



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

BIDDING DOCUMENT NO.: BCPL/DIB/C&P/2014/S/251/R/SD

ITEM - PROCUREMENT OF PENTANE FOR LLDPE / HDPE SWING UNIT , BCPL, LEPETKATA.DIBRUGARH , ASSAM

PROCUREMENT UNDER LIMITED DOMESTIC COMPETITIVE BIDDING

PREPARED AND ISSUED BY

CONTRACTS & PROCUREMENT DEPARTMENT
BRAHMAPUTRA CRACKER & POLYMER LIMITED
ADMINISTRATIVE BUILDING, C&P DEPARTMENT
PO – BARBARUAH
LEPETKATA, DIBRUGARH-786006, ASSAM

Contact person: Sh. SAMRAT DUTTA
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Bid Document No. : BCPL/DIB/C&P/2014/S/251/R/SD (**PART - I**)

Item : **SUPPLY OF PENTANE**

Due Date & Time : **Up-to 1430 Hrs. (IST) on 16/04/2015**

From: **To:**

	CONTRACTS & PROCUREMENT DEPARTMENT BRAHMAPUTRA CRACKER & POLYMER LIMITED ADMINISTRATIVE BUILDING, C&P DEPARTMENT PO – BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
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(To be pasted on PART I)

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Bid Document No. : BCPL/DIB/C&P/2014/S/251/R/SD (**PART - II**)

Item : **SUPPLY OF PENTANE**

Due Date & Time : **Up-to 1430 Hrs. (IST) on 16/04/2015**

From : **To :**

	CONTRACTS & PROCUREMENT DEPARTMENT BRAHMAPUTRA CRACKER & POLYMER LIMITED ADMINISTRATIVE BUILDING, C&P DEPARTMENT PO – BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
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(To be pasted on PART II)

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Bid Document No. : BCPL/DIB/C&P/2014/S/251/R/SD (**MAIN ENVELOPE**)

Item : **SUPPLY OF PENTANE**

Due Date& Time : **Up-to 1430 Hrs. (IST) on 16/04/2015**

From : **To :**

	CONTRACTS & PROCUREMENT DEPARTMENT BRAHMAPUTRA CRACKER & POLYMER LIMITED ADMINISTRATIVE BUILDING, C&P DEPARTMENT PO – BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
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(To be pasted on MAIN ENVELOPE)

SECTION I

INVITATION FOR BID (IFB)

INVITATION FOR BIDS (IFB) LIMITED DOMESTIC COMPETITIVE BIDDING FOR SUPPLY OF PENTANE FOR BCPL'S PETRO-CHEMICAL PLANT AT LEPETKATA, DISTT. DIBRUGARH (ASSAM)

M/s BCPL (A Govt. of India Undertaking) invites bids through Limited Domestic Competitive Bidding basis for supply of PENTANE for BCPL's Petro-Chemical Plant at Lepetkata, Distt. DIBRUGARH- ASSAM under single stage two envelope system from competent suppliers meeting the Bidder's Evaluation Criteria & other terms & conditions as detailed herein. Bids submitted online shall only be considered for processing.

1.0 SALIENT FEATURES OF BID DOCUMENT

1.2.1	Type of Enquiry	LIMITED DOMESTIC COMPETITIVE BIDDING
1.2.2	Bid Document No	BCPL/DIB/C&P/2014/S/251/R/SD (To be referred in all future correspondence)
1.2.3	Delivery schedule / Contract period	Refer 'Special Conditions of Contract', Section III of tender
1.2.4	Bid Document available on website	From 02/04/2015 to 16/04/2015 , 2.30 PM
1.2.5	Pre-Bid Meeting	At 1500 hrs. (IST) on 07/04/2015
1.2.6	Venue for Pre-Bid Meeting & Opening of Un-Priced bids	CONTRACTS & PROCUREMENT DEPARTMENT BRAHMAPUTRA CRACKER & POLYMER LIMITED ADMINISTRATIVE BUILDING, C&P DEPARTMENT PO – BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.7	Last date and time for submission of bid	Upto 1430 hrs.(IST) on 16/04/2015
1.2.8	Date and time of opening of Un-priced Bids at BCPL office.	At 1500 hrs. (IST) on 16/04/2015 (If the particular day is declared a holiday at BCPL-DIBRUGARH, the un-priced bids shall be opened on the next working day)
1.2.9	Bid Document Fee	NIL
1.2.10	Earnest Money Deposit / Bid Security (Refundable)	Rs.2,30,000/- (RUPEES TWO LAKH THIRTY THOUSAND ONLY)
1.2.11	Contact Person	Mr. SAMRAT DUTTA, Dy. Manager (C&P) E-mail: sdutta@bcplindia.co.in Contact no: 0373-2914635

Bidders shall submit their bids i.e. **UN-PRICED Bid** & Priced bid as per the Formats, Bidders are requested to down load the same and quote their prices strictly as per the format without altering the content of it.

EMD* : RS. 2,30,000/- (THROUGH DD/BG IN FAVOUR OF M/S BRAHMAPUTRA CRACKER AND POLYMER LIMITED, PAYABLE AT DIBRUGARH). *SMALL SCALE INDUSTRIES REGISTERED WITH NSIC UNDER ITS SINGLE POINT REGISTRATION SCHEME, SHALL BE EXEMPTED FROM SUBMISSION OF EMD PROVIDED THEY ARE REGISTERED FOR THE ITEMS THEY INTEND TO QUOTE AGAINST BCPL TENDER. FORMAT OF BANK GURANTEE TOWARDS EMD IS ENCLOSED WITH TENDER.

IN CASE OF MSME & PUBLIC SECTOR UNDERTAKING, TENDER FEES & EMD/BID SECURITY IS NOT APPLICABLE.

The bid will be submitted in two parts as follows:

PART - I - TECHNO COMMERCIAL BID (UN-PRICED)

Bid should contain all technical & commercial details AND EMD

PART - II - PRICE BID

Price bid containing the priced Schedule of Rates enclosed in the tender.

Both the envelopes (Part - I & Part - II) are to be sealed in an envelope, super scribed with tender no. due date & description of supply of goods.

Offer received through e-mail / Fax / Telex shall not be considered for evaluation.

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

2.0 SCOPE OF SUPPLY

Refer SECTION III.

BIDDERS ELIGIBILITY/EVALUATION CRITERIA:

TECHNICAL CRITERIA:-

- i) Bidder should be a manufacturer or authorized distributor / dealer of PENTANE. In case, bidder is a manufacturer. They must submit the valid notarized documentary evidence for being a manufacturer [i.e, Company registration certificate / ISO certificate / Excise Registration Certificate / Certificate issued by Statutory Authority / NSIC Certificate or equivalent certificate]. And in cases bidder is an Authorized distributor / dealer, valid notarized distributorship / dealership certificate issued by the manufacturer along with the proof of principle, being a manufacturer needs to be submitted.
- ii) Bidder should have successfully supplied 43500 Kg of PENTANE in a single purchase order in the preceding 07 years to any department under central / state

Govt. of India / Indian PSU / Govt. Organization / private limited company / public limited company.

Bidder is required to submit copy of one Purchase Order and proof of it's execution (proof of execution may include any one of execution certificate issued from purchaser / copy of invoice / delivery / LR challan along with payment receipt for the PO, copy of letter / MoM from end user / client stating that PO was successfully executed, execution certificate from client / end user against PO, inspection clearance report from client / end user / appointed inspection agency of the client against the PO, final bill payment certificate, payment certificate against the invoice & proof of it's payment/inspection note etc.) clearly having the reference no. of P.O. qty. executed and actual date of execution, towards proof of meeting this BEC.

- *All documents in support of Technical Criteria of Bid Evaluation Criteria (BEC) need to be furnished by the bidders and shall necessary be duly certified/attested by **Chartered Engineer** and **notary public** with legible stamp.*
- *However bids of Joint venture / consortium are not acceptable.*

A job executed by a bidder for its own plant/project cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However, job execution for Subsidiary/Fellow subsidiary/Holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice (s) dully certified by Statutory Auditor of the bidder toward payment of statutory tax in support of the job executed for Subsidiary/Fellow subsidiary/Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.

FINANCIAL CRITERIA:-

- i) The minimum annual turnover of the bidder should be Rs. 58.72 Lac. in any of the preceding 03 (three) financial years (FY 2011-12, 2012-13 & 2013-14).
- ii) The financial Net Worth of the bidder should be positive as per the last Audited Financial Statement i.e. FY 2013-14.
- iii) The minimum working capital of the bidder should be Rs. 11.74 Lac as per the last audited financial year i.e. FY 2013-14.
 - *If the bidder's working capital is inadequate, the bidder should supplement the same with a letter from their bank, having net worth not less than Rs.100 Cr, confirming the availability of line of credit to meet the specified working capital requirement.*
 - *Bidder shall submit details of Financial Capability of bidder in the prescribed format (Annexure Z at page no. 51) duly signed & stamped by*

Chartered accountant.

- *Further, copy of full audited annual financial statements submitted in bid shall be duly certified/attested by notary public with legible stamp.*

All documents furnished by the bidders in compliance of Financial Criteria of BEC shall be submitted with “Details of financial capability of bidder” in prescribed format duly signed and stamped by a chartered accountant.

Further copy of audited annual financial statements submitted in bid shall be duly certified/attested by notary public with legible stamp.

Bid Evaluation Methodology

The Quoted prices of all the techno commercially acceptable bidders which are including packing & forwarding, loading charges, all taxes & duties ,transit insurance & freight up to respective sites, as per Schedule Of Rate in Bid Document .

4.0 EMD/BID SECURITY

RS.2,30,000/- (RUPEES TWO LAKH THIRTY THOUSAND ONLY)

5.0 PRE-BID MEETING

- 5.1 Pre-bid Meeting shall be held at BCPL-ADMINISTRATIVE BUILDING. Bidders or their authorized representatives are requested to attend the Pre-Bid Meeting so that their queries, if any, related to the Bid Document and Scope of supply can be addressed during the meeting. While attending the pre-bid meeting, the representative should carry Authority Letter duly signed by the authorized person, as per format enclosed.
- 5.2 The bidders are requested to send clarifications, if any, by courier or by fax or by e-mail to reach BCPL at least four days before the pre-bid meeting. The clarifications shall be provided during the pre-bid meeting.
- 5.3 Non attendance of the pre-bid meeting shall not be a cause of disqualification of the bidder.

6.0 GENERAL

- 6.1 No extension in the bid due date/time shall be considered on account of delay in receipt of any document.
- 6.2 Bidder can download the Bid Document from BCPL's website <http://www.bcplonline.co.in/>, GAIL's website <http://www.gailtenders.in/> & CPP Portal <http://eprocure.gov.in/cppp/>.

Corrigenda/Addenda, if any, shall also be available on the referred web sites. Further, bidder shall give an undertaking on their letter head that the content of the bidding document have not been altered or modified.

- 6.3 Tender fee: NOT APPLICABLE

- 6.4 a) The firms registered with NSIC (under its single point registration scheme) will be exempted from the bid document fee provided they are registered for the items they intend to quote. The Government Department / PSUs will also be exempted from the payment of bid document fee. However, Industries registered with NSIC shall provide necessary documentary evidence, whereas PSUs shall submit declaration to this effect that they are PSU and are eligible for getting bid documents free of cost.
- b) Public Sector Undertakings and firm registered with NSIC are exempted from furnishing Bid Security, provided the firms are registered for the items, they intend to quote and subject to their enclosing with their bid a copy of latest and current registration certificate.
- c) Small Scale Industries registered with the NSIC under its single point registration scheme shall be exempted from submission of bid security subject to their enclosing with their bid a copy of latest and current registration certificate.
- 6.5 Bid document is non-transferable.
- 6.6 BCPL reserves the right to carry out capability assessment of the bidder including referral to in-house information.
- 6.7 BCPL will not be responsible or liable for cost incurred in preparation & delivery of bids, regardless of the conduct or outcome of the bidding process.
- 6.8 **ZERO DEVIATION BIDS:** This is Zero Deviation bidding process. Bidder to ensure compliance of all provisions of the bidding document and submit their bid accordingly. Bids with any deviation to the bid conditions shall be liable for rejection.
- 6.9 Bidder should not be under liquidation, court receivership or similar proceedings.
- 6.10 Bidder should not be black listed with any PSU and should not be on holiday list of GAIL / BCPL and its PMC .
- 6.11 Bids sent through Fax/ E-mail/ Courier/ Computer floppy/CD/Pen Drive shall not be accepted.
- 6.12 BCPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

Yours faithfully,
for and on behalf of BCPL

(SAMRAT DUTTA)
Dy. Manager (C&P)

SECTION II

INSTRUCTIONS TO BIDDERS (ITB)

INSTRUCTIONS TO BIDDERS

1. **SCOPE OF BID:**

- 1.1 The Purchaser as defined in the **General Condition of Contract** (GCC), hereinafter “the Purchaser” wishes to receive bids for the supply of goods as per tender document.
- 1.2 The successful bidder will be expected to complete the Scope of supply within the period stated in tender document.
- 1.3 Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder/tenderer”, “bid/tendered”, “bidding/tendering”, etc.) are synonymous, and day means calendar day. Singular also means plural.

2. **ELIGIBLE BIDDERS:**

NOT APPLICABLE

3. **PRICE SCHEDULE:**

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

4. **BID PRICES:**

- 4.1 Bidders shall submit prices as per Price Schedule format at **Section VI**
- 4.2 The delivery terms in case of overseas supplier shall be interpreted as per **INCOTERMS 2010**.

5 **BID CURRENCIES:**

Bidder shall submit the bid in Indian Rupees.

6 **DOCUMENTS ESTABLISHING GOODS’ ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS:**

NOT APPLICABLE

7 **PERIOD OF VALIDITY OF BIDS:**

- 7.1 The bid shall remain valid for acceptance for a minimum period of 120 days from the last date of bid submission.
- 7.2 In exceptional circumstances, prior to expiry of the original bid validity period, the PURCHASER may request that the bidder extend the period of bid validity for a specified additional period. The requests and the responses thereto shall be made in writing (by fax / post/ e-mail).

8 **BID SECURITY:**

APPLICABLE , Rs. 2,30,000.00

9 **ARITHMETIC CORRECTIONS:**

- 1.1.
- 9.1 The bids will be checked for any arithmetic errors as follows.
- 9.2 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.

9.3 When the rate quoted by the contractor/supplier in figures and words tallies but the amount is incorrect, the rate quoted by the contractor/supplier shall be taken as correct and not the amount and the amount corrected.

9.4 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.

10 **NOTIFICATION OF AWARD / FAX OF INTENT:**

10.1 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.

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

12 **AGENTS/REPRESENTATIVES/RETAINERS/ASSOCIATES:**

BCPL shall deal directly with the manufacturers/ principals without involving any Indian Agent. Further, as the nature of supplies in this case does not involve any after sales services, **NO INDIAN AGENT COMMISSION SHALL BE APPLICABLE/PAYABLE** for this tender.

13. **CORRUPT AND FRAUDULENT PRACTICES:**

13.1 BCPL requires that Bidders/Contractors observe the highest standard of ethics during the execution of Contract. In pursuance of this policy, the BCPL defines, for the purposes of this provision, the terms set forth below as follows:

- i) **“Corrupt Practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of public official in contract execution; and
- ii) **“Fraudulent Practice”** means a misrepresentation of facts in order to influence the execution of a Contract to the detriment of the BCPL, and includes collusive practise among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the BCPL of the benefits of free and open competition.

13.2 The BCPL will reject a proposal for award if it determines that the bidder recommended for award has engaged corrupt or fraudulent practices in competing for the Contract in question:

- 13.3 a) Bidder are required to furnish the complete and correct information/documents required for evaluation of their bids. If the information / documents forming basis of evaluation is found to be false/forged, the same shall be considered adequate ground for rejection of Bids and forfeiture of Earnest Money Deposit (Bid Security).
- b) In case, the information/document 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 this issue of submission of false document comes to the notice after execution of order, 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.
- d) Further, such bidder/vendor/contractor shall be put on Blacklist/Holiday List of BCPL debarring them from future business with BCPL.

14. **OWNER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD:**

The qty. indicated in tender document is tentative only. BCPL can order part quantity at its sole discretion.

15. **PRICE-BID OPENING:**

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

16. **AWARD CRITERIA:**

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.

17. **LANGUAGE OF BID:**

The bid prepared by the bidder as well as all correspondence/drawings and documents relating to the bid exchanged by the 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. In the event of submission of any document/certificate by the Bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of Bidder's country shall be submitted by the Bidder. Metric measurement system shall be applied.

18. **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**.

19. **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 will not be considered for evaluation.

20. **EVALUATION AND COMPARISON CRITERIA:**

Comparison shall be done on BCPL Lepetkata site basis considering Basic price ,Discount (if any), P&F, Excise duty & Cess their on, CST against form 'C'/VAT, freight up-to Lepetkata & cenvat credit passed on to BCPL.

However, any other taxes/duties other than above(if any) , shall be indicated clearly in the Unpriced bid and the same should also be mentioned /considered in the price bid, which also shall be loaded for evaluation.

FORMS AND FORMATS

F-1 BIDDER'S GENERAL INFORMATION

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

BIDDER NAME:			
NUMBER OF YEARS IN OPERATION:			
ADDRESS OF REGISTERED OFFICE:			
	CITY	DISTRICT	
	STATE	PIN/ZIP	
OPERATION ADDRESS IF DIFFERENT FROM ABOVE			
	CITY	DISTRICT	
	STATE	PIN/ZIP	
ADDRESS WHERE ORDER IS TO BE PLACED/ ISSUED			
	CITY	DISTRICT	
	STATE	PIN/ZIP	
Telephone Number	(Country Code) (Area Code) (Telephone Number)		
E-mail address			
Website			
Fax Number	(Country Code) (Area Code) (Telephone Number)		

ISO Certification, if any	{If yes, please furnish details}
Bid Currency	
Whether Supplier / Manufacturer Dealer/Trader/Contractor	
Type of Material Supplies	
Banker's Name	
Branch	
Branch Code	
Bank account number	
Excise Registration number	
Excise Range	
Excise Division	
Excise Collectorate	
Local ST No	
CST No	
PAN No.	
Whether SSI Registrant Or not	

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

F-2 BID FORM

To

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

Dear Sir,

After examining/reviewing the Bidding Documents for SUPPLY OF PENTANE we, the undersigned, are pleased to bid to execute the order in conformity with, the said Bidding Documents, including all Corrigendum and Addenda.

We confirm that this bid is valid for a period of 90 days from the date of opening of Techno-Commercial Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

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

Until a final Contract is prepared and executed, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that Bidding Document is not exhaustive and any action and activity not mentioned in Bidding Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bidding Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of Agreement and completeness of the supplies in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any bid that you may receive.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Duly authorized to sign bid for and on behalf of _____

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

F-3A TECHNICAL BEC

CRITERIA	BIDDER'S RESPONSE	SUPPORTING PAGE OF THE BID DOCUMENT
Bidder should be a manufacturer or authorized distributor / dealer of PENTANE. In case, bidder is a manufacturer. They must submit the valid notarized documentary evidence for being a manufacturer [i.e., Company registration certificate / ISO certificate / Excise Registration Certificate / Certificate issued by Statutory Authority / NSIC Certificate or equivalent certificate]. And in cases bidder is an Authorized distributor / dealer, valid notarized distributorship / dealership certificate issued by the manufacturer along with the proof of principle, being a manufacturer needs to be submitted.		
A) whether bidder is manufacturer		
B) if manufacturer, whether bidder has submitted ISO certificate / excise registration / any other document issued by third party, showing that bidder manufactures caustic soda		
C) whether bidder is authorized dealer of a manufacturer		
D) if authorized dealer, the name of their principals		
E) if authorized dealer, whether bidder has submitted valid authorized dealership certificate issued by their principals in their name		
Address of the company		
In addition to above criteria, the bidder must have supplied Bidder should have successfully supplied 43500 Kg of PENTANE in a single purchase order in the preceding 07 years to any department under central / state Govt. of India / Indian PSU / Govt. Organization / private limited company / public limited company. Bidder is required to submit copy of one Purchase Order and proof of it's execution (proof of execution may include any one of execution certificate issued from purchaser / copy of invoice / delivery / LR challan along with payment receipt for the PO, copy of letter / MoM from end user / client stating that PO was successfully executed, execution certificate from client / end user against PO, inspection clearance report from client / end user / appointed inspection agency of the client against the PO, final bill payment		

certificate, payment certificate against the invoice & proof of it's payment/inspection note etc.) clearly having the reference no. of P.O. qty. executed and actual date of execution, towards proof of meeting this BEC		
A) copy of purchase order for supply of minimum 43500 Kg PENTANE submitted		
B) Proof of execution like completion certificate, inspection note, any other document clearly mentioning the order qty., supplied qty. And date of completion of order		

Place:
Date:

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

F-4

PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT (To be stamped in accordance with the Stamp Act)

Ref.-----

Bank Guarantee No.-----

Date-----

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam
Dear Sir (s),

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

M/s-----having their Registered/Head
Office at----- (hereinafter called the Bidder) wish to participate
in the said tender for-----

As an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of -----is required
to be submitted by the Bidder as a condition precedent for participation in the said Tender which
amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender
Document.

**We, the -----Bank at----- having our Head
Office -----**

(Local Address) guarantee and undertake to pay immediately on demand without any recourse to
the bidder by Brahmaputra Cracker & Polymer Limited., the amount -----
-----without any reservation, protest, demur and recourse. Any such demand
made by BCPL, shall be conclusive and binding on us irrespective of any dispute or difference raised by
the Bidder.

This guarantee shall be irrevocable and shall remain, valid up-to----- (This date
should be 180 days (One hundred & eighty days) after the date finally set out for closing of tender). If
any further extension of this guarantee is required the same shall be extended to such required period
on receiving instructions from M/s----- on
whose behalf this guarantee is issued.

In Witness whereof the Bank, through its authorized officer, has set its hand and stamp on this -----
-----day of -----2014 ----- at -----

WITNESS :

(SIGNATURE)

(SIGNATURE)

(NAME)

(NAME)

(OFFICIAL ADDRESS)

Designation with Bank Stamp

Attorney as per _____

Power of Attorney No.

Date : _____

INSTRUCTIONS FOR FURNISHING BANK GUARANTEE FOR EMD/BID SECURITY

1. The Bank Guarantee by bidders will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in the name of the issuing bank. In case of foreign bank, the said banks guarantee to be issued by it's correspondent bank in India on requisite non-judicial stamp paper.
2. The expiry date as mentioned in bid document should be arrived at by adding 2 months to the date of expiry of the bid validity unless otherwise specified in the Bidding Documents.
3. The bank guarantee by bidders will be given from bank as specified in ITB.
4. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee /all future communication relating to the Bank Guarantee shall be forwarded to the BCPL at its address as mentioned at ITB under intimation to BCPL.
5. Bidders must indicate the full postal address of the bank along with the bank's e-mail/ Fax no. from where the earnest money bond has been issued.
6. If a bank guarantee is issued by a commercial bank, then a letter to BCPL confirming its net worth is more than Rs. 1,000,000,000/- (Rupees One hundred crore) or its equivalent in foreign currency along with a documentary evidence under intimation to BCPL.

F-5 LETTER OF AUTHORITY

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING AND SUBSEQUENT NEGOTIATIONS/CONFERENCES

No.

Date:

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

Dear Sir,

We _____ hereby authorize following representative(s) to attend un-priced bid opening and price bid opening and for any other correspondence and communication against above Bidding Document:

Name & Designation _____ Signature _____

Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorised representatives.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

Not more than two persons are permitted to attend techno –commercial un-priced and price bid opening.

BIDDING DOCUMENT NO.: BCPL/DIB/C&P/2014/S/251/R/SD
ITEM: PENTANE

F-6

NO DEVIATION CONFIRMATION

To,

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

Dear Sir,

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

Place:
Date:

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

F-7 CERTIFICATE

To,

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

Dear Sir,

If we become a successful bidder and pursuant to the provisions of the Bidding Documents, a Fax of Acceptance / Purchase Order is issued to us for supply of PENTANE , the following certificate shall be automatically enforceable:

“We agree and acknowledge that the BCPL is entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights there under. It is expressly understood and agreed that the BCPL is authorized to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the BCPL is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement.”

Place:
Date:

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

F-8

DETAILS OF ORDERS OF PENTANE ALREADY EXECUTED IN THE LAST 7 YEARS

P.O. NO. & DATE	FULL POSTAL ADDRESS AND PHONE NO. OF CLIENT & NAME OF PERSON ISSUING THE ORDER	ORDER QTY.	VALUE OF ORDER (INCLUDING TAXES, DUTIES AND FREIGHT) [RS]	DATE OF COMPLETIO N OF ORDER	QTY. OF PENTANE SUPPLIED

F-9

**PROFORMA OF BANK GUARANTEE FOR CONTRACT
PERFORMANCE GUARANTEE**

(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)

To
Brahmaputra Cracker & Polymer Ltd.
Main Fire Station Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

Dear Sirs,

M/s _____ have been awarded the work of _____ for Brahmaputra Cracker & Polymer Limited, Dibrugarh – 786006, Assam. The Contracts conditions provided that the CONTRACTOR shall pay a sum of Rs----- (Rupees as Initial / full Security Deposit in the form therein mentioned). The form of payment of Security Deposit includes guarantee executed by Nationalized Bank, undertaking full responsibility to indemnify Brahmaputra Cracker & Polymer Limited, in case of default.

The said-----has approached us and at their request and in consideration of the premises we having our office at ----- have agreed to give such guarantee as hereinafter mentioned.

1. We _____ hereby undertake and agree with you that if default shall be made by M/s ----- in performing any of the terms and conditions of the tender or in payment of any money payable to Brahmaputra Cracker & Polymer Limited, we shall on demand pay to you in such manner as you may direct the said amount of Rupees----- only or such portion thereof not exceeding the said sum as you may from time to time require.
2. You will have the full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on your under the contract with the said -----and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said -----which under law relating to the sureties would but for provision have the effect of releasing us.
3. Your right to recover the said sum of ₹. ----- (Rupees -----) from us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s -----and/or that any dispute or disputes are pending before any officer, tribunal or court.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the save said but shall in all respects and for all

purpose be binding and operative until payment of all money due to you in respect of such liabilities is paid.

5. This guarantee shall be irrevocable and shall remain valid upto-----If any further extension of this guarantee is required the same shall be extended to such required period on receiving instructions from M/s----- on whose behalf this guarantee is issued.
6. We have power to issue this guarantee in your favour under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated ----- granted to him by the Bank.

Yours faithfully,

Bank

By its Constituted Attorney Signature of a
person duly authorized to sign on behalf of
the Bank.

INSTRUCTIONS FOR FURNISHING CONTRACT PERFORMANCE GUARANTEE

1. The Bank Guarantee by successful bidder(s) will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in name of the issuing bank. In case of foreign bank, the said bank guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of bid to be considered as Pata.
2. The bank guarantee by bidders will be given from bank as specified in ITB.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee and all future communication relating to the Bank Guarantee shall be forwarded to BCPL.
4. If a bank guarantee is issued by a commercial bank, then a letter to Owner and copy to GAIL confirming its net worth is more than Rs. 1,000,000,000/- (Rupees one hundred Crores). or its equivalent in foreign currency along with a documentary evidence.

F-10

UNDERTAKING THAT CONTENTS OF BID DOCUMENT HAS NOT BEEN ALTERED OR MODIFIED

To,

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

Dear Sir,

The contents of the tender documents, its enclosures, amendment(s) /corrigenda/addenda etc. against tender no..... dtd..... for (Name of the job) have not been modified or altered by M/s (Name of the bidder with complete address). In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by M/s (Name of the bidder) at any stage, shall be liable for rejection.

Place:
Date:

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

F-11

UNDERTAKING THAT ALL DOCUMENTS SUBMITTED WITH BID ARE TRUE AND GENUINE

To,

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

Dear Sir,

This is to certify that all documents submitted by M/s (Name & address of the bidder) against Tender No. BCPL/DIB/C&P/2014/S/0251/MD, for supply of PENTANE are true and genuine and in case of any discrepancy noticed or observed at any stage, M/s (Name & address of the bidder) shall be personally responsible not only for the damages or loss to BCPL, but also for criminal proceedings under the relevant laws”.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

F-12 CHECK LIST

Bidders are requested to duly fill in the checklist. This checklist gives only certain important items to facilitate the bidder to make sure that the necessary data/information as called for in the bid document has been submitted by them along with their offer. This, however, does not relieve the bidder of his responsibilities to make sure that his offer is otherwise complete in all respects.

Please ensure compliance and tick (✓) against following points:

SL NO.	DESCRIPTION	BIDDER' S CONFIRMATION (CONFIRMED/NOT CONFIRMED)
1	Please indicate the complete name and address of the company on whom order is to be issued (in the event of order).	
2	Items description along with tentative required quantity of the tender has been submitted with the bid duly signed & stamped towards bidder's acceptance of the same.	
3	Currency of Quote	
4	Prices have been filled-up strictly as per Format given at	
5	Bidder confirms that freight charges up-to Lepetkata has been quoted separately or included in the quoted rates (i.e, bidder has quoted prices on FOR Lepetkata Basis) in the schedule format.	
6	Confirm transit insurance is excluded from the quoted prices.	
7	Confirm submission of CENVAT invoice for full amount to enable BCPL to avail CENVAT benefit. In case of CVD, please indicate value/amount for which cenvat benefit to be availed by BCPL.	
8	If offer is based on certain imported raw materials required for materials offered, please note that Owner will not provide any import license for the same.	
9	Confirm acceptance of payment terms as per SCC of tender.	
10	Bidder confirms acceptance of Delivery Schedule as mentioned in the Special Conditions of Contract of the tender.	
11	Confirm that the quoted prices are valid for acceptance up-to 120 days from the closing date of this enquiry.	
12	Acceptance of Price Reduction Schedule (PRS) clause as defined in SECTION III of tender.	
13	Bidder confirms acceptance to Guarantee / Warranty clause as mentioned in the Special Conditions of Contract (refer SECTION-III of tender).	
14	Confirmation that Security Deposit/Contract cum Performance Bank Guarantee for 10% of total order value	

	valid for 3 months beyond the expiry of contractual Guarantee /Warranty period shall be submitted within 15 days of receipt of order.	
15	Confirm whether REPEAT ORDER CLAUSE as per tender is acceptable (refer clause no:41 of GCC of the tender)	
16	Confirmation that the quoted prices shall remain FIRM AND FIXED till completion of supplies	
17	Please indicate dispatch point.	
18	Bidder confirms acceptance of technical specifications and scope of supply as enumerated in tender document.	
19	Confirm acceptance to part order , i.e. BCPL can place order for lower quantity than tendered quantity.	
20	Whether bidder will be able to supply exactly total quantity of material (as per lot size mentioned in special conditions of contract) of tender, depending upon the standard packing size/container size. If no, what will be the qty (in UOM of tender) nearest to tender quantity that can be supplied by bidder.	
21	All terms and conditions of SCC (Special Conditions of Contract) placed at Section III of tender are acceptable to bidder.	
22	All terms and conditions of GCC (General Condition of Contract) placed at of tender are acceptable to bidder.	
23	MSDS (Material Safety Data sheet) has been submitted with bid.	
24	All Bank Charges and Stamp Duties payable outside India in connection with payments to be made under the Contract shall be borne by the SELLER.	
25	CONTACT DETAILS: Name of Person, Designation, Phone no., Mobile no. & E-mail Id.	

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

F-13

AGREED TERMS & CONDITIONS

BRAHMAPUTRA CRACKER AND POLYMER LIMITED

AGREED TERMS & CONDITIONS

Vendor Name: M/s _____

BID No. : _____

Vendor's Offer Ref No. : _____

Tel. No. _____ Fax No. _____

Contact Person : _____ E-mail _____

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

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
1.	Specify Despatch Point	
2.	a) Confirm that firm freight charges up-to BCPL site(s) have been quoted in price bid.	
4.	Taxes & Duties: a) Quoted prices shall be deemed to be inclusive of all applicable taxes, duties, levies, etc. strictly in accordance with the terms and conditions specified in BID Document. b) However, any new taxes & duties, if imposed by Govt. of India after the date of bid submission but before the contractual delivery date, shall be reimbursed to the supplier on submission of documentary evidence for proof of payment to Govt. authorities and after ascertaining it's applicability w.r.t the contract.	
5.	Excise Duty: a. Tariff sub heading no. b. Present rate of Excise Duty included on finished products (including spares). c. Any variations in ED at the time of supplies for any reasons including variation due to turn-over shall be borne by the seller.	

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
	Only statutory variations shall be borne by Purchaser. d. In case (c) above is not acceptable, indicate max. rate applicable.	
6.1	Please indicate following break-up a) Cenvatable Excise Duty b) Non Cenvatable Excise Duty	
6.2	The payment against Cenvatable portion shall be made at actuals subject to maximum given at 6.1 (a) above. Confirm acceptance. Material supplied will be eligible for CENVAT Credit and vendor shall furnish all documents as required to avail the same.	
6.3	The Cenvatable portion of Excise Duty shall be released on receipt of CENVATABLE documents. Confirm acceptance.	
6.4 a.	Clarify whether Excise Duty will be applicable on freight charges also.	
b.	In case Excise Duty is not applicable on freight charges presently, and if it becomes applicable at the time of delivery due to any reasons other than statutory, the same will be borne by the Vendor. Confirm acceptance.	
c.	Only statutory variations, if any, in the present rate of excise duty, upto the contractual delivery period shall be to Owner's account subject to documentary evidence to be furnished by the vendor.	
7.	Sales Tax: a. Specify CST/ LST /VAT included b. Indicate present rate : (For CST, concessional form shall be provided) c. Clarify whether Sales Tax will be applicable on freight charges also. d. In case Sales Tax is not applicable on freight charges presently, and if it becomes applicable at the time of delivery due to any reasons other than statutory, the same will be borne by the Vendor. Confirm acceptance. e. Only statutory variations, if any, in the present rate of CST/LST/VAT, upto contractual delivery period shall be to Owner's account subject to documentary evidence to be furnished by the vendor. f. If CST/LST/VAT is not applicable at present due to any reason, the same shall be borne by vendor if it becomes applicable later.	
8.	Owner can avail CENVAT Credit of excise duty and VAT applicable on Good furnished by the Bidder under the contract. Bidder shall furnish cenvatable documents as required to avail the same.	
9.	Price Reduction on delay in delivery: a) Confirm acceptance of price reduction schedule for delay in delivery as specified in Special Conditions of Contract enclosed in BID Document. b) In case of delay, vendor will reduce the invoice amount by applicable reduction.	

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
10.	Part Order: Confirm acceptance to Part Order (i.e. BCPL can place order for lower quantity than tendered quantity as per it's discretion)	
11.	Repeat Order: Confirm acceptance of repeat order within 6 (six) months as per GCC on same rates, terms and conditions.	
12. a. b.	Performance Bank Guarantee: Confirm goods to be supplied by you shall be guaranteed for performance as per the General Conditions of Contract, Instructions to Bidders (ITB), Special Condition of Contract, and valid till full guarantee period plus 90 (ninety) days. i) The Performance Bank Guarantee shall be strictly as per enclosed proforma and shall be from any Indian Scheduled Bank or branch of an International Bank situated in India and registered with Reserve Bank of India as scheduled foreign Bank. ii) However, if Performance Bank Guarantee are furnished other than the Nationalized Indian Bank, the banks where BGs are furnished, must be Commercial Bank having net worth in excess of Rs. 100 crores and any declaration to this effect will be furnished by such Commercial Bank either in the bank guarantee itself or separately on a letter head.	
13.	Testing and Inspection charges: Quoted prices are inclusive of all testing and inspection charges as per tender	NOT APPLICABLE
14.	VALIDITY: Confirm that the offer shall be valid up-to 120 days from the bid due date/extended due date.	
15. a) b)	Confirm your offer is in total compliance with BID Document containing technical specifications including General / Technical notes and scope of supply including documentation is as per tender and subsequent Technical amendment and Technical corrigendum, if any, without any deviation. Confirm your offer is in total compliance with BID documentation containing commercial terms and conditions as per the following documents, without any deviation: i) General Conditions of Contract (Goods) ii) Invitation for Bid (IFB) iii) Instructions to Bidders (ITB) and Addendum to ITB for e-tendering. iv) Special Conditions of Contract Deviation to Terms & Conditions shall lead to rejection of offer	
16.	Whether any of the Directors of Vendor is a relative of any Director of Owner or the vendor is a firm in which any Director of Owner or his relative is a Partner or the vendor is a private company in which any director of Owner is a member or Director.	

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
17.	Please confirm you have not been banned or delisted by any Government or Quasi Government agencies or PSUs. If you have been banned, then this fact must be clearly stated. This does not necessarily be cause for disqualification. However if this declaration is not furnished the bid shall be rejected as non-responsive.	
18.	Please confirm your offer contains the following:	
18.1	<u>UNPRICED OFFER</u> Deviation sheet, if any.	
18.2	<u>PRICED OFFER</u>	
a.	Price Schedule.	
b.	Statement that all specification and terms & conditions are as per unpriced copy of offer.	
19.	Bidder confirms acceptance of Force Majeure clause, Arbitration/Resolution of Disputes clause and Applicable laws as specified in "GCC (Goods)", refer Section IIIA of tender	
20.	Printed terms and conditions, if any, appearing in quotation, shall not be applicable in the event of order. In case of contradiction between the confirmations given above and terms & conditions mentioned elsewhere in the offer, the confirmation given/confirmed herein above shall prevail.	
21.	Firm & Fixed prices: Bidder confirms that the basic Ex-works rate and freight charges quoted by them shall remain FIRM & FIXED till contract period.	
22.	Only statutory variation (if any), in the present rate of taxes and duties, <u>upto the contractual delivery period</u> shall be to BCPL's account (subject to documentary evidence to be furnished by the vendor). However, for any increase in taxes and duties, even if statutory, <u>beyond the contractual delivery period</u> , the same shall be borne by BCPL. However, if there is a decrease in the rates during this period, the benefit shall be passed on to BCPL. Bidder to confirm.	
23.	Bidder accepts PAYMENT TERMS as per tender (refer Section IIIB of tender document)	
24.	Bidder accepts DELIVERY SCHEDULE & CONTRACT PERIOD as per tender (refer Section IIIB of tender document)	
25.	Bidder accepts Guarantee clause as per defined in Section III of tender	
26.	Bidder confirms that freight charges upto LEPETKATA has been quoted separately and the freight charges are inclusive of all levies, etc. including service tax	
27.	Bidder agrees to submit the dispatch documents as listed at of Section III of tender	
28.	Whether bidder falls under MSMED Act (Micro Small Medium Enterprises) Act.	Yes / No

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

BIDDING DOCUMENT NO.: BCPL/DIB/C&P/2014/S/251/R/SD
ITEM: PENTANE

F-14
DECLARATION

We confirm that we are not under any liquidation, court receivership or similar proceedings.

We also confirm that we have not been banned or delisted by any Government or Quasi Government agencies of PSU. Further, we confirm that we have not been put on Holiday list of BCPL/GAIL or its PMC .

We also confirm that the content of the Bidding Document including Corrigendum/Addendum (if any) have not been altered or modified.

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

Note:

1. This certificate should be issued in the Letter Head of the Bidder.

F-15

ACKNOWLEDGEMENT CUM CONSENT LETTER

(On receipt of tender document/information regarding the tender, Bidder shall acknowledge the receipt and confirm his intention to bid or reasons for non- participation against the enquiry/ tender through e- mail/fax to concerned executive who issued the tender, by filling up the Format)

To,

CONTRACTS & PROCUREMENT DEPARTMENT
BRAHMAPUTRA CRACKER & POLYMER LIMITED
ADMINISTRATIVE BUILDING, C&P DEPARTMENT
PO – BARBARUAH
LEPETKATA, DIBRUGARH-786006, ASSAM

Contact person: Sh. SAMRAT DUTTA
Contact no: 0373-2914635
e-mail: sdutta@bcplindia.co.in

**Sub. BIDDING DOCUMENT NO. BCPL/DIB/C&P/2014/S/251/R/SD
FOR SUPPLY OF PENTANE**

Dear Sir,

We hereby acknowledge receipt of a complete set of bidding document along with enclosures for subject item/job and/or the information regarding the subject tender.

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

Postal Address with Pin Code:	:	
	:	
Telephone Number	:	
Fax Number	:	
Contact Person	:	
E-mail Address	:	
Mobile No.	:	
Date	:	
Seal / Stamp	:	

We are unable to bid for the reasons given below:
Reasons for non- submission of bid:

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

F-16
POWER OF ATTORNEY
(to be submitted on the letter-head of company)

Tender No.: _____

Item Description: _____

Name of Bidder: _____

"The undersigned _____ (Name of LEGAL PERSON, i.e. CEO/C&MD/Director/Company Secretary/any other authorized person) is lawfully authorized to represent and act on behalf of the company M/s _____ (Name of bidder) whose registered address is _____ and does hereby appoint Mr./Ms _____ (name of authorized person signing the bid document) _____ (Designation) of M/s _____ (Name of bidder) whose signature appears below to be the true and lawful attorney/(s) and authorize him/her to sign the bid **(both digitally and manually)**, conduct negotiation, sign contracts and execute all the necessary matter related thereto, in the name and on behalf of the company in connection with the tender no. _____ for supply of _____.

The signature of the authorized person/(s) herein constitutes unconditional obligations of M/s _____ (Name of bidder).

This Power of Attorney shall remain valid and in full force and effect before we withdrawal it in writing (by fax, or mail or post). All the documents signed (within the period of validity of the Power of Attorney) by the authorized person herein shall not be invalid because of such withdrawal.

SIGNATURE OF THE LEGAL PERSON

(Name of person with Company seal)

SIGNATURE OF THE AUTHORIZED PERSON/(S)

(Name of person)

E-mail id:

Digital token no. used for uploading the bid:

F-17

DISCLAIMER

Bidders should ensure that bidding document is complete in all respects. In the event that the bidding document or any part thereof is mutilated or missing, the bidder shall notify BCPL immediately at the following address:

Brahmaputra Cracker & Polymer Ltd.
Administrative Building, BCPL Project Site,
Lepatkata-786006, Dibrugarh
Assam

In the event such written notice is not received at the aforementioned office within seven (7) days from the date of issue of the bidding document to the bidder, the bidding documents received by the bidder shall be deemed to be complete in all respects. No extension of time shall be granted under any circumstances to any bidder for submission of its bid on the grounds that the bidder did not obtain a complete set of the bidding document.

BCPL makes no representation or warranty, express or implied, as to the accuracy, correctness and completeness of the information contained in the bidding documents.

(SEAL AND SIGNATURE OF BIDDER)

F-18

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 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 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.

SECTION – III

**SPECIAL CONDITIONS OF
CONTRACT
(SCC)**

SPECIAL CONDITIONS OF CONTRACT

SCOPE OF SUPPLY

1. **Pentane** is used as a raw material for production of Polyethylene is Gas Phase Technology
2. **QUANTITY** to be supplied = 87,000 Kg
3. **TECHNICAL SPECIFICATION OF PENTANE** is given below:

Parameter	Specification	Unit
n-Pentane *	50 *	wt %
i-Pentane *	50 *	wt %
C5 content	99	wt% min
Total combined sulphur	2	ppm wt max
Water	50	ppm wt max
Oxygen (in vapour phase)	100	ppm v max
Total Oxgenate compound (as C=O)	5	ppm wt max
Carbon Mono Oxide	1	ppm wt max
Carbon Di Oxide	1	ppm wt max
Total Aromatics (as Benzene)	20	ppm wt max
Bromine Index	50	Mg Br/100g max

** Other supplies acceptable in the range of 60-80 % n – pentane and balance i – pentane.

4. DELEVERY SCHEDULE

The materials shall be supplied in road tankers of suitable capacity with valid CCE/fitness certificates as per following delivery schedule:

- 4.1 **Lot I:** Approx. **36 MT** within 4 months from the issue of order.
- 4.2 **Lot II:** Approx. **36 MT** after 1 month of first lot.
- 4.3 **Lot III:** Approx. **15 MT** after 1 month of second lot.

However, it may be noted that each lot materials to be dispatch only after intimation by M/s BCPL. Order shall be valid 1year from the date of placement of PO.

5. CERTIFICATE OF ANALYSIS

Each lot Materials shall be accompanied by test certificate / Certificate of Analysis. All inspection and testing requirements shall be complied by the seller at their own

cost. Certificate of Analysis (COA) should be in line with BCPL's required specification.

6. DOCUMENTS REQUIRED

Technical offer of the bidder should contain the following documents:

- 6.1 Product datasheet of Pentane
- 6.2 Material safety data sheet (MSDS)
- 6.3 Storage instruction and safe handling procedure
- 6.4 Reference list of users and names of contact persons
- 6.5 Certificate confirming the Nature of materials (Hazardous/Non Hazardous /etc.)

7. APPROVAL AND ACCEPTANCE

- 7.1 All goods or materials shall be supplied in accordance with the technical specification stated in the tender/order. The material supplied through tankers shall be unloaded in BCPL's bulk storage tanks. Hence materials should be guaranteed against defective material/workmanship till it is unloaded at BCPL tank.
- 7.2 Bidder shall dispatch the material only after getting approval from BCPL.
- 7.3 On receipt of material, BCPL reserves its right to get a sample tested in BCPL QC lab and final acceptance of material shall be done as per BCPL QC Lab result if it is tested at BCPL.
- 7.4 The basis for acceptance shall be the inspection report & test results of bidder.
- 7.5 In case the same is not found in conformity with the specified value, the whole materials is liable to be rejected.

8. GUARANTEE/WARRANTY & REPLACEMENT

- 8.1 The supplied material should have minimum shelf life of **Twelve (12)** months from the **date of dispatch**. Accordingly bidder should provide guarantee/warranty on the supplied material for the shelf life period.
- 8.2 If at any point of time, material is not found suitable for use or is found to be of inferior quality, the material shall be taken back by SELLER at its own cost and materials to be replaced immediately.
- 8.3 In case, the supplier wishes to cross-check the performance of the Pentane, if required, they should arrange all necessary equipment's on their own for the same at their risk & cost.

9. CONTRACT PERIOD:

The purchase shall be valid for a period of Twelve months from date of placement of Order.

10. PAYMENT TERMS:

100 % payment shall be made within 30 days after receipt and acceptance of material at BCPL's site.

LOADING CRITERIA (FOR TERMS OF PAYMENT):-

- 1) AS PER TENDER – NIL.
- 2) A) 90% Payments through bank against dispatch document (after deduction of applicable PRS)
B) Balance 10% of payment shall be paid within 30 days after receipt and acceptance of material at site.
– LOADING @2%.
- 3) Any other term – rejection.

11. WEIGHTS AND MEASUREMENTS:

All weights and measurements recorded by the Purchaser on receipt of goods at site will be treated as final. However, following tolerances shall be allowable:

12. Certificate of analysis

Material supplied shall be accompanied by Test Certificate/Certificate of Analysis. Certificate of Analysis (COA) should be in line with BCPL's required specification.

13. DOCUMENTS TO BE SUBMITTED WITH EACH DSPATCH:

- a) Commercial Invoice (Original)
- b) Excise invoice (if applicable) to be sent alongwith the truck/tanker
- c) Challan
- d) Original LR
- e) Test Certificate/Certificate of analysis
- f) MSDS of Pentane

14. SECURITY DEPOSIT-CUM-CPBG:

The successful bidder, within 15 days of the receipt of order/Letter of Intent, will be required to submit Security Deposit/Contract cum Performance Bank Guarantee for 10%

of the total contract value (excluding taxes and duties) in the form of Bank Guarantee issued by any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. In case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having net worth in excess of Rs 400 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.

The validity of Contract cum Performance Bank Guarantee shall be for 90 days beyond guarantee/warranty period of the goods supplied.

15. PRICE REDUCTION SCHEDULE:

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. In case of delay in delivery of each lot of materials beyond contractually agreed delivery schedule, price reduction schedule will be applicable @0.5% of the delayed delivery value per week of delay or part thereof. However, total deductions on account of PRS shall not exceed 5% (FIVE PERCENT) of the total order value. The PRS shall be applicable on basic order value excluding taxes and duties.

16. REJECTION CRITERIA:

1. Non-Submission of EMD/Bid Security
2. Not meeting BEC of tender
3. Non-acceptance of Delivery schedule & Contract period as per tender
4. Non-acceptance of Guarantee clause
5. Non-acceptance of SD-cum-CPBG clause
6. Non-acceptance of PRS (Price reduction schedule) clause
7. Not quoting prices on 'F.O.T. Lepetkata' basis
8. Non-submission of FIRM & FIXED prices till completion of contract
9. Bid validity less than 120 days from the final due date of bid closing
10. Non-acceptance of Arbitration / Resolution of Dispute clause
11. Non-acceptance of Force Majeure clause

17. SUPPLY OF MATERIAL BY AUTHORIZED DEALERS/DISTRIBUTORS:

If an authorized dealer becomes eligible by virtue of dealership/distributorship certificate issued by a manufacturer 'X', then in the event that bidder becomes the successful bidder and order is awarded to such dealer/distributor, they have to necessarily supply PENTANE from the manufacturer 'X' (based on which bidder had qualified BEC) and not from any other manufacturer. A stipulation to this effect will be incorporated in the purchase order.

18. EARLIER DELIVERY:

If order is awarded at a higher rate for the sake of earlier delivery, the following provisions shall apply enabling GAIL to realize compensation for the extra cost due to delay in supply:

“It should be noted that if a contract is placed on a higher bidder as a result of this tender, in preference to the lowest acceptable offer, in consideration of an earlier delivery, the contractor will be liable to pay to GAIL the difference between the contract rate and the rate quoted by the lowest acceptable bidder in case of failure to complete the supply in terms of such contract within the date of delivery specified in the tender and incorporated in the contract. This is without prejudice to other rights and remedies available to GAIL, under terms of contract.”

In such cases, the following clause shall be incorporated in the purchase order:

“It should be noted that on your assurance of delivery of materials strictly as per agreed schedule, this order has been placed on you in preference to the lowest acceptable tender. In case of failure to complete supplies against this contract in terms thereof within the date of the delivery specified herein, you would be liable to pay to the GAIL (India) Ltd., the difference between the contract rates and those of the lowest acceptable tender, i.e., Rs. _____ per unit, notwithstanding the fact that the delay in supply may have been caused by force majeure. This is without prejudice to the right of the GAIL to recover all other losses and right of cancellation and repurchase at your risk and expense.”

19. FALL CLAUSE:

NOT APPLICABLE

SECTION – V

ITEM DESCRIPTION AND SCHEDULE

SL. NO.	ITEM DESCRIPTION	UNIT	QTY IN TWO LOT as per SCC
1	Supply of PENTANE	MT	87

TO BE FURNISHED BY BIDDER:-

SL. NO.	ITEM DESCRIPTION	CONSIGNMENT DETAILS (Each lot)	ESTIMATED WEIGHT (IN KG)
1	Supply of PENTANE		

TRADE NUMBER - _____ (if any)

CAS NO - _____ (if any)

FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER

We have verified the Annual Accounts and other relevant records of M/s..... (Name of the bidder) and certify the following.

A. ANNUAL TURNOVER OF LAST 3 YEARS:

YEAR	AMOUNT(CURRENCY) Rs.
Year1:	
Year2:	
Year3:	

B. FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR:

DESCRIPTION	YEAR
	AMOUNT(CURRENCY) Rs.
1.Current Assets	
2.Current Liabilities	
3.Working Capital (Current Assets-Current liabilities)	
4.Net Worth (Paid up share capital and free reserves & Surplus)	

Name of Audit Firm:
Authorized Signatory]
Chartered Accountant
Date

[Signature of

Name:
Designation:
Seal:
Membership no.

Instructions:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the Audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non responsive.
3. For the purpose of this Tender document .(i)Annual Turnover shall be "sale value/Operating Income "(ii)Working Capital shall be "Current Assets less Current liabilities " and (iii) Net Worth shall be "Paid up share capital and Free Reserves & Surplus"

(FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE)
(To be provided on Bank's letter head)

Bidder's Name:

Date:

Tender No.:

To
Brahmaputra Cracker and Polymer Limited
Lepetkata , Dibrugarh-786006

Dear Sir,

Certified that M/s.....(Name of the bidder with address) is an existing customer of our Bank.

It is confirmed that against tender No: _____ dated.....
.....2014 for "name of
job/supply) , M/s.....(Name of the Bank with address)
confirms availability of line of credit to M/s.....(Name of the bidder) for at least
an amount of Rs.....Lakh for a period till completion of the said job (if
awarded.)

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores.

Yours truly

For.....

(Authorized signatory)

Name of the signatory :

Designation:

SECTION – VI (Part –I)

PRICE SCHEDULE (NON-QUOTE SOR)

PRICE SCHEDULE

PRICE SCHEDULE (FOR DOMESTIC BIDDERS ONLY)												
TENDER NO: BCPL/DIB/C&P/2014/S/251/R/SD												
Bidder: 					Currency 							
Sl. No.	Item Description	UOM (Unit of measurement)	Qty	Unit Price Ex-Works	P&F Charges if not included in Column -5 (In %) If any	Applicable Excise Duty & Cess (in %)	Applicable Sales Tax (Against form -C/ VAT (in %)	Per unit Freight up-to Lepetkata, Dibrugarh	Unit Rate on FOT site Lepetkata basis.(10=5+6+7+8+9)	Total Amount on FOR Lepetkata Basis. (Col11=Col10 XCol4)	CIF value of Import Component included in ex works price incld. P&F Charge	Rate of Custom duty CVD and SAD on Column 12
1	2	3	4	5	6	7	8	9	10	11	12 (if applicable)	13 (if applicable)
1	Supply of PENTANE	MT	87	DO NOT QUOTE HERE								
	Unit price Ex Works (refer column 5 above) in words			DO NOT QUOTE HERE								
Cenvat invoice will be submitted							YES/NO					
Amount of Cenvat Benefit to be passed on to BCPL							per MT					
Note: The bidder shall ensure that Price Schedule is signed and contains prices without any overwriting or hand written additional comments, correction fluid, otherwise their bid shall be liable for rejection.					(Signature of Authorised Person of Bidder)							
					Name 							
					Designation 							
					Name of Organisation 							

SECTION – VI (Part –II)

PRICE SCHEDULE (QUOTE SOR)

PRICE SCHEDULE

PRICE SCHEDULE (FOR DOMESTIC BIDDERS ONLY)												
TENDER NO: BCPL/DIB/C&P/2014/S/251/R/SD												
Bidder: 					Currency 							
Sl. No.	Item Description	UOM (Unit of measurement)	Qty	Unit Price Ex-Works	P&F Charges if not included in Column -5 (In %) If any	Applicable Excise Duty & Cess (in %)	Applicable Sales Tax (Against form -C/ VAT (in %)	Per unit Freight up-to Lepetkata, Dibrugarh	Unit Rate on FOT site Lepetkata basis.(10=5+6+7+8+9)	Total Amount on FOR Lepetkata Basis. (Col11=Col10 XCol4)	CIF value of Import Component included in ex works price incld. P&F Charge	Rate of Custom duty CVD and SAD on Column 12
1	2	3	4	5	6	7	8	9	10	11	12 (if applicable)	13 (if applicable)
1	Supply of PENTANE	MT	87									
	Unit price Ex Works (refer column 5 above) in words											
Cenvat invoice will be submitted							YES/NO					
Amount of Cenvat Benefit to be passed on to BCPL							per MT					
Note: The bidder shall ensure that Price Schedule is signed and contains prices without any overwriting or hand written additional comments, correction fluid, otherwise their bid shall be liable for rejection.					(Signature of Authorised Person of Bidder)							
					Name 							
					Designation 							
					Name of Organization 							