



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

BIDDING DOCUMENT NO.: BCPL/DIB/C&P/2015/S/291/MB

**ITEM - PROCUREMENT OF PINE WOOD PALLETS
FOR PP, LLDPE AND HDPE UNIT. BCPL- LEPETKATA**

PROCUREMENT UNDER OPEN DOMESTIC
COMPETITIVE BIDDING

PREPARED AND ISSUED BY

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

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Bid Document No. : BCPL/DIB/C&P/2015/S/291/MB (PART - I)

Item : SUPPLY OF PINE WOOD PALLETS

Due Date & Time : Up-to 1500 Hrs. (IST) on 1st Dec'2015

From : **To :**

	CONTRACT & 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/2015/S/291/MB (PART - II)

Item : SUPPLY OF PINE WOOD PALLETS

Due Date & Time : Up-to 1500 Hrs. (IST) on 1st DEC'2015

From : **To :**

	CONTRACT & 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/2015/S/291/MB (MAIN ENVELOPE)

Item : SUPPLY OF PINE WOOD PALLETS

Due Date & Time : Up-to 1500 Hrs. (IST) on 1st Dec'2015

From : **To :**

	CONTRACT & 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)



BRAHMAPUTRA CRACKER & POLYMER LIMITED

(A Govt. of India Undertaking)

BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

NOTICE INVITING TENDER

(TENDER NO. BCPL/DIB/C&P/2015/S/291/MB)

BCPL INVITES SEALED BIDS FOR SUPPLY OF PINE WOOD PALLETS FOR PP, LLDPE AND HDPE UNIT. BCPL- LEPETKATA DIBRUGARH, ASSAM.

Cost of Tender Document: RS. 1, 500.00

Sale Period of Bid Document: From _____ to _____

Bid due date for submission: Up-to 14.30 hrs. on _____

For details, visit BCPL (www.bcplonline.co.in) or GAIL (www.gailtenders.in) website & CPP Portal.

Corrigendum / Addendum (if any), to this tender would appear on above websites only & will not publish on any other media.

For any queries, bidders may contact:

CONTRACT & PROCUREMENT DEPARTMENT

BRAHMAPUTRA CRACKER & POLYMER LIMITED

ADMINISTRATIVE BUILDING, C&P DEPARTMENT

PO – BARBARUAH

LEPETKATA, DIBRUGARH-786006, ASSAM

manosh.borah@bcplindia.co.in

INVITATION FOR BIDS (IFB) LIMITED DOMESTIC COMPETITIVE BIDDING FOR SUPPLY OF PINE WOOD PALLETS 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 PINE WOOD PALLETS for BCPL's Petro-Chemical Plant at Lepetkata, Distt. DIBRUGARH- ASSAM under single stage two envelopes system from competent suppliers meeting the Bidder's Evaluation Criteria 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/2015/S/291/MB (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 10/11/2015
1.2.5	Pre-Bid Meeting	At 1500 hrs. (IST) on 20 th Nov'2015
1.2.6	Venue for Pre-Bid Meeting & Opening of Un-Priced bids	CONTRACT & 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	Up-to 1430 hrs.(IST) on 1st Dec'2015
1.2.8	Date and time of opening of Un-priced Bids at BCPL office.	At 1500 hrs. (IST) on 1st Dec'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	Rs. 1, 500/-
1.2.10	Earnest Money Deposit / Bid Security (Refundable)	Rs. 6, 20,000.00 (Six Lakhs Twenty Thousand ONLY)
1.2.11	Contact Person	Mr. M J BORAH, Sr. Officer (C&P) E-mail: manosh.borah@bcplindaia.co.in

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.

PART – A

- 1) **EMD* : Rs. 6, 20,000.00** (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 GUARANTEE TOWARDS EMD IS ENCLOSED WITH TENDER.

UNDERTAKING: *AN UNDERTAKING (BY THE BIDDERS WHO QUOTES BY DOWN LOADING 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”.*

The tender is also available on websites at “www.bcplonline.co.in” and “www.gailtenders.in”

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-A: 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-B: PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender (Annexure – VI).

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.

2) BIDDERS ELIGIBILITY/ EVALUATION CRITERIA:

(A) TECHNICAL EVALUATION CRITERIA:

- i) The bidder should have experience in supply of pine wood / wooden Pallets in previous 07 years, to any department under central / state Govt. of India / Indian PSU / Govt. Organization / private limited company / public private company with a single order value amounting to more than Rs. 1, 57, 00, 000.00 (Excluding taxes and duties).

The bidder shall submit attested copy of the purchase order placed on them & its proof of execution of order viz. Inspection note, payment of bill, execution certificate etc. along with their offer.

- ii) The completion certificate / client certificate in respect of Purchase order submitted in support of BEC must clearly indicate the following:
 - a. Full Name & Address of Client and officer issuing certificate.
 - b. Reference to relevant Purchase order,
 - c. Actual value of executed work, and
 - d. Stipulated date of start and date of actual completion.
 - e. A certificate from the client stating that the work has been completed satisfactorily.
- iii) Where the bidder is executing a rate contract which is still running and the executed quantity till one day prior to due date of bid submission is equal to or more than the minimum prescribed quantity mentioned in the BEC, such experience will also be taken into consideration provided that the bidder has submitted satisfactory supply execution certificate issued by the end user / owner.
- iv) Bidders to note that 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, jobs executed 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) duly certified by statutory auditor of the bidder towards payment of statutory tax in support of the job executed for subsidiary/ fellow subsidiary/ holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.

3) DOCUMENTATION REQUIRED IN SUPPORT OF TECHNICAL CRITERIA

- Bidder should submit copies of valid Industrial License or Annual Report or Monthly Excise return form (ER-I) or certificate from excise authorities or NSIC or SSI duly attested/certified by Chartered Engineer and notary public with legible stamp.
- All supporting documents submitted by bidder as evidence of meeting technical BEC shall be duly certified/ attested by Chartered Engineer and notary public with legible stamp. In absence of requisite documents including certified copies wherever asked for, BCPL reserves the right to consider the bid as non-responsive and shall be liable for rejection.
- However, the bids of Joint venture / consortium are not acceptable.
- Experience acquired by a bidder as a sub-contractor shall not be considered as experience towards meeting BEC criteria.

(B) FINANCIAL EVALUATION CRITERIA:

- i) The minimum annual turnover of the bidder should be Rs. 1.56 Crores. (Rupees One Crore Fifty Six Lakhs only) in any of the preceding 03 (three) financial years (FY 2012-2013, 2013-2014 & 2014-2015).
- ii) The financial Net Worth of the bidder should be positive as per the last Audited Financial Statement i.e. FY 2014-2015
- iii) The minimum working capital of the bidder should be Rs. 31.21 Lacs (Rupees Thirty One Lakhs Twenty One Thousand only) as per the last audited financial year i.e. FY 2014-2015.

If the working capital of the bidder is less than value required above, then the bidder should supplement this with a letter from their bank, having net worth not less than Rs.100 Cr. confirming the availability of line of credit for the value as indicated above.

4) DOCUMENTATION REQUIRED IN SUPPORT OF FINANCIAL CRITERIA

- Bidder shall submit copies of Audited Financial Statements, including Balance Sheets, Profit & Loss Account for last three preceding financial years duly attested by notary public with legible stamp and a certificate for financial capability from Chartered Accountant in prescribed format as provided in the bidding document.

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 (ANNEXURE-F-3C) 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.

NB: The party shall strictly follow the technical points / specifications as per the RFQ. Deviation in any point will lead for technical rejection of the offer.

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

5) BID EVALUATION METHODOLOGY FOR DISTRIBUTION OF QUANTITY:

The quantity distribution of 17000 wooden pallets in case of award to the bidder would be as follows:

- Two (2) bidders would be engaged for the supply of wooden pallets in which L1 would get 2/3rd quantity (11300 Nos) of the total quantity & 1/3rd quantity (5700 Nos) to next Lower bidder by matching rate with L1 bidder.

- The next lower bidder (L2) shall be asked to match their rates with L-1 bidder. In the event of L-2 bidder not agreeing to match the L-1 rate, possibility shall be explored with L-3, L-4, L-5, L-6 etc and so on in order to shortlist 2 bidders on L-1 basis.
- In case none of the bidder (L2, L3, L4, L5, L6 etc) match the price of L1 bidder, BCPL shall re-tender for procurement of 1/3rd quantity (5700 Nos) of pallets.

6) COMMERCIAL BID EVALUATION METHODOLOGY:

Techno-Commercially Qualified bids will be compared based on the total evaluated price inclusive all charges, P&F, taxes-duties, freight & less CENVAT Credit, Input Tax credit, if any as quoted by the bidder.

The evaluation of all the responsive bids to arrive at the lowest evaluated offer shall be done as under:

- i) Ex-works price quoted by the bidder (including packing, forwarding, taxes and duties, if any, on components and raw materials).
- ii) Excise duty including Cess applicable on the finished goods.
- iii) Sales Tax/VAT on the finished goods (With form 'C' for CST/with Concessional form for LST/VAT).
- iv) Freight charges (as quoted) for inland transportation up-to BCPL, Lepetkata Site.
- v) Less Cenvat benefit towards Excise duty as quoted by bidder.
- vi) Less VAT input credit (Applicable only for the parties supplying from Assam.)
 - To enable the owner to avail Cenvat Credit & VAT input credit, the supplier shall furnish to owner all certificates and documents including Cenvatable invoice and Vatable Invoice as may be required by the owner to avail the CENVAT credit & VAT input credit with respect to Excise Duty and VAT as mentioned by the bidder in their bids.
 - Any uncalled for lump sum/percentage or adhoc reduction / increase in prices, offered by the bidder after opening of the prices, shall not be considered.
 - In case of statutory changes, the rate of ED & Cess, CST/VAT & Service Tax, considered for evaluation shall be prevailing rate as on final date of Un priced Bid opening.

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: **Rs. 1, 500.00**

- 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 BCPL will follow purchase preference policy as per guidelines of Government of India in vogue.

- 6.11 **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.
- 6.12 Bidder should not be under liquidation, court receivership or similar proceedings.
- 6.13 Bidder should not be black listed with any PSU and should not be on holiday list of GAIL / BCPL and its PMC (i.e. EIL, Mecon, Tractebel and JP Kenny).
- 6.14 Bids sent through Fax/ E-mail/ Courier/ Computer floppy/CD/Pen Drive shall not be accepted.
- 6.15 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

(M J BORAH)
Sr. Officer (C&P)

SECTION II

INSTRUCTIONS TO BIDDERS (ITB)

INSTRUCTIONS TO BIDDERS (ITB)

GENERAL

1. SCOPE OF BID:

- 1.1 The BCPL/Purchaser/Owner/BCPL as defined in the General Conditions of Contract hereinafter “the BCPL” wishes to receive bids as described in the Bidding Documents.
- 1.2 SCOPE OF BID: The scope of supply shall be as defined in the bidding document.
- 1.3 The successful bidder will be expected to complete the Scope of Bid within the period stated in special conditions of contract.
- 1.4 Throughout this bidding documents, the term “bid” and “tender” and their derivatives (“bidder/tenderer”, “Bid/tendered/tender”, “bidding/tendering”, etc.) are synonymous, and day means calendar day. Singular also means plural.

2. ELIGIBLE BIDDERS:

2.1 Documents Establishing Bidder’s Qualification

- 2.1.1.1 Pursuant to qualification criteria specified in Invitation for Bids (IFB) the bidder shall furnish all necessary supporting documentary evidence to establish the bidders claim of meeting qualification criteria.
- 2.2 The invitation of bid is open to any bidder who meets the BEC (Bidder’s Eligibility Criteria).
- 2.3 A bidder shall not be affiliated with a firm or entity:
 - i. That has provided consulting services related to the work to the BCPL during the preparatory stages of the works or of the project of which the works form a part, or
 - ii. That has been hired by the BCPL as engineer for the contract.
- 2.4 The bidder shall not be under a declaration of ineligibility by BCPL for corrupt or fraudulent practices as defined in ITB clause no. 40 and 44.
- 2.5 The bidder is not put on holiday by BCPL or its PMC (i.e. EIL etc.) or black listed by any Government Department/Public Sector on due date of submission of bid. If the documents were issued inadvertently/downloaded from website, offers submitted by such bidders shall not be considered for opening/evaluation/award.
- 2.6 The job executed by a bidder for its own concern/subsidiary shall not be considered as experience for Bid Evaluation Criteria.

3. ONE BID PER BIDDER

- 3.1 A bidder shall submit only one bid in the same bidding process. 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.
- 3.2 Alternative bids are not acceptable.

4. COST OF BIDDING

- 4.1 The bidder shall bear all costs associated with the preparation and submission of the bid, and BCPL, will in no case be responsible or liable for this cost, regardless of the conduct or outcome of the bidding process.

5. SITE VISIT

- 5.1 The bidder is advised to visit and examine the site or/locations and its surroundings and obtain for itself, at its own responsibility, all the information that may be necessary for preparing the bid and entering into the Contract. The cost of visiting the site shall be at the bidder’s own expense.

- 5.2 The bidder or any of its personnel or agents will be granted permission by the BCPL to enter upon its premises and land for the purpose of such visits, but only upon the express condition that the bidder, its personnel, and agents will indemnify the BCPL and its personnel and agents from and against all liabilities in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

BIDDING DOCUMENTS

6. CONTENT OF BIDDING DOCUMENT

- 6.1 The bid documents is hosted on BCPL Websites and should be read in conjunction with any addenda issued/hosted in accordance with clause 8 of ITB.
- 6.2 The bidder is expected to examine IFB, all instructions, form/formats, terms, specifications and drawings etc., enclosed in the bid documents. The invitation for bid (IFB) together with all its attachment thereto, shall be considered to be read, understood and accepted by the bidder. Failure to furnish all information all required by the Bid Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at bidder's risk and may result in the rejection of the Bid.

7. CLARIFICATION ON BID DOCUMENTS

- 7.1 A prospective bidder requiring any information or clarification of the Bidding Documents, may notify the BCPL in writing by e-mail/fax/post at mailing address indicated in the Bid Document.

8. AMENDMENT OF BID DOCUMENTS

- 8.1 At any time prior to the deadline for submission of bids, the BCPL may, for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the Bidding Documents by issuing addenda.
- 8.2 Any addendum thus issued shall be part of the Bidding Documents. The addendum will be hosted on the BCPL website <http://www.bcplonline.co.in> and GAIL's website www.gailtenders.in. All the prospective bidders who have raised queries (in writing) against bidding document shall be informed by e-mail/Fax about the addendum for their reference. Bidders have to take into consideration of all the addendum(s)/corrigendum (s)/clarifications issued/web hosted, before submitting the bid.
- 8.3 The BCPL may, at its discretion, extend the date of submission of Bids in order to allow the bidders a reasonable time to furnish their most competitive bid taking into account the amendments issued.

PREPARATION OF BIDS

9. LANGUAGE OF BID

- 9.1 The bid prepared by the bidder, all correspondence/drawings and documents relating to the bid exchanged by the bidder with the BCPL shall be in English Language alone 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.
- 9.2 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.

10. DOCUMENTS COMPRISING THE BID

- 10.1 The bid prepared by the bidder shall comprise the following:

- 10.2 Envelope-I: **Superscribing “Techno-Commercial Un-price Bid (PART-I)”**
- 10.2.1 Part-I: Techno-commercial/Un-priced Bid shall contain the following:
- Covering letter.
 - Technical specification sheet (Section IV) of tender, duly signed
 - Price Schedule with prices blanked out mentioning “Quoted/Not Quoted” against each item and shall mention other details like rate of taxes and duties etc. considered.
 - All format duly filled-in
 - Material Safety Data sheet (MSDS)
 - Any other information/details required as per Bidding Documents.
- 10.3 **Envelope II: Superscribing “Price Bid- (PART-II)”**
- Part-II shall contain original Schedule of Price duly filled in, signed on each page.

11. BID PRICES

- 11.1 The bidder shall quote prices on the appropriate format for “Price Schedule” enclosed as part of Bid Document.
- 11.2 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 contractor on submission of documentary evidence for proof of payment to Govt.
- 11.3 Authorities and after ascertaining its applicability w.r.t. the contract.
- 11.4 The bidder shall quote the price for item in the Price Schedule after careful analysis of cost involved for the supply considering all parts of the Bidding Documents. In case, any activity though specifically not covered but is required to complete the supply as per scope of supply, specifications, standards, GCC, SCC or any other part of Bidding Document, the prices quoted shall be deemed to be inclusive of cost incurred for such activity.
- 11.5 Sales Tax form and Cenvatable invoice:
- BCPL will issue form “C” against inter-state transaction.
 - Bidders are required to provide CENVATABLE invoices with respect to Excise Duty (if applicable) in all cases which shall be raised as per the details provided in detailed Order/Letter of Acceptance.
- 11.6 **PRICE BASIS & SCOPE**
- The price should be quoted in Price Schedule as detailed below and break-up to be provided wherever sought for.
- i) Supplies:
- Supply price of all goods on F.O.T. dispatch point (including packing & forwarding) basis.
- The Supply prices shall include the cost of imported raw materials components, if any, and customs & port clearance, customs duty, forwarding, handling and further transportation of their such built-in imported materials & components.
- ii) Inland Transportation:
- Transportation cost of all goods from Bidder’s works/dispatch point up to Site(s), including handling, forwarding, loading on to trucks etc. inclusive of Entry tax, Octroi & Service tax etc.
- Unloading of goods at Site(s) shall be in the scope of BCPL.
- iii) Bidders shall indicate the following in Price Schedule:
- Ex-works price (including packing and forwarding, taxes & duties including custom duty, if any, on component & raw material)
 - Excise duty including Cess on the finished goods

- c) CST (against form "C")/VAT on finished goods
- d) Any other taxes, duties, levies, etc. mentioned by bidder in bid
- e) Road freight charges from Seller's works to BCPL, Lepetkata inclusive of all taxes, duties, levies including service tax and cess thereon.
- f) The minimum amount of cenvat benefit that bidder will pass on to BCPL
- iv) Excise Duty and CST against concessional form which will be payable on the finished goods, if this contract is awarded. Any statutory variation in Excise duty and Sales Tax/VAT on finished goods, if applicable, within the contractual delivery period shall be to BCPL's account against submission of the documentary evidence.

Seller will be required to pass cenvat benefit to BCPL equivalent to the minimum amount/rate as mentioned by them in the priced bid (except when there is any statutory reduction in rate of taxes and duties during the contractual delivery period), failing which BCPL shall deduct the difference (i.e. Minimum amount/rate mentioned in price bid-Actual amount/rate passed on to BCPL) from the supplier's invoice.

If seller provides cenvat benefit for an amount which is more than the minimum amount as mentioned by them in the priced bid (for any reason other than statutory change in rate of taxes/duties by Government of India), irrespective of date of delivery, then BCPL shall reimburse such amount at actual to the Seller, subject to reimbursement of CST/VAT or any other component as per the original ordered rate. However, if the increase in cenvat benefit is affected due to statutory change in rate of taxes/duties by Government of India within the contractual delivery period, then BCPL shall reimburse such amount at actual including corresponding increase in CST/VAT or any other component arising out of such increase.

Any decrease in the rate of taxes & duties shall be passed on to the BCPL.

12. PERIOD OF VALIDITY OF BIDS

- 12.1 The bid shall remain valid for acceptance for 60 days from the bid due date. A bid valid for a shorter period shall be rejected being non-responsive.
- 12.2 In exceptional circumstances, prior to expiry of the original bid validity period, the BCPL may request that the bidder extend the period of validity for a specified additional period. The requests and the responses thereto shall be made in writing (by e-mail/fax/post). A bidder may refuse the request without forfeiture of its 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 14 in all respects.

13. EARNEST MONEY DEPOSIT/BID SECURITY

- 13.1 The bidder shall furnish, as part of its Bid, Security in the amount specified in the IFB.
- 13.2 The bid security is required to protect the BCPL against the risk of bidder's conduct which would warrant the bid security's forfeiture,, pursuant to clause 14.7 of ITB.
- 13.3 The bid security in Indian Rupees shall be in the form of Demand Draft/Banker's Cheque in favour of **M/s Brahmaputra Cracker and Polymer Limited**, payable at **Dibrugarh** (issued by Indian Nationalised/Scheduled bank) or in the form of an

irrevocable Bank Guarantee in favour of **M/s Brahmaputra Cracker and Polymer Limited, Dibrugarh** as per format enclosed at F-3.

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

In case, bid security is in the form of irrevocable Bank Guarantee the same shall be from any Indian schedule Bank or a branch of an International bank situated in India and registered with the Reserve Bank of India as scheduled foreign bank. However, in case of Bank Guarantee from banks other than the Nationalized Indian bank, 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.

The bid security shall be valid for two (02) months beyond the validity of the bid as specified in Clause 13 of ITB.

- 13.4 Any bid not secured in accordance with clause 14.1 and 14.3 shall be summarily rejected by BCPL as non-responsive.
- 13.5 Unsuccessful bidder's bid security will be discharged or returned, as promptly as possible but not later than 30 days after the expiration of period of bid validity prescribed by BCPL pursuant to clause 13 above.
- 13.6 The successful bidder's bid security will be discharged upon the bidder's accepting the order, pursuant to clause 34 of ITB and furnishing the Contract Performance Guarantee pursuant to clause 38 of ITB.
- 13.7 The bid security/EMD may be forfeited:
- 13.7.1 If a bidder withdraws its bid during the period of Bid validity.
- 13.7.2 In case of a successful bidder, if the bidder fails:
 - i) To accept the award in accordance with clause 34 of ITB or
 - ii) To accept the arithmetic corrections pursuant to clause 29 of ITB and/or
 - iii) To furnish the performance guarantee in accordance with Clause 38 of ITB
 - iv) In case after price bid opening, the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or varying any term in regard thereof leading to re-tendering.
- 13.8 Bid security should be in favour M/s Brahmaputra Cracker and Polymer Limited, Dibrugarh and addressed to BCPL. Bid security must indicate the bid document and the item for which the bidder is quoting. This is essential to have proper co-relation at a later date. The bid security shall be as per Format F-3.
- 13.9 A) 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. Further, Public Sector Undertakings are also exempted from furnishing Bid Security.
B) 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.

14. FORMAT AND SIGNING OF BID

- 14.1 The bidder shall submit bid as per Clause 1.0 of IFB. THE PRICED BID SHALL NOT BE SUBMITTED WITH THE UN-PRICED BID.
- 14.2 The bid 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 stated 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.

- 14.3 The bid shall contain no alternations, omissions or additions, unless such corrections are initialed by the person or persons signing the bid.

15. REJECTION CRITERIA:

- 15.1 The following conditions/clauses shall constitute REJECTION CRITERIA for this tender and the bid/offer of such bidders taking deviations to these criteria will be liable for rejection-
1. Non-submission of EMD as per tender
 2. Bid validity less than 60 days from the final due date of bid closing
 3. Non-acceptance of delivery schedule as per tender
 4. Non-acceptance of payment terms
 5. Non-submission of FIRM & FIXED prices till completion of supplies
 6. Non-submission of prices on FOT site basis.
 7. Non-acceptance of security Deposit.
 8. Non-acceptance of Guarantee/Warranty clause
 9. Non-acceptance of Arbitration clause
 10. Non-acceptance of Force Majeure clause
 11. Scope of Work
 12. Specification
 13. Price Schedule / Schedule of rates
 14. Delivery / Completion Schedule
 15. Price Reduction Schedule
 16. Applicable Laws.
 17. Any other condition / clauses mentioned in the tender documents.
 18. Penalty/Compensation for delay
 19. Termination
 20. Time schedule

SUBMISSION OF BIDS

16. MARKING OF BIDS

- 16.1 Bid shall be submitted in the following manner:
Part-I (in a sealed envelope): Techno-commercial/un-priced bid
Part-II (in a sealed envelope): Priced Bid

Also refer clause 10 above.

- 16.2 All envelopes containing the documents in physical form required to be submitted by the bidder shall have 'Bid Document Number' and shall be addressed at address mentioned below.
OFFICE OF THE DY. GENERAL MANAGER (C&P)
ADMINISTRATIVE BUILDING,
BRAHMAPUTRA CRACKER & POLYMER LTD.
PO – LEPETKATA
DIBRUGARH-786006, ASSAM
TEL: 0373-2914635
- 16.3 Each envelope shall indicate name and address of the bidder to enable the bid to be returned unopened, if required. If the envelope is not sealed and marked as above, the

BCPL will assume no responsibility for the misplacement or premature opening of the bid.

17. DEADLINE FOR SUBMISSION OF BID

- 17.1 The Bid containing Part-I and II must be submitted within due date and time for bid submission as specified in clause 1.2.6 of IFB.
- 17.2 The BCPL may, in exceptional circumstances and at its discretion, on giving reasonable by e-mail/fax or any written communication to all prospective bidders who have raised the queries against this bidding document extend the deadline for the submission of bids in which case all rights and obligations of the BCPL and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.

18. LATE BIDS/UNSOLICITED BIDS/BID SUBMISSION AT OTHER PLACE

- 18.1 Bids received after the bid due date and time stipulated in the tender will be considered as late bids. Such bids shall not be opened and will be returned in unopened condition to the bidder.
- 18.2 Unsolicited bids or bids being submitted in physical form/to address other than one specifically stipulated in the bid document will not be considered for opening/evaluation/award and will be returned to such bidders.

19. MODIFICATION AND WITHDRAWAL OF BIDS

- 19.1 The bidder may modify, re-submit or withdraw its bid after the bid submission, but, before the due date of submission.
- 19.2 No bid shall be modified after the deadline for submission of bid.
- 19.3 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may lead to penal action against the bidder like putting such bidders on HOLIDAY.

BID OPENING AND EVALUATION

20. BID OPENING

- 20.1 Un-priced Techno-Commercial bid opening:
- 20.2 The BCPL will open, in the presence of bidders' designated representatives, the un-priced part at date and time as stipulated in IFB at BCPL's address. The bidder's representatives who are present shall sign bid-opening statement evidencing their attendance.
- 20.3 Bidder's names, the presence (or absence) and amount of bid security, and any other such details as the BCPL may consider appropriate will be announced by the BCPL.

21. PROCESS TO BE CONFIDENTIAL

- 21.1 Information relating to the examination, clarifications, evaluation and comparison of bids, and recommendations for the award of a Contract, shall not be disclosed to bidders. Any effort by a bidder to influence the BCPL in any manner in respect of bid evaluation or award will result in the rejection of that bid.

22. CONTACTING THE OWNER

- 22.1 From the time of the bid opening to the time of the Contract award, if any bidder wishes to contact the BCPL for any matter relating to the bid it should do so in writing.
- 22.2 Any effort by a bidder to influence the BCPL in any manner in respect of bid evaluation or award will result in the rejection of that bid.

23. EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

- 23.1 Techno-Commercial Bid Evaluation.
- 23.2 The BCPL 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.
- 23.3 Prior to the detailed evaluation, the BCPL will determine whether each bid is of acceptable quality, is generally complete and is responsive to the Bidding Documents. For the purposes of this determination, a responsive bid is one that conforms to all the terms, conditions and specifications of the Bidding Documents without deviations, objections, conditionality or reservations.
- 23.4 The BCPL 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 BCPL 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/specifications defined in the bid document, consistency and detail will be rejected as non-responsive.
 - b) Any other relevant factor, if any that the BCPL deems necessary or prudent to be taken into consideration.-
- 23.5 Requisite forms containing all necessary information including those required for meeting qualifying criteria stipulated in IFB, etc.

24. PRICE BID OPENING

- 24.1 The BCPL shall inform the time, date and venue for price bid opening to all such bidders who qualify pursuant to techno-commercial bid evaluation. Bidders may be required to attend price bid opening at a short notice of 24 hours.
- 24.2 The BCPL will open price bids of all bidders notified to attend price bid opening in presence of authorized bidders' representatives present at the time of priced bid opening. The bidder's representatives who are present shall sign bid-opening statement evidencing their attendance.
- 24.3 The bidder's name, prices, and such other details as the BCPL, at its discretion, may consider appropriate, will be announced and recorded at the time of bid opening.

25. ARITHMETIC CORRECTIONS

- 25.1 The bids will be checked for any arithmetic errors as follows.
 - (i) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the contractor (by multiplying the quantity and rate) shall be taken as correct.
 - (ii) When the rate quoted by the contractor in figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount corrected.
 - (iii) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted and the amount worked out, for comparison purposes.

- (iv) In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers and does not fall under REJECTION CRITERIA of tender), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.
- (v) When the actual net sum of the individual unit rates i.e. "Unit rate + Excise duty + CST/VAT + Inland freight rate – Minimum amount of Cenvat credit" do not match with the corresponding total unit rate (Column 10 of Price Schedule, Section V, Part B of tender), then the bid shall be evaluated based on the actual net sum of unit rates OR the Total unit rate quoted under column 10 of Section IIID (Part-B) of tender, whichever is lower. If after evaluation, such bidder is L-1, then order shall also be awarded based on the above evaluation methodology. In case the "Total unit rate" quoted is less than the sum of the individual unit rates, then the quoted "Unit rate" rate shall be adjusted to arrive at the quoted "Total unit rate".
- (vi) In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers and does not fall under REJECTION CRITERIA of tender), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.
- (vii) If any unconditional rebate has been offered in the quoted rates, the same shall be considered in arriving at the net tendered amount. No cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- (viii) After the total quoted amount for each tender has been worked out, the financial implications in respect of the retained technical and commercial deviation will be added for evaluation purpose as per terms and conditions declared upfront in the tender documents.
- (ix) If any bidder offers suo-moto discount after opening of un-priced bids but before opening of price bids, such reduction/discounts shall not be considered for evaluation. However, if the bidder happens to be the lowest evaluated bidder without considering such discount then the benefit of discount will be availed at the time of award of work. In the event as a result of techno-commercial discussions or pursuant to seeking clarifications/confirmations from bidders, while evaluating the un-priced part of the bid, any of the bidders submits a sealed envelope stating that it contains revised prices, such bidder(s) will be requested to withdraw the revised prices failing which the bid will not be considered for further evaluation.

25.2 If the bidder does not accept the correction of errors, it's bid will be rejected.

26. EVALUATION:- Techno-Commercially Qualified bids will be compared based on the total evaluated price inclusive all charges, P&F, taxes-duties, freight & less CENVAT Credit, Input Tax credit, if any as quoted by the bidder.

Evaluation and Comparison of Bid:

The evaluation of all the responsive bids to arrive at the lowest evaluated offer shall be done as under:

- i) Ex-works price quoted by the bidder (including packing, forwarding, taxes and duties, if any, on components and raw materials).
 - ii) Excise duty including Cess applicable on the finished goods.
 - iii) Sales Tax/VAT on the finished goods (With form 'C' for CST/ With Concessional form for LST/VAT).
 - iv) Freight charges (as quoted) for inland transportation up-to BCPL, Lepetkata Site.
 - vii) Less Cenvat benefit towards Excise duty as quoted by bidder.
 - viii) Less VAT input credit (Applicable only for the parties supplying from Assam.)
- To enable the owner to avail Cenvat Credit & VAT input credit, the supplier shall furnish to owner all certificates and documents including Cenvatable invoice and Vatable Invoice as may be required by the owner to avail the CENVAT credit & VAT input credit with respect to Excise Duty and VAT as mentioned by the bidder in their bids.
 - Any uncalled for lump sum/percentage or adhoc reduction / increase in prices, offered by the bidder after opening of the prices, shall not be considered.
 - In case of statutory changes, the rate of ED & Cess, CST/VAT & Service Tax, considered for evaluation shall be prevailing rate as on final date of Un priced Bid opening.

26.1 PREFERENCES

Purchase Preference to Central Government Public Sector Undertaking (PSU) shall be allowed as per Government Instructions in vogue.

a) Purchase Preference

Purchase Preference to the products and services of Central/State Government/Public Sector, Enterprises and Public Sector Construction and Services Enterprises may be accorded in line with the instructions of the Govt. from time to time.

b) Price Preference to Indigenous Supplier/Services over Imported Materials against International Competitive Bidding.

The price preference to be given to the indigenous supplies/services over the imported ones will be governed in line with the instruction of the Govt. from time to time.

c) Price/purchase preference to the products of SSS

The price preference to be given to the SSS will be governed in line with the instructions of the Govt. from time to time.

AWARD OF CONTRACT

27. AWARD OF ORDER

- 27.1 The BCPL will award the contract to the successful bidder (s) whose bid has been determined to be substantially responsive, meets the Bid Evaluation criteria and have been determined as a lowest bid and is determined to be qualified to satisfactorily perform the contract.

28. QUANTITY VARIATION:

Refer clause no.3 of Section III of tender (Special Conditions of Contract)

29. BCPL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BID

- 29.1 The BCPL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the ground for BCPL's action.

30. NOTIFICATION OF AWARD

- 30.1 Prior to the expiration of period of bid validity BCPL will notify the successful bidder in writing by fax/e-mail to be confirmed in writing that his bid has been accepted. The notification of award/Fax of Acceptance will constitute the formation of the Contract.
- 30.2 The Delivery/Completion period shall commence from the date of notification of award/Fax of Acceptance (FOA).
- 30.3 Award of Contract/Order will be by issuing Fax of Acceptance (FOA) of your bid. FOA will contain price, delivery and other salient terms of your bid and bidding document. Bidder will be required to confirm receipt of the same by returning "copy of the FOA duly signed and stamped by the bidder as a token of acknowledgement to BCPL.

31. CONTRACT CUM PERFORMANCE BANK GUARANTEE (CPBG):

Please refer clause no.12 of Section IIIA of tender document (General Conditions of Contract).

10 % of the ordered value (Excluding taxes and duties) to be submitted either in the form of BG or DD. Format of Bank Guarantee towards security deposit as performance bank guarantee is enclosed with tender. In case of BG, the validity period of BG should be beyond 03 months from date of delivery of last lot. The tentative period of delivery of last lot is October'2016.

32. CORRUPT AND FRAUDULENT PRACTICES

- 32.1 The 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 practice 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.

32.2 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:

32.3 The BCPL will declare a firm ineligible for a period pursuant to Clause No. 28.1.3 of GCC-Goods.

33. ORDER OF PRECEDENCE

33.1 The Articles contained in this Section shall supplement to the Special Conditions of Contract and General Conditions of Contracts- Goods. Where any portion of Special Conditions of Contracts and General Condition of Contract- Goods is repugnant or at variance with any provisions of Instructions to Bidders. Instructions to Bidders shall be deemed to over-ride the provision(s) of Special Conditions of Contract and General Conditions of Contract-Goods, only to the extent that such repugnancies of variations in Instructions to Bidders are not possible of being reconciled with the provisions of Special Conditions of Contract and General Condition of Contract-Goods.

34. Submission of False/Forged documents:

- a) Bidder is required to furnish the complete and correct information/documents required for evaluation of this 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.

35. Settlement of disputes between Government Department and another and One Government Department and Public Enterprise and one Public Enterprise and another.

Settlement of disputes between Government Department and another and One Government Department and Public Enterprise and one Public Enterprise and another, the Arbitration shall be as follows:

“In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation or through the good offices of empowered agencies of the Government. If such resolution is not possible, then, the unresolved dispute or difference shall be referred to arbitration of an arbitrator to be nominated by Secretary, Department of Legal Affairs (“Low Secretary”) in terms of the Office Memorandum No. 55/3/1/75-CF, dated the 19th December 1975 issued by the Cabinet Secretariat (Department of Cabinet Affairs), as modified from time to time. The Arbitration Act 1940 (10 of 1940) shall not be applicable to the arbitration under this clause. The award of the Arbitrator shall be binding upon parties to the dispute. Provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to Law Secretary whose decision shall bind the parties finally and conclusively.

36. CORRUPT/FRAUDULENT/COLLUSIVE/COERCIVE PRACTICES:

Definitions:

A.1 "Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, anything of value to improperly influence the actions in selection process or in contract execution. "Corrupt Practice" also includes any omission for misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.

A.2 "Fraudulent Practice" means and include any act or omission committed by a agency or with his connivance or by his agent by misrepresenting/ submitting false documents and/ or false information or concealment of facts or to deceive in order to influence a selection process or during execution of contract/ order.

A.3 "Collusive Practice amongst bidders (prior to or after bid submission)" means a scheme or arrangement designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.

A.4 "Coercive practice" means impairing or harming or threatening to impair or harm directly or indirectly, any agency or its property to influence the improperly actions of an agency, obstruction of any investigation or auditing of a procurement process.

A.5 "Vendor/Supplier/Contractor/Consultant/Bidder" is herein after referred as "Agency"

A.6 "Competent Authority" shall mean the authority, who is competent to take final decision for Suspension of business dealing with an Agency/ies and Banning of business dealings with Agency/ices.

A.8 "Allied Agency" shall mean all the concerns within the sphere of effective influence of banned/ suspended agencies. In determining this, the following factors may be taken into consideration:

- (a) Whether the management is common;
- (b) Majority interest in the management is held by the partners or directors of banned/ suspended firm.
- (c) Substantial or majority shares are owned by banned/ suspended agency and by virtue of this it has a controlling voice.

A.9 "Investigating Agency" shall mean any department or unit of GAIL/BCPL investigating into the conduct of Agency/ party and shall include the Vigilance Department of the GAIL/BCPL, Central Bureau of Investigation, State Police or any other agency set up by the Central or state government having power to investigate.

B Actions against bidder(s) indulging in corrupt/fraudulent/collusive/coercive practice

B.1 Irregularities noticed during the evaluation of the bids:

If it is observed during bidding process/ bids evaluation stage that a bidder has indulged in corrupt/fraudulent /collusive/coercive practice, the bid of such Bidder (s) shall be rejected and its Earnest Money Deposit (EMD) shall be forfeited.

Further, such agency shall be banned for future business with GAIL for a period specified in para B 2.2 below from the date of issue of banning order.

B.2 Irregularities noticed after award of contract

(i) During execution of contract:

If an agency is found to have indulged in corrupt/fraudulent/collusive/coercive practices, during execution of contract, the agency shall be banned for future business with GAIL for a period specified in para B 2.2 below from the date of issue of banning order.

The concerned order (s)/ contract(s) where corrupt/fraudulent/collusive practices is observed, shall be suspended with immediate effect by Engineer-in-Charge(EIC)/ Employer whereby the supply/ work/ service and payment etc. will be suspended. The action shall be initiated for putting the agency on banning.

After conclusion of process, the order (s)/ contract (s) where it is concluded that such irregularities have been committed shall be terminated and Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall also be forfeited. The amount that may have become due to the contractor on account of work already executed by him shall be payable to the contractor and this amount shall be subject to adjustment against any amounts due from the contractor under the terms of the contract. No risk and cost provision will be enforced in such cases.

(ii) After execution of contract and during Defect liability period (DLP)/ Warranty/Guarantee Period:

If an agency is found to have indulged in corrupt/fraudulent/collusive/coercive practices, after execution of contract and during DLP/ Warranty/Guarantee Period, the agency shall be banned for future business with GAIL for a period specified in para B 2.2 below from the date of issue of banning order.

Further, the Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall be forfeited.

(iii) After expiry of Defect liability period (DLP)/ Warranty/Guarantee Period

If an agency is found to have indulged in corrupt/fraudulent/collusive/coercive practices, after expiry of Defect liability period (DLP)/Warranty/Guarantee Period, the agency shall be banned for future business with BCPL for a period specified in para

B 2.2 below from the date of issue of banning order.

B.2.2 Period of Banning

Banning period shall be reckoned from the date of banning order and shall be 3 years.

In exceptional cases where the act of vendor/ contractor is a threat to the National Security, the banning shall be for indefinite period.

C Effect of banning on other ongoing contracts/ tenders

C.1 If an agency is put on Banning, such agency shall not be considered in ongoing tenders/future tenders.

C.2 However, if such an agency is already executing other order (s)/ contract (s) where no corrupt/fraudulent/ collusive/coercive practice is found, the agency should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract.

C.3 If an agency is put on the Banning List during tendering and no irregularity is found in the case under process:

C.3.1 after issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.

C.3.2 after opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.

C.3.3 after opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. If the agency is put on banning list for fraud/ mis-appropriation of facts committed in the same tender/other tender where errant agency emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.

D. Procedure for Suspension of Bidder

D.1 Initiation of Suspension

Action for suspension business dealing with any agency/(ies) shall be initiated by Corporate C&P Department when

(i) Corporate Vigilance Department based on the fact of the case gathered during investigation by them recommend for specific immediate action against the agency.

(ii) Corporate Vigilance Department based on the input from Investigating agency, forward for specific immediate action against the agency.

(iii) Non-performance of Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order.

D.2 Suspension Procedure:

D.2.1 The order of suspension would operate initially for a period not more than six months and is to be communicated to the agency and also to Vigilance Department. Period of suspension can be extended with the approval of the Competent Authority by one month at a time with a ceiling of six months pending a conclusive decision to put the agency on banning list.

D.2.2 The suspension order shall also be hosted on BCPL's intranet and a copy will be forwarded to all OICs/ HODs by C&P Department. During the period of suspension, no new business dealing may be held with the agency.

D.2.3 Period of suspension shall be accounted for in the final order passed for banning of business with the agency.

D.2.4 The decision regarding suspension of business dealings should also be communicated to the agency.

D.2.5 If a prima-facie, case is made out that the agency is guilty on the grounds which can result in banning of business dealings, proposal for issuance of suspension order and show cause notice shall be put up to the Competent Authority. The suspension order and show cause notice must include that (i) the agency is put on suspension list and (ii) why action should not be taken for banning the agency for future business from BCPL.

The competent authority to approve the suspension will be same as that for according approval for banning.

D.2.6 The process for putting the agency on suspension list shall be completed within 7 days from the date of receipt of such intimation from Vigilance Department for cases mentioned at sl. no. (i) and (ii) of clause no. D.1 and within 30 days from the date of recommendation by site committee for cases mentioned at sl. no. (iii) of clause no. D.1.

D 3 Effect of Suspension of business:

Effect of suspension on other on-going/future tenders will be as under:

D.3.1 No enquiry/bid/tender shall be entertained from an agency as long as the name of agency appears in the Suspension List.

D.3.2 If an agency is put on the Suspension List during tendering:

D.3.2.1 after issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.

D.3.2.2 after opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.

D.3.2.3 after opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. If the agency is put on Suspension list for fraud/mis-appropriation of facts conducted in the same tender/other tender where errant agency emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.

D.3.3 The existing contract (s)/ order (s) under execution shall continue.

D.3.4 Tenders invited for procurement of goods, works and services shall have provision that the bidder shall submit a undertaking to the effect that (i) neither the bidder themselves nor their allied agency/(ies) are on banning list of BCPL or the Ministry of Petroleum and Natural Gas and (ii) bidder is not banned by any Government department/ Public Sector.

F. Appeal against the Decision of the Competent Authority:

F.1 The agency may file an appeal against the order of the Competent Authority for putting the agency on banning list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the of receipt of banning order.

F.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.

F.3 Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.

G. Wherever there is contradiction with respect to terms of GCC and 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice', the provisions of 'Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practice' shall prevail.

37. Performance Rating & Evaluation:

BCPL follows a system of Performance Evaluation of vendors and contractors to monitor and ensure the timely and smooth completion of supplies, execution of contracts, and maintenance of quality standards. The basic objective is to recognize and develop reliable vendors and contractors who consistently meet or exceed expectations and requirements of BCPL with respect to timely receipt of supplies, completion of work and services and the quality specifications, standards. Vendors and contractors whose performance is not found satisfactory will be banned/put on holiday for future business with BCPL.

All the suppliers and contractors working with BCPL will be evaluated based on the Parameters defined in the performance Rating Data Sheet as Format-15.

The evaluated rating may be falling in any of the following category depending upon the scoring of points in various parameters.

Very good
Good
Fair
Poor

In case, a vendor/contractor is not able to achieve a minimum scoring of 60% points in the given parameters individually and collectively for all parameters i.e. with poor rating shall be put on “HOLIDAY” for a period of 1 to 3 years depending upon the nature of failure on their part in performance and such vendors and contractors will not be allowed to participate in business with BCPL for the Holiday period.

The vendors and contractors will be banned for submitting forged documents in respect of experience, turnover and any other requirements forming the basis for prequalifying/ eligibility criteria irrespective of their rating in the past. Such vendors & Contractors will be debarred from having business with BCPL in future.

F-15

Vendor Rating Procedure - Instructions for allocation of marks

Marks are to be allocated as under:

1.1 DELIVERY / COMPLETION PERFORMANCE	40
Marks	

Delivery Period / Completion Schedule	Delay in Weeks	Marks
a) Up to 3 months	Before CDD	40
	Delay up to 4 weeks	35
	Delay up to 8 weeks	30
	Delay up to 10 weeks	25
	Delay up to 12 weeks	20
	Delay up to 16 weeks	15
	More than 16 weeks	0
b) Above 3 months	Before CDD	40
	Delay up to 4 weeks	35
	Delay up to 8 weeks	30
	Delay up to 10 weeks	25
	Delay up to 16 weeks	20
	Delay up to 20 weeks	15
	Delay up to 24 weeks	10
	More than 24 weeks	0

1.2 QUALITY PERFORMANCE	40
Marks	

For Normal cases: No defects / No deviation / No failure
Marks 40

i. Rejection / Defects Marks Marks to be allocated on prorata basis for 10

acceptable quantity as compared to total quantity for normal cases.

ii. When quality failure endanger Marks Failure of severe nature 0

system integration & safety of the Marks - Moderate nature 5

system. marks - Low severe nature 10-25

iii. Number of deviation 1. No. deviation 5 marks
2. No. of deviation < 2 2 marks
3. No. of deviation > 2 0 marks

1.3 RELIABILITY OF PERFORMANCE

20 Marks

A.FOR SUPPLIES:

(i) Submission of order acceptance, PBG, drawings & other documents within time.	5 Marks
(ii) Attending complaints & requests for after sales service / warranty repairs and / or query / advice (up to the evaluation period)	5 Marks
(iii) Response to various correspondence and conformance to standards like ISO	5 marks
(iv) Submission of all required documents including test certificates at the time of supply	5 marks

Bidder if so desires may seek in writing the reasons for rejection of their bid, to which BCPL shall respond quickly.

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 PINE WOOD PALLETS 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
<u>TECHNICAL CRITERIA:</u> (i) The bidder should have experience in supply of pine wood / wooden Pallets in previous 07 years, to any department under central / state Govt. of India / Indian PSU / Govt. Organization / private limited company / public private company with a single order value amounting to more than Rs. 1, 57, 00, 000.00. The bidder shall submit attested copy of the purchase order placed on them & its proof of execution of order viz. Inspection note, payment of bill, execution certificate etc. along with their offer. (ii) The completion certificate / client certificate in respect of Purchase order submitted in support of BEC must clearly indicate the following: a. Full Name & Address of Client and officer issuing certificate. b. Reference to relevant Purchase order, c. Actual value of executed work, and d. Stipulated date of start and date of actual completion. e. A certificate from the client stating that the work has been completed satisfactorily. (iii) Where the bidder is executing a rate contract which is still running and the executed quantity till one day prior to due date of bid submission is equal to or more than the minimum prescribed quantity mentioned in the BEC, such experience will also be taken into consideration provided that the bidder has submitted satisfactory supply execution certificate issued by the end user / owner. (iv) Bidders to note that 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, jobs executed 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) duly certified by statutory auditor of the bidder towards payment of statutory tax in support of the job executed for subsidiary/ fellow subsidiary/ holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.

DOCUMENTS REQUIRED IN SUPPORT OF TECHNICAL CRITERIA.

- Bidder should submit copies of valid Industrial License or Annual Report or Monthly Excise return form (ER-I) or certificate from excise authorities or NSIC or SSI duly attested/certified by Chartered Engineer and notary public with legible stamp.
- All supporting documents submitted by bidder as evidence of meeting technical BEC shall be duly certified/ attested by Chartered Engineer and notary public with legible stamp. In absence of requisite documents including certified copies wherever asked for, BCPL reserves the right to consider the bid as non-responsive and shall be liable for rejection.
- However, the bids of Joint venture / consortium are not acceptable.
- Experience acquired by a bidder as a sub-contractor shall not be considered as experience towards meeting BEC criteria.

Place:
Date:

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

F-3B

Financial BEC

CRITERIA	BIDDER'S RESPONSE	SUPPORTING PAGE OF THE BID DOCUMENT
The minimum annual turnover of the bidder should be Rs. 1.56 Crores. (Rupees One Crore Fifty Six Lakhs only) in any of the preceding 03 (three) financial years (FY 2012-2013, 2013-2014& 2014-2015).		
The financial Net Worth of the bidder should be positive as per the last Audited Financial Statement i.e. FY 2014-2015		
The minimum working capital of the bidder should be Rs. 31.21 Lacs (Rupees Thirty One Lakhs Twenty One Thousand only) as per the last audited financial year i.e. FY 2014-2015.		
If the working capital of the bidder is less than value required above, then the bidder should supplement this with a letter from their bank, having net worth not less than Rs.100 Cr. confirming the availability of line of credit for the value as indicated above.		
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. (Form 3C)		
Further copy of audited annual financial statements submitted in bid shall be duly certified/attested by notary public with legible stamp.		
FORM 3C to be submitted		

]

Place:
Date:

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

F-3C

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)
Year1:	
Year2:	
Year3:	

B. FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR:

DESCRIPTION	YEAR
	AMOUNT(CURRENCY)
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:
Signatory]
Chartered Accountant
Date

[Signature of Authorized
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”

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 upto----- (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)

(NAME)

(OFFICIAL ADDRESS)

(SIGNATURE)

(NAME)

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.

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 PINE WOOD PALLETS, 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 PINE WOOD PALLETS 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 COMPLETION OF ORDER	QTY. OF PINE WOOD PALLETS

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 up-to-----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/2015/S/291/MB, for supply of PINE WOOD PALLETS 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 SECTION VI	
5	Bidder confirms that freight charges upto 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 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 upto 120 days from the closing date of this enquiry.	
12	Acceptance of Price Reduction Schedule (PRS) clause as defined in of tender.	
13	Bidder confirms acceptance to Guarantee / Warranty clause as mentioned in the Special Conditions of Contract	
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	
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	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.	
24	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 upto 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. Tarrif 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. 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	

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
	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. In case Sales Tax is not applicable on freight charges presently, and d. 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. Only statutory variations, if any, in the present rate of e. CST/LST/VAT, upto contractual delivery period shall be to Owner's account subject to documentary evidence to be furnished by the vendor. If CST/LST/VAT is not applicable at present due to any reason, the f. 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 in BID Document. b) In case of delay, vendor will reduce the invoice amount by applicable reduction.	
10.	Part Order: Confirm acceptance to Part Order (i.e. BCPL can place order for lower quantity than tendered quantity as per it's discretion)	

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
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 upto 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.	
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	

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
	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:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

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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 (i.e. M/s EIL, Mecon, Tractebel & J P Kenny).

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.

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,

..... (C&P)

.....

E-mail:

Fax :

**Sub. BIDDING DOCUMENT NO. BCPL/DIB/C&P/2015/S/291/MB
FOR SUPPLY OF PINE WOOD PALLETS**

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	:	

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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:

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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,
Lepetkata-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)

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Public Procurement Policy for Micro and Small Enterprises (Applicable only for Manufacturers and Service Providers)

Government of India, vide Gazette of India No 503 dated 26.03.2012 has proclaimed the Public Procurement Policy on procurement of goods and services from Micro and Small Enterprises (MSEs) by all Central Ministries / Departments / PSUs for promotion and development of Micro and Small Enterprises. Accordingly, following provisions shall be applicable:

- i) Issue of Tender Documents to MSEs free of cost.
- ii) Exemption to MSEs from payment of EMD / Bid Security
- iii) In Tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprises and such micro and small enterprises shall be allowed to supply 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 MESs 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 of tendered item is non-splitable or non-dividable, MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/complete value of supplies/contract subject to matching of L1 price.
- vi) In case bidder is a Micro or Small Enterprise under Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following:
 - a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - b) If the MSE is owned by SC / ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.
- vii) The MSEs owned by SC/ST entrepreneurs shall mean:
 - a) In case of Proprietary MSE, Proprietor(s) shall be SC/ST.
 - b) In case of Partnership MSE, the SC/ST partners shall be holding at least 51% share in the unit.
 - c) In case of Private Limited Companies, at least 51% share is held by SC/ST. If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

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..

CA CERTIFICATE FORMAT FOR MSE TO WHOMSOEVER

IT MAY CONCERN This is to Certify that M/s. _____ (Company Name) having its registered office at _____ (Address) is registered under MSMED Act 2006,. Entrepreneur Memorandum No. (Part-II) _____ dated _____, Category: _____ (whether Micro or Small).

Further verified from the Books of Accounts that the investment of the company as per last Audited Balance Sheet is as follows:

Investment in Plant and Machinery -Rs. _____ (Lakhs) .

The above Investment of Rs. _____ Lacs is within permissible limit of Rs. _____ Lacs for _____ (Micro or Small) Category under MSMED Act, 2006. Also, M/s. _____ (Company name) have not exceeded the monetary limit criteria mentioned in the NSIC certificate.

The above format shall be printed on Statutory Auditors / CA's letter head, filled, signed and stamped 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.

SECTION – III

**SPECIAL CONDITIONS OF
CONTRACT
(SCC)**

TECHNICAL SPECIFICATION OF PALLETS

Bidder has to stictly adhere to the conditions mentioned below:

1. Good Quality Pine wood, straight and properly finished pallets without knots and cracks.
2. Dimension: As per drawing given herewith (Annexure I). After placement of PO the suppliers has to submit one piece of assembled wooden pallet free of cost for trial/checking at BCPL's premises. After dimensional confirmation from BCPL, the supply of the total ordered pallets may be resumed. However the delivery period mentioned in PO will be inclusive of the sample checkling and will stand firm for the total supply.
3. The supplier to give the dimensional conformity of all the wooden pallets supplied, if during BCPL random checks if it is not confirming to the drawings within the tolerance limits the whole lot will be rejected and supplier has to take back the entire lot at thier own cost.
4. For every lot of supply, the supplier shall produce an undertaking on his letter head that the quality of wood for pallets supplied is pine wood as per PO along with quality certificate indicating type of material as pine wood. Only quality certficate from Forest Reaserach Institue Dehradun or Institue of Wood science and Technology, Malleswaram Bangalore or any other Govt. Lab conducting wood testing will be only acceptable.
5. BCPL can conduct quality check of the wooden pallet in reputed lab and if the result of the same does not conform to pine wood then the whole lot of supply of wooden pallets shall be replaced by the supplier at his own risk and cost within stipulated time period of 45 days from intimation from BCPL.
6. The transportation shall be arranged by the supplier and transportation charges shall be borne by supplier. Supplier should ensure that they deploy reliable and approved transporters for timely and safe delivery of Pallets to BCPL. The Pallets should be dispatched on door delivery and freight paid basis and under no circumstances the transhipment shall be allowed. The supplier must ensure that the Pallets/Truck is covered by rain proof tarpaulin etc to protect Pallets from rain/moisture.
7. BCPL can summarily reject the whole lot of material during inspection at BCPL's premises if the material does not conform to serial no. 1,2,3,4,5&6 above. In that event, the whole lot of supplied wooden pallets shall be replaced by the supplier at his own risk and cost within stipulated time period of 45 days after such intimation from BCPL.

DELIVERY SCHEDULE

FOR L1 Bidder

1st lot of 5000 wooden pallet within 45 days from the date of order (Date of LR shall be considered as date of delivery). Balance quantity of 6300 wooden pallets to be delivered in two equal lots within 75 days and 90 days.

FOR Next Lower Bidder who match the price of L1 bidder

1st lot of 3000 wooden pallet within 45 days from the date of order (Date of LR shall be considered as date of delivery). Balance quantity of 2700 wooden pallets to be delivered in two equal lots within 75 days and 90 days.

PAYMENT TERMS:

100 % payment (Lot wise) shall be made through RTGS within 30 days after receipt and acceptance of material at BCPL's site after submitting complete dispatch document . Please provide the RTGS details along-with bank authorization and cancel cheque.

METHODOLOGY FOR DISTRIBUTION OF QUANTITY

The quantity distribution of 17000 wooden pallets in case of award to the bidder would be as follows:

- Two (2) bidders would be engaged for the supply of wooden pallets in which L1 would get 2/3rd quantity (11300 Nos) of the total quantity & 1/3rd quantity (5700 Nos) to next Lower bidder by matching rate with L1 bidder.
- The next lower bidder (L2) shall be asked to match their rates with L-1 bidder. In the event of L-2 bidder not agreeing to match the L-1 rate, possibility shall be explored with L-3, L-4, L-5 ,L-6 etc and so on in order to shortlist 2 bidders on L-1 basis.
- In case none of the bidder (L2, L3, L4, L5, L6 etc) match the price of L1 bidder, BCPL shall re-tender for procurement of 1/3rd quantity (5700 Nos) of pallets.

PRICE REDUCTION SCHEDULE:

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 shall attract price reduction schedule @½ % of the delayed delivery value maximum upto 5%

of the total order value. The PRS shall be applicable on basic order value excluding taxes and duties but including freight.

REJECTION CRITERIA:

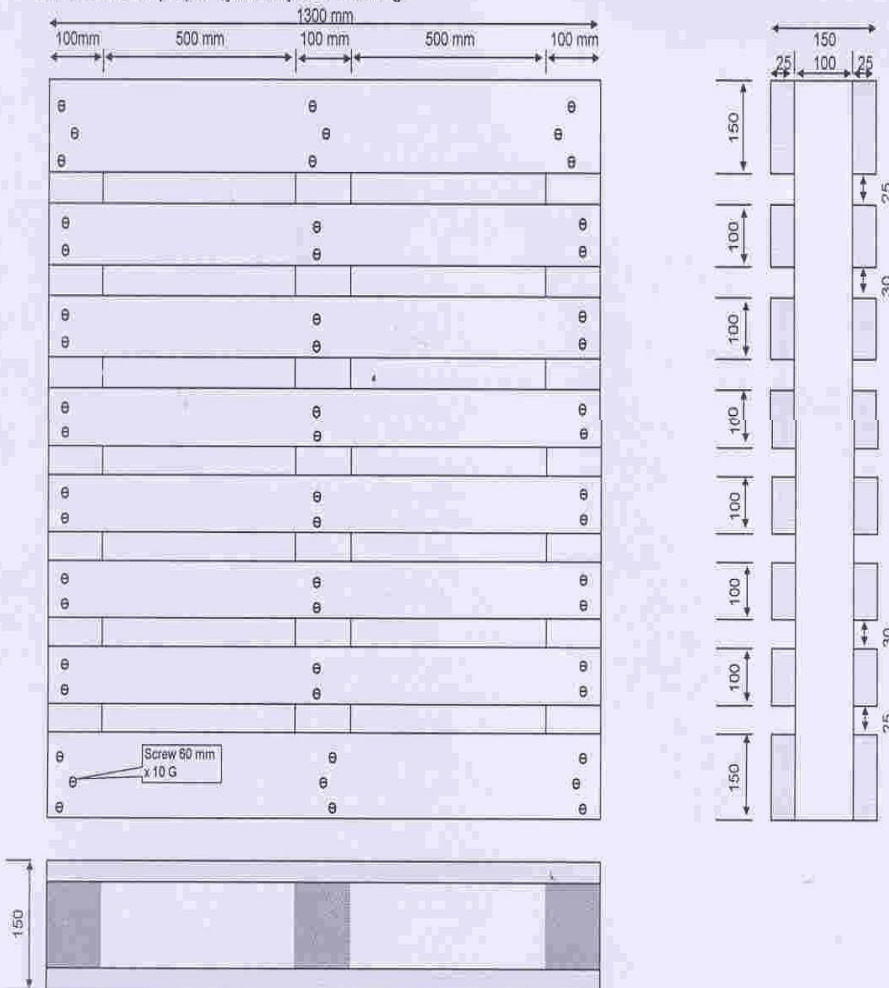
1. Non-Submission of EMD/Bid Security
2. Non-Acceptance of payment terms
3. Not meeting BEC of tender
4. Non-acceptance of Delivery schedule & Contract period as per tender
5. Non-acceptance of Guarantee clause
6. Non-acceptance of PRS (Price reduction schedule) clause
7. Not quoting prices on 'F.O.T. 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
12. Non-acceptance of Applicable Laws clause

DRAWING OF PALLETS WITH DIMENSION

ANNEXURE-I

Pallet Dimension (Empty):1300 mm X 1100mm X 150 mmH

- 2) No negative tolerance on thickness of planks&battons. The positive tolerance on the thickness of planks will be + 0.5mm (25mm+0.5mm). Tolerance on height of batton (100mm) will be + 0.5mm, so that tolerance on overall height of assembled pallet remains within the limits as given in SI.No.1 above. The tolerance for length and breadth of the individual planks should be within the limits of the overall tolerance given for the finished pallet at SI.No.1 above.
- 3) the planks used should have uniform width throughout and all the planks constituting a single pallet should have the same dimensions for proper symmetry and finishing.



* All scales are in mm.
WOODEN PALLET SIZE : 1300 MM x 1100 MM x 150 MM
MOC : GOOD QUALITY "PINE WOOD"

REMARKS :

1. All pallets should be supplied in assembled condition at our site. (No assembly at our site shall be allowed)
2. All pallets shall be marked with ink on 100mm baton at one end in pattern like manufacturer code, month and year of supply and pallet serial number. (e.g. WIPL DEC2010 - 00052).

Manufacturer Code Month & Year of Supply Pallet Serial Number

SECTION – VI
PART - A

PRICE SCHEDULE (NON-QUOTED SOR)

PART – A

SCHEDULE OF RATES FOR SUPPLY PART (SOR)

<i>SN</i>	<i>Item Description with Specification</i>	<i>Qty (NOS)</i>	<i>Unit Rate (IN FIGURE) (RS)</i>	<i>P&F (%)</i>	<i>EXCISE DUTY in %</i>	<i>VAT/ CST in %</i>	<i>FREIGHT (%)</i>	<i>TOTAL AMOUNT (RS)</i>	<i>LANDED AMOUNT= TOTAL AMOUNT X QTY (RS)</i>
1	PINE WOOD PALLETS	17000	QUOTED / NOT QUOTED	QUOTED / NOT QUOTED	QUOTE D / NOT QUOTE D	QUOTED / NOT QUOTED	QUOTED / NOT QUOTED	QUOTED / NOT QUOTED	QUOTED / NOT QUOTED
			TOTAL AMOUNT (IN FIGURE)						QUOTED / NOT QUOTED

NOTE –

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

PART – B

PRICE SCHEDULE (QUOTE SOR)

PART – B

SCHEDULE OF RATES FOR SUPPLY PART (SOR)

<i>SN</i>	<i>Item Description with Specification</i>	<i>Qty (NOS)</i>	<i>Unit Rate (IN FIGURE) (RS)</i>	<i>P&F (%)</i>	<i>EXCISE DUTY in %</i>	<i>VAT/ CST in %</i>	<i>FREIGHT (%)</i>	<i>TOTAL AMOUNT (RS)</i>	<i>LANDED AMOUNT= TOTAL AMOUNT X QTY (RS)</i>
1	PINE WOOD PALLETS	17000							
			TOTAL AMOUNT (IN FIGURE)						

NOTE –

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