>3</sup>/hr
2. Heat Exchanger Metallurgy: Shell/ tube: CS and Plate type : SS 316
4. Water Temperature: 36 to 90°C
5. Circuit Pressure: 4.5-5.5 Kg/cm<sup>2</sup>

### **2.0 EQUIPMENT INVOLVED:**

EE 400 shell side, VV 405, EE 405 shell side, EP 402 A/B plate side, PA 405 A/B (Centrifugal pump)

### **3.0 PROCESS DESCRIPTION:**

DM water is being filled in Loop expansion drum which is floated with cooling loop. Then the water is being pumped by centrifugal pump and passed through shell side of shell & tube Heat exchanger (where process gas is being passed through tube side and cooled by exchanging heat with DM water). The hot DM water exchange heat with cooling water at Plate type exchanger. After cooling the DM water being circulated again to pump suction. During plant start up, LP steam is used to initial heat up of DM water through shell & tube Heat exchanger where steam is used in tube side. The entire circuit is closed loop and DM water is being made up to maintain level in expansion drum.

### **4.0 PARAMETER TO BE MAINTAINED**

pH: 8.0 -12.0  
Nitrite: Min 500 ppm  
Molybdate: 150 -200ppm  
Iron: < 3ppm

All these parameters to be tested once in shift and reported in DPR daily.

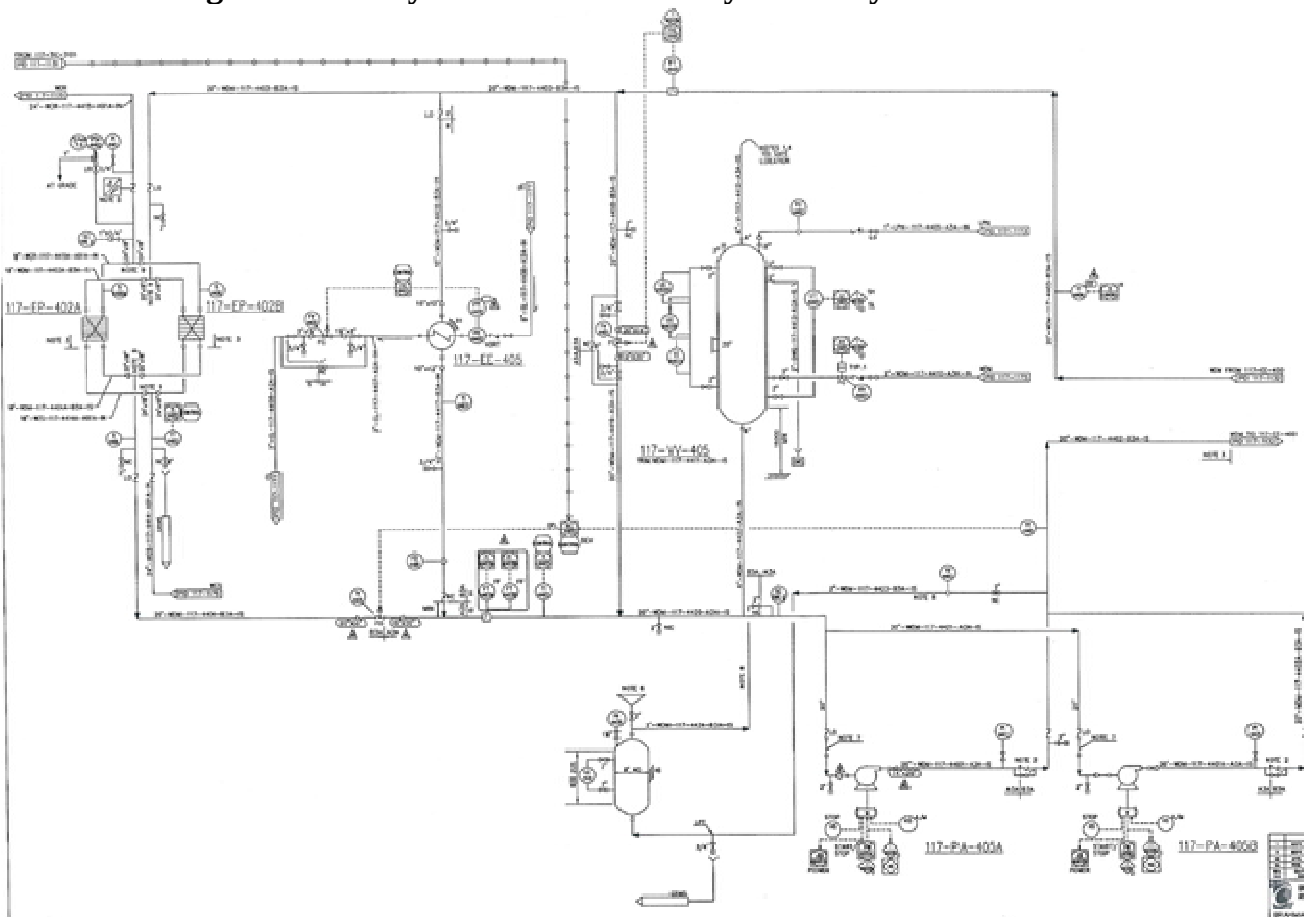
### **5.0 SCOPE OF WORK OF THE CONTRACTOR:**

- 5.1 Pre-operational service: To conduct system survey visits. To verify original treatment recommendation and assumptions
- 5.2 Start-up service visits: Proper commissioning of the treatment programme (Initial passivation)
- 5.3 Routine service visits: Corrosion monitoring with corrosion by-pass rack or retractable coupon holder, Deposition monitoring, Microbiological monitoring, all the testing should be done on fortnight basis.



- 5.4 Emergency service visits : For trouble shooting if it arises
- 5.5 Supply and dosing of water treatment chemicals based corrosion formulation is in vendor scope. Vendor has to submit details of treatment procedure for DM water loop treatment with the following:
- (a) Details of chemicals with % active ingredients.
  - (b) MSDS & test procedure of chemicals.
- 5.6 Type of chemical and dosage rate: To be confirmed by the vendor.
- 5.7 Supply of min 1 no. of corrosion rack is in vendor scope along with corrosion coupons & microbial test kits.
- 5.8 Chemicals dosing metering pumps, test reagents, are in vendor scope.

**Schematic diagram of this system is attached for your ready reference:**





## **भाग – VII**

### **SECTION-VII**

### **HEALTH, SAFETY ENVIRONMENT [HSE] SPECIFICATIONS**



## SECTION-VII

### **HEALTH, SAFETY AND ENVIRONMENT [HSE] SPECIFICATIONS**

#### 1.0 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).

#### 2.0 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 equipments 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 at site office and work locations caution boards, provide posters, banners for safe working to promote safety consciousness, etc.
- 2.14 Contractor should carryout audits/inspections/supervisions at the sub-Contractor's works and submit the reports for review by BCPL.

1.0 RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| 925 – 1984           | Industrial Safety Helmets                                         |
| 7701 – 1968          | Rubber Gloves for Electrical Purpose                              |
| 994 – 1973 [Part-I]  | Industrial Safety Gloves [Leather & Cotton Gloves]                |
| 989 – 1986 [Part-II] | Leather Safety Boots & Shoes                                      |
| 557 – 1969           | Industrial & Safety Rubber Knee Boots                             |
| 519 – 1971           | Code of Practice for Selections, Care & Repair of Safety Footwear |
| 1226 – 1985          | Leather Safety Footwear Having Direct Molding Sole                |
| 983 – 1978           | Eye Protectors                                                    |
| 167 – 1979           | Ear Protectors                                                    |
| 521 – 1983           | Industrial Safety Belts & Harnesses                               |



## **भाग – VIII**

### **SECTION-VIII**

### **UN-PRICED**

### **SCHEDULE OF RATES**



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|                                                                                                                                                                                                            |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|                                                                                                                                                                                                            | e-TENDER No.: BCPL/C&P/LE20W152SD/00592   |
|                                                                                                                                                                                                            | <b>SCHEDULE OF RATES[SOR] – UN-PRICED</b> |
|                                                                                                                                                                                                            | SECTION – VIII                            |
| NAME OF WORK: “HIRING OF SERVICE CONTRACT FOR OPERATION, CHEMICAL TREATMENT & UPKEEP OF COOLING TOWERS-1 & COOLING TOWERS-2 AND CHEMICAL TREATMENT OF FIRE WATER NETWORK OF BCPL FOR A PERIOD OF 2 YEARS”. |                                           |
| NAME OF BIDDER: _____                                                                                                                                                                                      |                                           |

| SL NO. | MATERIAL CODE | SUPPLY / SERVICE DESCRIPTION                                                                            | UOM | QTY (A) | Unit Rate (B)    |                | Amount C=A X B   |                |
|--------|---------------|---------------------------------------------------------------------------------------------------------|-----|---------|------------------|----------------|------------------|----------------|
|        |               |                                                                                                         |     |         | IN FIGURES (RS.) | IN WORDS (RS.) | IN FIGURES (RS.) | IN WORDS (RS.) |
| 1      | 5308120073    | Regular Treatment - Polymeric Dispersant, dosage rate @30 ppm based on blow down rate                   | Kg  | 132192  |                  |                |                  |                |
| 2      | 5308120013    | Regular Treatment - Formulation Chemical, dosage rate @70 ppm based on blow down rate                   |     |         |                  |                |                  |                |
|        |               | Chemical- 1                                                                                             | Kg  | 308448  |                  |                |                  |                |
|        |               | Chemical- 2                                                                                             |     |         |                  |                |                  |                |
| 3      | 5308120093    | Regular Treatment - QUAT based bioside @ 50 ppm based on hold up volume                                 | Kg  | 19920   |                  |                |                  |                |
| 4      | 5308120083    | Regular Treatment - Carbamate / isothiazolene / Bisphane based bioside @ 50 ppm based on hold up volume | Kg  | 19920   |                  |                |                  |                |
| 5      | 5308120023    | Regular Treatment - Bio-dispersant @ 3ppm based on blow down rate                                       | Kg  | 13219.2 |                  |                |                  |                |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

| SL NO.                            | MATERIAL CODE | SUPPLY / SERVICE DESCRIPTION                                                   | UOM   | QTY (A) | Unit Rate (B)    |                | Amount C=A X B   |                |
|-----------------------------------|---------------|--------------------------------------------------------------------------------|-------|---------|------------------|----------------|------------------|----------------|
|                                   |               |                                                                                |       |         | IN FIGURES (RS.) | IN WORDS (RS.) | IN FIGURES (RS.) | IN WORDS (RS.) |
| 6                                 | 5308120063    | Passivation Chemical - SHMP based @ 70 ppm on hold up volume                   | Kg    | 3486    |                  |                |                  |                |
| 7                                 | 5308120053    | Passivation Chemical - HEDP based @ 100 ppm on hold up volume                  | Kg    | 4980    |                  |                |                  |                |
| 8                                 | 5308120033    | Passivation Chemical - poly dispersant @30 ppm on hold up volume               | Kg    | 1494    |                  |                |                  |                |
| 9                                 | 5308120043    | Oil dispersant for contingengy @ 5 ppm for 4 days/year based on hold up volume | Kg    | 664     |                  |                |                  |                |
| 10                                | 5347070013    | Sodium Chlorite Solution for treatment of FWN                                  | Kg    | 46574   |                  |                |                  |                |
| 11                                | 5347080013    | Silicate Based Formulation Chemical for treatment of FWN                       | Kg    | 18750   |                  |                |                  |                |
| 12                                |               | Equipment Hiring charges for FWN                                               | Month | 24      |                  |                |                  |                |
| 13                                |               | Charge for treatment, operation and upkeep of CT-I, CT-II & FWN                | Month | 24      |                  |                |                  |                |
| 14                                |               | Chemical cost due to DM water loop treatment at LLDPE                          | Month | 24      |                  |                |                  |                |
| Total                             |               |                                                                                |       |         |                  |                |                  |                |
| GST amount (@18%)                 |               |                                                                                |       |         |                  |                |                  |                |
| Total Amount including GST (@18%) |               |                                                                                |       |         |                  |                |                  |                |
| NOTE:                             |               | 1. All Chemical dosing rate has to be considered as per Scope of work/SOR      |       |         |                  |                |                  |                |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
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| SL NO. | MATERIAL CODE | SUPPLY / SERVICE DESCRIPTION                                                                                                                                                                              | UOM | QTY (A) | Unit Rate (B)    |                | Amount C=A X B   |                |
|--------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|------------------|----------------|------------------|----------------|
|        |               |                                                                                                                                                                                                           |     |         | IN FIGURES (RS.) | IN WORDS (RS.) | IN FIGURES (RS.) | IN WORDS (RS.) |
|        |               | 2. For regular treatment formulation chemical, if 2/3 chemicals are to be used, the summation should be as described in scope of work/SOR                                                                 |     |         |                  |                |                  |                |
|        |               | 3. The Material shall be consigned to BCPL, Lepetkata in the Invoice Mentioning the PO/LOA NO.                                                                                                            |     |         |                  |                |                  |                |
|        |               | 4. The above quoted rates should be inclusive of freight and GST to be quoted separately as per SOR                                                                                                       |     |         |                  |                |                  |                |
|        |               | 5. Transit insurance will be borne by the supplier                                                                                                                                                        |     |         |                  |                |                  |                |
|        |               | 6. Form "C" AND road permit (if required) shall be issued by BCPL. However, if entry TAX is applicable on any of the supplied materials, the same will be recovered from the bill submitted by the bidder |     |         |                  |                |                  |                |
|        |               | 7. Tax Invoice (Original) is to be submitted along with the billing documents                                                                                                                             |     |         |                  |                |                  |                |
|        |               | 8. In case chemical consumption is beyond annual SOR quantity, the payment for such quantity supplied shall not be released                                                                               |     |         |                  |                |                  |                |

|                                                                           |  |
|---------------------------------------------------------------------------|--|
| Name of authorized person submitting the tender on behalf of the Bidder : |  |
| Designation of authorized person:                                         |  |
| Name of firm / Contractor:                                                |  |
| Address of firm / Contractor:                                             |  |
| Date & Place:                                                             |  |



## SCHEDULE OF RATES [SOR]

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

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

- **BIDDER MAY REFER INSTRUCTIONS FOR PARTICIPATION IN e-TENDER – under section III of ITB**

### **e-Tender Helpdesk**

**BCPL**  
:- Phone : 6900182953  
Mobile : 8811017320  
Email :  
etender@bcplindia.co.in

**NIC**  
:- Phone : 1800-233-7315, 0120-4200462, 0120-4001002  
Mobile : 8826246593  
Email : cppp-nic@nic.in