

Bid Document

Bid Details	
Bid End Date/Time	21-12-2022 15:00:00
Bid Opening Date/Time	21-12-2022 15:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Brahmaputra Cracker And Polymer Limited
Organisation Name	Brahmaputra Cracker And Polymer Limited
Office Name	Lepetkata
Item Category	Custom Bid for Services - HIRING OF CONTRACT SERVICES AND PROCUREMENT OF MICROSOFT 365 CLOUD EMAIL SERVICES FOR 3 YEARS
Contract Period	3 Year(s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	4 Days
Evaluation Method	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail

Advisory Bank	ICICI
EMD Amount	1325000

ePBG Detail

Advisory Bank	ICICI
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ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	39

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

SM

Brahmaputra Cracker and Polymer Limited, C and P Department, Administrative Building, PO_Lepetkata,
Dist_DIBRUGARH, Assam, Pin Code_786006
(Samrat Dutta)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required

Pre Qualification Criteria (PQC) etc if any required:[1670563526.pdf](#)

Service Level Agreement (SLA):[1670563550.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1670563587.pdf](#)

GEM Availability Report (GAR):[1670563624.pdf](#)

Scope of Work:[1670563753.pdf](#)

Payment Terms:[1670563763.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
13-12-2022 15:00:00	https://teams.microsoft.com/l/meetup-join/19:meeting_ZjM2YmYzNWUtNTkzNi00OGJlWEwMzQtYmZmMzc1YjkxOTU2@thread.v2/0?context={\"Tid\":\"4461d137-7fbd-47bb-894d-41540c7fe9e9\",\"Oid\":\"7967f492-ea5d-4183-bb68-233e662fe004\"}

Custom Bid For Services - HIRING OF CONTRACT SERVICES AND PROCUREMENT OF MICROSOFT 365 CLOUD EMAIL SERVICES FOR 3 YEARS (1)**Technical Specifications**

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	HIRING OF CONTRACT SERVICES AND PROCUREMENT OF MICROSOFT 365 CLOUD EMAIL SERVICES FOR 3 YEARS
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	Samrat Dutta	786001,M/s Brahmaputra Cracker And Polymer Limited, Contract Procurement Department, Administrative Building, Lepetkata - 786006 Dist.- Dibrugarh , Assam	1	N/A

Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1.0 BID EVALUATION CRITERIA (BEC):

1.1 BEC- Technical:

1.1.1 Bidder should be a valid Licensing Solution Provider (LSP)/ Large Account Reseller (LAR) partner of the original software manufacturer M/. Microsoft.

Note. 1:

- a) Bidder(s) shall be required to submit the documents in respect of above experience criteria as per details at sl. no. **1.3**.

1.1.2 Relaxed Norms for Startups (prior experience criteria):

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

For availing the above relaxation, bidder is required to submit / upload the requisite certificate towards Startup Enterprise Registration issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company / firm) and notary public with legible stamp.

Further, **above document should be certified by the Chartered Accountant** (not being an employee or a Director or not having any interest in the bidder's company/firm) **and notary public with legible stamp**.

However sl. no. 1.1.1 is applicable for Start-up bidders also.

1.2 BEC- Financial:

1.2.1 **TURN OVER:**

The **average annual turnover** of the Bidder as per the audited financial result (Balance sheet and profit & Loss account statement) of the preceding three (03) financial years (**FY: 2021-2022, 2020-2021 & 2019-2020**) shall not less than **Rs. 1.30 Cr.**

1.2.2 **NET WORTH:**

Net worth of the bidder shall be positive as per the last audited financial statement, i.e. FY: 2021-2022.

1.2.3 **WORKING CAPITAL:**

The **minimum working capital** of the Bidder as per the last audited financial statement, **i.e. FY: 2021-22** shall not less than **Rs. 26.05 Lacs.**

Note:

- i) If the bidder's working capital is inadequate, the bidder should supplement this with a letter from the bidder's bank as per **Format, F-9**, having net worth not less than **Rs.100 Crores**, confirming the availability of the line of credit for requisite amount to meet the working capital requirement as stated above (Format specified in tender).
- ii) Bidder has to upload / submit the audited financial results for the immediate 3 preceding financial years **as per BEC clause no. 1.2.1 i.e. FY: 2021-2022, 2020-2021 & 2019-2020.**
- iii) If bid closing date is before 30th September of the relevant financial year, and audited financial results of the immediate 3 preceding financial years are not available, the bidder has an option to submit the audited financial results of the 3 years immediately prior to that. Wherever the closing date of the bid is after 30th Sept. of the relevant financial year, bidder has to compulsorily submit the audited financial results for the immediate 3 preceding financial years. (Subject to Govt. circular for extension of the last date for finalization of account).

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

Prior turnover for 'Startup' company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder, shall not be required subject to

meeting the quality and technical specifications as specified in the tender document.

If a Startup company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder gets qualified without **any prior experience & turnover criteria** as mentioned above and emerges as lowest evaluated bidder, the LOA / Order on such Startup shall be placed as per distribution of quantity.

However, net worth & working capital requirement as specified in BEC Clause No. 1.2.2 & 1.2.3 shall be applicable.

1.3 Documents/Documentary Evidence required to be uploaded (submitted) in e-tender portal of BCPL by bidder along with the other bid documents for qualifying the BEC mentioned at sl. no. 1.1 & 1.2:

Sr. No.	BEC Clause no.	Description	Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion) [All documents must be duly authenticated/ attested]
	1.1	Technical Experience Criteria - Document	[All documents to be uploaded(submitted) must be <u>Certified/attested by both Chartered Engineer and Notarized by Notary Public with legible stamp</u>]
1	1.1.1	Status of the bidder towards Licensing Solution Provider (LSP)/ Large Account Reseller (LAR) partner of the original software manufacturer M/s Microsoft	Bidder must submit/upload valid Copy of Manufacturer Authorization Format (MAF) letter from M/s Microsoft. MAF should be submitted on OEM's letter head duly filled, signed and stamped.

2	1.1.2	Experience against 'Startup' Company	Bidder (having New/Old startup "Certificate of Recognition" as mentioned at 1.1.2) to upload/submit the valid 'Certificate of Recognition/Registration' issued by Department for Promotion of Industry and Internal Trade (DPIIT) [formerly known as Department of Industrial Policy and Promotion (DIPP)], Ministry of Commerce & Industry, Govt. of India duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notarized by notary public with legible stamp.
	1.2	Financial Experience Criteria- Document [All audited financial statements/documents (balance sheet and profit & loss account statement under 1.2.1, 1.2.2 & 1.2.3 of above BEC) to be uploaded(submitted) must be <u>duly Certified/attested by Notary public with legible stamp</u>]	
3	1.2.1	Annual Turn-over	Bidder(s) shall submit copy(s) of audited financial result (Balance sheet and profit & Loss account statement) of the preceding three (03) Financial Year(s), i.e. FY: 2021-22 or 2020-21 or 2019-20.
4	1.2.2	Net worth	Bidder(s) shall submit copy of audited financial result (Balance sheet and Profit & Loss account statement) of last audited Financial Year, i.e. FY: 2021-22. Start-up bidders also need to mention Net Worth in F-10.

5	1.2.3	Working capital	Bidder(s) shall submit copy of audited financial statement Balance sheet and Profit & Loss account statement for the last audited Financial Year, i.e. FY: 2021-22. If the bidder's <u>working capital is negative or inadequate as per BEC clause no. 1.2.3</u>, the bidder shall submit/upload a letter from the bidder's bank as per Format, F-9 having net worth not less than Rs.100 crores, confirming the availability of line of credit for requisite amount to meet the working capital requirement as mentioned above at BEC clause no. 1.2.3 (Format specified in tender document). Start-up bidders also need to mention Working Capital in F-9.
6		Format, F-10	"Details of financial capability of bidder" shall be submitted in the prescribed Format, F-10 (of tender document) duly signed and stamped by a Chartered Accountant only.

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

- i) Bids of Joint Venture / Consortium are not acceptable.
- ii) The cut-off date for meeting the criteria of BEC of the tender shall be the due date for submission of bid.
- iii) Commercial queries pertaining to BEC (Financial):
Any shortfall information / documents on the Audited Annual Report / Financial Statement of the Bidder and/or line of credit for working capital issued on or before the final bid due date can only be sought against Commercial queries (CQs). Any information/ documents issued post final bid due date shall not be considered

for evaluation.

- iv) Eligibility criteria in case bid is submitted on the basis of technical experience of FOREIGN BASED ANOTHER COMPANY (SUPPORTING COMPANY) which holds more than 50% of the paid up share capital of the bidding company or vice versa: For details, relevant clause of ITB to be referred.
- v) Procurement from a bidder which shares a land border with India: Applicable as per ITB.

2.0 Methodology for Evaluation of Bids:

2.1 BCPL will evaluate and compare the Price bids of the techno-commercially qualified bidders whose bids are previously determined to be substantially responsive pursuant to "ITB: Clause-29".

2.2 For the purpose of evaluation of bid and arriving at the L1 bidder, the total value of SOR on **overall basis** (inclusive of GST) shall be considered.

2.3 In case of **a tie** at the lowest bid (L1) position, ITB Clause will prevail.

3.0 Startups are exempted from submission of **EMD**.

3.1 CPBG:

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

3.2 PPP Policy 2012:

Applicable as per ITB.

3.3 CLAUSE REGARDING PROVISION FOR PP-LC- REFER ITB

NOTE TO "BID EVALUATION CRITERIA [BEC]"

[FOR STRICT COMPLIANCE]

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

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

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which share land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---