



# BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

## PART – A REQUEST FOR QUOTATION (RFQ)

Ref.: BCPL/DIB/C&P/2013/C/069/MKB

DATE - 10/12/2013

### SUB: - PROCUREMENT OF PRINTERS, SCANNERS AND PDF EDITING SOFTWARE FOR BCPL, LEPETKATA-DIBRUGARH

Dear Sir(s),

Brahmaputra Cracker & Polymer Ltd., Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under two bid system for supply of printers, scanner and PDF editing software for BCPL, Lepetkata- Dibrugarh, as detailed below in complete accordance with enclosed tender document:

| TENDER NO.                                               | EARNEST MONEY DEPOSIT (EMD)                                                                                                                                                    | COST OF TENDER | TYPE                  | LOCATION            |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|---------------------|
| BCPL/DIB/C&P/2013/C/069/MKB                              | NIL                                                                                                                                                                            | NIL            | SUPPLY & INSTALLATION | LEPETKATA-DIBRUGARH |
| DESCRIPTION OF WORK                                      | PROCUREMENT OF PRINTERS, SCANNERS AND PDF EDITING SOFTWARE FOR BCPL, LEPETKATA-DIBRUGARH                                                                                       |                |                       |                     |
| LAST DATE AND TIME FOR SUBMISSION OF TENDER              | 27/12/2013 at 14.30 hrs.                                                                                                                                                       |                |                       |                     |
| DATE AND TIME FOR OPENING OF BIDS                        | 27/12/2013 at 15.00 hrs.                                                                                                                                                       |                |                       |                     |
| PRE-BID MEETING                                          | Not Applicable                                                                                                                                                                 |                |                       |                     |
| TIME OF SUPPLY                                           | 100% MATERIAL WITHIN 30 DAYS FROM THE DATE OF PURCHASE ORDER FROM BCPL.                                                                                                        |                |                       |                     |
| PLACE OF SUBMISSION OF TENDER & ADDRESS OF COMMUNICATION | OFFICE OF THE DY. GENERAL MANAGER (C&P)<br>BRAHMAPUTRA CRACKER & POLYMER LIMITED<br>CENTRAL WARE HOUSE, C&P DEPARTMENT<br>PO – BARBARUAH<br>LEPETKATA, DIBRUGARH-786006, ASSAM |                |                       |                     |

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

Project Site Office: Main Fire Station Building, P.O. Barbaruah, Lepetkata, Dibrugarh-786006, Assam, Tel: 0373- 2914611

Project Execution office: 3<sup>rd</sup> Floor, GTI; 24, Sector-16A; NOIDA-201 301: Tel: 0120-2513102, 011-26185941(Fax) www.bcplonline.co.in

**EMD\* : NOT APPLICABLE**

**UNDERTAKING:** AN UNDERTAKING (BY THE BIDDERS WHO QUOTES BY DOWNLOADING THE TENDER FROM WEB SITE) ON THEIR LETTER HEAD STATING THAT “THE CONTENTS OF THE TENDER DOCUMENT HAVE NOT BEEN MODIFIED OR ALTERED BY M/S ..... (NAME OF THE BIDDER WITH COMPLETE ADDRESS). IN CASE, IT IS FOUND THAT THE TENDER DOCUMENT HAS BEEN MODIFIED / ALTERED BY THE BIDDER, THE BID SUBMITTED BY THE M/S ..... (NAME OF THE BIDDER) SHALL BE LIABLE FOR REJECTION”.

Offers should be submitted separately in two parts in sealed envelopes super scribed with the tender no., due date, item and nature of offer (Un-priced / Priced).

**PART-I:** 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 document & addenda/corrigenda, if any, duly signed and stamped on each page.**

**PART-II:** PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender (Annexure –X).

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

Tender through Fax / Telex / Telegram / e-mail shall not be considered.

**BIDDERS ELIGIBILITY/EVALUATION CRITERIA (BEC):**

The bidder should either be OEM of Printer/Scanner or authorized distributor /Dealer duly authorized by the OEM to quote for this tender. Bidder needs to produce an undertaking from manufacturer referring this tender number along with a declaration that entire responsibility shall be taken by OEM in case any failure of bidder during the warranty period.

For PDF editing software any authorized partner/ retailer of the same will be eligible to quote.

**If the above points do not comply in the bid documents, the offers won't be considered for evaluation.**

**PRICE BASIS:**

FOT SITE (BCPL-LEPETKATA, DIBRUGARH ASSAM).

**DELIVERY/COMPLETION SCHEDULE:**

Material should be delivered within 30 days from the date of issuance of purchase order from BCPL.

**VALIDITY PERIOD OF OFFER:**

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

**CONSIGNEE ADDRESS:**

BRAHMAPUTRA CRACKER & POLYMER LTD.  
OFFICE OF THE DY. GENERAL MANAGER (C&P)  
CENTRAL WARE HOUSE, PO – LEPETKATA  
DIBRUGARH- 786006, ASSAM

**PARTY SHOULD CONFIRM THE EXACT DELIVERY DATE WELL IN ADVANCE BEFORE DELIVERY.****TERMS OF PAYMENT:**

100% PAYMENTS SHALL BE MADE WITHIN 30 DAYS AFTER RECEIPT, INSTALLATION & ACCEPTANCE OF MATERIAL AT SITE.

**PRICE REDUCTION SCHEDULE (PRS):**

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.

**GUARANTEE / WARRANTEE:**

Warranty should be minimum 03 years (onsite) for printer & scanner from the date of installation.

**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.

**TRANSIT INSURANCE:**

Shall be in the scope of supplier.

**FREIGHT & PACKING - FORWARDING CHARGE:**

Should be inclusive of the quoted rates.

**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.

**OPENING OF PRICE 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.

**AWARD CRITERIA:**

The OWNER will award the contract to the techno-commercially successful bidder whose bid has been determined to be the lowest evaluated on overall basis:

**SECURITY DEPOSIT:**

Security deposit will be 10% of the order value & same shall be submitted either in the form of demand draft or Bank Guarantee.

**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.

**OWNER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

OWNER 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 OWNER'S action.

**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.

**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.

**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.

## **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. If the item is entitled for availment of input tax credit on VAT under Assam Value Added Act 2003, the bid shall be evaluated after considering the effect of ITC on VAT .In case bidders quote as inclusive of VAT, same shall not be considered during evaluation of bid.
3. Bidders are requested to mention the above components clearly in the SOR so that evaluation can be done accordingly.
4. 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.

## **SERVICE TAX: -**

- 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.
- 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.
- 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.
- 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.
- The fair market value of Free Issue Material (FIM) and services, wherever applicable, are indicated in the Bidding Documents.
- 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.
- 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.
- 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.
- The benefit of Cenvat credit of service tax quoted shall be considered for evaluation of bids.

## **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) 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 L-1 price in a situation where L-1 price is from someone other than a micro small enterprises and such micro and small enterprises shall be allowed to supply up to 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 non-availability of MSEs owned by SC/ST entrepreneurs.
- ii) The quoted prices against various items shall valid in case of splitting of quantities of the items as above.
- iii) In case bidder is a Micro or Small Enterprise under Micro, Small and Medium Enterprises Development Act, 2012, 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
  - b) or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
  - c) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regards.

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.

In case of MSEs, Tender fees & EMD is not applicable.

## **ENCLOSURE:**

### **PART - A**

- a) **ANNEXURE – I (TECHNICAL SPECIFICATIONS)**
- b) **ANNEXURE – II (ACKNOWLEDGEMENT CUM CONSENT LETTER)**
- c) **ANNEXURE – III (CONSENT LETTER)**
- d) **ANNEXURE –IV (AGREED TERMS & CONDITIONS )**
- e) **ANNEXURE –V (SPECIAL CONDITIONS OF CONTRACT)**
- f) **ANNEXURE –VI (GENERAL PURCHASE CONDITION)**

**g) ANNEXURE – VII (PROFORMA FOR PERFORMANCE SECURITY)**

**h) ANNEXURE –VIII (ITB)**

**i) ANNEXURE – IX (NON-QUOTE SOR)**

**PART -B**

**j) ANNEXURE –X (SCHEDULE OF RATE)**

**In case bidder(s) have any queries, they may present the same to the undersigned Ph. No. 0373-2914611 / email – [mkbinjola@bcplindia.co.in](mailto:mkbinjola@bcplindia.co.in) latest by 18.12.2013. Corrigendum/addendum incorporating the clarifications, if any, will be issued to the bidder.**

THANKS & REGARDS,

(Manish Kumar Binjola )

Sr. OFFICER(C&P)

**FOR BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

**0373-2914611**

**[mkbinjola@bcplindia.co.in](mailto:mkbinjola@bcplindia.co.in)**

**SPECIFICATION FOR ENTERPRISE PRINTER****General Specifications**

1. Printer Type: Black and White
2. Print Technology: Laser
3. Print Speed: Black (normal): Up to 40 ppm, Duplex : Up to 26 ipm
4. Duty Cycle (Monthly, A4): Up to 100,000 pages (Minimum)
5. Print Resolution: Up to 1200 x 1200 dpi (Minimum)
6. Duplex Printing: Automatic
7. Paper Trays: 2 nos. multipurpose (Minimum)
8. Memory: Minimum 512 MB
9. OS support: Windows XP, Windows 7, Windows 8, Windows server 2008
10. Paper Type: A3, A4 and other
11. Processor: 800 MHz or higher
12. Warranty: 3 years (on site)
13. Printer shall be equipped with Demo Cartridge.

**Connectivity (minimum)**

1. 2 Hi-speed USB 2.0 Port (USB cable inclusive)
2. 1 Gigabit Ethernet 10/100/1000 Base-T port

**Dimensions and Weight**

1. Maximum Dimensions (W x D x H): (860 x 990 x 395 mm)
2. Weight: Less than 45 kg

**SPECIFICATION FOR LASER PRINTER****General Specifications**

1. Printer Type: Black and White
2. Print Technology: Laser
3. Print Speed: Up to 22 ppm;
4. Duty Cycle (Monthly, A4): Up to 8,000 pages (Minimum)
5. Print Resolution: Up to 600 x 600 x 2 dpi
6. OS support: Windows XP, Windows 7, Windows 8
7. Connectivity: Hi-Speed USB 2.0 port
8. Warranty 3 years (on site)
9. Maximum dimensions (W x D x H): 390 x 425 x 260 mm
10. Printer shall be equipped with Demo Cartridge.

## **SPECIFICATION FOR SCANNER**

### **General Specifications**

1. Scan Type: Flatbed (without ADF)
2. Scan File Format: JPEG, PDF
3. Scan Speed (Normal, A4): Up to 15 sec
4. Scan Resolution, optical: Minimum up to 1200 dpi
5. OS support: Windows XP, Windows 7

## **SPECIFICATION FOR PDF EDITING SOFTWARE**

1. Edit text in PDF
2. Comment and markup features, Advanced editing features, Web Form etc.
3. Merge multiple file to a single PDF
4. Split PDF file.
5. Security feature like password protection etc in PDF.
6. Convert PDF files to word/excel/PowerPoint etc.
7. Convert word/excel etc to PDF
8. File size reducer

**ACKNOWLEDGEMENT CUM CONSENT LETTER**

(Within 07 days of receipt of Bidding document, Bidder shall acknowledge the receipt and confirm his intention to Bid against the enquiry/tender through e-mail to or per return FAX by filling up the this Format)

**To,**

**SENIOR OFFICER (C&P)**

**BRAHMAPUTRA CRACKER & POLYMER LTD.**

**“CENTRAL WAREHOUSE BUILDING”, P.O.LEPETKATA**

**DIBRUGARH, ASSAM, PIN – 786006**

**FAX: 0373 – 2914611 / 2914609**

**SUBJECT:**

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) Telefax Number : \_\_\_\_\_

(iv) Contact Person : \_\_\_\_\_

(v) E-mail Address : \_\_\_\_\_

- B) Details of Contact person:

(i) Postal Address : \_\_\_\_\_

(ii) Telephone Number : \_\_\_\_\_

(iii) Fax Number : \_\_\_\_\_

(iv) Contact Parson : \_\_\_\_\_

(v) E-mail Address : \_\_\_\_\_

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

Reasons for non-submission of bid:

Agency's Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Seal/Stamp : \_\_\_\_\_

**CONSENT LETTER**

**(Applicable for outside bidders of Assam and to be submitted along with un- Priced bid)**

To,

Sr. Officer (C&P)  
Brahmaputra Cracker & Polymer Ltd.  
Main Fire Station Building  
Ground Floor, P.O. Lepetkata,  
Dibrugarh - 786 006, Assam

SUBJECT: Deduction for Entry Tax at source

Dear Sir,

We hereby confirm that, entry tax as applicable shall be deducted at source from our bills as we do not have valid VAT - TIN Registration under Assam VAT Act 2003. Accordingly, M/s. BCPL has to provide Road Permit at the time of dispatch of materials.

(Signature of the bidder)

**FORMAT FOR COMMERCIAL TERMS & CONDITIONS**

(Please submit this annexure duly filled, signed &amp; stamped on each page along with your offer)

| SL. NO. | TERMS & CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TENDER REQUIREMENT                                                                                                                                | BIDDER'S CONFIRMATION   |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1.      | <b>QUOTED PRICES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                | FIRM                                                                                                                                              | [Accepted/Not accepted) |
| 2.      | UNDERTAKING WHO DOWNLOADED THE TENDER FROM WEBSITE                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>AS PER PAGE NO.-2</b>                                                                                                                          |                         |
| 3.      | Bidder has quoted for all the items of the respective SOR group for which they have quoted                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                   |                         |
| 4.      | The bidder should either be OEM of Printer/Scanner or authorized distributor /Dealer duly authorized by the OEM to quote for this tender. Bidder needs to produce an undertaking from manufacturer referring this tender number along with a declaration that entire responsibility shall be taken by OEM in case any failure of bidder during the warranty period. For PDF editing software any authorized partner/retailer of the same will be eligible to quote. |                                                                                                                                                   |                         |
| 7.      | PRICE BASIS                                                                                                                                                                                                                                                                                                                                                                                                                                                         | FOT SITE (BCPL-LEPETKATA, DIBRUGARH ASSAM).                                                                                                       |                         |
| 8.      | CONFIRMATION OF QUOTING FIRM PRICES TILL VALIDITY PERIOD OF OFFERS.                                                                                                                                                                                                                                                                                                                                                                                                 | 90 DAYS                                                                                                                                           |                         |
| 9.      | BIDDER MUST HAVE VALID SALES TAX REGISTRATION NO. AND SAME SHOULD BE INDICATED IN THE QUOTATION & ATTESTED COPY OF THE SAME TO BE SUBMITTED ALONG WITH THE UN-PRICED BID.                                                                                                                                                                                                                                                                                           |                                                                                                                                                   |                         |
| 10.     | CONFIRM ACCEPTANCE TO REPEAT ORDER CLAUSE                                                                                                                                                                                                                                                                                                                                                                                                                           | Purchaser reserves the right within six months of order to place repeat order up to 50% of ordered quantity in the same rate, terms & conditions. |                         |
| 11.     | CONFIRM ACCEPTANCE TO PART ORDER QUANTITY                                                                                                                                                                                                                                                                                                                                                                                                                           | (i.e. BCPL can place order for lower quantity vis-à-vis tendered quantity)                                                                        |                         |
| 12.     | POINT OF DISPATCH                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |                         |
| 13.     | TERMS OF DELIVERY                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 30 days from the date of Purchase Order.                                                                                                          |                         |

|     |                                                                                                                                                                                                                                                          |                                                                                                                                 |                               |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 14. | TRANSIT INSURANCE                                                                                                                                                                                                                                        | BIDDER SCOPE                                                                                                                    |                               |
| 15. | PRICE REDUCTION SCHEDULE<br>(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.)             |                                                                                                                                 |                               |
| 16. | PAYMENT TERMS                                                                                                                                                                                                                                            | 100% PAYMENTS SHALL BE MADE WITHIN 30 DAYS AFTER RECEIPT, INSTALLATION & ACCEPTANCE OF MATERIAL AT SITE.                        |                               |
| 17. | PERFORMANCE BANK GUARANTEE/SECURITY DEPOSIT                                                                                                                                                                                                              | Security deposit will be 10% of the order value & same shall be submitted either in the form of demand draft or Bank Guarantee. |                               |
| 18. | ARBITRATION/JURISDICTION OF COURT                                                                                                                                                                                                                        | GUWAHATI                                                                                                                        |                               |
| 19. | FORCE MAJEURE                                                                                                                                                                                                                                            | AS MENTIONED IN GPC                                                                                                             |                               |
| 20. | EXCISE DUTY (IN %) (IF APPLICABLE)                                                                                                                                                                                                                       | AT ACTUAL                                                                                                                       | @.....% / NIL                 |
| 21. | Bidder Shall confirm to submit Cenvatable Excise Invoice at the time of supply of material to avail cenvat benefits (If applicable).                                                                                                                     |                                                                                                                                 | YES/NO                        |
| 22. | VAT (for bidders of ASSAM) (in%) (if applicable)                                                                                                                                                                                                         |                                                                                                                                 | @.....% / NIL                 |
| 23. | CST (for bidders out of ASSAM) (With from C) (If applicable)                                                                                                                                                                                             |                                                                                                                                 | @.....% / NIL                 |
|     | CST (for bidders out of ASSAM) (Without form C) (If applicable)                                                                                                                                                                                          |                                                                                                                                 | @.....% / NIL                 |
| 24. | ECC NO./EXCISE REGN. NO.                                                                                                                                                                                                                                 | AADCB2356EEM001                                                                                                                 | (Bidder's)                    |
|     | CST NO./ST-TIN NO.                                                                                                                                                                                                                                       | 18049926313                                                                                                                     | (Bidder's)                    |
| 25. | ENTERPRISES INFORMATION WITH RESPECT TO MSME DEVELOPMENT ACT 2012                                                                                                                                                                                        |                                                                                                                                 | Yes (Certificate Attached)/No |
| 26. | ALL THE PAGES OF THIS RFQ ARE DULY SIGNED & STAMPED IN TOKEN OF ACCEPTANCE                                                                                                                                                                               |                                                                                                                                 | YES / NO                      |
| 27. | PLEASE INDICATE FOLLOWING BREAK-UP<br><br>1) CENVETABLE EXCISE DUTY.<br><br>2) NON- CENVETABLE EXCISE DUTY.                                                                                                                                              |                                                                                                                                 |                               |
| 28. | The Payment against cenvatable portion shall be made at actual against the maximum given at 27.1 above Confirm acceptance.<br>Material supplied will be eligible for CENVAT credit and vendor shall furnish all documents as required to avail the same. |                                                                                                                                 |                               |
| 29. | Cenvatable portion of Excise duty shall be released on receipt of cenvatable document. Confirm acceptance                                                                                                                                                |                                                                                                                                 |                               |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 30. | <p>Confirmation of Submission of tender as under:<br/>Offers should be submitted separately in two parts in sealed envelopes superscripted with the Tender No., due date, item and nature of offers ( Un-priced/Priced):-</p> <p>PART-A: UN-PRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details &amp; the Schedule of Rate (SOR) <b>with prices blanked out and copy of tender document &amp; addenda/corrigenda, if any, duly signed and stamped on each page.</b></p> <p>PART-B: PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender (Annexure –X).</p> <p>The two envelopes containing Part-A and Part-B shall be enclosed in a larger envelope duly sealed and pasted and shall bear the tender no., due date and item prominently along with address of this office and sender's name and address.</p> | YES / NO |
| 31. | DETAILED ADDRESS OF BIDDER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |
|     | CONTACT PERSONS (Name and Designation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |
|     | PHONE NO. (WITH STD CODE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
|     | FAX NO. (WITH STD CODE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |
|     | E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
|     | MOBILE NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |

**Place:**

**Date:**

**Signature of Authorized Signatory**

**Name:**

**Designation:**

**Seal:**

## **SPECIAL CONDITIONS OF CONTRACT**

### **Special Conditions of Supply**

1. Bidder should have a single point of contact at Dibrugarh and the following details should be given without fail:
  - a. Contact address at Dibrugarh.
  - b. Phone number at Dibrugarh.
  - c. E-mail ID for contact.
2. M/S BCPL's IT Department will lodge all complaints to local contact person of the bidder via phone or e-mail and the same should be attended within 24 working hours.
3. In case of change of local contact address, the bidder should inform IT Department of M/S BCPL at the earliest.
4. The bidder shall provide the exhaustive list of serial numbers of printers and scanners which they are supplying with the challan/ Invoice.
5. Warranty should be minimum 03 years (onsite) for printer and scanner from the date of installation.
6. The bidder should provide warranty certificate which should clearly mention the period of warranty, start date of warranty and the serial numbers of the machines covered under warranty.
7. Items to be evaluated on overall basis. Bidder has to quote for all the items.
8. All the items should be required to be delivered within one (01) month after the issuance of purchase order.
9. The prices quoted shall be inclusive of the installation charges of the supplied hardware/ software.
10. Payment will be released within 30 days after successful supply, installation and acceptance of the materials.

**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**  
**(A GOVT. OF INDIA ENTERPRISE)**  
**LEPETKATA, DIBRUGARH**

**ANNEXURE - VI**

**GENERAL PURCHASE CONDITIONS (GPC)**

1. Consignee: C&P In-charge, **Brahmaputra Cracker and Polymer Limited, Central Ware House Building, Lepetkata, Dibrugarh, Pin 786006**. Any expenditure and/or demurrage incurred in respect of a wrong delivery shall be recovered from supplier.
2. Quotation, duly sealed & superscribed with the tender/enquiry no., bid opening date and the words 'QUOTATION – DO NOT OPEN', should reach this office on or before 1430 hrs on the due date of opening along with samples, if required, failing which your offer will not be considered. Quotations received late are liable to be rejected. Quotations will be opened on the due date at 1500 hrs in the presence of renderers/ authorized representatives of tenderers, who may intend/like to participate. A quotation received late by post or other means are liable to be rejected.

BCPL reserves the right to accept/reject any or all tenders without assigning any reason whatsoever.

3. Local Sales Tax and Central Sales **Tax/VAT/TIN** registration Nos. must be mentioned in the quotation.
4. Rates should be given according to unit mentioned in NIT and no alternative unit will be considered. Further, rates should be quoted on FOT dispatch point basis including P&F and indicating rate of taxes, duties etc. and freight upto Site. Price shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding. Unit prices shall be considered correct in the event of any discrepancy with regard to total price.
5. The offer should remain valid for not less than 04 months from the bid opening date. Offers with less validity are likely to be ignored.
6. Offers subject to prior sale will not be considered. Further, the standard terms and conditions of the bidder are not acceptable.
7. Revised offer or post-bid modification of offer after the opening date will not be considered.
8. The required quantities at the time of placement of order can be changed upto  $\pm 25\%$  of the quantities specified in enquiry.
9. **PRICE /PURCHASE PREFERENCE:** Price/Purchase preference shall be applicable as per Govt. rules/guidelines in vogue.
10. **PRICE REDUCTION SCHEDULE FOR DELAYED DELIVERY:** If the vendor fails to deliver any or all of materials or performance of work & service within the time period (s) specified in the order contract, BCPL shall without prejudice to any other remedies (ies) under the order/contract, reduce a sum calculated on the under mentioned basis:-

Price reduction will be applicable @  $\frac{1}{2}\%$  of the total order / contract order per week of delay or part thereof in supply/completion of work subject to a maximum ceiling of 5% of total order / contract value of orders of material, works & service contracts.

In a supply contract the portion of supply completed in all respect which can be used for commercial operation shall not be considered for applying PRS, if delivered within contractual delivery period. The remaining supplies which are completed beyond the contractual delivery period shall attract a PRS of ½ % of delayed delivery upto a maximum of 5% of total order value.

The value referred in PRS is excluding taxes & duties.

#### **11. ENTERPRISE'S INFORMATION WITH RESPECT TO MSME DEVELOPMENT ACT, 2012.**

The bidders are required to confirm whether the enterprise is a Micro/ Small/ Medium enterprises along with documents from the appropriate authority: "We confirm that we are a micro/ small/ medium enterprises under the MSMED Act 2012." **(Please strike off whichever status is not applicable)**. Further, with respect to micro and small enterprises, the MSMED Act defines the term 'supplier' as enterprises which have filed a memorandum with the authority specified by the respective State Government. If the bidder is a micro/ small enterprise and has **filed** a memorandum with the specified authority, please confirm the following: "We are a supplier within the definition of section 2 (n) of the MSMED Act \_\_\_\_\_ (Yes/ No)."

If the response to the above is 'Yes', the bidder is required to provide a copy of the **Entrepreneurs Memorandum (EM)** filed with the authority specified by the respective State Government."

#### **12. PERFORMANCE GUARANTEE (CPBG):** In case the basic order value exceeds Rs 2.0 (Two) lakhs, the seller shall within 15 days after the receipt of order, furnish Performance Guarantee either in the form of Demand Draft or in the form of Bank Guarantee/irrevocable Letter of Credit to BCPL, in the format provided in the bidding documents, for an amount equivalent to 10% of the basic value of contract. The performance guarantee shall be valid for 3 months beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by BCPL not later than 6 months from the date of expiration of the Seller's entire obligations, under the contract.

#### **13. INSPECTION, TESTING & EXPEDITING:** Purchaser or its representative shall have the right to inspect and / or test the goods to confirm their conformity to the contract specifications. The inspection & tests may be conducted on the premises of the seller at the point of delivery and / or at the goods final destination. All reasonable facilities & assistance including access to drawings & production data shall be furnished by seller to purchaser free of cost. When stores are rejected by the consignee, the same will be intimated to the supplier with the details of such rejected stores as well as the reason for their rejections and that the material will be lying at the consignee's premises at the risk and cost of supplier. The supplier will also be called upon either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous/infested and perishable materials within 48 hrs, failing which the consignee will either return the materials to the supplier on freight to pay or otherwise dispose them off at the supplier's risk and cost. The consignee will also intimate the concerned paying authority, quantity of the material so rejected so as to recover the freight charges from the supplier. The purchaser shall also be entitled to recover handling and stores charges for the period during which the rejected stores are not removed @ 5% of the stores for each month or part of a month till the rejected stores are finally disposed off.

#### **14. WARRANTY :**

The supplier shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards of the materials of the type offered and in full conformity with the specifications drawings or samples, if any, and shall if operable, operate, properly. This warranty shall survive inspection of payment for and acceptance

of the goods but shall expire 12 months from the date of commissioning / operations or 24 months from the date of despatch, whichever is earlier.

#### **15. PAYMENT TERMS:**

100% Payment will be released within 30 days of receipt and acceptance of material/ installation at site/stores through e-banking. In case of payment through bank, all bank charges shall be borne by the vendor.

#### **16. INVOICE:**

In case where documents are not routed through Bank, original plus one copy of invoice may be directly sent to In-charge (F&A) BCPL, Lepetkata, Dibrugarh immediately after dispatch with copies to purchaser and the consignee mentioned in purchase order. Invoice must bear the purchase order no. with date and should also indicate the dispatch particulars. It may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.

#### **17. PACKING & MARKING:**

While dispatching ordered stores, it will be the responsibility of the supplier to properly pack the consignment so as to enable its delivery at destination free from loss, damage or pilferage. Each packing must contain a list of stores packed therein. Each packing/bundle must be prominently marked with order no. and packing no. & consignee name & address.

#### **18. DESPATCH DOCUMENTS:**

Transit Risk Insurance shall be arranged by BCPL. The vendor will intimate dispatch particulars to purchaser through e-mail / fax at the time of dispatch of goods. The dispatch documents shall consist of Invoice, Challan, Packing List, GR/LR, inspection/Test Certificate and any other document(s) as mentioned in the P.O. Copies of dispatch documents should reach BCPL well in advance failing which any demurrage / wharfage etc. incurred on account of late/ non-receipt of dispatch document/wrong dispatches of consignment will be recovered from supplier. In case of documents through Bank, it may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.

- 19.** It should be noted that if an order is placed on a higher tenderer as a result of this tender, in preference to the lowest acceptable offer, in consideration of an earlier delivery, the supplier will be liable to pay to BCPL the difference between the ordered rate and the rate quoted by the lowest acceptable tenderer in case he fails to complete the supply in terms of such order within the date of delivery specified in the tender and incorporated in the order. This is without prejudice to other rights under terms of order.

- 20. LIMITATION OF LIABILITY:** Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production

- 21. REPEAT ORDER:** Purchaser reserves the right within six months of order to place repeat order up to 50% of ordered quantity in the same rate, terms & conditions.

- 22. TERMINATION OF CONTRACT:** The PURCHASER may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Seller, terminate the contract in whole or part –

- a) If the Seller fails to deliver any or all of the goods within the time period/(s) specified in Contract; or
- b) If the Seller fails to perform any other obligation(s) under the Contract and
- c) If the seller, in either of the above circumstances, does not cure his failure within a period of 30 days (or such longer period as the Purchaser may authorize in writing) after receipt of the default notice from the Purchaser. In the event the Purchaser terminates the contract in whole or part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the Seller shall be liable to the Purchaser for any excess costs for such similar goods. However, the Seller shall continue performance of the Contract to the extent not terminated.

In case of termination of contract herein set forth except under conditions of FORCE MAJEURE and termination after expiry of contract, the vendor shall be put under holiday [i.e. neither any enquiry will be issued to the party by BCPL (India) Ltd.. against any type of tender of tender not their offer will be considered by BCPL against any ongoing tender(s) where contract between BCPL and that particular vendor (as a bidder) has not been finalized] for a period of three years from the date of termination by BCPL. to such vendor.

The Purchaser may at any time, terminate the contract by giving written notice to the Seller, without compensation to the Seller, if the Seller becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the

Purchaser.

**23. FORCE MAJEURE :** Shall mean and be limited to the following –

- (a) War / Hostilities (b) Riot or Civil Commotion (c) Earthquake, flood, tempest, lighting or other natural disasters (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the Seller . The Seller shall advise Purchaser/Consultant by a registered letter duly certified by the local Chamber 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, Purchaser reserves the right to cancel the Contract and the provisions governing termination stated under Article 20 above 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 Purchaser 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 conditions, the Seller or the Purchaser shall not be liable for delays 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, as stated elsewhere.

**24. RESOLUTION OF DISPUTES / ARBITRATION**

All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the General Manager/Officer-in-Charge (OIC) of BCPL . Whose award shall be final & binding on both the parties.

The contract shall deem to have been entered at BCPL, and all suits in respect of this contract shall be under the jurisdiction of the court in Guwahati

- 25. Seller shall protect and fully indemnify BCPL from any claim from infringement of patents, copyright, trademark and the like. In case of any claim in this regard, Seller shall be solely responsible for any consequences/damages.

26. Subsequent to receipt of bids, the information related to the examination, clarification, evaluation and comparison of bids and recommendations for award of contract shall not be disclosed to bidder or other person not officially concerned with such process. Any effort by bidder to influence BCPL processing of bid or award decisions may result in rejection of such bids.
27. 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 :
- i) 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;
  - ii) 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.

**CONTRACT-CUM-EQUIPMENT PERFORMANCE BANK GUARANTEE  
(PERFORMANCE SECURITY) - UNCONDITIONAL  
(TO BE STAMPED IN ACCORDANCE WITH STAMP ACT)**

Ref.:

Bank Guarantee No.:

Date:

To,

Brahmaputra Cracker & Polymer Limited  
Dibrugarh, Assam.INDIA

Dear Sirs,

In consideration of the Brahmaputra Cracker & Polymer Limited (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s \_\_\_\_\_ having principal office at \_\_\_\_\_ (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply by issue of OWNER / PURCHASER's Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ and the same having been accepted by the Seller resulting into CONTRACT for supplies of materials/equipments as per above referred Purchase Order having a total value of Rs. \_\_\_\_\_ for the complete supply of materials/equipments and the SELLERS having agreed to provide a Contract Performance and warranty guarantee for faithful performance of the aforementioned Contract and warrantee quality \_\_\_\_\_ to Owner/Purchaser.

We (bank) \_\_\_\_\_ having Head Office at (hereinafter referred to as the Bank, which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the OWNER/PURCHASER on demand any and all moneys payable by the Seller to the extent of 10%(ten percent) of the Contract Prices as aforesaid at any time upto \_\_\_\_\_ without a reference to the SELLER.

Any such demand made by OWNER/PURCHASER on bank shall be inclusive and binding not withstanding any difference between OWNER/PURCHASE and SELLER discharges this guarantee. OWNER/PURCHASER and SELLER or any dispute pending before any Court, Tribunals, arbitrators or any other Authority.

The bank undertakes not to revoke this guarantee during its currency without previous consent of OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the BANK under this guarantee from time to time to extend the time for performance by SELLER of the afore mentioned CONTRACT, OWNER/PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any power vested in them or of any right which they might have against SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned

CONTRACT between OWNER/PURCHASER and SELLER or any other course of or remedy or security available to OWNER/PURCHASER. The BANK shall not be released of its obligations under these presents by any exercise by OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of OWNER/PURCHASER or any other indulgence shown by OWNER/PURCHASER or by any other matter or thing whatsoever which under law would, but for this provision, have the effect or relieving the BANK. The BANK also agrees that OWNER/PURCHASER at its option shall be entitled to enforced this Guarantee against the Bank as a Principal debtor, in the first instance without proceeding against SELLER and notwithstanding any security

or other guarantee that OWNER/PURCHASER may have in relation to the SELLER'S liabilities. Notwithstanding anything contained herein above our liability under this Guarantees restricted to Rs. / US\$ / EURO\_\_\_\_\_ (Rs. / US DOLLAR / EURO \_\_\_\_\_) AND it shall remain in force upto and including \_\_\_\_\_ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this Guarantee has been given.

The Bank Guarantee's payment of an amount is payable on demand and in any case within 24 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest of 24% per annum shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantees shall be subject to the jurisdiction of Delhi Courts.

Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the seller up to a total amount of (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the seller to be in default under the contract and without caveat or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_day of \_\_\_\_\_20\_\_

We have power to issue this guarantee in your favour under memorandum and Article of Association and the undersigned has full powers to do so under the Power of Attorney/Resolution of the Board of Directors dated \_\_\_\_\_accorded to him by the bank.

Dated        The \_\_\_\_\_day of \_\_\_\_\_20\_\_

WITNESS:

(SIGNATURE)  
NAME

(NAME)

(OFFICIAL SEAL)

Date:

(SIGNATURE)  
NAME  
BANK RUBBER STAMP

Designation with bank stamp  
Plus Attorney as per Power  
Of Attorney/Resolution Board of  
Directors

## **INSTRUCTIONS TO BIDDERS**

### **CONTENTS**

#### **Table of Clauses**

- A. Introduction
- B. Bidding Documents
- C. Preparation of Bids
- D. Submission of Bids
- E. Bid Opening and Evaluation
- F. Award of Contract

#### **1.0 SCOPE OF BID:**

- 1.1 The Purchaser as defined in the General Purchase Conditions , hereinafter “the Purchaser” wishes to receive bids for the supply of goods as described tender.
- 1.2 The successful bidder will be expected to complete the supply of goods 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 This Invitation for Bids is open to any bidder.
- 2.2 The bidder shall not be under a declaration of ineligibility by Purchaser for corrupt or fraudulent practices as defined in ITB.
- 2.3 While evaluating the bids, pursuant to Bid Evaluation Criteria as specified in the Global notice of IFB, 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.
- 2.4 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 tender. The bids of only those bidders shall be considered for further evaluation and award, which is meeting BEC in totality and have submitted sufficient documentary evident in support 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

6.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. The Invitation for Bids (IFB) together with all its attachments thereto, shall be considered to be read, understood and accepted by the bidders. Failure to furnish all information required by the bidding documents or 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 Invitation for Bids. BCPL will respond in writing to any request for clarification of the Bidding documents which it receives not later than **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. 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 fax/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) UNDERTAKING WHO DOWNLOADED THE TENDER FROM WEBSITE – as per page no. 2.
- (D) ATTESTED COPY OF VALID SALES TAX REGISTRATION.
- (E) 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
- (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 issue

### **PART-II: PRICE BID [PRICE SCHEDULE]**

Priced Bid shall contain only prices mentioned in all Field/Box strictly in the “Price Schedule”

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.

## **11.0 BID FORM & PRICE SCHEDULE:**

- 11.1 The bidders shall complete the Bid Form and appropriate Price schedule furnished in the 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)
  - 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.
  - C) **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.

**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. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

**13.0 BID CURRENCIES:**

13.1 Domestic bidders may submit bid in Indian 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 Invitation for Bids (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 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 **90 days** 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:**

Not Applicable

#### **18.0 PRE-BID MEETING:**

Not Applicable

#### **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 Purchase , 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.**

#### **21.0 AGENT/CONSULTANT/REPRESENTATIVE/ RETAINER/ASSOCIATE**

Not applicable

## **D. SUBMISSION OF BIDS**

**22.0 SEALING AND MARKING:** Please refer IFB.

**23.0 DEADLINE FOR SUBMISSION OF BID:**

23.1 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.

**24.0 LATE BIDS:**

24.1 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 offers whether sent directly or submitted by local agent in India will not be considered and shall be rejected.

**25.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

25.1 The bidder may modify or withdraw his bid after the bid submission, but before the due date of submission.  
25.2 No bid can be modified after the deadline for submission of bids.

## **E. OPENING AND EVALUATION 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 IFB.

**27.0 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".

**27.1.2 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.

**27.1.3 PRELIMINARY EXAMINATION OF BIDS:**

**Techno-Commercial Bid Evaluation:**

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. 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.

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

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.

**27.1.4** The PURCHASER will evaluate and compare the bids previously determined to be substantially responsive, pursuant to ITB Clause – 30 Bids not conforming to Bid Evaluation Criteria and technical specifications/requirements shall be rejected.

## **28.0 REJECTION CRITERIA:**

Bidders are advised to submit their bid strictly as per the terms and conditions of the bid document. In the event of deviation(s) stipulated by the bidder their bid shall be considered incomplete/non-responsive and the bid shall be liable for rejection. The following shall constitute REJECTION CRITERIA for this tender and bid may be summarily rejected if any deviation(s) to these conditions found in bid –

- i) Non- Compliance of BEC
- ii) Bid Validity lesser than specified period in tender
- iii) Non-acceptance of delivery period
- iv) Non acceptance of Guarantee / Warranty
- v) Non-submission of Firm and Fixed Price
- vi) Non-submission of rate as per requirement of price schedule format (i.e. with all desired break-up)
- vii) Non-acceptance of PRS clause and Performance Bank Guarantee Clause of tender
- viii) Non-acceptance of Resolution of Disputes/Arbitration Clause, applicable laws and Force Majeure Clause etc.
- ix) Any deviation to scope of supply, specification, SCC etc.
- x) Any other deviation to terms and conditions mentioned elsewhere in the tender, which leads to rejection of bid.

## **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**

- 30.1 The bids will be checked for any arithmetic errors as follows.
- 30.2 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.

- 30.3 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.
- 30.4 When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted and the amount worked out, for comparison purposes.
- 30.5 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.
- 30.6 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), then the bid shall be evaluated based on the actual net sum of unit rates (OR the Total unit rate quoted, 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".
- 30.7 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.
- 30.8 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.
- 30.9 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.
- 30.10 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.
- 30.11 If the bidder does not accept the correction of errors, it's 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 SOR :

- a. Ex-works price quoted by the bidder
- b. (+)Packing & Forwarding (if any) as quoted
- c. (+) Excise Duty & Educational cess
- d. (+) Sales tax against form C or without concessional Form / VAT
- e. (+)Transportation charges up to site as quoted
- 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, 2012, 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 loses 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 (not applicable in this tender), 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 26, 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-41, 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/LC in accordance with provisions of **General Purchase Conditions** 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 Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 Crores and a declaration to this effect 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 Purchase Conditions.

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 SUBMISSION OF FALSE/FORGED DOCUMENTS:**

- a) Bidder is required to furnish the complete and correct information/documents required for evaluation of these 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.
- b) In case, the information/documents furnished by the vendor/contractor, forming basis of evaluation of his bid is found to be false/forged after the 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 other rights available to BCPL under the contract such as forfeiture of CPBG/Security Deposit, withholding of payment etc.
- c) In case the issue submission of false documents comes to the notice after execution of work, BCPL shall have full right to forfeiture any amount due to the vendor/contractor along with forfeiture of CPBG/Security Deposit furnished by the vendor/contractor.
- d) Further, such bidder/vendor/contractor shall be put on Blacklist/Holiday List of BCPL debarring them from future business with BCPL.

**43.0 INCOME TAX LIABILITY:**

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

**44.0 CORRUPT OR FRAUDULENT PRACTICES:**

44.1 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 :

b) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and “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;

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;

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 co for competing for or executing a contract.

**45.0 REPEAT ORDER**

PURCHASER reserves the right, within 6 months of order to place repeat order upto 50% of the total order qty. without any change in unit price or other terms and conditions.

**46.0 ORDER OF PRECEDENCE:**

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

- i) RFQ Covering Letter
- ii) Special conditions of contracts
- iii) Instruction to Bidders
- iv) General Purchase Conditions.

#### **47.0 DEBARRING AN “ERRANT” BIDDER(S) FROM TENDERING PROCESS:**

In case after price bid opening, the lowest evaluated bidder (L-1) is not awarded the job for any mistake committed by him in the bidding or withdrawal of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit earnest Money paid by the bidder and such bidders shall be debarred from participation in re-tendering of the subject job(s)/item(s).

This panel is authorized to examine / consider all references made to it under this tender. The bidder(s), in case of any dispute(s) / complaint(s) pertaining to this tender may raise the issue either with the designated Tender Issuing Officer in BCPL or directly with the IEMs on the panel c/o Chief Vigilance Officer, BCPL, Lepetkata, Dist. Dibrugarh, Assam.

# **UN-PRICED BID (PART-I)**

## **SCHEDULE OF RATE (SOR)**

**PROCUREMENT OF PRINTERS, SCANNERS AND PDF EDITING SOFTWARE FOR BCPL, LEPETKATA-DIBRUGARH.**

## SOR FOR SUPPLY & INSTALLATION OF PRINTERS, SCANNERS AND PDF EDITING SOFTWARE.

| SI No. | ITEM DESCRIPTION                               | UOM  | QTY (NOS)    | UNIT RATE (IN FIG) | UNIT RATE (IN WORDS) | EXCISE DUTY | VAT/ CST | FREIGHT | TOTAL AMOUNT | LANDED AMOUNT= AMOUNT X QTY (Rs.) |
|--------|------------------------------------------------|------|--------------|--------------------|----------------------|-------------|----------|---------|--------------|-----------------------------------|
| 1      | Enterprise Laser Printer as per specifications | Each | 1            | DNQ                | DNQ                  | DNQ         | DNQ      | DNQ     | DNQ          | DNQ                               |
| 2      | Laser printer as per specifications            | Each | 5            | DNQ                | DNQ                  | DNQ         | DNQ      | DNQ     | DNQ          | DNQ                               |
| 3      | Scanner as per specifications                  | Each | 5            | DNQ                | DNQ                  | DNQ         | DNQ      | DNQ     | DNQ          | DNQ                               |
| 4      | PDF Editing Software as per specifications     | Each | 1            | DNQ                | DNQ                  | DNQ         | DNQ      | DNQ     | DNQ          | DNQ                               |
|        | AMOUNT                                         | Rs.  | Do Not Quote |                    |                      |             |          |         |              |                                   |
|        | TOTAL IN WORDS                                 | Rs.  | Do Not Quote |                    |                      |             |          |         |              |                                   |

N.B.

- (1) TAXES & DUTIES SHOULD BE MENTIONED AS PER SOR OR ELSE WILL BE CONSIDERED AS INCLUSIVE.
- (2) DELIVRY – F.O.R. AT BCPL, DIBRUGARH.
- (3) THE QUOTED RATES SHOULD BE INCLUSIVE OF INSTALLATION, PACKING & FORWARDING CHARGES, FREIGHT CHARGES & TRANSIT INSURANCE.

# **PRICED BID (PART-II)**

## **SCHEDULE OF RATE (SOR)**

**PROCUREMENT OF PRINTERS, SCANNERS AND PDF EDITING SOFTWARE FOR BCPL, LEPETKATA-DIBRUGARH.**

## SOR FOR SUPPLY & INSTALLATION OF PRINTERS, SCANNERS AND PDF EDITING SOFTWARE.

| Sl No. | ITEM DESCRIPTION                               | UOM  | QTY (NOS) | UNIT RATE (IN FIG) | UNIT RATE (IN WORDS) | EXCISE DUTY | VAT/ CST | FREIGHT | TOTAL AMOUNT | LANDED AMOUNT= AMOUNT X QTY (Rs.) |
|--------|------------------------------------------------|------|-----------|--------------------|----------------------|-------------|----------|---------|--------------|-----------------------------------|
| 1      | Enterprise Laser Printer as per specifications | Each | 1         |                    |                      |             |          |         |              |                                   |
| 2      | Laser printer as per specifications            | Each | 5         |                    |                      |             |          |         |              |                                   |
| 3      | Scanner as per specifications                  | Each | 5         |                    |                      |             |          |         |              |                                   |
| 4      | PDF Editing Software as per specifications     | Each | 1         |                    |                      |             |          |         |              |                                   |
|        | AMOUNT                                         | Rs.  |           |                    |                      |             |          |         |              |                                   |
|        | TOTAL IN WORDS                                 | Rs.  |           |                    |                      |             |          |         |              |                                   |

N.B.

- (1) TAXES & DUTIES SHOULD BE MENTIONED AS PER SOR OR ELSE WILL BE CONSIDERED AS INCLUSIVE.
- (2) DELIVERY – F.O.R. AT BCPL, DIBRUGARH.
- (3) THE QUOTED RATES SHOULD BE INCLUSIVE OF INSTALLATION, PACKING & FORWARDING CHARGES, FREIGHT CHARGES & TRANSIT INSURANCE.