



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprises]

BID DOCUMENT No.: BCPL/DIB/C&P/2015/C/005/R/BB

Date: 16.07.2015

To,

**BID DOCUMENT FOR PROCUREMENT OF OUTDOOR TYPE HIGH VACCUM TWO STORAGE
4500 LPH MINIMUM CAPACITY TROLLEY MOUNTED OIL FILTRATION MACHINE FOR
BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

LIMITED DOMESTIC COMPETITIVE BIDDING

*Prepared & Issued By
Contract & Procurement Depart.
M/s. Brahma Putra Cracker & Polymer Ltd.
"Admin. Building", Lepetkata,
BCPL-Project Site, P.O. Lepetkata
Dibrugarh, PIN - 786006 (Assam)
Tel#+91-373-2914635*

Contact Person:

B J BARMAN

SO(C&P)

0373-2914609/635/

Email-bhaskar.barman@bcplindia.co.in

**If tender is to be hand dropped, for entry into BCPL Premises you may please contact in the Intercom
No of Bhaskar Barman from the CISF gate**

Intercom No-1386

Regd. Office: Hotel Brahma Putra Ashok, MG Road, Guwahati-781001, Assam: Tel: 0361-2733554, 0361-2733556(Fax)

Project Site Office: Admin Building, BCPL-Project Site, A.T.Road, PO-Lepetkata, Dibrugarh-786 006, Assam

Tel: 0373-2914611/609/608/606/604/603/600, Fax: 0373-2371052(Fax)

Project Execution office: 3rdFloor, GTI; 24, Sector-16A; NOIDA-201 301: Tel: 0120-2513102, 011-26185941(Fax)

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REQUEST FOR QUOTATION (RFQ)

SECTION IA

Dear Sir(s),

Brahmaputra Cracker & Polymer Ltd stands for BCPL Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under **TWO BID system** for procurement of outdoor type high vacuum two storage 4500 LPH minimum capacity trolley mounted oil filtration machine for Brahmaputra Cracker and Polymer Limited, Lepetkata, Dist-Dibrugarh (Assam), as detailed below in complete accordance with enclosed tender document:

1. SALIENT FEATURES OF BID DOCUMENT:

1.2.1	Type of Enquiry, Mode of bid submission	Limited Domestic Competitive Bidding Basis (Bid to be sent by post / courier or hand delivered.
1.2.2	Bid Document No.:	BCPL/DIB/C&P/2015/C/005/R/BB
1.2.3	Bid documents available on Website	From 17.00hrs on 16.07.2015 on www.bcplonline.co.in and www.gaitenders.in & CPP portal
1.2.3	Delivery schedule	Within 90 days from of placement of PO.
1.2.4	Pre-Bid Meeting	Not Applicable in this Tender.
1.2.5	Last date and time for Submission of bid	04/08/2015 AT 14.30 Hrs
1.2.6	Date and time for opening of un -priced bid at BCPL, Lepetkata	04/08/2015 on 15.00 hrs (if the particular day is a HOLIDAY at BCPL, Lepetkata the un-priced bids shall be opened on next working days
1.2.7	Place of submission of bid	CONTRACT & PROCUREMENT DEPART. BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMIN. BUILDING, C&P DEPARTMENT P.O. - LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.8	Earnest Money Deposit / Bid Security (Refundable)	Rs 43000/-
1.2.9	Venue for Opening of Un-priced bids	CONTRACT & PROCUREMENT DEPART. BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMIN. BUILDING, C&P DEPARTMENT P.O. - BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.10	Contact Person	B J BARMAN ,SO (C&P) E-mail: bhaskar.barman@bcplindia.co.in Ph. No. +91-373-2914635

The bid will be submitted in 02 (two) parts as follows:

PART -I: Un-Priced Bids (Techno-Commercial Bids)

The un-priced bid must be complete with all technical and commercial details other than rate. UN-PRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details & the Schedule of Rate (SOR) **with prices blanked out and copy of tender**

Part –II: Priced Bid: It should contain only price schedule with rates filled in and no terms & conditions should be put in priced bid. PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender

The two envelopes containing Part-I AND Part-II should be enclosed in a larger envelope duly sealed and super-scribed prominently with tender no., due date and item along-with address of this office and sender's name and address.

Bids complete in all respect must reach this office not later than 14.30 hrs on the notified date of closing of the tender.

Bids complete in all respects should be submitted on or before last date and time of Bid submission.

If the last date happens to be a Holiday/Sunday, the next working day will be considered as bid due date.

Bids sent through Fax or E-mail or in any other mode other than what is described in the tender document, will not be accepted.

2. EARNEST MONEY DEPOSIT / BID SECURITY:

Rs 43000/-

In case envelope containing Part-I (Un-priced bid / Techno-commercial Bid) does not contain the bid security / EMD as per tender condition the un-priced bid of such bidder shall not be treated as non responsive & shall be rejected.

- However, PSUs & SSI are exempted from payment of EMD.
The Earnest Money Deposit (EMD) for the amount as mentioned above shall be submitted in the form of crossed Bank Demand Draft drawn on any Nationalized/Scheduled bank in favour of BCPL, payable at Dibrugarh (Assam). Alternatively, Earnest Money deposit may also be submitted through Bank Guarantee 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 the proforma attached with the Tender Document. However, other than the Nationalized Indian Banks, the banks whose BGs are furnished must be commercial banks 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 a letter head.
- Validity of EMD/BG shall be minimum 2 months beyond the validity of the offer. In event of non-availability of EMD in bid, such bids may not be considered/opened.
- Firms registered with NSIC will be exempted from payment of Earnest money/Bid Bond provided they are registered for the items they intend to quote against BCPL tender.
- Small scale Industries units registered with the NSIC, under its single point

3.0 BID EVALUATION CRITERIA:

3.1 The bidder should have experience of supply of High vacuum Oil Filtration machine of capacity not less than 3000LPH against a single order value of Rs 10,00,000/- (Rs Ten Lakhs Only) in any one of the preceding 7 years period to be reckoned from the due date of submission of bid. The bidder must submit copy of complete purchase order along with proof of execution (i.e. copy of Inspection certificate/copy of excisable invoice/ execution certificate issued from client /final bill payment certificate/copy of invoice along with copy of LR or payment certificate against the invoice or any other document establishing proof of supply) clearly mentioning PO reference no. on the same, towards proof of meeting the BEC.

3.2 The bidder should be a reputed manufacturer / OEM /Industrial distributor/dealer of quoted items. Bidder shall submit proof of manufacturing (i.e. copy of company registration /NSIC/SSI certificate) in case of manufacturer.

Bidders other than manufacturers must submit valid documentary proof/certificate issued by the manufacturer to be furnished along with the offer.

All documents pertaining to BEC must be attested by Gazetted officer/Notary Public.

4. GUIDELINES FOR SCRUTINY/COMPARISON OF BIDS:-

The discrepancies in rate filled for various items shall be resolved in the following manner:-

- (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.
- (iv) In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (Such unquoted item not being in large numbers), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items.
If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price.
If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.

5. EVALUATION IN RESPECT OF EXCISE DUTY/SERVICE TAX/VAT:

- 1. In case of Excise duty and service tax, bids shall be evaluated after considering the effect of cenvatable excise duty and service tax to avail cenvat credit.
- 2. Bidders are requested to mention the above components clearly in the SOR so that evaluation can be done accordingly.
- 3. In case the applicable amount towards VAT/Excise Duty /Service Tax as mentioned by the bidder is considered for giving benefit during evaluation of bid as stated above, the bidder must ensure to submit their invoice as per their declared applicable taxes & duties. If the bidder does not pass on the benefit to that extent to BCPL, the differential amount shall be deducted from their bill.

6. SERVICE TAX: -

- 1. While quoting against the tender, bidder shall have the option to decide on the method of valuation prescribed under the service tax rules, i.e, either on actual service portion or deemed service portion.
- 2. Whether Service Tax is to be paid on actual service portion, the bidder(s) shall indicate the value for service portion on which the Service Tax is applicable.
- 3. Whether Service Tax is to be paid on deemed service portion as per percentage prescribed, the bidder(s) shall indicate the percentage (presently 40%, 60% or 70%) of the gross works contract value on which Service Tax is applicable.
- 4. Whether the bidder opts for paying Service Tax on deemed service portion, the gross works contract value or the purpose of payment of service tax shall mean the sum total of the gross amount charged for the works contract and the fair market value of all goods and services supplied in or in relation to the execution of the works contract, whether or not supplied under the same contract or any other contract.
- 5. The fair market value of Free Issue Material (FIM) and services, wherever applicable, are indicated in the Bidding Documents.

6. Bidders shall quote prices inclusive of all taxes and duties excluding service tax. In other words, the amount of service tax shall not be included by the bidders in their quoted price. However, bidders will indicate the details of applicable service tax as mentioned above along with the break-up of the service tax payable by him and service tax payable by Owner/BCPL as service recipient, if applicable, as per the reverse charge rule of service tax.
7. In case a bidder does not provide any of the above requisite information, his bid will be evaluated with highest applicable rate of service tax (Presently 12.36%) on total value of works contract.
8. Owner/BCPL will reimburse the service tax to the contractor at actual against submission of cenvatable invoices issued in accordance with service tax Rules to enable Owner/BCPL to claim cenvat credit of service tax paid. In case any variation in the executed quantities, the amount on which the Service Tax is applicable shall be modified in same proportion.
9. The benefit of Cenvat credit of service tax quoted shall be considered for evaluation of bids.

10. PUBLIC PROCUREMENT POLICY (PPP), 2012

Bid submitted by MSEs shall be processed as under subject to availability of the item(s) in the notified Gazette published by Government of India from time to time:

- i) Issue of Tender Documents 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 20% 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 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.
- iv) In case tendered item is non-splittable or non-dividable, MSE quoting price within price band L1 (other than MSE) +15%, may be awarded for full / complete value of supplies / contract subject to matching of L1 price.
- v) 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. The quoted prices against various items shall remain valid in case of splitting of quantities of the items as above.
- vi) In case bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following:
 - a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries 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 .
 - b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.
- vii) The above documents submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a practicing Chartered Accountant (not being an

- employee or a Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law.
- viii) 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.
- ix) In accordance with the provisions of the said Policy, HOD (C&P) shall be the Nodal Officer for implementation of the Policy and for redressing grievances as notified vide Gazette of India No. 502 dated 26.03.2012.
- x) 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
- xi) Implementation of above provision is at the discretion of BCPL.

7) PRE-BID MEETING: NOT APPLICABLE IN THIS TENDER.

8) PRICE BASIS:

FOT, SITE Basis at BCPL, Lepetkata, Dibrugarh.

9) DELIVERY/COMPLETION SCHEDULE:

90 days from date of placement of PO.

10) VALIDITY PERIOD OF OFFER:

The **period of validity** of the quotations should **not be less than 90 days** from the date of opening of technical bid. Quotations with less validity are likely to be ignored.

11) VAT/CST No.:

Bidder must have valid sales tax registration no. and same should be indicated in the quotation. No extension in the bid due date/time shall be considered on account of delay in receipt of any document.

12) GENERAL

- No extension in the bid due date/time shall be considered on account of delay in receipt of any document.
- **Tender Fee:** Not Applicable
- Bid document is non-transferable.
- BCPL reserves the right to carry out capability assessment of the bidder including referral to in-house information.
- BCPL will not be responsible or liable for cost incurred in preparation & delivery of bids, regardless of the conduct or conduct or outcome of the bidding process.
- Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.
- BCPL reserve the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- Bidder should not be under liquidation, court receivership or similar proceedings.

- Bidders should not be black listed with any PSU /Govt. establishment.
- Bid sent through other than Courier/post/personal delivery shall not be accepted.

13) SECURITY DEPOSIT:

10 % of the ordered value (Excluding taxes and duties) to be submitted either in the form of BG or DD. Format of Bank Guarantee towards security deposit as performance bank guarantee is enclosed with tender. In case of BG, the validity period of BG should be beyond 03 months from date of expiry of warranty period. (To be read in conjunction with GCC-Goods Clause No. 12)

14) INSURANCE: Transit Insurance shall be arranged and paid by Seller.

15) Warranty:

The supplier shall guarantee the filter machine for its adequate design, poor workmanship, manufacturing defects and failure of components for a period of 24 (twenty four) months, from the date of commissioning against all defects, which may develop due to faulty design, material and workmanship. During the guarantee period, the supplier shall have to rectify all defects or replacement of defective / damaged component free of cost within a reasonable time.

16) Entry Tax: Not Applicable.

17) Fall Clause: Not Applicable.

18) DESPATCH INSTRUCTION:

The materials should reach the site within **90 days** of placement of Purchase Order.

19) TERMS OF PAYMENT:

100% payment will be released after successful commissioning of the transformer oil filtration machine. Certified bills and along with all necessary documents shall have to be submitted for release of payment.

20) PRICE REDUCTION SCHEDULE (PRS):

The supplies are to be made strictly as per the dates indicated in the schedule given in the dispatch advice. In case of delay in supplies beyond the dates indicated in the delivery schedule, price reduction @0.5% of the value of undelivered quantity per week subject to a maximum (ceiling) of 5% of total order value will be applicable. The value referred in PRS clause excluding taxes and duties.

Clause nos. 26.2 & 26.3 of General Conditions of Contract-Goods shall also apply.

21) FIXED PRICE:

Prices quoted by the bidder shall be firm & fixed during the bidder's performance of the contract. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected.

22) LATE BIDS:

Any bid received by the OWNER after the bid due date and time prescribed in the Tender Document shall be rejected.

Telegraphic / Tele Fax / E-Mail offers whether sent directly or submitted by local agent in India will not be considered and shall be rejected.

23) OPENING OF PRICED BIDS:

The price bids of the substantially responsive bidders will be opened later. The price bids of those bidders determined to be not substantially responsive will be rejected.

24) Vendors must despatch/transport the contracted material/supplies only through registered common carriers” .

25) AWARD CRITERIA

The OWNER will award the contract to the successful bidder whose bid has been determined to be the **lowest evaluated**, responsive bid, provided further that the bidder is determined to be qualified to satisfactorily perform the contract.

26) OWNER’S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:

The OWNER reserves the right at the time of award of contract to increase or decrease the quantity specified in the scope (in respect of each item of scope), without any change in unit price and other terms & conditions.

27) JURISDICTION OF COURT:

The purchase order shall be governed by and constructed according to the laws in force in India. The Supplier hereby submits to the jurisdiction of the courts situated at Guwahati (Assam) for the purpose of disputes, actions and proceedings arising out of the contract, the courts at Guwahati (Assam) only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

28) ARBITRATION:

All matters of difference what-so-ever which shall at any time arise between the parties hereto relating to execution of ORDER / CONTRACT or to the rights or liabilities or any claims thereof (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall be resolved as per Arbitration and Reconciliation Act, 1996 and the venue of such arbitration shall be Guwahati, Assam.

29) FORCE MAJEURE:

Shall mean and be limited to the following:

- (a) War/Hostilities
- (b) Riot or Civil Commotion
- (c) Earthquake, flood, tempest, lightning or other natural physical disaster.
- (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the SELLER.

The SELLER shall advise OWNER by a registered letter duly certified by the local Chambers of Commerce or Statutory Authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force majeure, OWNER reserves the right to cancel the order and provisions governing termination shall apply. For delays arising out of Force majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither OWNER nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. SELLER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the SELLER or the OWNER shall not be liable for delay in performing their obligations under this order and the delivery dates will be extended to the SELLER without being subject to price reduction for delayed deliveries, stated elsewhere.

30) REJECTION CRITERIA: The following conditions/ clauses shall constitute REJECTION CRITERIA for this tender and the bid/offer of such bidders taking deviations to these criteria will be liable for rejection-

- i) Firm Price
- ii) Scope of work
- iii) Technical Specifications
- iv) Price Schedule
- v) Delivery / Completion Schedule
- vi) Period of Validity of bid
- vii) Price Reduction Schedule
- viii) Force Majeure
- ix) Applicable Laws
- x) Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.
- iv) Any other terms-rejection.

32. REPEAT ORDER QUANTITIES

Not Applicable in this Tender.

33) ORDER OF PRECEDENCE:

In case of an irreconcilable conflict between RFQ Covering Letter, Instruction to Bidders, Special conditions of contracts (Goods) & General conditions of contracts (Goods) the following shall prevail to the extent of such irreconcilable conflict in the order of precedence:

- i) RFQ Covering Letter
- ii) Instruction to Bidders
- iii) Special conditions of contracts (Goods)
- i) General conditions of contracts (Goods)

34) All the bidders including those who are not willing to submit their bid against in this tender, are required to submit format F-1 "Acknowledgement Cum Consent Letter" attached in the tender alongwith reason(s) for non-participation in the failing, if applicable within 7 days from receipt of tender information, **failing which BCPL may not issue any tender to such bidder in future.**

Please note that this is a zero deviation tender. Bidders are advised to strictly confirm compliance to tender conditions and not to stipulate any deviation / conditions in their offer. Subsequent to bid submission, BCPL will not seek confirmations / clarifications and any bid(s) not in line with tender conditions shall be liable for rejection. Bidders are also requested to submit the documents / confirmations strictly as per the check list enclosed in the tender document.

Consignee Address:

Office of the Dy. General Manager (C&P)
Admin. Building,
Brahmaputra Cracker and Polymer Limited,
PO: Lepetkata,
District - Dibrugarh, Assam, India PIN - 786006
Tel-0373-2914609/35

If you require any further information, feel free to contact me.

Yours faithfully,

**For Brahmaputra Cracker and Polymer Limited,
(A Government of India Enterprise)**

B J BARMAN
SR. OFFICER (Contracts & Procurement)
E-Mail: bhaskar.barman@bcplindia.co.in
Ph no: 0373-2914635

CUT-OUT SLIP

(Quotation – Do Not Open)

Bid Document no.: BCPL/DIB/C&P/2015/C/005/R/BB

Item: SUPPLY OF OUTDOOR TYPE 4500LPH CAPACITY TROLLY MOUNTED OIL FILTRATION MACHINE FOR BCPL, LEPETKATA.

Due Date & Time of bid submission: Up-to 14.30 hrs (IST) on 04/08/2015

Date and time for opening of bids: 15.00 hrs (IST) on 04/08/2015

From:

to:

	CONTRACT & PROCUREMENT DEPART. M/S. BRAHMAPUTRA CRACKER & POLYMER LIMITED (BCPL), LEPETKATA ADMIN. BUILDING, BCPL-PROJECT SITE, P.O. LEPETKATA DIST: DIBRUGARH, PIN – 786006 ASSAM PH NO.:0373-2914636/09/635
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(To be pasted on the outer envelope containing envelopes Part -I, Part-II)

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Date and time for opening of bids: 15.00 hrs (IST) on 04/08/2015

From:

to:

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From:

to:

	CONTRACT & PROCUREMENT DEPART. M/S. BRAHMAPUTRA CRACKER & POLYMER LIMITED (BCPL), LEPETKATA ADMIN. BUILDING, BCPL-PROJECT SITE, P.O. LEPETKATA DIST: DIBRUGARH, PIN – 786006 ASSAM PH NO.:0373-2914636/09/635
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(To be pasted on the outer envelope containing envelopes Part -I, Part-II)

INSTRUCTIONS TO BIDDERS (ITB)

SECTION II

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- A. Introduction
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- D. Submission of Bids
- E. Bid Opening and Evaluation
- F. Award of Contract

Tender Document No : BCPL/DIB/C&P/2015/C/005/R/BB
Tender Subject : PROCUREMENT FOR OUTDOOR TYPE 4500LPH CAPACITY TROLLY MOUNTED OIL
FILTRATION MACHINE FOR BCPL.

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1.0 Scope of Bid:

- 1.1 The Purchaser as defined in the General Conditions of Contract-Goods, hereinafter “the Purchaser” wishes to receive bids for the supply of goods as described in Schedule of Rates and Technical specification.
- 1.2 The successful bidder will be expected to complete the Scope of supply within the delivery period stated in Special Conditions of Contract.
- 1.3 Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder/ tenderer”, “bid/tender/offer”, “bidding / tendering”, etc.) are synonymous, and day means calendar day. Singular also means plural.

2.0 Eligible Bidders:

- 2.1 Bidders shall, as part of their bid, submit a written **power of attorney** authorizing the signatory of the bid to bind the bidder.
- 2.2 Bidders should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Request for Quotation.
- 2.3 The bid should be from actual manufacturers. The bids from sole selling agents / authorized distributors/ authorized dealers/ authorized supply houses can also be considered, provided such bids are accompanied with back-up authority letter from the concerned manufacturers who authorize them to market their product, provided further such an authority letter is valid at the time of bidding. Offers without back-up authority from manufacturer will not be considered. Required warranty cover of the manufacturers for the product will be provided by such supplier.
- 2.4 The bidder shall not be under a declaration of ineligibility by Purchaser for corrupt or fraudulent practices as defined in ITB.
- 2.5 While evaluating the bids, pursuant to Bid Evaluation Criteria as specified in the Global notice of RFQ, bidders past performance shall also be assessed for ascertaining the responsiveness of the bid. In such a case, the decision of Purchaser shall be final and binding on the bidder.
- 2.6 The bidder is not put on holiday by BCPL or black listed by any Government Department/ Public Sector including BCPL.

3.0 One Bid per Bidder:

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.

4.0 Bid Evaluation Criteria:

The Bid Evaluation Criteria (BEC) is as per **Annexure1 to RFQ**. The bids of only those bidders shall be considered for further evaluation and award, which meet BEC in totality and have submitted sufficient of meeting BEC.

5.0 Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of the bid, and PURCHASER (BCPL), will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

6.0 Content of Bidding Documents:

6.1 The bidding documents are those stated below and should be read in conjunction with any addenda issued in accordance with ITB Clause

Section I.	Request for Quotation (RFQ)
Section IB	Cut-Out Slip
Section II	Instruction to Bidder (ITB)
Section III	General Conditions of contract
Section IV	Forms and Formats
Section V	Technical Specification
Section VI	Schedule of Rates

6.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. The Request for Quotation (RFQ) 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 to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

7.0 Clarification of Bidding Documents:

7.1 A prospective bidder requiring any clarification of the Bidding Documents may notify BCPL in writing or e-mail at BCPL's mailing address indicated in the Request for Quotation. BCPL will respond in writing to any request for clarification of the Bidding documents which it receives not later than date of **Pre-Bid meeting/10 days prior to the deadline (in exceptional case)** for the submission of bids prescribed by BCPL. Written copies of BCPL's response (including an explanation of the query but without identifying the source of the query) will be sent to all prospective bidders who have received the bidding documents. Any Clarification or information required by the bidder but same not received by the Purchaser, ten days prior to the bid due date, the same is liable to be considered as no clarification/information required.

[All questions/queries should be referred to BCPL on or before scheduled date of pre-bid conference or 10 days before bid closing date. The questions/queries received by BCPL prior to pre-bid conference will be addressed in the pre-bid conference & no separate communication will be sent to bidders.]

8.0 Amendment of Bidding Documents:

8.1 At any time prior to the bid due date, the PURCHASER 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 issuing addenda/corrigenda.

8.2 Any addendum/corrigendum thus issued shall be part of the Bidding Documents pursuant to ITB Clause-6.1 and shall be notified in writing by post to all prospective bidders who have received the bidding documents. Prospective bidders shall promptly acknowledge receipt of each addendum by fax/post to the Purchaser.

8.3 The PURCHASER may, at its discretion, extend the bid due date in order to allow prospective bidders, a reasonable time to furnish their most competitive bid taking into account the amendments issued.

C. PREPARATION OF BIDS

9.0 Language of Bid:

- 9.1 The bid prepared by the bidder as well as all correspondence / drawings and documents relating to the bid exchanged by bidder and the PURCHASER shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an ENGLISH translation, in which case, for the purpose of interpretation of the bid, the ENGLISH translation shall govern.

10.0 Documents Comprising the Bids:

Please read "Rejection criteria" and all other document of tender before submitting bid.

The "Un-Priced Bid" and "Price Bid" shall contain the documents in the manner specified below:

PART-I: UN-PRICED (TECHNO-COMMERCIAL BID): The "Un-

Priced Bid" must be complete with the following:

- (A) 'Covering Letter' on Bidder's 'Letter head'
- (B) Documents against BEC
- (C) Blank Price Schedule (i.e. price schedule format without the prices/rates but mentioning "QUOTE/NOT QUOTED") towards proof of submission of prices as per price schedule in "Price Bid (Part-II)" submitted separately
- (D) Format of AGREED TERMS & CONDITIONS (F 14) duly filled-in
- (E) All other Forms & Format of Section IV (including F1, F2, F3, F4, F5, F6, F-7, F-8,.) duly filled
- (F) Complete Tender Document duly signed
- (G) All technical and commercial details other than the rate/price, bidder willing to submit
- (H) Any other information/details required as per bidding document including addendum / corrigendum to this bidding document, if issued.

PART-II: PRICE BID [PRICE SCHEDULE]

Priced Bid shall contain only prices mentioned in all Field/Box strictly in the "Price Schedule" format Section- V of tender duly signed

No stipulation, deviation, terms & conditions, presumption, basis or any documents etc. shall be stipulated / submitted in Priced bid. BCPL shall not take cognizance of any such statement and may at their discretion reject such price bids.

Bidders are advised NOT to mention Rebate/Discount separately, either in the Price Schedule 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 "Price Schedule" and indicate the discounted unit rate(s) only.

In case, it is observed that any of the bidder(s) has/have mentioned Discount/Rebate separately, the same shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest bidder, the Discount/Rebate offered by the bidder shall be considered for placement of order and the same will be conclusive and binding on the bidder.

11.0 Bid Form & Price Schedule:

11.1 The bidders shall complete the Bid Form and appropriate Price schedule furnished in the Section V of Bidding Document, indicating the required information for all the goods to be supplied, a brief description of the goods, their country of origin and quantity.

12.0 Bid Prices:

12.1 The bidder shall indicate on the appropriate format for "Price Schedule" enclosed as part of Bidding 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.

12.2 Bidders shall indicate the following separately (as per Price Schedule , Annexure-V)

A) Ex-works Price including packing and forwarding charges (such price to include all costs as well as duties and taxes paid or payable on components and raw materials incorporated or to be incorporated in the goods)

B) Excise Duty & Sales Tax (rates) which will be payable on the finished goods, if this contract is awarded.

D) **The statutory variation in Excise Duty & Sales Tax on finished goods covered under Cl. 12.2(B) within the contractual delivery period (except due to increase in turnover) shall be to BCPL's account.** However, any increase in the rate of these taxes and duties beyond the contractual completion period shall be to bidder's account and any decrease shall be passed on to BCPL. Further, any statutory variation in the rate of customs duty within contractual delivery period, on the actual CIF value of import content, but subject to maximum of such duty payable on quoted CIF value, under Cl. 12.2 (A) shall also be to BCPL's account. In case of delay in delivery, any increase in the rate of customs duty beyond the contractual completion period shall be to bidder's account and any decrease shall be passed on to BCPL.

NOTE: Inland transportation, other local costs incidental to delivery of the goods to its final destination (FOT-site) shall be quoted by the Bidder. However, transit Insurance shall be arranged by Seller.

12.3 **Fixed Price:** Prices quoted by the bidder shall be firm and fixed during the bidder's performance of the contract and not subject to variation on any account except for variations permitted under 12.2(D) for domestic bidders. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

12.4 The delivery terms shall be interpreted as per INCOTERMS 2010.

13.0 Bid Currencies:

13.1 Domestic bidders may submit bid in INR. (Rupees)

14.0 Documents Establishing Bidder's Eligibility and Qualification:

14.1 Bid Evaluation Criteria (As per RFQ)

14.1.1 Pursuant to evaluation Criteria specified in Request for Quotation (RFQ) the bidder shall furnish all necessary supporting documentary evidence to establish the bidder's claim of meeting Bid evaluation criteria.

14.2 Bidders Eligibility Criteria

14.2.1 The bidder shall furnish, as part of his bid, documents establishing the bidder's eligibility to bid and its qualification to perform the contract if its bid is accepted.

14.2.2 The documentary evidence of the bidder's qualifications to perform the contract if his bid is accepted, shall establish to the PURCHASER'S satisfaction that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Purchaser's country;

14.2.3 The PURCHASER will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid is qualified to satisfactorily perform the contract. An affirmative determination will be pre-requisite for award of the Contract.

14.3 Bidder is 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.

In case the information / document furnished by the vendor / contractor forming the basis of evaluation of his bid is found to be false / forge after award of the contract, BCPL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such vendor /contractor without any prejudice to the rights available to BCPL under the contract such as forfeiture of CPBG/security Deposit, withholding of payment etc.

In case this issue of submission of false document comes to the notice after execution of work, BCPL shall have full right to forfeit any amount due to the Vendor/Contractor along with forfeiture of CPBG/Security Deposit furnished by the Vendor/Contractor.

Further, such bidder/vendor/Contractor shall be put on Blacklist/Holiday list of BCPL debarring them from future business with BCPL.

15.0 Documents Establishing Goods' Eligibility and Conformity to Bidding Documents:

15.1 Pursuant to ITB Clause 10, the bidder shall furnish, as part of the bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services which the bidder proposes to supply under the Contract.

15.2 The documentary evidence of the goods and services' conformity to the Bidding Documents may be in the form of literature, drawings or data, and shall furnish:

- a) Detailed description of the essential technical and performance characteristics of the goods;
- b) A clause-by-clause commentary on the PURCHASER'S Technical specifications demonstrating the goods and services' substantial responsiveness to the specifications.

15.3 For purpose of the commentary to be furnished under Clause-15.2 above, the bidder shall note that standards for workmanship, material and equipment, and reference to brand names or catalogue numbers, designated by the PURCHASER in its Technical Specifications are intended to be descriptive only and not restrictive.

16.0 Period of Validity of Bids:

16.1 The bid shall remain valid for acceptance for **Three (3) months** from the final bid due date. PURCHASER shall reject a bid valid for a shorter period being non-responsive.

16.2 In exceptional circumstances, prior to expiry of the original bid validity period, the PURCHASER may request that the bidder to extend the period of bid validity for a specified additional period. The requests and the responses thereto shall be made in writing (by post/ e-mail). 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 17.0 in all respects.

17.0 EMD / Bid Security:

17.1 Pursuant to ITB Clause-10, the bidder shall furnish, as part of his bid, bid security in the amount specified in the Invitation for Bids.

17.2 The bid security is required to protect the PURCHASER against the risk of bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause-17.7

17.3 The bid security in Indian Rupees for bidders quoting in Indian Rupees shall be in the form of Demand Draft/ Banker's Cheque in favour of BCPL, payable at State Bank of India, Main Branch, Dibrugarh, Assam (India) (issued by Indian Nationalized / Scheduled bank or first class International bank) or in the form of Bank Guarantee as per format F-7 enclosed in the Bidding Document.

BCPL shall not be liable to pay any bank charges, commission or interest on the amount of bid security.

In case, bid security is in the form of 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 in case of Domestic. 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 and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.

The Bid Security submitted through BG/Letter of Credit shall be valid for two (02) months beyond the validity of the Bid as specified in Clause 16 of ITB.

17.4 Any bid not secured in accordance with ITB Clause 17.1 and 17.3 may be rejected by the PURCHASER as non-responsive.

17.5 Unsuccessful bidder's bid security will be discharged/returned, as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the PURCHASER, pursuant to ITB Clause-16.

17.6 The successful bidder's bid security will be discharged upon the bidder's accepting the Order, pursuant to ITB Clause-40 and furnishing the Contract Performance Guarantee pursuant to ITB Clause-41.

17.7 The bid security may be forfeited:

- a) If a bidder withdraws his bid during the period of bid validity.
- b) in the case of a successful bidder, if the bidder fails:
 - i) to accept the Purchase Order in accordance with ITB Clause-40 or
 - ii) to furnish Performance Guarantee in accordance with ITB Clause-41
 - iii) to accept correction of errors pursuant to ITB Clause-30.0
- c) If the Bidder changes the proposed manufacturer/technical specification etc. after submission of his bid.

17.8 Bid Security should be in favour of BCPL and addressed to BCPL. Bid Security must indicate the **Bid Document number and the item** for which the bidder is quoting. This is essential to have proper co-relation at a later date. The Bid Security in the form of Bank Guarantee shall be in the form provided in the Bidding Document.

17.9 Exemption of submission of EMD/Bid bond granted for the following firms against submission of documentary proof.

- ☐ Public Sector Undertakings.
- ☐ Firms registered with NSIC will be exempted from payment of Earnest money/Bid Bond provided they are registered for the items they intend to quote against BCPL tender.
- ☐ Small scale Industries units registered with the NSIC, under its single point

18.0 Pre-Bid meeting:

18.1 The bidder(s) or his designated representative, who are interested to submit their bid are invited to attend a pre-bid meeting which will take place at *BCPL, Central Ware House, Lepetkata, Dist. Dibrugarh (Assam) India* on the schedule date & time as specified in the RFQ.

18.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

18.3 The bidder is requested, as far as possible, to submit any questions by courier or by e-mail (**exactly in Format F3**) to reach BCPL's office not later than one week before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following sub-clause.

18.4 The salient queries raised and the responses thereof will be transmitted (without identifying the sources of the question) through an Addendum/Corrigendum.

18.5 Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.

19.0 Format and Signing of Bid

19.1 The documents of the bid shall be typed or written in indelible ink and shall be signed by the person or persons duly authorized to sign on behalf of the bidder. The name and position held by each person signing, must be typed or printed below the signature. All pages of the bid, except any catalogues/ literatures shall be signed and sealed by the person or persons signing the bid.

19.2 The bid shall contain no alterations, omissions or additions, unless such corrections are initialized by the person or persons signing the bid.

20.0 Zero Deviation:

20.1 Bidders to note that this is a **zero deviation tender**. BCPL will appreciate submission of offer based on the terms and conditions in the enclosed General Conditions of Contract (GCC- Goods), Special Conditions of Contract (SCC), Instructions to Bidders (ITB), Scope of supply, technical specifications etc. to avoid wastage of time and money in seeking clarifications on technical/ commercial aspects of the offer. Bidder may note that BCPL may not seek any technical and commercial clarifications after the receipt of the bids. **Bids with any deviation to the bid conditions shall be liable for rejection.**

D. SUBMISSION OF BIDS

21.0 Sealing and Marking: Please refer RFQ.

22.0 Deadline for Submission of Bid:

22.1 The PURCHASER may, at its discretion, on giving reasonable notice by fax or any written communication or by email to all prospective bidders who have been issued the bid documents, extend the deadline for the submission of bids in which case all rights and obligations of the PURCHASER and the bidders, previously subject to the bid due date, shall thereafter be subject to the deadline as extended.

23.0 Late Bids:

23.1 Any bid received by the OWNER after the bid due date and time prescribed in the Tender Document shall be rejected.

Telegraphic / Tele Fax / E-Mail offer whether sent directly or submitted by local agent in India

24.0 Modification and Withdrawal of Bids:

24.1 The bidder may modify or withdraw his bid after the bid submission, but before the due date of submission.

24.2 No bid can be modified after the deadline for submission of bids.

E. OPENING AND EVALUATION OF BIDS

25.0 Bid Opening: The Purchaser will open bids (Part-I & III) including withdrawals and modifications made pursuant to Clause 25 of ITB), at date, time as stipulated in RFQ.

25.1 Modification and Withdrawal of Bids:

25.2 The bidder may modify or withdraw his bid after the bid submission, but before the due date of submission.

25.3 No bid can be modified after the deadline for submission of bids.

26.0 UNPRICED TECHNO-COMMERCIAL BID OPENING:

26.1 The Purchaser will open bids (Part-I) including withdrawals and modifications made pursuant to Clause 25 of ITB), at date, time as stipulated in RFQ.

27.1 Process to be Confidential:

27.1. Information relating to the examination, clarifications, evaluation and comparison of bids and recommendations for the order, shall not be disclosed to bidders or any other person officially concerned with such process. Any effort by a bidder to influence BCPL while processing the bid or award decision in any manner may result in rejection of such bid(s) and BCPL may initiate action against such bidders as deemed fit including putting them on "Holiday List".

27.2 Contacting the Purchaser

From the time of the bid opening to the time of the release of order, if any bidder wishes to contact the Purchaser for any matter relating to the bid it should do so in writing.

28 Preliminary Examinations of Bids:

Techno-Commercial Bid Evaluation:

28.1 The PURCHASER will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

28.2 Prior to the detailed evaluation, the PURCHASER will determine whether each bid is of acceptable quality, is generally complete and is responsive to the Bidding Documents. For purposes of this determination, a responsive bid is one which conforms to all the terms, conditions and specification of the bidding document, without deviations, objections, conditionality or reservations.

28.3 No deviation, whatsoever, is permitted in the Bidding Documents.

28.4 The Purchaser will carry out a detailed evaluation of the bids previously determined to be responsive in order to determine whether the technical aspects are in accordance with the requirements set forth in the Bidding Documents. In order to reach such a determination, the Purchaser will examine and compare the technical aspects of the bids on the basis of the information supplied by the bidders, taking into account the following factors:

(a) Overall completeness and compliance with the Technical Specifications; quality function and operation of any process control concept included in the bid. The bid that does not meet minimum acceptable standard of completeness, consistency and detail will be rejected as non-responsive.

(b) Any other relevant factor, if any that the Purchaser deems necessary or prudent to be taken into consideration.

(c) Requisite forms contain all necessary information including those required for meeting qualifying criteria stipulated in the Bidding Document.

The PURCHASER will evaluate and compare the bids previously determined to be substantially responsive, pursuant to ITB Clause - 29. Bids not conforming to Bid Evaluation

Criteria of RFQ and technical specifications/requirements shall be rejected.

29.0 Priced Bid Opening:

29.1 The Purchaser shall inform the time, date and venue for priced bid opening to all such bidders who qualify pursuant to techno-commercial bid evaluation.

29.2 The PURCHASER will open priced bids of all bidders notified to attend priced bid opening, in the presence of authorized bidders' representatives. The bidders' representatives, who are present shall sign bid-opening register evidencing their attendance.

29.3 The bidders' names, bid prices, and such other details as the PURCHASER, at its discretion, may consider appropriate will be announced at the opening.

30.0 Arithmetic Correction

The bids will be checked for any arithmetic errors 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.
- (iv) In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers and does not fall under REJECTION CRITERIA of tender), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.
- (v) When the actual net sum of the individual unit rates i.e. "Unit rate + Excise duty + CST/VAT + Inland freight rate - Minimum amount of Cenvat credit" do not match with the corresponding total unit rate (Column 10 of Price Schedule, Section V, Part B of tender), then the bid shall be evaluated based on the actual net sum of unit rates (i.e. column nos. (4+6+7+8+9)-Column 10)] OR the Total unit rate quoted under column 11 of Section V (Part-B) of tender, whichever is lower. If after evaluation, such bidder is L-I, then order shall also be awarded based on the above evaluation methodology. In case the "Total unit rate" quoted is less than the sum of the individual unit rates, then the quoted "Unit rate" rate shall be adjusted to arrive at the quoted "Total unit rate".
- (vi) In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers and does not fall under REJECTION CRITERIA of tender), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items. IF after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.
- (vii) IF any unconditional rebate has been offered in the quoted rates, the same shall be considered in arriving at the net tendered amount. No cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- (viii) After the total quoted amount for each tender has been worked out, the financial implications in respect of the retained technical and commercial deviation will be added for evaluation purpose as per terms and conditions declared upfront in the tender documents.
- (ix) If any bidder offers suo-moto discount after opening of un-priced bids but before opening of price bids, such reduction/discounts shall not be considered for evaluation. However, if the bidder happens to be the lowest evaluated bidder without considering such discount then the benefit of discount will be availed at the time of award of work. 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.

If the bidder does not accept the correction of errors, its bid will be rejected.

31.0 EVALUATION AND COMPARISON OF BIDS:

The evaluation of all the responsive bids for supplies shall be made as under to arrive at the lowest evaluated offer against each item (Item wise evaluation):

- a. Ex-works price quoted by the bidder
- b. (+) Packing & Forwarding (if any) as quoted (if percentage mentioned, then calculated on B.)
- c. (+) Excise Duty & Educational cess [if percentage mentioned, then calculated on (B+C)]
- d. (+) Sales tax against form C or without concessional Form / VAT [if percentage mentioned, then calculated on (B+C+D)]
- e. (+) Transportation charges up to site as quoted [if percentage mentioned, then calculated on (A)]
- f. (+) **Charges for Installation & Commissioning including service tax (if any)**
- g. (+) Inspection/testing charges or any other charges/taxes/duties mentioned by the bidder in price schedule format.
- h. (+) Commercial/Technical loading, (if any)
- i. (-) **Amount of ED & Service Tax mentioned above or amount of Cenvat benefit against ED and Service tax to be passed on to BCPL, whichever is lower (refer Price schedule).**

In case of statutory changes, the rate of ED & Cess, CST/VAT considered for evaluation shall be prevailing rate as on final date of Un priced Bid opening.

Bidders are required to provide cenvat invoice to enable BCPL to avail cenvat benefit. In case the % or the amount of cenvat benefit is not mentioned (left blank) then same shall be considered as included and the ED mentioned will be taken as the cenvat benefit to be passed on to BCPL

The evaluated price of all the bidders as above shall be compared together to arrive at the lowest offer as per F.O.T. site basis inclusive of all duties and taxes and freight up to Lepetkata site + Commercial/Technical loading, (if any) (-) cenvat benefit as mentioned above.

NOTE: Price has to be quoted strictly in the price schedule format only with all desired break-up i.e. Ex-works, taxes, duties, freight etc for Indian Bidder.

The bid will be rejected in case written as actuals or to pay extra

32.0 Purchase Preference:

32.1 Purchase preference to Central Government Public Sector Undertaking shall be allowed as per Government instructions in vogue

33.0 Public Procurement Policy from (MSEs):

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 Documents (in case of Open Tenders) 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 L-1 +15% shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price in a situation where L-1 price is from someone other than a micro and small

enterprises and such micro and small enterprises shall be allowed to supply upto 20% 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 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

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

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

a) **Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries 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.**

b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

The above documents submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a practicing Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law.

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.

34.0 CENTRAL EXCISE DUTY

34.1 The quoted rate should be inclusive of all taxes duties as well as Central Excise Duty and applicable cess thereon. The bidder is required to mention the applicable rate and amount of Central Excise duty and cess thereon, as applicable on the final due date of the bid submission. Central Excise Duty and cess thereon shall be paid as per the rates/amount mentioned by the bidder in their offer on submission of documentary evidence / invoices issued under applicable provisions of Central Excise Law. Even in the event of statutory variation of Central Excise Duty and Cess thereon within the contract period (except on account of variation / change in the turnover of contractor), the same shall be paid by BCPL against documentary evidence.

34.2 In case the bidder procure the material from a vendor / sub-vendor for onward delivery to BCPL, Lepetkata, then the name of the bidder may appear as 'buyer' and the name, address & details of BCPL, Lepetkata shall appear as 'Consignee' on the Excise Invoice so as to enable BCPL, Lepetkata to avail CENVAT Credit.

34.3 The supplier shall mention the following particulars of BCPL, Lepetkata on the Excise Invoice. Besides following, if any other particulars of BCPL, Lepetkata as consignee are required to be mentioned, if any, under Central Excise law on the date of dispatch, the same shall also be mentioned on the Invoice.

34.4 The supplies shall be accompanied with proper Excise Invoice as required under the Central Excise Law as applicable on the date of dispatch.

34.5 The bidder shall hand over the proper Invoice to BCPL, Lepetkata in order to enable BCPL to avail CENVAT Credit. It shall be the responsibility of the bidder to pass on the CENVAT Credit benefit to BCPL, wherever applicable. In case BCPL losses any benefit/amount of CENVAT Credit, due to any fault of the bidder (eg. non submission of proper invoice timely), which could otherwise have been availed by BCPL, as per Rules, the same shall be recoverable from the contractor / not paid to the contractor.

F. AWARD OF CONTRACT

35.0 Post Qualification:

35.1 In the absence of prequalification, the PURCHASER will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid is qualified to satisfactorily perform the contract.

35.2 The determination will take into account the bidder's financial, technical and production Capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the Bidder, pursuant to ITB Clause-10, as well as such other information as the PURCHASER deems necessary and appropriate.

35.3 An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid.

36.0 Award Criteria:

36.1 Subject to ITB Clause 30, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

37.0 PURCHASER's Right to Vary Quantities at Time of Award:

PURCHASER reserves the right at the time of award of ORDER to increase or decrease by up to 15 % the quantity of GOODS specified in the Material Requisition, without any change in unit price or other terms and conditions. Variation beyond this limit will be subject to mutual agreement between the PURCHASER and the Seller.

38.0 PURCHASER's Right To Accept Any Bid and To reject Any or All Bids:

PURCHASER 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 the PURCHASER'S ACTION.

39.0 Notification of Award / Fax of Intent:

39.1 Prior to the expiration of period of bid validity the PURCHASER will notify the successful bidder in writing by fax or e-mail to be confirmed in writing, that his bid has been accepted. The notification of award / Fax of Intent will constitute the formation of the Contract.

39.2 Delivery shall be counted from the date of notification of award / Fax of Intent.

39.3 Upon the successful bidder's furnishing of contract performance bank guarantee, pursuant to ITB Clause-43, the PURCHASER will promptly notify each unsuccessful bidder and will discharge his bid security, pursuant to ITB Clause-17.

40.0 Acceptance of Purchase Order:

PURCHASER will issue the Purchase Order to the successful bidder, who, within 15 days of receipt of the same, shall sign all pages and return the acceptance copy to the PURCHASER.

41.0 Performance Guarantee:

41.1 Within 15 days of the receipt of the notification of award / Fax of Intent from the PURCHASER, the successful bidder shall furnish the performance guarantee for 10% of order value through DD/BG in accordance with provisions of **General Conditions of Contract (GCC-Goods)** in the form provided in the bidding documents.

41.2 The proceeds of Performance Guarantee shall be appropriated by the PURCHASER as compensation for any loss resulting from the SELLER's failure to complete his obligations under the CONTRACT without prejudice to any of the rights or remedies the PURCHASER may be entitled to as per terms and conditions of CONTRACT. The proceeds of this Performance Guarantee shall also govern the successful performance of Goods and Services during the entire period of Contractual Warrantee/Guarantee.

41.3 The performance guarantee shall be denominated in the currency of the CONTRACT.

41.4 The Performance Guarantee shall be valid for the duration of 90 days beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by PURCHASER not later than 6 months from the date of expiration of the Seller's entire obligations, including any warrantee obligations, under the CONTRACT.

41.5 The performance guarantee shall be towards faithful performance of the contractual obligations and performance of equipment. This 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 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 as stated in Clause-12 of General Conditions of Contract (GCC-Goods).

41.6 Failure of the successful bidder to comply with the requirements of this clause shall constitute Sufficient grounds for the annulment of the award and forfeiture of the bid security.

42.0 Income Tax Liability:

42.1 The bidder will have to bear all income tax liability, if any both Corporate as well as for his personnel.

43.0 Corrupt or Fraudulent Practices:

43.1 The Purchaser requires that Bidders/Suppliers observe the highest standard of ethics during the procurement and execution of the order. In pursuance of this policy, the Purchaser:

a) Defines, for the purposes of this provision, the terms set forth below as follows:

i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;

b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

c) will declare a firm ineligible, either indefinitely or for a stated period of time, if at any time the Purchaser determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.

44. Errant Bidder:

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

Tender Document No : BCPL/DIB/C&P/2015/C/005/R/BB
Tender Subject : PROCUREMENT FOR OUTDOOR TYPE 4500LPH CAPACITY TROLLY
MOUNTED OIL FILTARTION MACHINE FOR BCPL.

SECTION-III

GENERAL CONDITIONS OF CONTRACT-GOODS

(ATTACHED SEPARATELY)

SECTION IV**FORMS AND FORMATS**

Sr. No.	Form No.	Description	Page No.
1.	F-1	ACKNOWLEDGEMENT CUM CONSENT LETTER	30-31
2.	F-2	BIDDER'S GENERAL INFORMATION	32-33
3.	F-3	BID FORM	34
4.	F-4	CHECK LIST	35
5.	F-5	NO DEVIATION CONFIRMATION	36
6.	F-6	AGREED TERMS AND CONDITIONS	37-41

Note: Above Formats/Forms duly filled-in along with its enclosures must be essentially furnished by bidders before/along with bid for Evaluation, failing which such bid(s) may not be considered for further evaluation.

Acknowledgement cum Consent Letter

F-1

(Within 7 days of receipt of Bidding document, Bidder shall acknowledge the receipt and confirm their intention to Bid against this tender through e-mail to bhaskar.barman@bcplindia.co.in with duly filled-up this Format. In case of no reply or No Offer, It will considered that bidder is not interested and No Further Tender will be issued in future)

To,

Dy. General Manager (C&P)

Brahmaputra Cracker and Polymer Limited

PO. Lepetkata, Dist. Dibrugarh, Assam

TEL# 0373-2914609

SUBJECT: SUPPLY OF OUTDOOR TYPE 4500LPH CAPACITY TROLLY MOUNTED OIL FILTRATION MACHINE FOR BCPL, LEPETKATA

Dear Sir,

We hereby acknowledge receipt of a complete set of bidding document along with enclosures for subject item/work.

We undertake that the contents of the above bidding document shall be kept confidential and further that the drawings, specifications and documents shall not be transferred and that the said documents are to be used only for the purpose for which they are intended.

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

(i) Postal Address	:	
		
(ii) Telephone Number	:	
(iii) Fax Number	:	
(iv) Contact Person	:	
(v) E-mail Address	:	
(vi) Website	:	

B) Details of Contact person:

(i) Postal Address	:	
		
(ii) Telephone Number	:	
(iii) Fax Number	:	
(iv) Contact Person	:	
(v) E-mail Address	:	
(vi) Mobile No.-	:	

C) We are unable to bid for the reasons given below and we are returning back the entire set of bidding documents.

- The item/service does not fall in our product/servicing range
- We do not meet BEC (Bid Evaluation Criteria) as specified in tender
- We cannot meet the technical specifications as specified in tender

- There is an order overbooking
- We need some more time for submission of offer and hence request for extension of bid
Submission date
- Any other reason (please specify)

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

BIDDER'S GENERAL INFORMATION

To
 BRAHMAPUTRA CRACKER AND POLYMER LIMITED,
 P.O. LEPETKATA,-786006
 DISTRICT - DIBRUGARH
 ASSAM

1-1 Bidder Name: _____

1-2 Number of Years in Operation: _____

1-3 Address of Registered Office: _____

City _____ District _____

State _____ PIN/ZIP _____

1-4 Operation Address
 if different from above: _____

City _____ District _____

State _____ PIN/ZIP _____

1-5 Address where order
 Is to be placed/ issued: _____

City _____ District _____

State _____ PIN/ZIP _____

1-6 Telephone Number: _____

(Country Code) (Area Code)(Telephone Number)

1-7 E-mail address: _____

1-8 Website: _____

1-9 Fax Number: _____

(Country Code)

(Area Code) (Telephone Number)

1-10 ISO Certification, if any

{If yes, please furnish details}

1-11 Bid Currency

1-12 Place of dispatch _____
1-13 Whether Supplier /
Manufacturer _____
Dealer/Trader/Contractor _____

1-14 Type of Material Supplies : _____

1-15 Banker's Name : _____

1-16 Branch : _____

1-17 Branch Code : _____

1-18 Bank account number : _____

ONLY FOR INDIAN BIDDERS

1-19 Excise Registration number : _____

1-20 Excise Range : _____

1-21 Excise Division : _____

1-22 Excise Collectorate : _____

1-23 Local ST No. : _____

1-24 CST No. : _____

1-25 PAN No. : _____

1-26 Whether SSI Registrant Or not : _____

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

BID FORM

F-3

To,
Dy. General Manager (C&P) BCPL
Lepetkata, Dibrugarh, Assam
(India)
Phone: +91 373 2914609/635

Dear Sir,

After examining/reviewing the Bidding Documents for -----including technical specifications, drawings, General and Special Purchase Conditions and schedule of rates etc. the receipt of which is hereby duly acknowledged, we, the undersigned, pleased to offer to execute the whole of the Job of
....., the said Bid Documents, including Addenda Nos. _____.

We confirm that this bid is valid for a period of Four (4) months from the date of opening of Techno- Commercial Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

If our bid is accepted, we will provide the performance guarantee equal to 10% (ten per cent) of the
Contract Price, for the due performance with in fifteen days of such award.

Until a final Purchase Order/ Agreement is prepared, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bid 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.

SEAL AND SIGNATURE
DATE:

Duly authorized to sign bid for and on behalf of M/s _____

(SIGNATURE OF WITNESS) WITNESS NAME:
ADDRESS:

CHECK LIST OF DOCUMENTS

F4

[BIDDERS ARE ESSENTIALLY REQUIRED TO FILL -UP THIS CHECK LIST BEFORE SEALING FORWARDING THE BID TO AVOID REJECTION, DUE TO NON- COMPLIANCE AND NON-SUBMISSION OF DOCUMENTS. THIS FORMAT MUST BE SUBMITTED ALONGWITH YOUR OFFER DULY SIGNED & STAMPED]

To,
Dy. General Manager (C&P), BCPL
Lepetkata, Dibrugarh, Assam (India)
Phone: +91 373 2914609

We are enclosing the following documents DULY INDEXED WITH PAGE NO. OF OFFER" in un-price bid

(Part-I) along with confirmation as per tender requirement:

- 1) EMD Details: DD [] BG []
No... Date..... Amount- Rs.....Validity.....
 - 2) Blank Price Schedule (i.e. without mentioning prices) duly signed submitted along with un priced bid [Page-]
 - 3) No Deviation Certificate[Page-]
 - 4) Power of Attorney in the name of the signatory to the Bidding Document [Page-]
 - 5) Duly filled-in and signed Agreed Terms and Conditions [Page-]
 - 6) Copy of Tender Documents along with addendum/corrigendum duly signed and sealed on each page, in token of confirmation of acceptance of all terms and conditions of the tender.[Page-]
 - 7) Confirm bid is submitted Under Two Bid System [YES/NO]
 - 8) Bidder has signed and stamped the Volume-II/II of tender i.e. technical specification & scope of supply (duly signed with company seal affixed) and submitted with un-priced bid. [YES/NO]
 - 9) Domestic Bidders only: Whether Bidder will submit CENVAT invoice for the full amount of Excise duty quoted in bid to enable BCPL to claim CENVAT benefit. [YES/NO]
 - 10) Any other documents required as the ITB, GCC, Technical Questionnaire, SCC, Technical Specification, etc of tender document.
[List out all such requirement and submissions] [Page-]
----- [Page-]
- (SEAL AND SIGNATURE OF BIDDER)

NO DEVIATION CONFIRMATION

TO,

**BRAHMAPUTRA CRACKER AND POLYMER LIMITED,
P.O. LEPETKATA, PIN-786006
DISTRICT - DIBRUGARH
ASSAM**

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 exceptions/ deviations 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:

BRAHMAPUTRA CRACKER AND POLYMER LIMITED

AGREED TERMS & CONDITIONS (FOR DOMESTIC BIDDERS)

Vendor Name: M/s _____

BID No. : _____

Vendor's Offer Ref No. : _____

Tel. No. _____ Fax No. _____

Contact Person: _____ E-mail _____

1. ALL CORRESPONDENCE MUST BE IN **ENGLISH** LANGUAGE ONLY.
2. DULY SIGNED & STAMPED COPIES OF THIS "QUESTIONNAIRE", WITH ALL THE CLAUSES DULY CONFIRMED/ PRECISELY REPLIED TO BY THE VENDOR, SHALL BE ENCLOSED.
3. ALL COMMERCIAL TERMS ARE TO BE GIVEN/CONFIRMED IN THE QUESTIONNAIRE ITSELF AND NOT ELSEWHERE IN THE QUOTATION. IN CASE OF CONTRADICTION, THE SAME GIVEN HEREIN SHALL PREVAIL.
4. FAILURE ON THE PART OF VENDOR IN NOT RETURNING THIS DULY FILLED-UP "QUESTIONNAIRE WITH ALL SETS OF UNPRICED BID AND/OR SUBMITTING INCOMPLETE REPLIES MAY LEAD TO REJECTION OF VENDOR'S QUOTATION".

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
1	Specify Despatch Point	
2	Printed terms and conditions, if any, appearing in quotation, shall not be applicable in the event of order. In case of contradiction between the confirmations given above and terms & conditions mentioned elsewhere in the offer, the confirmation Given / confirmed herein above shall prevail.	
3	Inland transit Insurance: Prices quoted includes Inland transit insurance	
4	Taxes & Duties : applicable taxes, duties, levies, etc. strictly in	

	accordance with the terms and conditions specified in	
	b) However, any new taxes & duties, if imposed by Govt. of India after the date of bid submission but before the contractual delivery date, shall be reimbursed to the supplier on submission of documentary evidence for proof of payment to Govt. authorities and after	
5	a. Tarrif sub-heading no. b. Confirm the present rate of Excise Duty (in %) considered in the price bid c. Confirm acceptance of variation in tax/ duties as stipulated under clause no. 12 of Section II of tender document.	 (%)
6.1	Please indicate following break-up a) Cenvatable Excise Duty b) Non Cenvatable Excise Duty	%%
6.2	The payment against Cenvatable portion shall be made at actuals subject to maximum given at 6.1 (a) above. Confirm acceptance. Material supplied will be eligible for CENVAT Credit and vendor shall furnish all documents as required to avail the same.	
6.3	The Cenvatable portion of Excise Duty shall be released on receipt of CENVATABLE documents. Confirm acceptance.	
6.4	a) Clarify whether Excise Duty will be applicable on freight charges also. b) In case Excise Duty is not applicable on freight charges presently, and if it becomes applicable at the time of delivery due to any reasons other than statutory, the same will be borne by the Vendor. Confirm acceptance. c) Only statutory variations, if any, in the present rate of excise duty, upto the contractual delivery period shall be to Owner's account subject to documentary evidence to be furnished by the vendor.	
7.	Sales Tax:	
	a) Specify CST/ VAT	
	b) Confirm the present rate of CST against form 'C' (in %) / VAT (in %) considered in the price bid:	 (%)
	c) Clarify whether Sales Tax will be applicable on freight charges also.	
	d) In case Sales Tax is not applicable on freight charges presently, and if it becomes applicable at the time of delivery due to any reasons other than statutory, the same will be borne by the Vendor. Confirm acceptance. e) Only statutory variations, if any, in the present rate of	

	CST/LST/VAT, upto contractual delivery period shall be to Owner's account subject to documentary evidence to be furnished by the vendor. f) If CST/LST/VAT is not applicable at present due to any reason, the same shall be borne by vendor if it becomes applicable later.	
8.	Confirm that in the event of order, bidder shall pass on the minimum amount of Cenvat benefit to BCPL as mentioned by Them in the price bid. Otherwise, BCPL shall deduct the Differential amount as stipulated in Section II of tender document.	
9.	Price Reduction on delay in delivery: a) Confirm acceptance of price reduction schedule for delay in completion period specified in Clause 9 of General Purchase Conditions b) In case of delay, vendor will reduce the invoice amount by applicable reduction	
10.	Part Order: Confirm acceptance to Part Order (i.e. BCPL can place order for lower quantity than tendered quantity as per its discretion)	
11.	Repeat Order: Confirm acceptance of REPEAT ORDER within 6 (six) months as per GPC	
12.	Performance Bank Guarantee (for successful bidder): Confirmation that Security Deposit/Contract cum Performance Bank Guarantee for 10% of total order value shall be submitted within 15 days of receipt of order as per format F-7.	
13.	VALIDITY: Confirm that the offer shall be valid up to 90 days from the bid due date/extended due date.	
14.	a) Confirm your offer is in total compliance with BID Document containing technical specifications including General / Technical notes and scope of supply including documentation is as per tender and subsequent Technical amendment and Technical Corrigendum, if any, without any deviation. b) Confirm your offer is in total compliance with BID documentation containing commercial terms and conditions as per the following documents, without any deviation: i) General Conditions of Contract (Goods) ii) Request for Quotation (RFQ) iii) Instructions to Bidders (ITB) iv) Special Conditions of Contract Deviation to Terms & Conditions shall lead to rejection of offer	

15.	Whether any of the Directors of Vendor is a relative of any Director of Owner or the vendor is a firm in which any Director of Owner or his relative is a Partner or the vendor is a private Company in which any director of Owner is a member or Director.	
16.	Please confirm you have not been banned or delisted by any Government or Quasi Government agencies or PSUs. If you have been banned, then this fact must be clearly Stated. This does not necessarily be cause for disqualification. However if this declaration is not Furnished the bid shall be rejected as non- responsive.	
17.	Please confirm your offer contains the following: <u>17.1 UNPRICED OFFER</u> Deviation sheet, if any. <u>17.2 PRICED OFFER</u> a) Price Schedule. Statement that all specification and terms & conditions are as per b) un- priced copy of offer.	
18.	The quoted rates shall remain FIRM & FIXED till complete execution of order/Contract period, whichever is earlier	
19.	Bidder has not taken any deviation to the Technical Specification sheet placed at Section V of tender . The same has been signed by authorized signatory with company seal affixed as token of acceptance and uploaded with un-priced bid	
20.	Bidder accepts PAYMENT TERMS as per tender (refer Clause 21 of RFQ)	
21.	Bidder accepts DELIVERY SCHEDULE as per RFQ	
22.	Bidder accepts Guarantee clause as per as per tender	
23.	Bidder accepts Arbitration/Resolution of Dispute clause as defined in GPC	
24.	Bidder accepts Force Majeure clause as defined in Section III of tender .	
25.	Bidder confirms that they have not asked for any advance payment.	
26.	Bidder confirms that prices quoted by them are on F.O.T. Lepetkata basis, i.e. inclusive of freightcharges upto Lepetkata. Further, the freight charges are inclusive of all levies, etc. including service Tax.	
27.	Whether bidder falls under MSE Act.	
28.	Confirm that proper page nos. have been given in sequential way in all the documents submitted along with your offer with Index	
29.	Confirm that any correction in documents submitted in Physical form along with Un-priced part of bid Has been initialed and stamped by the authorized person.	
30.	Does your organization have an environment policy?	

32	Does your organization have ISO 14001 certification, if so, since when?	
33	Does your organization use any environment friendly product in manufacturing/packing/distribution process etc.?	
34	Details of any award received in the field of Environment, Safety and Health.	
35	Confirm that all documents submitted with bid against the subject tender are true and genuine and in case of any discrepancy noticed or observed at any stage, bidder shall be personally responsible not only for the damages or loss to BCPL, but also for criminal proceedings under the relevant laws	
36	Confirm that the contents of the tender documents, its enclosures, amendment(s) /corrigenda/addenda etc. have not been modified or altered and in case , it is found that the tender document has been modified / altered by the bidder, the bid at any stage, shall be liable for rejection	
37	Confirm that “Bidder must despatch/transport the contracted material/supplies only through registered common carriers”	

TECHNICAL SPECIFICATION**TECHNICAL SPECIFICATION FOR OUTDOOR TYPE HIGH VACUUM TWO STAGE 4500 LPH MINIMUM CAPACITY TROLLEY MOUNTED OIL FILTRATION MACHINE.****SCOPE**

1.0 This specification provides for the design, engineering, manufacture, assembly, inspection & testing at manufacturer's works before dispatch, packing, forwarding and delivery of Outdoor type High Vacuum Two Stage 4500 LPH minimum capacity Oil Filtration Machine with trolley mounted arrangement. These filter machines are required to be used at various 132 kV, 33 kV, 6.6 kV & 0.415 kV Substation in BCPL Plant at Lepatkata, Assam.

1.1 It is not the intent to specify completely herein all the details of design and construction of outdoor type 4500 LPH minimum capacity high vacuum low temperature Transformer Oil Filtration Machine with Trolley Mounted arrangement. However, material / equipment shall conform in all respects to the high standards of design and workmanship and be capable of performing in continuous commercial operation upto bidder's guarantee in a manner acceptable to purchaser, who will interpret the meaning of drawing and specifications and shall have the power to reject any work or material which in his judgment are not in accordance herewith. The material/equipment offered shall be complete with all parts, necessary for their effective and trouble free operation. Such components shall be deemed to be within the scope of supply, irrespective of whether they are specifically brought out in the commercial order or not.

2.0 STANDARDS:

2.1 All the materials and equipment shall conform to relevant Indian Standard or equivalent IEC Standards, if any. Material / equipment meeting other authoritative standards, which ensure equal or better quality than the standards specified shall also be acceptable. In this case, an English translation of such standards or relevant extracts shall be forwarded with the bid.

The oil filtration plant shall conform to the latest editions and amendments available at the time of supply of the standards listed hereunder or any other reputed standard or specification in the document, however most stringent requirement will be adopted for evaluation:

Sl. No.	Standard Ref. No.	Title
1.	IS:6034	Insulating oil conditioning plants-Specification.
2.	IS:325	Three phase induction motors
3.	IS: 335	New insulating oils
4.	IS:6792	Method for determination of electric strength of insulating oils
		Indian Electricity Rules : 1956

3.0 CLIMATIC CONDITIONS:

3.1 The outdoor type 4500 LPH minimum capacity Oil Filtration Machine with Trolley Mounted arrangement shall be suitable for continuous satisfactory operation under climatic conditions listed below :

i)	Maximum ambient air temperature in shade	42 Deg. C
ii)	Minimum ambient air temperature in shade	05 Deg. C
iii)	Maximum relative humidity	100%
iv)	Minimum relative humidity	10%
v)	Height above mean sea level	118 meter
vi)	Average number of thunder storms days per annum	None
vii)	Average annual rainfall	2758 mm

All the electrical devices shall be given tropical and fungicidal treatment to enable their satisfactory operation in the above climatic conditions.

4.0 GENERAL REQUIREMENTS:

4.1 The materials and components not specifically stated in this specification but which are necessary for satisfactory operation of the equipment are deemed to be included in the scope of supply unless specifically excluded.

4.2 Unless otherwise brought out separately by the bidder in the schedule of deviations, the material / equipment offered shall conform to the specification scrupulously. All deviations from the specification shall be brought out in the schedule of deviations. The discrepancies between the specification and the catalogues or literature submitted as part of the offer shall not be considered as valid deviations unless specifically brought out in the schedule of deviations.

4.3 Any deviation which has not been specifically brought out in the schedule of deviations of the bid proposal sheets shall not be given effect to. The deviations brought out in the schedule shall be supported by authentic documents, standards and other references.

5.0 GENERAL TECHNICAL REQUIREMENT FOR TROLLEY MOUNTED OIL FILTER MACHINE (4500 LPH) BUT NOT LIMITED TO :

5.1 The filter machine is required to be used for oil filtering of different transformers at various voltage grades of 132 kV, 33 kV, 6.6 kV and 0.415 kV Sub-stations at BCPL Plant, Lepetkata, Assam and shall be used for purification, dehydration and degasification of the oil in order to attain proper insulating properties of the oil.

5.2 The plant should be suitable for treating transformer and switchgear oil by first heating it and then passing it through special designed filter packs and then subjecting it to vacuum treatment, which dehydrates and degasifies the oil to the following MINIMUM specifications in 3-5 passes as mentioned under :

Parameters	Before Processing	After Processing
Break down voltage	Around 20 kV	70 kV or more (Across 2.5 mm Gap)
Moisture content	100 ppm	2 ppm
Gas content	10% by volume	0.05% by volume
Suspended particles	Many Microns	1 Micron and less

5.3 The oil filtration should be designed for HIGH VACUUM – LOW TEMPERATURE processing of oil for achieving better results.

5.4 Apart from above, the plant shall be suitable for carrying out following operation :

1) To effect continuous hot oil circulation with rated throughout capacity of 4500 LPH continuously for more than 72 hours.

2) To draw oil from transformer or shunt reactor under vacuum of 0.02 torr and to discharge it to storage tank. In this case, filter, heater and degassing apparatus of the plant may be capable of being by-passed.

5.5 CONSTRUCTION

5.5.1 The oil filtration plant should be mobile, mounted on a Trolley.

5.5.2 While assembly of the plant on the Trolley sufficient area shall be provided for :

a) Placing of instruments such as Breakdown Voltage Testing kit etc., with lockable arrangements inside the trolley.

b) Necessary arrangement for storage of consumables such as vacuum pump oil, flanges, oil hoses, electric cables etc. inside the trolley shall be arranged.

5.5.3 The plant should be suitable for operation from within the Trolley i.e. control panel and valves shall be accessible from within the Trolley. The plant shall be suitably weather proofed with sheet paneling. The casing shall be provided with large doors for easy access to the various components. Plant and body should be designed to run safely on motorable roads.

5.5.4 The trolley shall be provided with at least R15 pneumatic tires with springs, tow bar and shall be provided with bridge shock absorber and automatic mechanical over-run braking system.

5.5.5 All components should have adequate strength and rigidity to withstand normal conditions of handling, transport and usages and should be free from edges or corners to avoid injury to operational personnel in normal condition of use. The design of the plant should be such that the defective parts would be easily removable in case of replacement / maintenance. Proper guarding arrangement should be provided on all such parts which due to their position and nature of operation are liable to cause accidents. No part of the plant should hang over outside the Trolley body / chassis.

5.5.6 The plant will be suitable for operation on 415 volts, 50 Hz, 3 Phase 4 wire system. All electrical equipments will be connected to a ground copper bus bar on the control panel with 2 nos. of copper wires of adequate size. The ground bus bar will have two terminals for receiving external earth connections.

6.0 GENERAL ASSEMBLY

The filtration plant shall comprise of the minimum specifications but not limited to following:

6.1 PRELIMINARY MAGNETIC STRAINER:

The filtration plant shall be provided with a suitable magnetic strainer at the inlet of the feed pump with wire mesh perforated core to prevent all particles (Magnetic and Non-magnetic) above 1 mm size which may cause damage to the inlet pump. Incoming oil should pass through this filter. Necessary by pass valve arrangement should be provided. Provision should be made for cleaning the strainer elements without dismantling the whole strainer from the pipe line. Duplicate strainer shall be employed so that one can be cleaned while other is in operation.

6.2 INLET FEED PUMP :

6.2.1 The inlet pump should have a minimum capacity of 4500 LPH positive displacement gear type with built in pressure relief valve to take care of accidental pressure increase. The pump should be thoroughly tested for vacuum and should be suitable for continuous trouble free operation. The pump should be provided with automatic protection against over-pressure build up. The level of pressure, at which this automatic device will operate, shall be indicated. Details of such protection device may also please be furnished. A separate by-pass valve shall be provided across the feed pump so that flow through the filter can be adjusted as required.

6.2.2 Interlocking arrangement should be provided in between the oil inlet pump and the heater so that heater cannot be energized unless oil actually flows through the heater tank. An interlock shall also be provided through flow switch so that pump is stopped automatically when oil flow through plant ceases or does not exist.

6.2.3 For adjustment of flow rate through filter, a flow control valve should be provided across the gear pump. The suction head of the inlet feed pump at atmospheric condition at inlet will be minimum of 4-5 mtrs. The inlet gear pump should be tested for a vacuum leak rate of less than 1×10^{-2} torr ltr. / sec.

6.3 HEATERS

6.3.1 Heaters should be efficiently designed with baffles to make the oil pass over the entire length of the heater tubes and avoid any chance of localized overheating, hot spot and breaking of oil. Heaters should be capable of raising the temperature of oil maximum up to 70 Deg. C. Heater elements provided in the heater shall be divided into a number of independently thermostatically controlled banks and as the oil temperature rises, it shall be ensured that fewer heaters are in operation. This shall ensure safe progressive heating of oil.

6.3.2 A digital temperature controller with an accuracy of ± 2.0 % deg. C shall be provided in the control panel for easy observation and re-adjustment if required. It is to be ensured that the total load of the heater shall be evenly balanced in all the three phases.

6.3.3 A preset safety and tamper proof thermostat set at a higher temperature than the required oil conditioning temperature shall be provided on the heater vessel to take care of any accidental temperature rise of oil by putting off all the oil heaters when oil temperature rises above the set limit.

6.3.4 Two dial type temperature gauges shall be provided, one at oil inlet to feed pump and the other at the outlet of the heater/inlet of the filter to indicate the temperature before and after oil heating.

6.3.5 Control switches / knobs of the thermostat should be housed in the control panel for easy operation and maintenance. Selector switch should be provided for 1/3, 2/3 and full load operation of heaters depending upon the temperature of oil.

6.3.6 Shell & tube type construction, indirect type (heaters placed in protection tubes), gentle heating exchangers shall be provided. Design of the heater should be such that in case of change of heater elements, it should be easier and should not require any special tools.

6.3.7 Heaters should be interlocked with gear pump and should not be in “ON” position, unless the inlet pump is working. Heater tank should be adequately and thermally insulated to avoid dissipation of heat.

6.3.8 One suitable pressure relief valve should be provided on the heater chamber to prevent any pressure rise above the acceptable limit. One drain valve in the heater tank should also be provided.

6.4 FILTER VESSEL WITH FILTER CARTRIDGES:

6.4.1 Filtration system shall essentially consist of a high efficiency non-hygroscopic type filter cartridge with large dust holding capacity. The filter cartridge should be capable of maintaining a constant micron rating throughout its life. It should be capable of removal of all type of particles (solid as well as sludge content) greater than 5 microns. Filter elements should be capable of preventing all solid impurities like dust, rust, metallic particles, scales, carbons, oxidation products etc. from entering into the degassing column.

6.4.2 The filter packs shall be made from specially prepared paper and treated to ensure that presence of moisture in oil does not affect the paper packs. The filter packs shall be easily removable for maintenance and replacement.

6.4.3 The oil insulating oil even at temperature of 100 deg. C will not affect the filter cartridges. After initial fitting of filter cartridges, these cartridges shall not require any periodic adjustment till it is replaced.

6.4.4 Pressure gauges on both sides of the filters shall be provided to indicate the need to clean / change filter paper packs. These pressure limits, at which filters are needed to be cleaned or changed, be indicated specifically. One drain valve to clean the chamber should also be provided.

6.5 DEGASSING AND DEHYDRATION CHAMBER – TWO STAGE

6.5.1 The degassing chamber should function as degasser and dehumidifier and will be capable of removing large portion of dissolved impurities from oil. It should be of M.S. welded construction and should be provided with rust proof lid removable for maintenance. Preferably synthetic rubber ‘O’ rings should be provided for the purpose of sealing. The chamber should be able to withstand the vacuum to which it will be subjected.

6.5.2 Efficiently spread raschig rings should be placed in the degassing column. The surface area for the degassing and dehydration afforded by the Raschig rings should be sufficient and efficiently expose transformer oil to vacuum and at the same time maintain the specified flow rate. A sight glass (inspection window) with illuminating lamp should be provided for observation of oil process. Raschig rings arrangement details should be furnished.

6.5.3 One optical level monitor switch on the degassing chamber should be provided for controlling the oil/foam level in the degassing chamber. It should be electrically interlocked with inlet pump so that inlet of the feed pump shall be switched off during excess rise of oil level. Necessary Control devices for regulating the level of oil in the degassing chamber should be

provided. Another low level switch shall be provided and interlocked with the centrifugal pump on discharge side. The plant must have such back prevention in case of supply failure.

The oil level in degassing chamber shall be maintained to the minimum so that maximum free fall height is available to the oil to fall through so that proper degassing and dehydration is complete.

6.5.4 An aeration valve shall be provided in the degassing chamber for reducing the vacuum in the system in the event of excessive foaming in the oil.

6.6 VACUUM PUMPING SYSTEM.

6.6.1 The vacuum pump should be suitable to remove dissolved water & gases from the oil in the degassing chamber. It should be equipped with mechanical non-return valve (NRV) for preventing of reversing stroke of oil.

6.6.2 A Roots-Rotary combination should be provided. This pumping system should be capable of achieving a vacuum of less than 0.5 torr in the degassing column during filtration and processing of oil. The supply to the motors used shall be through phase sequence reversal preventer so as to avoid the problems related with change of phase sequence.

The minimum specification & attainable vacuum levels in both stages of the vacuum pump shall preferably as under:

First Stage - Rotary oil sealed vacuum pump	1 No.	
Ultimate vacuum with g.b. closed	5x10-3	torr
Ultimate vacuum with g.b. open	1x10-1	torr
Second stage - Mechanical booster pump (Roots pump)	1 No.	
Ultimate vacuum-	10-4	torr

6.6.3 Tenderers should clearly specify the make of the vacuum pumps quoted and provide relevant catalogues. Both the Rotary oil sealed vacuum pump and Mechanical Booster pumps should preferably be of the same manufacturer.

6.7 DISCHARGE PUMP:

6.7.1 A centrifugal type preferably glandless discharge pump with a minimum capacity of 4500 LPH suitable for sucking out the oil from the vacuum chamber which is under vacuum and be able to discharge it at the required flow rate. This glandless feature ensures total isolation of the filtered oil from the atmosphere and is essential for maintaining the quality of oil

6.7.2 This should be fully tested for vacuum, leak and pressure. The discharge head of this pump should be minimum of 6-8 mtrs.

6.7.3 Interlocking arrangement should be provided in the filter plant between the inlet pump and inlet valve to prevent mixing of treated and untreated oil in the event of supply failure.

6.8 ACCESSORIES AND FITTINGS:

6.8.1 THERMOMETERS:

Two dial type temperature gauges of 0-150 deg. C shall be provided, one oil inlet to feed pump and the other at the outlet of the heater/inlet of the filter to indicate the temperature before and after oil heating.

6.8.2 VACUUM GAUGES :

One capsule type vacuum gauge of range 0-50 mbar should be provided for the first stage and one McLeod type vacuum gauge having a range of 10 torr to 0.01 mm of Hg should be provided for measurement of vacuum in the second stage of degassing chamber.

6.8.3 PRESSURE GAUGE :

Pressure gauge on both the side of the filter chamber should be provided.

Independent drives for oil discharge pump, oil inlet pump, vacuum pump should be provided.

6.8.4 MOTORS

Motors provided shall be of TEFC squirrel cage induction motors and will operate on 415 V $\pm$ 6%, 3-phase, 50 Hz AC supply and are suitable for direct online starting through a starter. All the motors shall be adequately protected against overload. All motors generally conform to IS: 325 and should be of Class F insulation.

6.8.5 SOLENOID VALVES AT THE INLET AND OUTLET

1 No. each solenoid valves at inlet and outlet should be provided. These should open automatically the moment oil inlet and outlet pumps are switched ON. In case of power failure, these should be capable of preventing the oil from entering into the plant and thus avoiding the possibility of mixing processed oil with unprocessed oil.

6.8.6 OIL SAMPLING VALVE

This valve should be provided to collect the sample of oil for testing, during operation.

6.8.7 OIL FLOW CONTROL VALVE:

One oil flow control valve should be provided across the oil inlet pump to control the flow rate of oil.

6.8.8 AIRING VALVE :

One airing valve for airing the degassing chamber and vacuum system should be provided. Necessary isolating arrangement, control valve, indicator will be provided to enable the plant to fill the oil from one tank to other. All valves in the oil system should be of piston type and of M.S.

6.8.9 FLOAT SWITCH AND FLOW INDICATOR

High level float switch should be interlocked with inlet gear pump so that when the oil level in the degassing column rises above the pre-set level, it will automatically switch off the gear pump and

when the oil level drops below this level, it will automatically switch on the gear pump.

Low level float switch should also be provided which should be interlocked with discharge pump, to avoid dry running of the discharge pump.

A flow indicator should be provided at outlet of the plant.

6.8.10 OIL HOSES – 4 NOS.

4Nos. of Wire braided nitrile rubber hoses of length 15 Mtrs. each with flanged end connection on both sides should be provided. These will be suitably used for oil inlet and oil outlet. Oil hoses should be capable for handling the transformer oil at 100 deg. C (Max.) and vacuum.

6.9 OIL TESTING INSTRUMENTS: BDV Testing Kit is not included under this scope.

6.10 OPTIONAL EQUIPMENTS:

6.10.1 Moisture contents measuring apparatus/Online moisture measurement kit.

An online moisture measurement kit shall be provided which shall accurately measure the moisture content in transformer oil, giving a real-time picture of the oil's condition, an indicator of how well the transformer oil is operating. The transmitter monitors the moisture levels at all ambient and operating conditions and should be compatible with any insulating oil. The instrument shall be factory calibrated and of a very good quality.

6.10.2 Ionic Reaction Column.

An Ionic reaction column made out of M.S. shall be provided and should contain sufficient quantity of activated alumina for reduction of acidity level of oil to less than 0.05 mg of KOH/gm oil. This Ionic reaction column should have a provision of online attachment with the plant, when required. Arrangement should be made for bypassing the same when not necessary & Alumina cage (fabricated with CRCA caps & SS wire mesh) for easy replacement.

6.11 CONTROL PANEL:

6.11.1 All electrical control gear, main isolating arrangement, motors, starters, contactors, pilot lamp, push buttons, backup protection fuses, relays, ammeters, voltmeters, indicating lamps and interlocking will be housed in a compact control panel and should be of M.S.

6.11.2 A mimic diagram with indicating lamps should be provided on the control panel providing a continual display of the state of operation.

6.11.3 All wiring should be neatly routed and all wire termination should be suitably identified with ferrules. Bulb should be provided for illumination. A wiring diagram showing all the electrical connections shall be laminated and pasted on the inner side of the control panel opening cover.

6.11.4 Following visual and audio alarm annunciation have to be provided complete in all respect :

a) Loss of vacuum is degassing chamber.

b) Loss of flow.

- c) High oil temp. in heater outlet.
- d) High oil temp. in vacuum pump.
- e) High oil temp. in degassing chamber.
- f) Low oil temp. in degassing chamber.
- g) Filter choked (operated by differential pressure between inlet and outlet of filter).
- h) Operation of any tripping/protection device

6.11.5 All HRC fuses should be preferably of GE make and switchgear should be of Siemens / L&T or any other suitable make. Temperature indicating controller should be preferably JN Marshall Make. Mains isolating switch should be preferably of MCCB type and of suitable make.

6.11.6 The entire plant along with all components mounted should be tested for a total vacuum leak rate of less than a torr ltr./sec. Tenderers should confirm availability of all testing facility at their works for carrying out the following tests on the oil :

- 1) Breakdown voltage.
- 2) Moisture contents.
- 3) Suspended particles.

6.12 CLEANING AND PAINTING

6.12.1 Before dispatch for works, all exposed surfaces should be cleaned off rust, dirt, scale and foreign matter and should be applied with a coat of rust preventive compound before being painted with suitable colour of paint from outside.

6.13 TESTS:

6.13.1 Oil Filter Machine & accessories shall be tested and certified in accordance with the relevant I.S. and IEC requirements, or equivalent. A copy of all type tests previously carried out shall be enclosed with the bid documents. Bids without such test reports will be treated as non-responsive.

6.13.2 Routine tests to be carried out during manufacture shall be submitted with the bid and approved by the purchaser prior to delivery.

6.13.3 The purchaser reserves the right to witness all tests and the manufacturer shall provide all facilities for the purchaser authorized representative to have full and free access, at all reasonable times, to the suppliers works. If the supplier is not in a position to give those facilities, tests on such equipment will be arranged at no cost to the purchaser, with an appropriate testing authority in the presence of the purchaser's representative.

6.13.4 In addition to above tests following tests shall be carried out as acceptance tests on each oil filtration sets.

- 1) Insulation measurement tests.
- 2) Dielectric strength measurement of the filtered oil.
- 3) Measurement of oil outlet pressure.
- 4) Measurement of the flow rate of the oil being oil filtered.
- 5) Checking the performance of the plant as per guaranteed technical particulars.
- 6) Checking the oil parameter as per Item No.23 of guaranteed technical particulars.
- 7) Checking of vacuum pressure at first pass.
- 8) High voltage (2 kV) test on electrical control panel wiring.
- 9) Switch Board operating tests for contactors, relays thermostats, annunciation system, and

starters.

10) Checking of interlocks.

11) Checking of Items as per requirement of the purchase order.

6.14 INSPECTION

6.14.1 The purchaser shall have access at all times to the works and all other places of manufacture, where the material / equipment are being manufactured and the supplier shall provide all facilities for unrestricted inspection of the supplier's works, raw materials, manufacture of the equipment, all the accessories and for conducting necessary tests as detailed herein.

6.14.2 The supplier shall keep the purchaser informed in advance of the time of starting and of the progress of manufacture of equipment in its various stages so that arrangements could be made for inspection. Further, the supplier shall have to submit an Inspection Test Plan to the purchaser before dispatch of the said equipment.

6.14.3 No material shall be dispatched from its point of manufacture unless the material has been satisfactorily inspected and tested.

6.14.4 The acceptance of any quantity equipment shall in no way relieve the supplier of his responsibility for meeting all the requirements of this specification and shall not prevent subsequent rejection if such equipment is later found to be defective.

6.15 QUALITY ASSURANCE PLAN

6.15.1 The bidder shall invariably furnish following information along with his offer, failing which the offer shall be liable for rejection. Information shall be separately given for individual type of equipment offered.

1) Statement giving list of important raw materials, names of sub-suppliers for the raw material, list of standards according to which the raw materials are tested, list of tests normally carried out on raw material in presence of supplier's representative, copies of test certificates.

2) Information and copies of test certificates as in (i) above in respect of bought out items.

3) List of manufacturing facilities available.

4) Level of automation achieved and list of areas where manual processing exists.

5) List of areas in manufacturing process, where stage inspections are normally carried out for quality control and details of such tests and inspections.

6) Special features provided in the equipment to make it maintenance free.

7) List of testing equipments available with the supplier for final testing of equipment specified and test plant limitation, if any, vis-a-vis the type, special acceptance and routine tests specified in the relevant standards. These limitations shall be very clearly brought out in schedule of deviations from specified test requirements.

8) The supplier shall within 30 days of placement of order, submit following information to the purchaser.

9) List of raw material as well as bought out accessories and the names of material as well as bought out accessories and the name of sub-suppliers selected from those furnished along with offer.

10) Type test certificates of the raw material and bought out accessories.

11) Quality Assurance Plan (QAP) with hold points for purchaser's inspection. The quality assurance plan and purchaser's hold points shall be discussed between the purchaser and the supplier before the QAP is finalized.

12) The supplier shall submit the routine test certificates of bought out items and raw material at the time of routine testing of the fully assembled equipment.

7.0 DOCUMENTATION :

7.1 The supplier shall provide with his bid, drawings, detailed with important dimensions and construction materials as appropriate, descriptive literature, operation & maintenance instructions and other information for a full understanding of the equipment offered.

7.2 All drawings shall conform to International Standards Organization (ISO) 'A', series of drawing sheet / Indian Standards Specification. All drawings shall be in ink and suitable for micro filming. All dimensions and data shall be in S.I. Units.

8.0 TEST REPORTS :

8.1 Four copies of test reports shall be furnished to the purchaser within one month of conducting the tests. One copy will be returned duly certified by the purchaser to the supplier within three weeks thereafter and on receipt of the same supplier shall commence with the commercial production of the concerned material.

8.2 Four copies of acceptance test reports shall be furnished to the purchaser. One copy will be returned, duly certified by the purchaser and only thereafter shall the materials be dispatched.

8.3 All records of routine test reports shall be maintained by the supplier at his works for periodic inspection by the purchaser.

8.4 All test reports of tests conducted during manufacture shall be maintained by the supplier. These shall be produced for verification as and when requested for by the purchaser.

9.0 PACKING & FORWARDING

9.1 The equipment shall be packed in suitable crates so as to withstand handling during transport and outdoor storage during transit. The supplier shall be responsible for any damage to the equipment during transit, due to improper and inadequate packing. The easily damageable material shall be carefully packed and marked with the appropriate caution symbols. Wherever necessary, proper arrangement for lifting such as lifting hooks etc., shall be provided. Any material found short inside the packing cases shall be supplied by the supplier without any extra cost.

9.2 Each consignment shall be accompanied by the detailed packing list containing the following information :

- a) Name of the consignee.
- b) Details of the consignment.
- c) Destination.
- d) Total weight of consignment.
- e) Sign showing upper / lower side of the crate.
- f) Handling and unpacking instructions.
- g) Bill of materials indicating contents of each package.

9.3 The supplier shall ensure that the packing list and bill of material are approved by the purchaser before dispatch.

9.4 The material shall be transported within India to the respective destination by road Transport / Rail Transport as the case may be at the option of the purchaser.

10.0 SPARE PARTS :

10.1 List of spare parts along with their unit price and full details, required for operation /

maintenance of equipment for a period of 2 years are required to be enclosed with bid document.
10.2 Suppliers shall have adequate facilities to repair and maintain the equipment offered and be prepared to supply spare parts and services as and when required. The bidder shall give details of his facilities to support this requirement with his bid.

ANNEXURE-I

GUARANTEED TECHNICAL PARTICULARS FOR OIL FILTER MACHINE (TO BE FILLED IN BY THE BIDDER)

S.NO.	DESCRIPTION	
1.	2.	3.
1.	Maker's Name	
2.	Country of origin	
3.	Type of filtration set	
4.	Standard specification to which it conforms	
5.	Capacity of filtration set at ambient temp of 42 deg. C.	
6.	Max. temp. of oil leaving the filtration set	
7.	Max. continuous operating period without loss in efficiency	
8.	Dielectric strength of insulating oil in KV after single / two / three passes through filter plant at rated capacity B.D.V. to be determined as per the procedure laid down in IS:6792 (latest). The dielectric strength of oil before filtering being around 20 kV (rms)	
9.	Purifier Unit	
a)	Type of purifier	
b)	No. of filtering elements	
c)	Total volume of purifier unit in liters	
d)	Material of filter packs	
e)	Means provided for cleaning clogged filter packs	
f)	Pressure of compressed air / oil for cleaning filter packs	
g)	Drain cock for withdrawing impurities provided or not	
h)	Material of filtering tank plate	
i)	Thickness of plate in mm	
j)	Quantity of oil which can be filtered without reconditioning the filtering elements (in lit.)	
k)	Size of smallest dust particle which can be removed during filtration	
l)	Detailed specification of filter paper to be used in filter machine	
m)	Metallic composition of filter pack / rod / pipe containing the filter packs	
10.	VACUUM CHAMBER	
a)	Overall size	
b)	Thickness of plate material	
c)	Means adopted to increase the surface area in the tank	
d)	Max. vacuum pressure to which the chamber is subjected	

	during the process	
e)	Max. vacuum pressure to which the chamber can withstand safely	
f)	Suitable level indicator provided to the tank or not	
g)	Safe oil level	
h)	i) Arrangement provided to safe guard against the rise of oil level above a certain mark in vacuum chamber	
	ii) Means adopted in vacuum chamber to prevent the flow of water vapour & gases along with the clean oil	
i)	Low level switch interlocked with the centrifugal pump on discharge side provided or not	
j)	Specification of the paint applied in the vacuum chamber	
11.	HEATING CHAMER	
a)	Type of heating (direct / indirect)	
b)	Medium of heating in case of indirect heating	
c)	No. of heating elements	
d)	Wattage o each heating elements and complete bank	
e)	Full load heater rating in kW	
f)	Whether heating elements are re-wireable type	
g)	No. of heating elements on each phase of 3 phase AC supply	
h)	Whether oil is in direct contact with heating elements	
i)	Whether thermostatic control for switching ON and OFF of heaters is provided f so it's location	
j)	Temperature at which heaters will be switched off automatically	
k)	Temperature at which heaters will be switched on automatically	
l)	Whether suitable means for interlocking heater supply and inlet feed pump supply provided or not	
m)	Whether additional thermostat with alarm provided against fire to oil filter set in case of one thermostat failure with its type and location	
12.	MOTORS	
a)	Maker's name	
b)	No. of motors & HP of each motor	
c)	Total load of motors	
d)	Maxm. Temperature attained after continuous use under full load	
e)	Type of motor wound or squirrel cage	
f)	No. of phases	
g)	Speed of motor at full load (rpm)	
h)	Full load torque	
i)	Starting torque	
j)	Type of starting, direct form the line or through a starter	
k)	Type of bearings	
l)	Type of casing	
13.	OIL INLET PUMP (DIRTY OIL PUMP)	

a)	Maker's name	
b)	Type of pump	
16.	TROLLEY	
a)	Details of the Trolley	
b)	Details of pneumatic tyres with nos. & size	
c)	Details of canopy material used.	
d)	Overall dimensions from grounded level (LxHxW)	
e)	Max. load on front axle	
f)	Max. load on rear axle	
g)	Gear box	
17.	Type of casing (water or weather proof or otherwise)	
18.	Special provisions for inspecting the moving parts provided or not	
19.	Max. recommended speed of vehicle with which unit can be safely towed without any damage due to jerks	
20.	Weight (approx.) of the complete unit	
21.	Details of cable provided i.e. copper or aluminum, size, armoured or unarmoured & length etc. & whose price included in the bid	
22.	Net quantity of oil in ltr. required for filling of the oil filter set.	
23.	Values of the insulating oil (filtrate) coming of the filter set. The initial values of the oil to be cleaned being as per IS:335/1983 (latest). No of passes in which the values are achieved is to be shown :	
	i) B.D.V. in kV	
	ii) Water content in PPM	
	iii) Air or dissolved gasses in percent by volume	
	iv) Tan delta value	
24.	Dimensions of oil filter set cabinet (showing separately the dimensions of leg supports & the hooks etc. for Lifting arrangement) without Trolley.	
25.	Whether facility provided for acidity correction? What is capacity? Give complete details.	
26.	Whether filter set bears ISI certification mark	

Name of the Firm_____

Signature of Bidder_____

Designation & Seal_____

Date _____

SECTION-VI

SCHEDULE OF RATES (UN-PRICED BID) (Attached Separately)

SCHEDULE OF RATES (PRICED BID)
(Attached Separately)