



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड Brahmaputra Cracker and Polymer Limited

(भारत सरकार का उपक्रम) / (A Government of India Enterprise)

प्रशासनिक भवन, पो.ओ. लेपेटकटा / ADMINISTRATIVE BUILDING, PO: LEPETKATA

जिला: डिब्रूगढ़, असम / DISTT.: DIBRUGARH, ASSAM

पिन कोड – 786006 / PIN CODE: 786006

दूरभाष: 0373 2914636 / PHONE NO. 0373 2914636

**e -TENDER NO: BCPL/C&P/LE20W161ND/1551**

(Tender to be submitted in e-mode only)

**निविदा दस्तावेज़ / TENDER DOCUMENT**

**FOR**

**HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.**

|                                                                |   |                                                                                                                                                  |
|----------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------|
| निविदा जमा करने की तिथि व समय<br>Tender Submission Date & Time | : | <b>03.02.2021</b> at 14:30 Hrs                                                                                                                   |
| निविदा खोलने की तिथि व समय<br>Tender Opening Date & Time       | : | <b>04.02.2021</b> at 15:00 Hrs                                                                                                                   |
| निविदा शुल्क/Tender Fee                                        | : | <b>Not Applicable</b>                                                                                                                            |
| ईएमडी मूल्य / EMD Amount                                       | : | <b><u>NOT APPLICABLE.</u></b><br>However, Bidder is required to submit Declaration for Bid Security in bid as per proforma at Annexure-1 of IFB. |



## महत्वपूर्ण निर्देश / IMPORTANT INSTRUCTIONS

PLEASE NOTE THAT THIS "REQUEST FOR QUOTATION [RFQ]" IS ON "ZERO-DEVIATION" BASIS. BCPL WILL ACCEPT OFFERS BASED ON TERMS AND CONDITIONS OF THIS "REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT" ONLY. DEVIATION TO TERMS AND CONDITIONS OF "REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT" MAY LEAD TO REJECTION OF OFFER.

"INCOMPLETE BIDS SHALL NOT BE CONSIDERED"

PRIOR TO DETAILED EVALUATION, PURSUANT TO "BID EVALUATION AND REJECTION CRITERIA", BCPL WILL DETERMINE THE SUBSTANTIAL RESPONSIVENESS OF EACH BID TO THE "RFQ & TENDER DOCUMENT". FOR THE PURPOSE OF THIS, A SUBSTANTIALLY RESPONSIVE BID IS ONE WHICH CONFORMS TO ALL THE TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS WITHOUT 'DEVIATIONS' OR 'RESERVATIONS / EXCEPTIONS'. BCPL'S DETERMINATION OF A BID'S RESPONSIVENESS IS BASED ON THE CONTENT OF THE BID ITSELF, WITHOUT RECOURSE TO EXTRINSIC EVIDENCE.

'TECHNICAL' AND/OR 'COMMERCIAL' QUERY(S), IF REQUIRED, MAY BE RAISED ON THE BIDDER(S) – THE DECISION FOR WHICH WILL BE SOLELY BASED ON CIRCUMSPECTION BY 'BRAHMAPUTRA CRACKER AND POLYMER LIMITED'. HOWEVER, ISSUANCE OF REQUEST FOR SUCH 'CLARIFICATIONS' SHALL NOT BE RESORTED TO MORE THAN 'ONCE'. THE 'RESPONSE(S)' TO THE SAME SHALL BE IN WRITING AND NO CHANGE IN THE 'PRICE(S)' OR 'SUBSTANCE' OF THE BIDS SHALL BE SOUGHT, OFFERED OR PERMITTED. THE SUBSTANCE OF THE BID INCLUDES BUT NOT LIMITED TO PRICES, COMPLETION, SCOPE, TECHNICAL SPECIFICATIONS, ETC.

BIDDERS ARE REQUESTED TO NOT TO TAKE ANY 'DEVIATION/EXCEPTION' TO THE TERMS AND CONDITIONS LAID DOWN IN THIS "RFQ & TENDER DOCUMENT", AND SUBMIT ALL REQUISITE DOCUMENTS AS MENTIONED IN THIS "RFQ & TENDER DOCUMENT", FAILING WHICH YOUR OFFER WILL BE LIABLE FOR REJECTION.



**Only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.**



**निविदा संख्या /TENDER NO:BCPL/C&P/LE20W161ND/1551 FOR “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.”**

**अक्सर पूछे जाने वाले प्रश्न / FREQUENTLY ASKED QUESTIONS  
[QUESTIONS AND ANSWERS]**

| SN. | QUESTIONS                                                                                                                                                                               | ANSWER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Where the bidder can see the Tender floated by BCPL?                                                                                                                                    | Yes, please visit GAIL's/BCPL's website: <a href="http://www.gailtenders.in">http://www.gailtenders.in</a> ; <a href="http://www.bcplonline.co.in">http://www.bcplonline.co.in</a> and Government portal <a href="https://www.eprocure.gov.in">https://www.eprocure.gov.in</a> for complete details of tender document including qualifying requirements, important dates, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2   | Whether Hard copy of Bids are acceptable?                                                                                                                                               | No, Bids shall be submitted only through e-tender mode in the E-TENDER PORTAL in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) of offer/bid is acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3   | In case of Domestic e-Tender, whether there is sale of Tender Document?                                                                                                                 | Sale of tender document is not applicable. However, Tender fee shall be applicable in case of open tender.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4   | Whether EMD are prerequisite for qualification of bidder in any tender?                                                                                                                 | Yes, as applicable as per tender condition specified in ITB of tender document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5   | Is there any guideline / instructions how to prepare EMD and Security Deposit?                                                                                                          | Yes, Please refer instructions for participation in E-Tender & ITB Section of Tender Document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6   | In case of e-tender, whether EMD in original are to be forwarded to concerned department of BCPL after uploading a copy of same in e-tender portal by the bidder?                       | Yes, original EMD, copy of which has been uploaded, are to be forwarded and must be received in BCPL within 7 days from the date of unpriced bid opening, failing which the bid will be rejected irrespective of their status in tender and not-with-standing the fact that a copy of EMD was earlier uploaded by the bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7   | If in e-tendering, a bidder has not uploaded the scanned copy of EMD, however, he has submitted the EMD in hard copy within 7days of bid opening, whether bid will be accepted or not ? | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8   | Is there any exemption in submission of EMD and Security Deposit?                                                                                                                       | (i) Yes, there is exemption in submission of EMD. As per Government of India, Gazette No. 503 dated 21.05.2012 for PPP (Public Procurement Policy), Micro and Small Enterprises (MSEs) registered with District Industries Centres 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 MSME (Micro, Small and Medium Enterprises) are exempted on submission of EMD only for procurement of goods & services against submission of Valid NSIC Certificate/DIC <b>The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and Notary Public with Legible stamp.</b> MSEs those having Udyog Aadhaar Memorandum are also eligible for availing the benefits under the Public Procurement Policy”.<br><br>(ii) <b>There is no exemption in submission of SD (Security Deposit).</b> |
| 9   | Whether PSU (Public Sector Undertaking) are exempted from                                                                                                                               | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



| SN. | QUESTIONS                                                                                                                                                                       | ANSWER                                                                                                                                                                                                                                                                                    |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | submission of EMD                                                                                                                                                               |                                                                                                                                                                                                                                                                                           |
| 10  | Whether Late bid can be considered?                                                                                                                                             | No                                                                                                                                                                                                                                                                                        |
| 11  | Whether Pre-bid Meeting (PBC) is a part of all tenders to clarify the doubts, queries, comments, etc. (if any) pertaining to that tender?                                       | Yes, after floating of tender, bidders are open to participate as per the Date, Time and Venue specified in Section-I, IFB of Tender Document to clarify their doubts, queries, comments, etc (if any) pertaining to that particular tender.                                              |
| 12  | Is BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) a part of any tender and a prerequisite of qualification of bidder in any tender?                              | Yes, Bid Evaluation Criteria/Bidder's Eligibility Criteria is a part of tender and a prerequisite of qualification of bidder in any tender.                                                                                                                                               |
| 13  | In which mode of bidding/tendering, BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) a part of tender and a prerequisite of qualification of bidder in any tender? | BEC is included in tenders floated on Open Tender/Limited Tender basis.                                                                                                                                                                                                                   |
| 14  | Is there any Criteria for formulation of BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) which is incorporated in Tender?                                         | Yes, suitable BEC-technical is formulated which is usually incorporated in tender to ascertain the experience & BEC-Financial is also incorporated in tender to ascertain the financial capability of bidder which is a qualifying criteria of tender depending upon the job requirement. |
| 15  | Whether BEC can be relaxed for any bidder after opening of Bids?                                                                                                                | No relaxation is permitted for inclusion of any bidder (s) who do not meet the criteria in entirety for reason only to increase the competition.                                                                                                                                          |
| 16  | Whether BEC can be modified after opening of Bids?                                                                                                                              | Amendment/ modification/ relaxation of BEC is not permitted after opening of the bids.                                                                                                                                                                                                    |
| 17  | In which case mobilization advance is given and incorporated in payment term of tender document?                                                                                | Mobilization advance invariably not allowed in any tender.<br><br>Only in exceptional cases (like high value tender with specific reason and specific job requirement) are allowed but with interest bearing as per PLR Rate of SBI interest rate of base rate of SBI plus 6.25%.         |
| 18  | Which Operating System, bidder to opt for uploading of E-bid in e-Tender portal of BCPL?                                                                                        | Bidder must possess a PC / Laptop with Windows7 professional operating system and Internet Explorer 9 or above for hassle free bidding.<br><br>PC Security System to be changed /adjusted as per Ready reckoner available in home page of e-tender portal                                 |

**PS: The following documents in addition to uploading in the bid on BCPL's E-Tendering website shall also be submitted in Original (in physical form) within 7 (seven) days from the bid due date provided the scanned copies of the same have been uploaded in E-Tender by the bidder along with e-bid within the due date and time to the address mentioned in Bid Data Sheet (BDS):-**

- i) **Demand Draft towards Tender fee (not applicable)**
- ii) **EMD/Bid Security (not applicable)**
- iii) **Power of Attorney**

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# विषय – सूची

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## भाग – I SECTION – I

### बोली हेतु आमंत्रण (आईएफबी) **INVITATION FOR BIDS [IFB]**



**SECTION - I**  
**INVITATION FOR BID [IFB]**

To,

**Dt.20.01.2021**

**PROSPECTIVE BIDDERS**

**SUB: HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

**Dear Sir/Madam,**

1.0 Brahmaputra Cracker and Polymer Limited, Lepetkata (A Government of India Enterprise) invites bids from eligible bidders for the subject procurement, in complete accordance with the following details and enclosed Tender Documents.

2.0 The brief details of the tender are as under:

|      |                                              |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|----------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I    | PERIOD OF CONTRACT/ DELIVERY SCHEDULE/PERIOD | : | The contract will be valid for a period of 02 (two) years from the date mentioned in LOI/LOA. The Contract may be extended by BCPL for further 6 months on same rate, terms & conditions.                                                                                                                                                                                                                                                                                                                                                                                                         |
| II   | TENDER FEE                                   | : | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| III  | EARNEST MONEY DEPOSIT (EMD)                  | : | <b>NOT APPLICABLE.</b> However, Bidder is required to submit Declaration for Bid Security in bid as per proforma at Annexure-1 of IFB.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| IV   | BID DUE DATE & TIME                          | : | <b>03.02.2021 upto 1430 Hrs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| V    | OPENING OF UNPRICED BID                      | : | <b>04.02.2021 at 1500 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| VI   | VALIDITY OF OFFER UPTO                       | : | <b>04.05.2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| VII  | VENUE FOR OPENING OF UNPRICED BIDS           | : | Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code: 786006, Phone no. 0373 2914636.                                                                                                                                                                                                                                                                                                                                                                                            |
| VIII | MODE OF TENDERING                            | : | Limited Domestic Competitive e-Bidding (Under Two Bid System Basis) through e-Tendering. Tender is uploaded at BCPL's e-tender portal: <a href="https://etenders.gov.in">https:// etenders.gov.in</a> /and also uploaded at BCPL's, GAIL's and CPP website for information to prospective vendors (if any). <b>WEBSITE:</b><br>GAIL's Website: <a href="https://www.gailtenders.in">https://www.gailtenders.in</a><br>BCPL's Website: <a href="https://www.bcpltenders.in">https://www.bcpltenders.in</a><br>Govt. Website: <a href="https://www.etenders.gov.in">https://www.etenders.gov.in</a> |
| IX   | DATE AND TIME OF PRE- BID CONFERENCE VENUE   | : | <b>25.01.2021 at 15.00 hrs.</b><br>Brahmaputra Cracker and Polymer Limited, C&P                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



|  |  |                                                                                                                               |
|--|--|-------------------------------------------------------------------------------------------------------------------------------|
|  |  | Department, <b>Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code: 786006, Phone no. 0373 2914636.</b> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------|

In case of the days specified above happens to be a holiday in BCPL, the next working day shall be implied.

- 3.0 Bids must be submitted strictly in accordance with Clause No. 11 of ITB depending upon Type of Tender as mentioned at Clause no. 2.0 (VIII) of IFB. The IFB is an integral and inseparable part of the bidding document.
- 4.0 The following documents in addition to uploading in the bid on BCPL's e-tendering website shall also be submitted in Original (in physical form) within 7 (seven) days from the bid due date provided the scanned copies of the same have been uploaded in e-tender by the bidder along with e-bid within the due date and time to the address mentioned in Bid Data Sheet(BDS):-
  - i) Demand Draft towards Tender fee (Not applicable)
  - ii) EMD/Bid Security (Not applicable)
  - iii) Power of Attorney
- 5.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.
- 6.0 Any bidder, who meets the Bid Evaluation Criteria (BEC)/Bidder's Eligibility Criteria(BEC) and wishes to quote against this tender, may download the complete bidding document along with its amendment(s) if any from GAIL's website/BCPL's website (<http://gailtenders.in>; <http://www.bcpionline.co.in> or <http://www.etenders.gov.in>) and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the due date of bid submission.
- 7.0 Offer(s) received from bidders to whom tender/information regarding tender has been issued as well as offers received from the bidder(s) by downloading tender document from GAIL's web site/BCPL's website shall be taken into consideration for evaluation & award provided that the bidders are found responsive.
- 8.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites & will not be published on any other Media/Press. Bidders are requested to visit above websites regularly to keep themselves updated.
- 9.0 All the bidders including those who are not willing to submit their bid are required to submit F-11 (Acknowledgement cum Consent letter) duly filled within 7 days from receipt of tender information.
- 10.0 SAP generated RFQ (if any) shall also form an integral part of the Tender Document.
- 11.0 BCPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

A Pre-Bid conference (PBC) is scheduled on **25.01.2021** at **15.00 HOURS** in **Conference Room of C&P Department, Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636.**, to discuss Scope of Work, Terms and Conditions of tender document. For participation contact Sr. Manager (C&P), Phone No. 0265 2914636/8011117266; Email ID: [neeta.dutta@bcplindia.co.in](mailto:neeta.dutta@bcplindia.co.in) ;



This is not an Order.

For & on behalf of  
Brahmaputra Cracker and Polymer limited

[Neeta Dutta]  
SM [C&P]  
Ph: +91-0373-2914636; +91-8011117266  
E-mail: [neeta.dutta@bcplindia.co.in](mailto:neeta.dutta@bcplindia.co.in)



**DECLARATION FOR BID SECURITY**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LTD

**SUB: HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.**

**e-TENDER No.: BCPL/C&P/LE20W161ND/1551**

Dear Sir

After examining / reviewing provisions of above referred tender documents (including all corrigendum/ Addenda), we M/s \_\_\_\_\_ (**Name of Bidder**) have submitted our offer/ bid no. ....

We, M/s \_\_\_\_\_ (**Name of Bidder**) hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

We understand that we will be put on watch list/holiday/ banning list (as per policies of BCPL in this regard), if we are in breach of our obligation(s) as per following:

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the BCPL during the period of bid validity:
  - (i) fail or refuse to execute the Contract, if required, or
  - (ii) fail or refuse to furnish the Contract Performance Security, in accordance provisions of tender document.
  - (iii) fail or refuse to accept 'arithmetical corrections' as per provision of tender document.
- (c) having indulged in corrupt/fraudulent /collusive/coercive practice as per procedure.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## **भाग – II** **SECTION – II**

**बोली मूल्यांकन मानदंड) बीईसी)**  
**और**  
**मूल्य बोली मूल्यांकन कार्यप्रणाली**

## **BID EVALUATION CRITERIA (BEC)** **&** **PRICE BID EVALUATION** **METHODOLOGY**



## SECTION-II

### 1. BID EVALUATION CRITERIA [BEC]

#### 1.1 **BEC- Technical: (as a single bidder)**

1.1.1 The bidder must have **executed & completed** at least one (01) single order/contract of “SAP support service” in any Govt./ Semi Govt./ PSU/ MNC/ Public Ltd. Company/ Pvt. Ltd. Company having minimum value of Rs 3.80 lakh in previous seven (07) years to be reckoned from the due date of unpriced bid opening.

**Note 1:**

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

b) **For experience based on composite works:**

*In case bidder has executed a composite work in a single contract which includes ‘SAP support service’ stated above at 1.1.2, then value of such qualifying work, out of total value of composite work, shall be considered for the purpose of evaluation.*

1.1.2 In case of running contract for ‘**SAP support service**’ the contract **VALUE** executed till one day prior to due date of bid submission is equal to or more than the minimum prescribed **VALUE** mentioned above at BEC clause no. 1.1.1, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work execution certificate issued by the end user / owner / authorized consultant.

**Note 1 :**

a) **Original work/service order/contract and its completion/execution certificate or equivalent should be available with the bidder for verification of the same, if so desired by BCPL.**

1.1.3 Bidder should be SAP authorized global / India Partner Edge Service Partner as on date of submission of bid

**1.1.4 Relaxed Norms for Startups in technical experience criteria under clause no. 1.1.1 & 1.1.2:**

*Prior experience for ‘Startup’ company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder, shall not be required subject to meeting the quality and technical specifications (scope of work) as specified in the tender document.*

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

*The relaxation of prior experience and prior turnover to Startup [whether Micro & Small Enterprises (MSEs) or otherwise] is to be given to the specific goods/job*



domains wherein they are registered.

Since certificate of DIPP towards recognition do not specify the goods/job domain, startups are required to submit the documents for the same including the application submitted to DIPP.

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

[However, EIC's of that contract shall draw monthly milestones / check points during the Kickoff Meeting and shall review the performance more carefully and take action as per provision of contract in case of failure / poor performance.]

**1.2 BEC- Financial: (Not applicable)**

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

| Sr. No. | BEC Clause no. | Description                                                                                                 | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)<br>[All documents must be duly authenticated/ attested]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|----------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | 1.1            | Technical Experience Criteria – Document<br>[All documents to be uploaded/submitted must be self certified] |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1       | 1.1.1          | Experience against execution & completion of order                                                          | a. Bidder must upload (submit) the Copy of Work Order/LOA/Agreement for the work which has been executed <b>as mentioned at BEC clause no. 1.1.1</b> along with the details of SOR items & scope of work.<br>b. Completion Certificate/Equivalent Certificate against the Work Order/LOA/Agreement submitted as mentioned at point “a)” above. The Completion/equivalent Certificate must contain the detailed information like LOA/Order No./Agreement No. with date, Brief Scope of work / Name of work, Order value, Total Executed value, Scheduled date of Work completion and Actual Date of Work completion, Full Address of Client, officer issuing certificate etc. The Completion certificate should be issued by the end-user/owner/authorized consultant. |
| 2       | 1.1.2          | Experience against execution of                                                                             | a) Bidder must upload (submit) the Copy of detailed Work Order/LOA/Agreement for executing the Contract which is still running <b>as mentioned at BEC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



| Sr. No. | BEC Clause no. | Description                                                              | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)<br>[All documents must be duly authenticated/ attested]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|----------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                | running AMC (Annual Maintenance Contract) / ARC (Annual Rate Contract)   | <b>clause no. 1.1.2</b> along with the details of SOR items & scope of work.<br>b) Execution Certificate against the Copy of detailed Work Order/LOA/Agreement for executing the Contract as mentioned at point “a)” above clearly mentioning the executed VALUE till one day prior to due date of bid submission which must be equal to or more than the minimum prescribed value mentioned in the BEC at sl. no. 1.1.2 above. The execution certificate must contain the detailed information like LOA/Order No. / Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, Full Address of Client, officer issuing certificate etc. The Execution Certificate should be issued by the end-user/owner/authorized consultant. |
| 3       | 1.1.3          | Possession of SAP authorized global / India Partner Edge Service Partner | Bidder must submit/upload copy of valid documentary evidence towards possession of SAP authorized global / India Partner Edge Service Partner as on date of submission of bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4       | 1.1.4          | Experience against Startup Company                                       | Bidder to upload / submit the ‘Certificate of Recognition’ issued by Dept. of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India alongwith the application submitted to DIPP duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder’s company / firm) and notary public with legible stamp.                                                                                                                                                                                                                                                                                                                                                                           |
|         | 1.2            | Financial Experience Criteria (Not applicable for this tender)           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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

- i) A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting requirement of BEC of the tender.



However jobs executed for a 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 upload (submit) these documents in addition to the documents specified in the bidding documents to meet BEC.

- ii) Experience of bidder acquired as a subcontractor is acceptable against submission of certificate from end user by such bidder along with other specified documents.
- iii) **Only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.**
- iv) **Original documents/credentials pertaining to BEC should be available with the bidder for verification of the same, if so desired by BCPL.**
- v) **The cut-off date for meeting the criteria of BEC of the tender shall be the due date for unpriced bid opening.**
- vi) Eligibility criteria in case bid is submitted on the basis of technical experience of FOREIGN BASED ANOTHER COMPANY (SUPPORTING COMPANY) which holds more than 50% of the paid up share capital of the bidding company or vice versa:
  - (a) Offers of those bidders (not under consortium arrangement) who themselves do not meet the technical experience criteria as stipulated in the BEC and are quoting based on the experience of Foreign based another company (Supporting Company) can also be considered. In such case the supporting company should hold more than 50% of the paid up share capital of the bidding company or vice versa.
  - (b) However, the supporting company should on its own meet the technical experience as stipulated in the BEC and should not rely on any other company or through any other arrangement like Technical collaboration agreement.
  - (c) In that case as the bidding company is dependent upon the technical experience of another company with a view to ensure commitment and involvement of the companies involved for successful execution of the contract, the participating bidder should enclose the following Agreements/ Guarantees/ Undertakings along with the techno-commercial bid:
    - i) An Agreement (as per format enclosed at Appendix-A1) between the bidder and the Supporting Company.
    - ii) Guarantee (as per format enclosed at Appendix-A2) by the Supporting Company to BCPL for fulfilling the obligation under the Agreement.
    - iii) Undertaking by Supporting Company to provide a Performance Bank Guarantee (as per format and instructions enclosed at Appendix-A3), equivalent to 50% of the value of the PBG which is to be submitted by the bidding company, in case of being the successful bidder.



In cases where foreign based Supporting Company does not have Permanent Establishment in India as per Indian Income Tax Act, the bidding company can furnish Performance Bank Guarantee for an amount which is sum of PBG amount to be submitted by the bidder and additional PBG amount required to be submitted by the supporting company subject to the condition that supporting company have 100% paid up equity share capital of the bidder either directly or through intermediate subsidiaries or vice versa. In such case bidding company shall furnish an undertaking that their foreign based supporting company is not having any Permanent Establishment in India in terms of Income Tax Act of India.

iv) Undertaking from the Supporting Company to the effect that in addition to invoking the PBG submitted by the bidding company, the PBG provided by Supporting Company shall be invoked by BCPL due to non-performance of the bidding company.

Note:

- In case Supporting Company fails to submit Bank Guarantee as per (iii) above, EMD/SD submitted by the bidder shall be forfeited.

- The Financial BEC of tender is to be met by bidder on their own.

Exchange rate for Conversion of Currency for evaluation of documents submitted by bidders for BEC which are in other currency than specified in BEC shall be as follows:

(a) **BEC (Technical):** Bill Selling (foreign exchange) Rate of State Bank of India as prevailing on the date of award of order/contract submitted by bidder.

In case, the SBI Selling rate is not available as on the date of conversion as specified above for respective cases, the exchange rate for conversion of currency shall be taken from the internet, such as:

<https://www.xe.com/currencyconverter>

<https://economictimes.indiatimes.com/markets/forex/currency-converter>

<https://www.oanda.com/currency/converter>

## **2.0 Methodology for Evaluation of Bids & Award:**

- 2.1 BCPL will evaluate and compare the Price bids of the techno-commercially qualified bidders whose bids are previously determined to be substantially responsive pursuant to "ITB: Clause-29".
- 2.2 For the purpose of evaluation of bid and arriving at the L1 bidder, the total value of SOR on overall basis shall be considered. The bids will be evaluated after considering the effect of input credit of GST (CGST & SGST/UTGST or IGST).
- 2.3 If a Startup company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder gets qualified without any prior experience & turnover criteria as mentioned above and emerges as lowest evaluated bidder (L1), the LOA / Order on such Startup shall be placed for entire tendered quantity.



*[However, EIC's of that contract shall draw monthly milestones / check points during the Kickoff Meeting and shall review the performance more carefully and take action as per provision of contract in case of failure / poor performance.]*

- 2.4 In case of **a tie** at the lowest bid (L1) position between two or more non-Startups bidders, then LOA / Order shall be placed on the bidder who has higher / highest turnover in last audited financial year.
- 2.5 In case there is **a tie** at the lowest bid (L1) position between only Startup bidders and none of them has past turnover, the LOA / Order shall be placed on the Startup who is registered earlier with Department of Industrial Promotion and Policy.
- 2.6 In case, there is **a tie** at the lowest bid (L1) position between Startups bidders and non-Startups bidders; then LOA / Order shall be placed on the bidder having highest working capital in last financial year **duly certified by Chartered accountant**.

2.7 **CPBG: The following CPBG clauses, either of two shall be applicable**

- 2.7.1 The contract performance security shall be 3% of annualized Basic Contract Value (without GST therein) towards faithful performance of the contractual obligations and must be valid for 3 months beyond the contract period. For the purpose of Contract Performance Security, Contract/order value shall be exclusive of GST. Details as per ITB of Tender document.

2.3 **PPP Policy 2012:**

Considering the nature of job, **splitting of quantities will not be possible**, hence the clause for award of 25 % of ordered value to MSE as per PPP 2012 is not possible. Therefore, MSE quoting price within price band L1 (any bidder other than MSE or start up bidder) + 15%, may be awarded for full/ complete services of tendered value subject to matching of L1 price as per ITB of tender document. In case more than one MSE bidder(s) quoting within the price band of L1+15% and tender item is non-divisible, then in such case, the MSE bidder(s) shall be asked to match the price of L1 bidder sequentially in the order of L2, L3, L4 & so on. In case of tie, the MSE bidder having highest turnover as per last audited financial year shall be awarded subject to matching of L1 price.

NOTE TO "BID EVALUATION CRITERIA [BEC]"

**[FOR STRICT COMPLIANCE]**

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



**Appendix-A1 to Section-II**

**FORMAT OF AGREEMENT TO BE EXECUTED BETWEEN BIDDER AND THEIR FOREIGN BASED SUPPORTING COMPANY ON INDIAN STAMP PAPER OF REQUISITE VALUE DULY NOTARIZED**

This agreement made this \_\_\_\_ day of \_\_\_\_ month \_\_\_\_ year by and between M/s. \_\_\_\_\_ (Fill in Bidder's full name, constitution and registered office address) \_\_\_\_\_ hereinafter referred to as bidder on the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address company which hold more than fifty percent of the paid up share capital of the bidding company or vice versa) hereinafter referred to as "Supporting Company" of the second part.

Whereas

M/s Brahmaputra Cracker and Polymer Ltd. (hereinafter referred to as BCPL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s. \_\_\_\_\_ (Bidder) intends to bid against the said tender and desires to have technical support of M/s. \_\_\_\_\_ [Supporting Company]. And whereas Supporting Company represents that they have gone through and understood the requirements of the subject tender and are capable and committed to provide the services as required by the bidder for successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed to by and between the parties as follows:

- a) M/s. \_\_\_\_\_ (Bidder) will submit an offer to BCPL for the full scope of work as envisaged in the tender document as a main bidder and liaise BCPL directly for any clarifications etc. in this context.
- b) M/s. \_\_\_\_\_ [Supporting Company] undertakes to provide technical support and expertise, expert manpower and project management including financial support, if so required, to the bidder to discharge its obligations as per the Scope of Work of the tender / Contract for which offer has been made by the bidder and accepted the BCPL.
- c) The Bidder/ Supporting Company holds more than 50% paid up equity capital of the Supporting Company/ Bidder.
- d) This agreement will remain valid till validity of bidder's offer to BCPL including extension if any and till satisfactory performance of the contract, the same is awarded by BCPL to the bidder.
- e) Supporting Company undertakes that this agreement shall remain enforceable even if their stake in Bidder is diminished during the execution of works under the contract between the Bidder and BCPL.
- f) The bidder shall have the overall responsibility of satisfactory execution of the contract awarded by GAIL, however without prejudice to any rights that BCPL might have against the Supporting Company.
- g) It is further agreed that, if contract pursuant to Supporting Company shall be jointly and severely responsible to BCPL for the performance of works during contract period and for the satisfactory execution of the contract, and for all the consequences for non-performance thereof.

In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Bidder)  
M/s.

Witness:

- 1)
- 2)

For and on behalf of  
(Supporting Company)  
M/s.

Witness:

- 1)
- 2)



**GUARANTEE BY THE FOREIGN BASED SUPPORTING COMPANY/ GUARANTOR**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly established and existing under the laws of .....(insert country), having its Registered Office at ..... hereinafter called “the Guarantor and/ or the Supporting Company” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assignees.

FOR

M/s ..... (bidder) a company duly established and existing under the laws of ..... (insert country), having its Registered Office at ..... hereinafter called the “Bidder” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assignees.

TOWARDS

M/s **Brahmaputra Cracker and Polymer Ltd., Lepetkata**, a company duly registered under the law of India having its Registered Office at 1st Floor, House No 6, Bhuban Road, Uzanbazar, Guwahati Assam, Pin-781001, and having Purchase center at ..... hereinafter called “BCPL” which expression shall unless excluded by or repugnant to the context thereof, be deemed to include its successor and assignees

WHEREAS BCPL has invited tender number ..... for ..... on ....., and the bidder has submitted it bid number..... in response to the above mentioned tender invited by BCPL. AND WHEREAS the bidder/ Guarantor Company holds more than 50% paid up equity capital of the Supporting Company/ Bidder.

AND WHEREAS one of the condition for acceptance of Bidder’s bid against said tender is that in case the bidder is seeking to qualify upon the technical credentials of its Guarantor Company, then the bidder shall arrange a guarantee from its Guarantor Company guaranteeing due and satisfactory performance of the work covered under the said tender including any change therein as may be deemed appropriate by the BCPL at any stage.

The Guarantor represents that they have gone through and understood the requirement of the above said tender and are capable of and committed to provide technical and such other supports as may be required by the Bidder for successful execution of the same.

The Bidder and the Guarantor have entered into an agreement dated ..... as per which the Guarantor shall be providing technical, financial and such other supports as may be necessary for performance of the work under the tender, if the contract is awarded to the Bidder.

Accordingly, at the request of the Bidder and in consideration of and as a requirement for the BCPL to enter into agreement(s) with the Bidder, the Guarantor hereby guarantees and undertakes that upon award of Contract to Bidder against bid number ....., made by the Bidder under tender number.....:

1. The Guarantor unconditionally agrees that in case of non-performance by the Bidder of any of its obligations in any respect, the Guarantor shall, immediately on receipt of notice of demand by the BCPL, take up the job without any demur or objection, in continuation and without loss of time and



without any cost to the GAIL and duly perform the obligations of the Bidder to the satisfaction of the BCPL.

2. The Guarantor agrees that the Guarantee contained herein shall remain valid till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Bidder.

3. The Guarantor shall be jointly and severally responsible to BCPL for satisfactory performance of works during contract period and for the satisfactory execution of the contract, and for all consequences for non-performance thereof.

4. The liability of the Guarantor, under the Guarantee, is limited of the Bidder for non-performance under the contract entered between BCPL and the Bidder. This will, however, be in addition to the forfeiture of the Performance and Advance Guarantees furnished by the Bidder.

5. The Guarantor agrees to execute a Corporate Guarantee in favour of BCPL, guaranteeing the performance of obligations by the Bidder, in case the Contract is awarded to the Bidder by BCPL.

6. The Guarantor represents that this Guarantee has been issued after due observance of the appropriate laws in force in India. The Guarantor hereby undertakes that the Guarantor shall obtain and maintain in full force and effect all the governmental and other approvals and consents that are necessary and do all other acts and things necessary or desirable in connection therewith or for the due performance of the Guarantor's obligations towards BCPL.

7. Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration. It is further agreed that Claims by and against the Guarantor, the Bidder and BCPL under the different contract to be entered pursuant to their relationship can be brought under a single reference and there shall be no bar on the consolidation of such proceedings before the same arbitral tribunal. The governing law shall be the laws of India and seat of arbitration shall be New Delhi, India. The language of arbitration shall be English.

8. The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.

9. In case of award of contract to the bidder, the Guarantor shall provide Performance Bank Security to BCPL, equivalent to 50% of the value of Performance Bank Security to be submitted by the bidding company, in the prescribed format within 15 days from the date of Fax of Acceptance, as guarantee for performance by the bidder/contractor. The Guarantor hereby expressly agrees that if in the opinion of BCPL, the Bidder / Contractor has failed to perform its obligations under the contract in any manner, BCPL shall have unfettered right to invoke the said Bank guarantee. The guarantor hereby agrees that decision of GAIL about performance of the bidder / contractor shall be final and shall not be questioned by the Guarantor. Guarantor shall have no objection to invocation of the Performance Bank Guarantee submitted by the Guarantor OR (applicable, subject to meeting the conditions stipulated in BEC in respect of additional Performance Bank Security) In case of award of contract to the bidder, the bidder on behalf of the Guarantor shall provide additional Performance Bank Security to BCPL, equivalent to 50% of the value of Performance Bank Security to be submitted by the bidding company, in the prescribed format within 15 days from the date of Fax of Acceptance, as guarantee for performance by the bidder/contractor. The Guarantor hereby expressly agrees that if in the opinion of BCPL, the Bidder / Contractor has failed to perform its obligations under the contract in any manner, BCPL shall have unfettered right to invoke the said Bank guarantee. The Guarantor hereby agrees that decision of GAIL about performance of the bidder / contractor shall be final and shall not be questioned by the Guarantor. Guarantor shall have no objection to invocation of the Performance Bank Security submitted by the Bidder on behalf The Guarantor represents and



confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws. (Strike through the clause whichever is not applicable)

10. The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For & on behalf of (Supporting Company)

M/s \_\_\_\_\_  
Signature \_\_\_\_\_

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
official seal \_\_\_\_\_

Witness:

1. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

2. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

#### INSTRUCTIONS FOR FURNISHING GUARANTEE

1. The official(s) executing the guarantee should affix full signature(s) on each page.
2. Resolution passed by Board of Directors of the guarantor company authorizing the signatory(ies) to execute the guarantee, duly certified by Company Secretary should be furnished along with Guarantee.



**CERTIFICATE ISSUED BY COMPANY SECRETARY OF THE GUARANTOR COMPANY**

“Obligations contained in deed of guarantee No. \_\_\_\_\_ furnished against tender No. \_\_\_\_\_ are enforceable against the Guarantor Company and the same do not, in any way, contravene any law of the country of which the Guarantor Company is the subject.”

The above certificate should be enclosed along with the Guarantee.



Appendix-A3 to Section-II

PROFORMA OF "BANK GUARANTEE" TOWARDS PERFORMANCE SECURITY BY  
FOREIGN BASED SUPPORTING COMPANY OF THE BIDDING COMPANY  
CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT

(ON NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,  
M/s Brahmaputra Cracker and Polymer Ltd.

Dear Sir(s),

M/s. \_\_\_\_\_  
having registered office at \_\_\_\_\_ (herein after called the  
"CONTRACTOR/ SUPPLIER/SERVICE PROVIDER" which expression shall wherever the  
context so require include its successors and assignees) have been placed/ awarded the  
job/work of \_\_\_\_\_ vide PO/LOA/FOA  
No. \_\_\_\_\_ dated \_\_\_\_\_ (herein after called CONTRACT/  
ORDER) for Brahmaputra Cracker and Polymer Ltd. having registered office at 1st Floor,  
House No 6, Bhuban Road, Uzanbazar, Guwahati Assam, Pin-781001 & project office at  
Administrative Building, BCPL, Lepetkata, Dibrugarh, Assam, PIN - 786006 (herein after  
called the "BCPL" which expression shall wherever the context so require include its  
successors and assignees).

Further, M/s \_\_\_\_\_ (Name of the Supporting company) having its registered/head  
office at \_\_\_\_\_ based on whose experience/technical strength, the  
CONTRACTOR/SUPPLIER/SERVICE PROVIDER has qualified for award of contract  
(hereinafter referred to as the 'SUPPORTING COMPANY') which expression shall, unless  
repugnant to the context or meaning thereof include all its successors, administrators,  
executors and assignees) has agreed to provide complete technical and other support to the  
CONTRACTOR/SUPPLIER/SERVICE PROVIDER for successful completion of the  
contract/order as mentioned above, entered between BCPL and the  
CONTRACTOR/SUPPLIER/SERVICE PROVIDER and BCPL having agreed that the  
'SUPPORTING COMPANY' shall furnish to BCPL a performance guarantee for Indian  
Rupees/US\$ ..... towards providing complete financial and other support to the  
CONTRACTOR/SUPPLIER/SERVICE PROVIDER for successful completion of the  
contract/order as mentioned above,

1. The said M/s. \_\_\_\_\_ (Supporting  
Company) 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.
2. We (name of the bank) \_\_\_\_\_ registered under the  
laws of \_\_\_\_\_ having head/registered office at  
\_\_\_\_\_ (hereinafter referred to as "the Bank", which



expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./US\$ (in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in words) \_\_\_\_\_) without any demur, reservation, contest or protest and/or without any reference to the 'SUPPORTING COMPANY'. Any such demand made by BCPL on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by BCPL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the 'SUPPORTING COMPANY' and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that BCPL at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the 'SUPPORTING COMPANY' and notwithstanding any security or other guarantee that BCPL may have in relation to the 'SUPPORTING COMPANY's liabilities.
4. The Bank further agrees that BCPL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT/ORDER or to extend time of performance by the said CONTRACTOR/SUPPLIER/SERVICE PROVIDER from time to time or to postpone for any time or from time to time exercise of any of the powers vested in BCPL against the said CONTRACTOR/SUPPLIER/SERVICE PROVIDER and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR/SUPPLIER/SERVICE PROVIDER or for any forbearance, act or omission on the part of BCPL or any indulgence by BCPL to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT/ORDER and all dues of ONGC under or by virtue of this CONTRACT/ORDER have been fully paid and its claim satisfied or discharged or till BCPL discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of BCPL or that of the 'SUPPORTING COMPANY'.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.



8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT/ORDER has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./US\$ (in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in words) \_\_\_\_\_ only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) \_\_\_\_\_.
8. We have power to issue this guarantee in your favor 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  
E-mail :  
Telephone/Mobile No. :

#### INSTRUCTIONS FOR FURNISHING

#### "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK 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 Delhi.
2. The Bank Guarantee by Bidders will be given from bank as specified at clause no. 16.1 of ITB of Tender Document.
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 Purchaser.
4. If a Bank Guarantee is issued by a commercial bank, then a letter to Purchaser and copy to Consultant (if applicable) confirming its net worth is more than Rs.100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency alongwith documentary evidence or



## **भाग – III**

## **SECTION – III**

**बोलीदाताओं के लिए निर्देश (आईटीबी)**

**INSTRUCTIONS TO BIDDERS (ITB)  
[TO BE READ IN CONJUNCTION WITH  
BIDDING DATA SHEET (BDS)]**



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**INSTRUCTION TO BIDDERS**  
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32. EVALUATION AND COMPARISON OF BIDS [PRICE BID EVALUATION METHODOLOGY]
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34. PURCHASE PREFERENCE

**[F] AWARD OF CONTRACT:**

35. AWARD
36. NOTIFICATION OF AWARD / FAX OF ACCEPTANCE [FOA]
37. SIGNING OF AGREEMENT
38. CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT
39. PROCEDURE FOR ACTION IN CASE CORRUPT/FRAUDULENT/COLLUSIVE/COERCIVE PRACTICES
40. PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISE
41. AHR ITEMS
42. VENDOR PERFORMANCE EVALUATION PROCEDURE
43. INCOME TAX & CORPORATE TAX
44. SETTLEMENT OF DISPUTES BETWEEN GOVERNMENT DEPARTMENT AND ANOTHER AND ONE GOVERNMENT DEPARTMENT AND PUBLIC ENTERPRISE AND ONE PUBLIC ENTERPRISE AND ANOTHER
45. DISPUTE RESOLUTION
46. BILLING SYSTEM
47. TRANSPARENCY
48. SALE OF BID DOCUMENTS
49. SUBLETTING & ASSIGNMENT
50. DIRECT PAYMENTS TO SUB-VENDORS / SUPPORTING AGENCIES OF MAIN CONTRACTOR
51. CHECK MEASUREMENT

**[G] ANNEXURES:**

1. ANNEXURE-I: PROCEDURE FOR ACTION IN CASE CORRUPT/FRAUDULENT/COLLUSIVE/COERCIVE PRACTICES
2. ANNEXURE-II: VENDOR PERFORMANCE EVALUATION PROCEDURE
3. ANNEXURE-III: ADDENDUM TO INSTRUCTIONS TO BIDDERS (INSTRUCTION FOR PARTICIPATION IN E-TENDER)
4. ANNEXURE-IV: **BIDDING DATA SHEET (BDS)**

**[H] FORMS & FORMATS**



**SECTION-III**  
**INSTRUCTIONS TO BIDDERS [ITB]**  
**[TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS)]**

**[A] – GENERAL**

**1. SCOPE OF BID**

- 1.1. The Employer/ Owner/ BCPL as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/Tender document issued by Employer/Owner/BCPL.
- 1.2. SCOPE OF BID: The scope of Supply shall be as defined in the Bidding documents.
- 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 the Bidding Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous. Further, 'Day' means 'Calendar Day' and 'Singular' also means 'Plural'.

**2. ELIGIBLE BIDDERS**

- 2.1. The Bidder shall not be under a declaration of ineligibility by Employer for Corrupt/ Fraudulent/ Collusive/ Coercive practices, as defined in "Instructions to Bidders [ITB], Clause No. 39" (Action in case Corrupt/ Fraudulent/ Collusive/ Coercive Practices).
- 2.2. The Bidder is not put on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon only due to "poor performance" or "corrupt and fraudulent practices") or banned/blacklisted by Government department/ Public Sector on due date of submission of bid. Further, neither bidder nor their allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of GAIL/BCPL or the Ministry of Petroleum and Natural Gas.

If the bidding documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall not be considered for opening/ evaluation/Award and will be returned immediately to such bidders.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to BCPL by the bidder.

It shall be the sole responsibility of the bidder to inform BCPL in case the bidder is put on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon. only due to "poor performance" or "corrupt and fraudulent practices") or banned/blacklisted by Government department/ Public Sector on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause 39 of ITB.

- 2.3. The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to BCPL by the bidder.



- 2.4. It shall be the sole responsibility of the bidder to inform BCPL in case the bidder is under any liquidation, court receivership or similar proceedings on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no.39 of ITB.
- 2.5. Bidder shall not be affiliated with a firm or entity:
- (i) that has provided consulting services related to the Procurement to the Employer during the preparatory stages of the Procurement or of the project of which the Supply forms a part of or
  - (ii) that has been hired (proposed to be hired) by the Employer as an Engineer/ Consultant for the contract.
- 2.6. Neither the firm/entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/ JV'S/ Subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/Licensor nominated agent/ vendor.
- 2.7. Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.
- 2.8. **SUB-VENDOR/CONTRACTOR: Regarding consideration of experience acquired by a bidder as a sub-contractor** for meeting the experience criteria of BEC in tender.
- 2.9. No firm can be a **sub-Contractor** while submitting a bid individually in the same bidding process.
3. **BIDS FROM "JOINT VENTURE"/"CONSORTIUM"**- [FOR APPLICABILITY OF THIS CLAUSE REFER BIDDING DATA SHEET (BDS)]- **NOT APPLICABLE FOR THIS TENDER**
4. **ONE BID PER BIDDER**
- 4.1. A Firm/Bidder shall submit only 'one [01] Bid' in the same Bidding Process individually as a Bidder. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.
- 4.2. Alternative Bids shall not be considered.
5. **COST OF BIDDING & TENDER FEE**
- 5.1. **COST OF BIDDING**
- The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc. incurred thereof. Further, BCPL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.
- 5.2. **TENDER FEE- Not Applicable**
- 5.2.1. Tender Fee, if applicable, will be acceptable in the form of 'crossed payee accounts only' Demand Draft/ Banker's Cheque payable to BCPL. The Tender



Fee is to be submitted along with the bid. Offers sent without payment of requisite Tender Fee will be ignored straightaway.

- 5.3. SMEs (Small & Micro Enterprises) are exempted from submission of Tender Fee in accordance with the provisions of Public Procurement Policy for MSE-2012 and Clause 40 of ITB. The Government Departments/PSUs are also exempted from the payment of tender fee.
- 5.4. In the event of a particular tender being cancelled, the tender fee will be refunded to the concerned bidders without any interest charges. No plea in this regard shall be entertained by the Owner.

## **6. SITE VISIT**

- 6.1. The Bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.
- 6.2. The Bidder or any of its personnel or agents shall be granted permission by the Employer to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Employer and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.
- 6.3. The Bidder shall not be entitled to hold any claim against BCPL for noncompliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.

## **[B] – BIDDING DOCUMENTS**

### **7. CONTENTS OF BIDDING DOCUMENTS**

- 7.1. The contents of Bidding Documents / Tender Documents are those stated below, and should be read in conjunction with any 'Addendum / Corrigendum' issued in accordance with "ITB: Clause-9":
- Section-I : Invitation for Bid [IFB]
  - Section-II : BID EVALUATION CRITERIA [BEC] & Price Evaluation Methodology
  - Section-III : Instructions to Bidders [ITB]  
Annexure  
Forms & Format
  - Section-IV : General Conditions of Contract [GCC]
  - Section-V : Special Conditions of Contract [SCC]
  - Section-VI : Health, Safety and Environment [HSE] Specifications
  - Section-VII : Schedule of Rates



\*Request for Quotation\*, wherever applicable, shall also form part of the Bidding Document.

- 7.2. The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request for Quotation [RFQ] & Invitation for Bid (IFB)" together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or 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 his Bid.

## **8. CLARIFICATION OF BIDDING DOCUMENTS**

- 8.1. A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify BCPL in writing or by fax or email at BCPL's mailing address indicated in the **BDS no later than 02 (two) days prior to pre-bid meeting (in cases where pre-bid meeting is scheduled) or 05 (five) days prior to the bid closing date in cases where pre-bid meeting is not held.** BCPL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. BCPL may respond in writing to the request for clarification. BCPL's response including an explanation of the query, but without identifying the source of the query will be uploaded on GAIL's/BCPL's tendering web site [<http://gailtenders.in>; <http://www.bcplonline.co.in> and Government Website] / communicated to prospective bidders by e-mail/ fax.
- 8.2. Any clarification or information required by the Bidder but same not received by the Employer at clause 8.1 (refer BDS for address) above is liable to be considered as "no clarification / information required".

## **9. AMENDMENT OF BIDDING DOCUMENTS**

- 9.1. At any time prior to the 'Bid Due Date', Owner may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by addenda/ corrigendum.
- 9.2. Any addendum/ corrigendum thus issued shall be part of the Bidding Documents and may be hosted on GAIL's/BCPL's website [<http://gailtenders.in>; <http://www.bcplonline.co.in> and Government Website] /communicated to prospective bidders by e-mail/ fax. Bidders have to take into account all such addendum/ corrigendum before submitting their bid.
- 9.3. The Employer, if consider necessary, may extend the date of submissions of Bid in order to allow the Bidders a reasonable time to furnish their most competitive bid taking into account the amendment issued thereof.



## **[C] – PREPARATION OF BIDS**

### **10. LANGUAGE OF BID:**

The bid prepared by the bidder and all correspondence/drawings and documents relating to the bid exchanged by the Bidder and BCPL shall be written in English language alone.

### **11. DOCUMENTS COMPRISING THE BID**

- 11.1. **Bids are invited under e-tendering Two Bid system.** Bidders are requested to refer instructions for participating in E-Tendering enclosed herewith as Annexure-III and the ready reckoner for bidders available in <https://www.etenders.gov.in>. **Bids submitted manually shall be rejected, the bids must be submitted on BCPL's E-tendering website as follows:-**

The Bid prepared by the Bidder shall comprise the following components in 2 different folders:

- 11.1.1. **FOLDER-I: “TECHNO-COMMERCIAL / UN-PRICED BID”** shall contain the following:

- (a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents and Earnest Money Deposit (EMD).
- (b) 'Bidder's General Information', as per 'Form F-1'.
- (c) 'Bid Form', as per 'Form F-2'
- (d) Copies of documents, as required in 'Form F-3'
- (e) As a confirmation that the prices are quoted in requisite format complying with the requirements copy of Schedule of Rate (SOR: Part – I) with prices blanked out mentioning **quoted / not quoted** (as applicable) written against each item.
- (f) 'Letter of Authority' on the Letter Head, as per 'Form F-5'
- (g) 'No Deviation Confirmation', as per 'Form F-6'
- (h) 'Bidder's Declaration regarding Bankruptcy', in 'Form F-7'
- (i) 'Certificate for Non-Involvement of Government of India ' from Bidder, as per 'Form F-8'
- (j) 'Agreed Terms and Conditions', as per 'Form F-10'
- (k) 'ACKNOWLEDGEMENT CUM CONSENT LETTER', as per 'Form F-11'
- (l) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
- (m) Undertaking on the Letter head, as per the Form F-12.
- (n) Power of Attorney for authorized signatory in non-judicial stamp paper/copy of Board Resolution, the authorized signatory shall be signing the bid and any consequence resulting due to such signing shall be binding on the bidder.
- (o) Any other information/details required as per Bidding Document
- (p) All forms and Formats including Annexures.
- (q) Tender Document duly signed/ digitally signed by the Authorized Signatory.
- (r) Additional document specified in Bidding Data Sheet (BDS).
- (s) Copy of EMD/Bid Bond \*
- (t) Tender fee (wherever applicable)and
- (u) Copy of Power of Attorney

**Note:** All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder.



However, bidders must submit the original "Bid Security / EMD & tender fee (if applicable), Power of Attorney and any other documents specified in the bidding documents to address mentioned in IFB, in a sealed envelope, super scribing the Tender details & number within 7 days from the date of un-priced bid opening.

**\*The Original Bid Security/ EMD, copy of which has been uploaded, must be received within 7 days from the date of un-priced bid opening, failing which the bid will be rejected notwithstanding the fact that a copy of EMD/ Bid Security was earlier uploaded by the bidder. In the event bidder fails to upload a copy of the same EMD/ Bid Security in his e-bid and hard copy of same has also not been received as on the date & time of bid submission, the bid shall be summarily rejected. Pages of the Bid must be digitally signed by the "authorized signatory" of the Bidder. Refer Annexure-I for E-tendering. In e-tenders, bids need to be digitally signed by the person holding power of attorney.**

#### 11.1.2. FOLDER-II: Price Bid

- i) The Prices are to be filled strictly in the Schedule of Rate (SOR: Part – II) of the bidding documents. BCPL shall not be responsible for any failure on the part of the bidder to follow the instructions.
- ii) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.



- iii) If any unconditional rebate has been offered in the quoted rate the same shall be considered in arriving at evaluated price. However no cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- iv) In case, it is observed that any of the bidder(s) has/have offered suo-moto Discount/Rebate after opening of unpriced bid but before opening of price bids such discount /rebate(s) shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest evaluated bidder without considering the discount/rebate(s), then such discount/rebate(s) offered by the bidder shall be considered for Award of Work and the same will be conclusive and binding on the bidder.
- v) 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.
- vi) In case any bidder does not quote for any item(s) of "Schedule of Rates" and the estimated price impact is more than 10% of the quoted price, then the bid will be rejected. If such price impact of unquoted items is 10% or less of his quoted price, then the unquoted item(s) shall be loaded highest of the price quoted by the other bidders. If such bidder happens to be lowest evaluated bidder, price of unquoted items shall be considered as included in the quoted bid price.

Note: Provision mentioned at para 11.1.2 hereinabove and to be uploaded in SOR attachment/Conditions of E-tendering portal.

## **12. SCHEDULE OF RATES / BID PRICES**

- 12.1. Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer. The prices quoted by the Bidders will be inclusive of all taxes except **GST (CGST&SGST/UTGST or IGST)**.
- 12.2. Prices must be filled in format for "Schedule of Rates [SOR]" enclosed as part of Tender document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.
- 12.3. Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work / Service, Standards, General Conditions of Contract ("GCC"), Special Conditions of Contract ("SCC") or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.
- 12.4. All duties, taxes and other levies [if any] payable by the Contractor under the Contract, or for any other cause except final **GST (CGST&SGST/UTGST or IGST)** shall be included in the rates / prices and the total bid-price submitted by the Bidder. Applicable rate of **GST (CGST&SGST/ UTGST or IGST)** on the contract value shall be indicated in Agreed Terms & Conditions (Format-F10) and SOR.
- 12.5. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes & Duties, if



imposed by the State/ Govt. of India after due 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 State/ Govt. Authorities and after ascertaining it's applicability with respect to the contract.

- 12.6. The Bidder shall quote the prices in 'figures' & words. There should not be any discrepancy between the prices indicated in figures and the price indicated in words. In case of any discrepancy, the same shall be dealt as per clause no. 30 of ITB.
- 12.7. Further, Bidder shall also mention the **Service Accounting Codes (SAC)** at the designated place in SOR.

**13. GST (CGST & SGST/ UTGST or IGST)**

- 13.1. Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever **GST (CGST&SGST/UTGST or IGST)** is applicable.
- 13.2. Quoted prices should be inclusive of all taxes and duties, except **GST (CGST&SGST or IGST or UTGST)**. Please note that the responsibility of payment of **GST (CGST&SGST or IGST or UTGST)** lies with the Supplier of Goods / Services only. Supplier of Goods / Services (Service Provider) providing taxable service shall issue an Invoice/Bill, as the case may be as per rules/ regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services (Service Provider) with requisite details.

Payments to Service Provider for claiming **GST (CGST & SGST/ UTGST or IGST)** amount will be made provided the above formalities are fulfilled. Further, BCPL may seek copies of challan and certificate from Chartered Accountant for deposit of **GST (CGST&SGST/UTGST or IGST)** collected from Owner.

- 13.3. In case CBEC (Central Board of Excise and Customs)/ any equivalent government agency brings to the notice of BCPL that the Supplier of Goods / Services (Service Provider) has not remitted the amount towards **GST (CGST & SGST/ UTGST or IGST)** collected from BCPL to the government exchequer, then, that Supplier of Goods / Services (Service Provider) shall be put under Holiday list of BCPL for period of six months as mentioned in Procedure for Evaluation of Performance of Vendors/ Suppliers/Contractors/ Consultants.
- 13.4. In case of statutory variation in **GST (CGST&SGST/UTGST or IGST)**, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods / Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

Beyond the contract period, in case BCPL is not entitled for input tax credit of **GST (CGST&SGST/UTGST or IGST)**, then any increase in the rate of **GST (CGST&SGST/UTGST or IGST)** beyond the contractual delivery period shall be to Service Provider's account whereas any decrease in the rate **GST (CGST&SGST/UTGST or IGST)** shall be passed on to the Owner.

Beyond the contract period, in case BCPL is entitled for input tax credit of **GST (CGST&SGST/UTGST or IGST)**, then statutory variation in applicable **GST (CGST&SGST/UTGST or IGST)** on supply and on incidental services, shall be to BCPL's account.



Claim for payment of **GST (CGST&SGST/UTGST or IGST)**/ Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) **GST (CGST&SGST/UTGST or IGST)**, otherwise claim in respect of above shall not be entertained for payment of arrears.

The base date for the purpose of applying statutory variation shall be the Bid Due Date.

13.5. Where the BCPL is entitled to avail the input tax credit of **GST (CGST&SGST/UTGST or IGST)**:-

13.5.1. Owner/BCPL will reimburse the **GST (CGST&SGST/UTGST or IGST)** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of GST to enable Owner/BCPL to claim input tax credit of **GST (CGST&SGST/UTGST or IGST)** paid. In case of any variation in the executed quantities, the amount on which the **GST (CGST&SGST/UTGST or IGST)** is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

13.5.2. The input tax credit of **GST (CGST&SGST/ UTGST or IGST)** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.

13.6. Where the BCPL is not entitled to avail/take the full input tax credit of **GST (CGST&SGST/UTGST or IGST)**:-

13.6.1. Owner/BCPL will reimburse **GST (CGST&SGST/UTGST or IGST)** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of **GST (CGST&SGST/UTGST or IGST)** as quoted by the bidder, subject to any statutory variations, except variations arising due to change in turnover. In case of any variation in the executed quantities (If directed and/or certified by the Engineer-In-Charge) the ceiling amount on which **GST (CGST&SGST/UTGST or IGST)** is applicable will be modified on pro-rata basis.

13.6.2. The bids will be evaluated based on total price including applicable GST (CGST&SGST/UTGST or IGST).

13.7. BCPL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable **GST (CGST&SGST/ UTGST or IGST)** while evaluation of bid. Where BCPL is entitled for input credit of **GST (CGST & SGST/ UTGST or IGST)**, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

13.8. In case BCPL is required to pay entire/certain portion of applicable **GST (CGST&SGST/ UTGST or IGST)** and remaining portion, if any, is to be deposited by Bidder directly as per **GST (CGST&SGST/ UTGST or IGST)** laws, entire applicable rate/amount of **GST (CGST&SGST/ UTGST or IGST)** to be indicated by bidder in the SOR.

Where BCPL has the obligation to discharge **GST (CGST&SGST/ UTGST or IGST)** liability under reverse charge mechanism and BCPL has paid or is /liable to pay **GST (CGST&SGST/ UTGST or IGST)** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to BCPL or ITC with respect to such payments is not available to BCPL for any reason which is not



attributable to BCPL, then BCPL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by BCPL to Contractor / Supplier.

- 13.9. Contractor shall ensure timely submission of invoice(s) as per rules/ regulations of GST with all required supporting document(s) within a period specified in Contracts/ LOA to enable BCPL to avail input tax credit. Further, returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

If input tax credit with respect to **GST (CGST&SGST/UTGST or IGST)** is not available to BCPL for any reason which is not attributable to BCPL, then BCPL shall not be obligated or liable to pay or reimburse **GST (CGST&SGST/UTGST or IGST)** charged in the invoice(s) and shall be entitled to / deduct/ setoff /recover the such **GST (CGST&SGST/UTGST or IGST)** thereupon together with all penalties and interest if any, against any amounts paid or payable by BCPL to Supplier of Goods / Services.

**13.10. Anti-profiteering clause**

As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Supplier of Goods / Services may note the above and quote their prices accordingly.

- 13.11. In case the GST rating of vendor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by BCPL. Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then BCPL shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by BCPL.

**14. BID CURRENCIES:**

Bidders must submit bid in Indian Rupees only.

**15. BID VALIDITY**

- 15.1. Bids shall be kept valid for period specified in BDS from the final 'Bid Due Date'. A Bid valid for a shorter period may be rejected by BCPL as 'non-responsive'.
- 15.2. In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', the Employer may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period. The request and the responses thereto shall be made in writing or by fax/email. A Bidder may refuse the request without forfeiture of his 'Bid Security'. A Bidder agreeing to the request will not be required or permitted to modify his Bid, but will be required to extend the validity of its 'Bid Security' for the period of the extension and in accordance with "ITB: Clause-16" in all respects.

**16. EARNEST MONEY/BID SECURITY:(Not applicable)**

- 16.1. Bids must be accompanied with 'Earnest Money / Bid Security' in the form of 'Demand Draft' or 'Banker's Cheque'[in favor of Brahmaputra Cracker & Polymer Ltd., payable at Dibrugarh, Assam] or 'Bank Guarantee' as per the format given in Form -4 of the bidding documents. Bidders shall ensure that 'Bid Security', having a validity of at least 'two [02] months' beyond the validity of the bid, must accompany the Bid in the format(s) made available in the Bidding Document. Bid not accompanied with 'Bid Security', or 'Bid Security' not in requisite form shall be liable for rejection. The Bid Security shall be submitted in Indian Rupees only.



- 16.2. The 'Bid Security' is required to protect BCPL against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture, pursuant to "ITB: Clause-16.7"
- 16.3. BCPL shall not be liable to pay any Bank charges, commission or interest etc. on the amount of 'Bid Security'. In case 'Bid Security' is in the form of a 'Bank Guarantee', the same shall be from any Indian scheduled Bank or a branch of an International Bank situated in India and registered with 'Reserve Bank of India' as Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be commercial Bank having net worth in excess of Rs. 100 Crores [Rupees One Hundred 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. 'Earnest Money / Bid Security' shall be valid for 'two [02] months' beyond the 'Bid Validity Period'
- 16.4. Any Bid not secured in accordance with "ITB: Clause-16.1 & Clause-16.3" may be rejected by BCPL as non-responsive.
- 16.5. **Unsuccessful Bidder's 'Earnest Money / Bid Security' will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after finalization of tender.**
- 16.6. The successful Bidder's 'Bid Security' will be discharged upon the Bidder's acknowledging the 'Award' and signing the 'Agreement' and furnishing the 'Contract Performance Security / Security Deposit' pursuant to clause 37 & 38 of ITB.
- 16.7. Notwithstanding anything contained herein, the 'Bid Security' may also be forfeited in any of the following cases:
- (a) If a Bidder withdraws his Bid during the 'Period of Bid Validity'
  - (b) If a Bidder has indulged in corrupt/fraudulent /collusive/coercive practice
  - (c) If the Bidder modifies bids during the period of bid validity (after submission date).
  - (d) Violates any other condition, mentioned elsewhere in the tender document, which may lead to forfeiture of EMD.
  - (e) In the case of a successful Bidder, if the Bidder fails to:
    - (i) to acknowledge receipt the "Notification of Award" / "Fax of Intent [FOI]/ Fax of Acceptance[FOA]",
    - (ii) to furnish "Contract Performance Security / Security Deposit", in accordance with "ITB: Clause-38",
    - (iii) to accept 'arithmetical corrections' as per provision of the clause 30 of ITB.
- 16.8. In case Bid Security is in the form of 'Bank Guarantee', the same must indicate the Bid Document No. and the Work for which the Bidder is quoting. This is essential to have proper correlation at a later date. The 'Bid Security' should be in the form provided at 'Form F-4'.
- 16.9. **MSEs (Micro & Small Enterprises) are exempted from submission of EMD/Bid Security** in accordance with the provisions of PPP-2012 and Clause 40 of ITB. The Government Departments/PSUs are also exempted from the payment of Bid Security.
- 17. PRE-BID MEETING (IF APPLICABLE)**
- 17.1. The Bidder(s) or his designated representative are invited to attend a "Pre-Bid Meeting" which will be held at address specified in IFB. It is expected that a bidder shall not depute more than 02 representatives for the meeting.



- 17.2. Purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage and give hands-on e-tendering.
- 17.3. Text of the questions raised and the responses given, together with any responses prepared after the meeting, will be uploaded on GAIL's/BCPL's e-tendering website against the Tender. Any modification of the Contents of Bidding Documents listed in "ITB: Clause-7.1", that may become necessary as a result of the Pre-Bid Meeting shall be made by the Employer exclusively through the issue of an Addendum / Corrigendum pursuant to "ITB: Clause-9", and not through the minutes of the Pre-Bid Meeting.
- 17.4. Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

**18. FORMAT AND SIGNING OF BID**

- 18.1. The original and all copies of the Bid shall be typed or written in indelible ink [in the case of copies, photocopies are also acceptable] and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing, must be typed or printed below the signature. All pages of the Bid except for unamended printed literature where entry(s) or amendment(s) have been made shall be initialed by the person or persons signing the Bid.
- 18.2. The Bid shall contain no alterations, omissions, or additions, unless such corrections are initialed by the person or persons signing the Bid.
- 18.3. **All documents to be digitally signed and to be uploaded as detailed in addendum to ITB.**

**19. ZERO DEVIATION AND REJECTION CRITERIA**

- 19.1. ZERO DEVIATION: Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. BCPL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note BCPL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 29 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. BCPL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. BCPL reserves the right to raise technical and/or commercial query(s), if required, may be raised on the bidder(s). The response(s) to the same shall be in writing, and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame then its bid shall be evaluated based on the documents available in the bid.
- 19.2. **REJECTION CRITERIA:** Notwithstanding the above, deviation to the following clauses of Tender document shall lead to summarily rejection of Bid:
- (a) Firm Price
  - (b) Earnest Money Deposit / Bid Security
  - (c) Specifications & Scope of Work



- (d) Schedule of Rates / Price Schedule / Price Basis
  - (e) Duration / Period of Contract/ Delivery Schedule
  - (f) Period of Validity of Bid
  - (g) Price Reduction Schedule
  - (h) Contract Performance Bank Guarantee / Security Deposit
  - (i) Guarantee / Defect Liability Period
  - (j) Arbitration / Resolution of Dispute/Jurisdiction of Court
  - (k) Force Majeure & Applicable Laws
- (l) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid which is contradictory to the terms and conditions of Tender document.

## **20. E-PAYMENT**

BCPL has initiated payments to Suppliers and Contractors electronically, and to facilitate the payments electronically through '**e-banking**'. The successful bidder should give the details of his bank account as per the bank mandate form.

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## **[D] – SUBMISSION OF BIDS**

### **21. SUBMISSION, SEALING AND MARKING OF BIDS**

- 21.1. Bids shall be submitted through e-tender mode in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) offer shall be acceptable.
- 21.2. All the bids shall be addressed to the owner at address specified in IFB.
- 21.3. Bids submitted under the name of AGENT/ CONSULTANT/ REPRESENTATIVE /RETAINER/ ASSOCIATE etc. on behalf of a bidder/affiliate shall not be accepted.

### **22. DEADLINE FOR SUBMISSION OF BIDS**

- 22.1. The bids must be submitted through e-tender mode not later than the date and time specified in the tender documents/BDS.
- 22.2. BCPL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids (clause 9 of ITB refers). In which case all rights and obligations of BCPL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended. Notice for extension of bid submission date will be uploaded on GAIL's/BCPL's website/ communicated to the bidders.

### **23. LATE BIDS**

- 23.1. Any bids received after the notified date and time of closing of tenders will be treated as late bids.
- 23.2. In case of e-tendering, e-tendering system of BCPL shall close immediately after the deadline for submission of bid and no bids can be submitted thereafter.



Where the bid bond/physical documents has been received but the bid is not submitted by the bidder in the e-tendering portal, such bid bond/ physical documents shall be returned immediately.

- 23.3. Unsolicited Bids or Bids received to address other than one specifically stipulated in the tender document will not be considered for evaluation/opening/award if not received to the specified destination within stipulated date & time.

**24. MODIFICATION AND WITHDRAWAL OF BIDS**

- 24.1. Modification and withdrawal of bids shall be as follows:-

- 24.1.1. For E- TENDERING, the bidder may withdraw or modify its bid after bid submission but before the due date and time for submission as per tender document.

- 24.2. **No bid shall be allowed to be withdrawn/modified/substitute 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/Modification/Substitution of a bid during this interval shall result in the bidder's forfeiture of his bid security pursuant to clause 16 of ITB and rejection of bid.

- 24.3. The latest bid hence submitted shall be considered for evaluation and all other bids shall be considered to be unconditionally withdrawn.

- 24.4. 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 modification of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s). Further, such bidder will be put on holiday for a period of six months after following the due procedure.

**25. EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

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 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. However, Bidder if so desire may seek the reason (in writing) for rejection of their Bid to which BCPL shall respond quickly.

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**[E] – BID OPENING AND EVALUATION**

**26. BID OPENING**

- 26.1. ***Unpriced Bid Opening:***

BCPL will open bids, in the presence of bidders' designated representatives who choose to attend, at date, time and location stipulated in the BDS. The bidders' representatives, who are present shall sign a bid opening register evidencing their attendance.

- 26.2. ***Priced Bid Opening:***



- 26.2.1. BCPL will open the price bids of those bidders who meet the qualification requirement and whose bids is determined to be technically and commercially responsive. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the bid opening. The bidders' representatives, who are present shall sign a register evidencing their attendance and may be required to be present on a short notice.
- 26.2.2. The price bids of those bidders who were not found to be techno-commercially responsive shall be unopened and returned unopened after opening of the price bids of techno-commercially responsive bidders.
- 26.3. In case of bids invited under the single bid system, bid shall be opened on the specified due date & time.

## **27. CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation, and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.

## **28. CONTACTING THE EMPLOYER**

- 28.1. From the time of Bid opening to the time of award of Contract, if any Bidder wishes to contact the Employer on any matter related to the Bid, it should do so in writing. Information relating to the examination, clarification, evaluation & recommendation for award shall not be disclosed.
- 28.2. Any effort by the Bidder to influence the Employer in the Employer's 'Bid Evaluation', 'Bid Comparison', or 'Contract Award' decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.

## **29. EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS**

- 29.1. The owner's determination of a bid's responsiveness is based on the content of the bid only. Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid:-
- (a) Meets the "Bid Evaluation Criteria" of the Bidding Documents;
  - (b) Has been properly signed;
  - (c) Is accompanied by the required 'Earnest Money / Bid Security';
  - (d) Is substantially responsive to the requirements of the Bidding Documents; and
  - (e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to "ITB: Clause-29.2"
- 29.2. A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose employer defines the foregoing terms below:-
- (a) "Deviation" is departure from the requirement specified in the tender documents.
  - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.



- (c) “Omission” is the failure to submit part or all of the information or documentation required in the tender document.

29.3. A material deviation, reservation or omission is one that,

- (a) If accepted would,  
i) Affect in any substantial way the scope, quality, or performance of the job as specified in tender documents.  
ii) Limit, in any substantial way, inconsistent with the Tender Document, the Employer’s rights or the tenderer’s obligations under the proposed Contract.  
(b) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

29.4. The employer shall examine all aspects of the bid to confirm that all requirements have been met without any material deviation, reservation or omission.

29.5. If a Bid is not substantially responsive, it may be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the material deviation, reservation or omission.

### **30. CORRECTION OF ERRORS**

30.1. Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer 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

30.2. The amount stated in the bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bid security shall be forfeited.

### **31. CONVERSION TO SINGLE CURRENCY FOR COMPARISON OF BIDS**

Not Applicable. All bids submitted must be in the currency specified at clause 14 of ITB.

### **32. EVALUATION AND COMPARISON OF BIDS**

Bids shall be evaluated as per evaluation criteria mentioned in Section-II of bidding documents (refer clause 7.0 of ITB) after considering the effect of cenvat credit entitled. The employer shall only use the criteria and methodology indicated in Section-II of bidding documents. No other criteria/ methodology shall be permitted.



**33. COMPENSATION FOR EXTENDED STAY (FOR APPLICABILITY OF THIS CLAUSE REFER BDS):-NOT APPLICABLE FOR THIS TENDER**

**34. PURCHASE PREFERENCE**

Purchase preference to Central government public sector Undertaking and Micro and Small Enterprises (MSEs) shall be allowed as per Government instructions in vogue.

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**[F] – AWARD OF CONTRACT**

**35. AWARD**

Subject to "ITB: Clause-29", BCPL will award the Contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest provided that bidder, is determined to be qualified to satisfactorily perform the Contract.

**36. NOTIFICATION OF AWARD / FAX OF ACCEPTANCE/LETTER OF INTENT**

36.1. Prior to the expiry of 'Period of Bid Validity', BCPL will notify the successful Bidder in writing, in the form of "Notification of Award" / "Fax of Intent [FOI]" / "Letter of Intent" through fax/e-mail, that his Bid has been accepted. The notification of award / Fax of Intent/Fax of Acceptance will constitute the formation of the Contract.

36.2. Contract period shall commence from the date of "Notification of Award" or as mentioned in the Notification of Award/Fax of Intent [FOI]/Letter of Intent. The "Notification of Award"/"Fax of Intent [FOI]" / "Letter of Intent" will constitute the formation of a Contract, until the Contract has been effected pursuant to signing of Contract as per "ITB: Clause-37".

Upon the successful Bidder's / Contractor's furnishing of 'Contract Performance Security / Security Deposit', pursuant to "ITB: Clause-38", BCPL will promptly discharge his 'Earnest Money / Bid Security', pursuant to "ITB: Clause-16"

**37. SIGNING OF AGREEMENT**

37.1. BCPL will award the Contract to the successful Bidder, who, within 'fifteen [15] days' of receipt of the same, shall sign and return the acknowledged copy to BCPL.

37.2. The successful Bidder/Contractor shall be required to execute an 'Agreement' in the proforma given in this Bidding Document on a 'non-judicial stamp paper' of appropriate value [cost of the 'stamp-paper' shall be borne by the successful Bidder/Contractor] and of 'state' specified in Bidding Data Sheet (BDS) only, within 'fifteen [15] days' of receipt of the "Letter of Acceptance [LOA]" of the Tender by the successful Bidder/Contractor failure on the part of the successful Bidder to sign the 'Agreement' within the above stipulated period, shall constitute sufficient grounds for forfeiture of EMD/Security Deposit.

**38. CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT**

38.1 Within 30 days of the receipt of the notification of award/FOA from BCPL, the successful Bidder shall furnish the Contract Performance Security/Security Deposit (CPS) for an amount equivalent to **3% of the basic value of contract**. The CPS shall be in the form of either Banker's Cheque or Demand Draft or Bank Guarantee or Letter of Credit in the format provided in the bidding documents and shall be in the currency of the Contract. However, CPS shall not be applicable in cases where in the individual order value as specified in Notification of Award is less than INR 5 Lakh (exclusive GST). Bidders willing to submit Contract



Performance Security/Security Deposit in the form of Bank Guarantee(BG) can also transmit BG through SFMS to BCPL's banker with bankers details as mentioned below:

***BG issuance message is to be transmitted through SFMS to beneficiary's bank as below:***

**Name of Bank:** ICICI Bank

**Branch:** GUWAHATI - FANCY BAZAR

**IFSC:** ICIC0000543

***The issuing bank while issuing/amending the BG, should ensure that the below information is correctly captured in the message i.e. IFN 760COV/ IFN 767COV:***

| <b><u>Field Number</u></b> | <b><u>Particulars (to be mentioned in Row 1)</u></b> |
|----------------------------|------------------------------------------------------|
| 7037                       | BCPL566911048                                        |

- 38.2 The CPS shall be for an amount equivalent to 3% of the basic value of contract towards faithful performance of the contractual obligations and performance of equipment/material. For the purpose of CPS, Contract/Order Value shall be exclusive of **GST (CGST & SGST/UTGST or IGST)** to be reimbursed by Purchaser as per provision of contract.

Bank Guarantee towards CPS shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank in case of Indian bidder as well as foreign bidder. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having net worth in excess of ₹ 100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period as three months beyond the Warranty/ Guarantee Period specified in Tender Document.

- 38.3 Failure of the successful Bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.
- 38.4 Further, the bidder can submit CPBG on line through issuing bank to BCPL directly as per Ministry of Finance (MOF) Department of financial service direction vide letter ref number F.No.7/112/2011-BOA dated 17<sup>th</sup> July 2012. In such cases confirmation will not be sought from issuing banker by BCPL.

**39. PROCEDURE FOR ACTION IN CASE CORRUPT/ FRAUDULENT/COLLUSIVE/ COERCIVE PRACTICES**

- 39.1. Procedure for action in case Corrupt/ Fraudulent/Collusive/Coercive Practices is enclosed at Annexure-I.
- 39.2. The Fraud Prevention Policy document is available on GAIL's/BCPL's website ([www.gailonline.com](http://www.gailonline.com) / [www.bcplonline.com](http://www.bcplonline.com))
- 39.3. **NON-APPLICABILITY OF ARBITRATION CLAUSE IN CASE OF BANNING OF VENDORS/ SUPPLIERS / CONTRACTORS/BIDDERS/ CONSULTANTS INDULGED IN FRAUDULENT/ COERCIVE PRACTICES**



Notwithstanding anything contained contrary in GCC and other "CONTRACT DOCUMENTS", in case it is found that the Vendors/ Suppliers / Contractors/Bidders/ Consultants indulged in fraudulent/ coercive practices at the time of bidding, during execution of the contract etc., and/or on other grounds as mentioned in GAIL's/BCPL's "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices" (Annexure-I), the contractor/bidder shall be banned (in terms of aforesaid procedure) from the date of issuance of such order by Brahmaputra Cracker and Polymer Ltd., to such Vendors/ Suppliers / Contractors/Bidders/ Consultants.

The Vendor/ Supplier / Contractor/ Bidder/Consultant understands and agrees that in such cases where Vendor/ Supplier / Contractor/ Bidder/Consultant has been banned (in terms of aforesaid procedure) from the date of issuance of such order by Brahmaputra Cracker and Polymer Ltd, such decision of Brahmaputra Cracker and Polymer Ltd shall be final and binding on such Vendor/ Supplier / Contractor/ Bidder/Consultant and the 'Arbitration clause' in the GCC and other "CONTRACT DOCUMENTS" shall not be applicable for any consequential issue /dispute arising in the matter.

#### **40. PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES**

40.1. Following provision has been incorporated in tender for MSEs, in line with notification of Government of India, vide Gazette of India No. 503 dated 21.05.2012 proclaiming the Public Procurement Policy on procurement of goods and services from Micro and Small Enterprises (MSEs)

- i) Issue of tender document 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 the 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 enterprise and such micro and small enterprises shall be allowed to supply upto 20% of the 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% shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

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

In case tendered item is non-splitable or non- dividable (specified in Bid Data Sheet) , MSE quoting price within price band L1 ( other than MSE) + 15% , may be awarded for full/ complete supply of total tendered value subject to matching of L1 price.

40.2. 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 atleast 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.



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

- a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or Udyog Aadhaar Memorandum.
- b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

***Mandatory declaration of UAM number by MSE bidders on CPPP w e f 1<sup>st</sup> April'2018, failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSMEs Order, 2012.***

**The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp. Hard copy of the same to be submitted.**

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.

40.4. If against an order placed by BCPL, successful bidder(s) (other than Micro/Small Enterprise) is procuring material/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises with prior consent in writing of the purchasing authority/Engineer-in-charge, the details like Name, Registration No., Address, Contact No. details of material & value of procurement made, etc. of such Enterprises shall be furnished by the successful bidder at the time of submission of invoice/Bill.

#### **41. AHR ITEMS**

In items rate contract where the quoted rates for the items exceed 50% of the owners/estimated Items rates, such items will be considered as Abnormally High Rates Items (AHR) and Payment of AHR items beyond the SOR stipulated quantities shall be made at the least of the following rates:

(I) Rates as per SOR, quoted by the contractor.

(II) Rate of the item, which shall be derived as follows:

Based on rates of machine and labor as available from the contract (which includes contractor's supervision, profit, overheads and other expenses).

In case rates are not available in the contract, rates will be calculated based on prevailing market rates of machine, material and labor plus 15% to cover contractor's supervision profit, overhead & other expenses.

#### **42. VENDOR PERFORMANCE EVALUATION PROCEDURE**

Shall be as stipulated Annexure II to ITB herewith.



#### **43. INCOME TAX & CORPORATE TAX**

- 43.1. Income tax deduction shall be made from all payments made to the contractor as per the rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 43.2. Corporate Tax liability, if any, shall be to the contractor's account.
- 43.3. Work Contract tax/VAT as may be applicable shall be deducted as per trade tax.
- 43.4. **MENTIONING OF PAN NO. IN INVOICE/BILL**

As per CBDT Notification No. 95/2015 dated 30.12.2015, mentioning of PAN no. is mandatory for procurement of goods / services/works/consultancy services exceeding Rs. 2 Lacs per transaction.

Accordingly, supplier/ contractor/ service provider/ consultant should mention their PAN no. in their invoice/ bill for any transaction exceeding Rs. 2 lakhs. As provided in the notification, in case supplier/ contractor/ service provider/ consultant do not have PAN no., they have to submit declaration in Form 60 along with invoice/ bill for each transaction.

Payment of supplier/ contractor / service provider/ consultant shall be processed only after fulfilment of above requirement.

#### **44. SETTLEMENT OF DISPUTES BETWEEN GOVERNMENT DEPARTMENT AND ANOTHER AND ONE GOVERNMENT DEPARTMENT AND PUBLIC ENTERPRISE AND ONE PUBLIC ENTERPRISE AND ANOTHER**

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitrator under this clause. The award of the Arbitrator shall be binding upon the 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 the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

#### **45. DISPUTE RESOLUTION(ADDENDUM TO PROVISION REGARDING APPLICABLE LAWS AND SETTLEMENT OF DISPUTES OF GCC)**

- 45.1. Brahmaputra Cracker and Polymer Limited has framed the Conciliation Rules 2010 in conformity with supplementary to Part – III of the Indian Arbitration and Conciliation Act 1996 for speedier, cost effective and amicable settlement of disputes through conciliation. A copy of the said rules made available on GAIL's web site/BCPL's website: [www.gailonline.com/](http://www.gailonline.com/) [www.bcplonline.com](http://www.bcplonline.com/) for reference. Unless otherwise specified, the matters where decision of the Engineer-in-Charge is deemed to be final and binding as provided in the Agreement and the issues/disputes which cannot be mutually resolved within a reasonable time, all disputes shall be settled in accordance with the Conciliation Rules 2010.
- 45.2. Any dispute(s)/difference(s)/issue(s) of any kind whatsoever between/amongst the Parties arising under/out of/in connection with this contract shall be settled in accordance with the aforesaid rules.



- 45.3. In case of any dispute(s)/difference(s)/issue(s), a Party shall notify the other Party (ies) in writing about such a dispute(s) / difference(s) / issue(s) between / amongst the Parties and that such a Party wishes to refer the dispute(s)/difference(s)/issue(s) to Conciliation. Such Invitation for Conciliation shall contain sufficient information as to the dispute(s)/difference(s)/issue(s) to enable the other Party (ies) to be fully informed as to the nature of the dispute(s)/difference(s)/issue(s), the amount of monetary claim, if any, and apparent cause(s) of action.
- 45.4. Conciliation proceedings commence when the other Party(ies) accept(s) the invitation to conciliate and confirmed in writing. If the other Party (ies) reject(s) the invitation, there will be no conciliation proceedings.
- 45.5. If the Party initiating conciliation does not receive a reply within thirty days from the date on which he/she sends the invitation, or within such other period of time as specified in the invitation, he/she may elect to treat this as a rejection of the invitation to conciliate. If he/she so elects, he/she shall inform the other Party(ies) accordingly.
- 45.6. Where Invitation for Conciliation has been furnished, the Parties shall attempt to settle such dispute(s) amicably under Part-III of the Indian Arbitration and Conciliation Act, 1996 and Brahmaputra Cracker and Polymer Limited Conciliation Rules, 2010. It would be only after exhausting the option of Conciliation as an Alternate Dispute Resolution Mechanism that the Parties hereto shall go for Arbitration. For the purpose of this clause, the option of 'Conciliation' shall be deemed to have been exhausted, even in case of rejection of 'Conciliation' by any of the Parties.
- 45.7. The cost of Conciliation proceedings including but not limited to fees for Conciliator(s), Airfare, Local Transport, Accommodation, cost towards conference facility etc. shall be borne by the Parties equally.
- 45.8. The Parties shall freeze claim(s) of interest, if any, and shall not claim the same during the pendency of Conciliation proceedings. The Settlement Agreement, as and when reached/agreed upon, shall be signed between the Parties and Conciliation proceedings shall stand terminated on the date of the Settlement Agreement.

#### 46. BILLING SYSTEM

ORIGINAL Bills/Invoices to be forwarded in sealed envelope for release of payment in time and following should be clearly mentioned on "top left corner of the envelope" with "address" as under:

(a) Top left corner of the envelope

Vendor Code: \_\_\_\_\_

LOA/PO No.: ..... Date .....

Bill/ Invoice No.: ..... Date .....

Invoice Value: Rs. .... Indenting Dept. .... Job/Supply of.....

(b) Address:

To,

| In case of LOA/Contract                                                    | In case of PO                                                                                         |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>HOD/EIC</b><br><b>Department)</b><br><b>M/s Brahmaputra Cracker and</b> | <b>HOD (C&amp;P)</b><br><b>M/s Brahmaputra Cracker and</b><br><b>Polymer Limited (A Government of</b> |



|                                                                                                                                                                      |                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Polymer Limited</b> (A Government of India Enterprise), Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636. | India Enterprise), Administrative Building, PO: Lepetkata, Dist.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

**47. TRANSPARENCY**

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

**48. SALE OF BID DOCUMENTS**

Tender document will be sold on receipt of application. No tender document will, however, be sold / issued to the bidders who are on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon etc. only due to "poor performance" or "corrupt and fraudulent practices") or banned by Government department/ Public Sector on due date of submission of bid. If the document were issued inadvertently/ downloaded from website, offers submitted by such bidder shall not be considered for opening / evaluation / award and will be returned immediately to such bidder. The above is without prejudice to the other rights of BCPL.

**49. SUBLETTING & ASSIGNMENT**

- 49.1. The contractor shall not, save with previous consent in writing of the Engineer-in-charge, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Provided, nevertheless, that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

However, Subletting of WHOLE WORKS is prohibited. An undertaking to this effect will be given by Vendor/Contractor along with each invoice/ bill. In addition to above, clause no. 37.0 of GCC also to be referred.

**50. DIRECT PAYMENTS TO SUB-VENDORS / SUPPORTING AGENCIES OF MAIN CONTRACTOR**

- 50.1. Normally, the payment is to be made to vendor/contractor only as per provision of contract. During execution, in case of financial constraints, BCPL may make direct payment to their sub-vendor / supporting agencies as an exception from the amounts due to the vendors/contractors from any of their bills under process upon certification by EIC subject to receipt of such request from the vendor/contractor. Further, the request for direct payments to the sub-vendor / sub-contractor shall be considered in performance evaluation of such vendor/contractor.

**51. CHECK MEASUREMENT**

Measurement shall be recorded as per the methods of measurement spelt out in SOW/Specifications/SCC of Contract/Tender Document. The responsibility for checking the measurements as recorded in the measurement Books/Bills shall be as under:

- 51.1. Where BCPL Executive is Engineer-In-Charge (EIC) (e.g O&M Contracts)
- Site-In-Charge/Site Engineer will check 100% measurements of executed work.
  - EIC will further check measurements at least 15% of bill value. In case, Site-in-Charge/Site Engineer is not available, EIC will check 100% measurements of executed work.



- c. An officer one level above EIC but not below level of HOD will check measurements of 5% of bill value. In case, HOD is EIC, then he will check measurements of 20% of bill value.
- 51.2. Where PMC is EIC (e.g Project Construction):
- PMC will check 100% measurements of executed work.
  - BCPL Site Engineer will check measurements of at least 15% of bill value, certified by PMC.
  - An officer one level above Site Engineer but not below level of DGM will further check measurements of 5% of bill value. However, wherever DGM is not available, an officer of level of CM will check measurements of 5% of bill value.
- 51.3. Where BCPL Executive is EIC and where Third Party Inspector is deployed (e.g ARC type Construction Contracts):
- Third Party Inspector will check 100% measurements of executed work.
  - BCPL Site Engineer will check measurements of at least 10% of bill value, certified by Third Party Inspector.
  - EIC will further check measurements of 5% of bill value. In case, there is no Site Engineer, EIC himself will check measurements of 15% of bill value.
  - An officer one level above EIC but not below level of HOD (for O&M Cases) and DGM (for Project Cases) will check measurements of 5% of bill value. In case, HOD (for O&M Cases) and DGM (for Project Cases) is EIC, then he will check measurements of 10% of bill value or measurement of 20% of bill value, in case there is no Site Engineer.
- 51.4. OIC (or HOD in case of Corporate Office) or an officer of higher level to that of EIC authorized by OIC may carry out random checking of executed items where the executed quantity exceed SOR quantities.
- 51.5. While exercising test check of 5%, 15% level and on random basis as above, it may be ensured that high rate items, AHR items, items exceeding SOR quantity and concealed items have been covered in the items selected for checking.
- 51.6. The Superior officer should preferably check such items/quantities other than those already checked by BCPL executives at lower levels and should also ensure that the subordinate officer/officers have exercised the requisite percentage check as stipulated in the procedure.
- 51.7. All concerned officers should indicate the measurements of SOR items checked by them and marked as "Checked and verified."
52. Wherever any portion of the "GCC" is repugnant to or at variance with any provision(s) of the "SCC", unless a different intention appears, the provision(s) of the "SCC" shall be deemed to override the provision(s) of "GCC", and shall to the extent of such repugnancy or variations prevail.
53. Wherever there is contradiction with respect to terms of 'Integrity pact', 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.
56. **ONE BID PER BIDDER:**
- A bidder shall submit only 'one [01] Bid' in the same Bidding Process either as single entity or as a member of any consortium (wherever consortium bid is allowed). A bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.
  - More than one bid means bid(s) by bidders(s) having same Proprietor/Partners/Limited Liability Partners in any other Bidder (s). Further, more than one bid shall also include two or more bidders having common power of attorney holder.



Failure to comply this clause during tendering process will disqualify all such bidders from process of evaluation of bids.

iii. Alternative Bids shall not be considered.

iv. The provisions mentioned at sl. no. (i) and (ii) shall not be applicable wherein bidders are quoting for different Items/Sections/Parts/Groups/SOR items of the same tender which specifies evaluation on Items/Sections/Parts/Groups/SOR item basis.

## 57 FRAUD PREVENTION POLICY

(i) The Fraud Prevention Policy document is available on BCPL's website (www.bcplonline.co.in)

(ii) Name and contact details of nodal officer are as under:

Shri Pranjal Kr. Phukan

Mobile No.: 7896033897

Email: [pranjalk.phukan@bcplindia.co.in](mailto:pranjalk.phukan@bcplindia.co.in)

Bidder may refer to website for the updated details of corporate nodal officer.

Wherever any portion of the "GCC" is repugnant to or at variance with any provision(s) of the

"SCC", unless a different intention appears, the provision(s) of the "SCC" shall be deemed to

override the provision(s) of "GCC", and shall to the extent of such repugnancy or variations

prevail. Wherever there is contradiction with respect to terms of 'Integrity pact', 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.

58. BCPL has constituted Samadhan Committee for timely addressing the issues of Vendor/ Supplier/ Contractor/Consultant.

Accordingly the methodology to resolution of issue(s) of Vendor/Supplier/Contractor/Consultant shall be as under:

(i) Any issue should be first referred to EIC (for LOA/contracts)/Dealing C&P Executive (for Purchase Orders).

(ii) In case issue is not resolved by above, Vendor/Supplier/Contractor/Consultant may submit their issue to "Samadhan Committee". The same will be addressed by Samadhan Committee within 15days from the date of issue raised.

(iii) In case, Vendor/Supplier/ Contractor/Consultant is not satisfied with the decision of the Samadhan Committee, there is a provision of escalation of issue to higher authority in BCPL. This option is available two times only, one is at Chief General Manager (O&M) and the other one is Chief Operating Officer.

(iv) After closure of contract(s), any issue to be raised within one (1) month from the closure date of contract(s)

(ii)

## 59 INCOME TAX & CORPORATE TAX:



- 59.1 Income tax deduction shall be made from all payments made to the contractor as per the rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 59.2 Corporate Tax liability, if any, shall be to the contractor's account.
- 59.3 Work Contract tax/VATs may be applicable shall be deducted as per trade tax.

60 **PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH INDIA**

1. Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No. 2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.
2. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. For details of competent authority refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020.

Further the above will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India

3. **"Bidder"** (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) **for purpose of this provision** means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
4. **"Bidder from a country which shares a land border with India"** for the purpose of this:
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
5. **"Beneficial owner"** for the purpose of above (4) will be as under:
  - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation—



- a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
  - b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
  - ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
6. "Agent" for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons
7. **SUBMISSION OF CERTIFICATE IN BIDS:**
- Bidder shall submit a certificate in this regard as Form-I.  
If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate rejection of the bid/termination and further action as per "Procedure for Action in case of Corrupt/Fraudulent/ Collusive / Coercive Practices" of tender document.
8. The registration, wherever applicable, should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.



**UNDERTAKING ON LETTERHEAD**

To,  
**M/s. BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

SUB: " HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS

e-TENDER No.: BCPL/C&P/LE20W161ND/1551

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder which shares a land border with India, we certify that, bidder M/s \_\_\_\_\_ (***Name of Bidder***) is :

- (i) Not from such a country [       ]
- (ii) If from such a country, has been registered [       ]  
with the Competent Authority.  
(Evidence of valid registration by the  
Competent Authority shall be attached)

***(Bidder is to tick appropriate option (✓ or X) above).***

We hereby certify that bidder M/s \_\_\_\_\_ (***Name of Bidder***) fulfills all requirements in this regard and is eligible to be considered against the tender.

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

.....





**CERTIFICATE FOR TENDERS FOR WORKS INVOLVING POSSIBILITY OF SUB-  
CONTRACTING**

To,  
**M/s. BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

**SUB: HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS**

**e-TENDER No.: BCPL/C&P/LE20W161ND/1551**

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; we certify that, bidder M/s \_\_\_\_\_ (**Name of Bidder**) is:

- (i) not from such a country [       ]
- (ii) if from such a country, has been registered [       ]  
with the Competent Authority.  
(Evidence of valid registration by the  
Competent Authority shall be attached)

***(Bidder is to tick appropriate option (✓ or X) above).***

We further certify that bidder M/s \_\_\_\_\_ (**Name of Bidder**) will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

We hereby certify that bidder M/s \_\_\_\_\_ (**Name of Bidder**) fulfills all requirements in this regard and is eligible to be considered.

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



**Annexure-1**

**UNDERTAKING REGARDING SUBMISSION OF ELECTRONIC INVOICE (E-INVOICE AS  
PER GST LAWS)  
(to be submitted on letter head along with documents for release of payment)**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB:  
LOA NO:

**Dear Sir,**

We \_\_\_\_\_ (Name of the Supplier/Contractor/Service Provider/ Consultant) hereby confirm that E-Invoice provision as per the GST Law is

- |      |                      |           |
|------|----------------------|-----------|
| (i)  | Applicable to us     | [       ] |
| (ii) | Not Applicable to us | [       ] |

**(Supplier/Contractor/Service Provider/ Consultant is to tick appropriate option (✓ or X) above).**

In case, same is applicable to us, we confirm that we will submit E-Invoice after complying with all the requirements of GST Laws. If the invoice issued without following this process, such invoice can-not be processed for payment by BCPL as no ITC is allowed on such invoices. We also confirm that If input tax credit is not available to BCPL for any reason attributable to Supplier/Contractor/Service Provider/ Consultant (both for E-invoicing cases and non-E-invoicing cases), then BCPL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, by adjusting against any amounts paid or becomes payable in future to the Supplier/Contractor/Service Provider/ Consultant under this contract or under any other contract.



Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Bidder Name:

Seal:

.....



**PROCEDURE FOR ACTION IN CASE  
CORRUPT/FRAUDULENT/COLLUSIVE/COERCIVE PRACTICES**

**A. 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 ”Appellate Authority” shall mean Committee of Directors consisting of Director (Finance) and Director (BD) for works centers under Director (Projects). For all other cases committee of Directors shall consist of Director (Finance) & Director (Projects).
- A.7 “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/ ies and shall be the “Director” concerned.
- 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 BCPL investigating into the conduct of Agency/ party and shall include the Vigilance Department of the 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 BCPL 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 BCPL 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 BCPL 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 should 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 sametender/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 Corporate 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 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.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 GAIL/BCPL or the Ministry of Petroleum and Natural Gas and (ii) bidder is not banned by any Government department/ Public Sector.

**E. Appeal against the Decision of the Competent Authority:**

- E.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 receipt of banning order.



- E.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- E.3 Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- F. Wherever there is contradiction with respect to terms of 'Integrity pact', 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.

.....



**PROCEDURE FOR EVALUATION OF PERFORMANCE OF VENDORS/  
SUPPLIERS/ CONTRACTORS/ CONSULTANTS**

**1.0 OBJECTIVE**

The objective of Evaluation of Performance aims to recognize, and develop reliable Vendors/ Suppliers/Contractors/ Consultants so that they consistently meet or exceed expectations and requirements.

The purpose of this procedure is to put in place a system to monitor performance of Vendors/ Suppliers/Contractors/ Consultants associated with BCPL in Projects and in O&M so as to ensure timely completion of various projects, timely receipt of supplies including completion of works & services for operation and maintenance of operating plants and quality standards in all respects.

**2.0 METHODOLOGY**

i) Preparation of Performance Rating Data Sheet

Performance rating data Sheet for each and every Vendor/ Supplier/Contractor/ Consultant for all orders/Contracts with a value of Rs. 7 Lakhs and above is recommended to be drawn up. These data sheets are to be separately prepared for orders/ contracts related to Projects and O&M. Format, Parameters, Process, responsibility for preparation of Performance Rating Data Sheet are separately mentioned.

ii) Measurement of Performance

Based on the parameters defined in Data Sheet, Performance of concerned Vendor/ Supplier/Contractor/ Consultant would be computed and graded accordingly. The measurement of the performance of the Party would be its ability to achieve the minimum scoring of 60% points in the given parameters.

iii) Initiation of Measures:

Depending upon the Grading of Performance, corrective measures would be initiated by taking up the matter with concerned Vendor/ Supplier/Contractor/ Consultant. Response of Vendor/ Supplier/Contractor/ Consultant would be considered before deciding further course of action.

iv) Implementation of Corrective Measures:

Based on the response of Vendor/ Supplier/Contractor/ Consultant, concerned Engineer-in-Charge for the Projects and/or OIC in case of O&M would recommend for continuation or discontinuation of such party from the business of BCPL.

v) Orders/contracts placed on Proprietary/OEM basis for O&M will be evaluated and, if required, corrective action will be taken for improvement in future.



### 3.0 PROCESS OF EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS

#### 3.1. FOR PROJECTS

- i) Evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants in case of PROJECTS shall be done immediately with commissioning of any Project.
- ii) On commissioning of any Project, EIC (Engineer-in-charge)/ Project-in-charge shall prepare a Performance Rating Data Sheet (Format at Annexure-1) for all Orders and Contracts.
- iii) Depending upon the Performance Rating, following action need to be initiated by Engineer-in-charge/Project-in-charge:

| Sl.No. | Performance Rating | Action                                                      |
|--------|--------------------|-------------------------------------------------------------|
| 1      | POOR               | Seek explanation for Poor performance                       |
| 2      | FAIR               | Seek explanation for Fair performance                       |
| 3      | GOOD               | Letter to the concerned for improving performance in future |
| 4      | VERY GOOD          | No further action                                           |

- iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

(A) Where Performance rating is “POOR”:

Recommend such defaulting Vendor/ Supplier/Contractor/ Consultant for putting on Holiday for a period from one to three years as given below:

- (i) Poor Performance due to reasons other than Quality : **One Year**
- (ii) Poor Performance on account of Quality (if any mark obtained against Quality parameter is less than 30): **Two Years**
- (iii) Poor Performance leading to termination of contract or Offloading of contract due to poor performance solely attributable to Vendor/ Supplier/Contractor/ Consultant or Repeated Offence: **Three Years**

Non-performance of a Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order, such Vendor/ Supplier/ Contractor/Consultant are also to be considered for Suspension.

In all such cases, concerned site will put up recommendation for issuance of SCN and putting the party on suspension list as per process



defined for suspension in “Procedure for Action in case of Corrupt/  
Fraudulent/ Collusive/ Coercive Practices”

(B) Where Performance rating is “FAIR”:

Recommend for issuance of warning to such defaulting Vendor/  
Supplier/Contractor/ Consultant to improve their performance.

3.2. FOR CONSULTANCY JOBS

Monitoring and Evaluation of consultancy jobs will be carried out in the same way as described in para 3.1 for Projects.

3.3. FOR OPERATION & MAINTENANCE

- i) Evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants in case of Operation and Maintenance shall be done immediately after execution of order/ contract.
- ii) After execution of orders a Performance Rating Data Sheet (Format at Annexure-2) shall be prepared for Orders by Site C&P and for Contracts/Services by respective Engineer-In-Charge.
- iii) Depending upon Performance Rating, following action need to be initiated by Site C&P:

| Sl. No. | Performance Rating | Action                                                       |
|---------|--------------------|--------------------------------------------------------------|
| 1       | <b>POOR</b>        | Seek explanation for Poor performance                        |
| 2.      | <b>FAIR</b>        | Seek explanation for Fair performance                        |
| 3       | <b>GOOD</b>        | Letter to the concerned for improving performance in future. |
| 4       | <b>VERY GOOD</b>   | No further action                                            |

- iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

A) Where performance rating is “POOR”

Recommend such defaulting Vendor/Supplier/Contractor/ Consultant for putting on Holiday for a period from one to three years as given below:

- (i) Poor Performance due to reasons other than Quality : **One Year**
- (ii) Poor Performance on account of Quality (if any mark obtained against Quality parameter is less than 30): **Two Years**
- (iii) Poor Performance leading to termination of contract or Offloading of contract due to poor performance solely attributable to Vendor/Supplier/Contractor/Consultant or Repeated Offence: **Three Years**



Non-performance of a Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order such Vendor/ Supplier/ Contractor/Consultant are also to be considered for Suspension.

In all such cases, concerned site will put up recommendation for issuance of SCN and putting the party on suspension list as per process defined for suspension in “Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices”

(B) Where Performance rating is “FAIR”

Recommend for issuance of warning to such defaulting Vendors/Contractors/Consultants to improve their performance.

#### **4.0 EXCLUSIONS:**

The following would be excluded from the scope of evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants:

- i) Orders/Contracts below the value of Rs. 7 Lakhs.
- ii) One time Vendor/ Supplier/Contractor/ Consultant.
- iii) Orders for Misc./Administrative items/ Non stock Non valued items.

However, concerned Engineer-in-Charge /OICs will continue to monitor such cases so as to minimize the impact on Projects/O&M plants due to non-performance of Vendors/ Suppliers/Contractors/ Consultants in all such cases.

#### **5.0 REVIEW & RESTORATION OF PARITES PUT ON HOLIDAY**

- 5.1 An order for Holiday passed for a certain specified period shall deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.

Further, in case Vendor/ Supplier/Contractor/ Consultant is put on holiday due to quality, and new order is placed on bidder after restoration of Vendor/ Supplier/Contractor/ Consultant, such order will be properly monitored during execution stage by the concerned site.

#### **6.0 EFFECT OF HOLIDAY**

- 6.1 If a Vendor/Supplier/Contractor/Consultant is put on Holiday, such Vendor/ Supplier/Contractor/Consultant should not be considered in ongoing tenders/future tenders.
- 6.2 However, if such Vendor/ Supplier/Contractor/ Consultant is already executing any other order/ contract and their performance is satisfactory in terms of the relevant contract, should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract. In such a case CPBG will not be forfeited and payment will be made as per provisions of concerned contract. However, this would be without prejudice to other terms and conditions of the contract.
- 6.3 Effect on other ongoing tendering:



- 6.3.1 After issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the party shall be ignored.
- 6.3.2 After opening Technical bid but before opening the Price bid, the Price bid of the party shall not be opened and BG/EMD submitted by the party shall be returned to the party.
- 6.3.3 After opening of price, BG/EMD made by the party shall be returned; the offer of the party shall be ignored & will not be further evaluated. If errant party emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.
- 7.0 While putting the Vendor/ Supplier/Contractor/ Consultant on holiday as per the procedure, the holding company, subsidiary, joint venture, sister concerns, group division of the errant Vendor/ Supplier/Contractor/ Consultant shall not be considered for putting on holiday list.

Any bidder, put on holiday, will not be allowed to bid through consortium route also in new tender during the period of holiday.

- 8.0 If an unsuccessful bidder makes any vexatious, frivolous or malicious complaint against the tender process with the intention of delaying or defeating any procurement or causing loss to BCPL or any other bidder, such bidder will be put on holiday for a period of six months, if such complaint is proved to be vexatious, frivolous or malicious, after following the due procedure.

**9.0 APPEAL AGAINST THE DECISION OF THE COMPETENT AUTHORITY:**

- (a) The party may file an appeal against the order of the Competent Authority for putting the party on Holiday list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the receipt of Holiday order.
- (b) Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- (c) Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- (d) “Appellate Authority” shall mean Committee of Directors consisting of Director (Finance) and Director (BD) for works centers under Director (Projects). For all other cases committee of Directors shall consist of Director (Finance) & Director (Projects).

**10.0 ERRANT BIDDER**

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 modification of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s).

Further, such bidder will be put on ‘holiday’ for a period of six months after following the due procedure.



- 11.0** In case Service Tax department brings to the notice of BCPL that a Party has not paid to the credit of the Government the Service Tax collected from BCPL, then party will be put on holiday for a period of six months after following the due procedure.
-



**BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
PERFORMANCE RATING DATA SHEET  
(FOR PROJECTS/ CONSULTANCY JOBS)**

- i) Project/Work Centre :
- ii) Order/ Contract No. & date :
- iii) Brief description of Items :  
Works/Assignment
- iv) Order/Contract value (Rs.) :
- v) Name of Vendor/Supplier/ :  
Contractor/ Consultant
- vi) Contracted delivery/ :  
Completion Schedule
- vii) Actual delivery/ :  
Completion date

| Performance Parameter | Delivery/ Completion Performance | Quality Performance | Reliability Performance# | Total |
|-----------------------|----------------------------------|---------------------|--------------------------|-------|
| Maximum Marks         | 40                               | 40                  | 20                       | 100   |
| Marks Allocated       |                                  |                     |                          |       |

Note:

Remarks (if any)

PERFORMANCE RATING (\*\*)

Note:

(#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance.

(\*) Allocation of marks should be as per enclosed instructions

(\*\*) Performance rating shall be classified as under:

| Sl.No. | Range (Marks) | Rating    |
|--------|---------------|-----------|
| 1      | 60 & below    | POOR      |
| 2      | 61-75         | FAIR      |
| 3      | 76-90         | GOOD      |
| 4      | More than 90  | VERY GOOD |

Signature of  
Authorised Signatory:

Name:

Designation:



### Instructions for allocation of marks

1. Marks are to be allocated as under:

**1.1 DELIVERY/ COMPLETION PERFORMANCE 40 Marks**

| Delivery Period/<br>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     |

**1.1 QUALITY PERFORMANCE 40 Marks**

For Normal Cases: No Defects/ No Deviation/ No failure: 40 marks

|                                                                               |                                                                                                               |                                   |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------|
| i) Rejection/Defects                                                          | Marks to be allocated on prorata basis for acceptable quantity as compared to total quantity for normal cases | 10 marks                          |
| ii) When quality failure endanger system integration and safety of the system | Failure of severe nature<br>- Moderate nature<br>- low severe nature                                          | 0 marks<br>5 marks<br>10-25 marks |
| iii) Number of deviations                                                     | 1. No deviation<br>2. No. of deviations $\leq 2$<br>3. No. of deviations $> 2$                                | 5 marks<br>2 marks<br>0 marks     |



**1.3 RELIABILITY PERFORMANCE**

**20 Marks**

| <b>A.</b> | <b>FOR WORKS/CONTRACTS</b>                                                                                                              |         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|
| i)        | Submission of order acceptance, agreement, PBG, Drawings and other documents within time                                                | 4 marks |
| ii)       | Mobilization of resources as per Contract and in time                                                                                   | 4 marks |
| iii)      | Liquidation of Check-list points                                                                                                        | 4 marks |
| iv)       | Compliance to statutory and HS&E requirements<br><br>or<br><br>Reliability of Estimates/Design/Drawing etc. in case of Consultancy jobs | 4 marks |
| v)        | Timely submission of estimates and other documents for Extra, Substituted & AHR items                                                   | 4 marks |
| <b>B.</b> | <b>FOR SUPPLIES</b>                                                                                                                     |         |
| i)        | Submission of order acceptance, PBG, Drawings and other documents within time                                                           | 5 marks |
| ii)       | Attending complaints and requests for after sales service/ warranty repairs and/ or query/ advice (upto 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 |



**BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
PERFORMANCE RATING DATA SHEET  
(FOR O&M)**

- i) Location :
- ii) Order/ Contract No. & date :
- iii) Brief description of Items :  
Works/Assignment
- iv) Order/Contract value (Rs.) :
- v) Name of Vendor/Supplier/ :  
Contractor/ Consultant
- vi) Contracted delivery/ :  
Completion Schedule
- vii) Actual delivery/ :  
Completion date

| Performance Parameter | Delivery/ Completion Performance | Quality Performance | Reliability Performance# | Total |
|-----------------------|----------------------------------|---------------------|--------------------------|-------|
| Maximum Marks         | 40                               | 40                  | 20                       | 100   |
| Marks Allocated       |                                  |                     |                          |       |

Note:

Remarks (if any)

PERFORMANCE RATING (\*\*)

Note:

(#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance.

(\*) Allocation of marks should be as per enclosed instructions

(\*\*) Performance rating shall be classified as under:

| Sl.No. | Range (Marks) | Rating    |
|--------|---------------|-----------|
| 1      | 60 & below    | POOR      |
| 2      | 61-75         | FAIR      |
| 3      | 76-90         | GOOD      |
| 4      | More than 90  | VERY GOOD |

Signature of  
Authorised Signatory:

Name:

Designation:



### Instructions for allocation of marks (For O&M)

1. Marks are to be allocated as under:

#### 1.1 DELIVERY/ COMPLETION PERFORMANCE 40 Marks

| Delivery Period/<br>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     |

#### 1.1 QUALITY PERFORMANCE 40 Marks

For Normal Cases: No Defects/ No Deviation/ No failure: 40 marks

|                                                                               |                                                                                                               |                                   |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------|
| i) Rejection/Defects                                                          | Marks to be allocated on prorata basis for acceptable quantity as compared to total quantity for normal cases | 10 marks                          |
| ii) When quality failure endanger system integration and safety of the system | Failure of severe nature<br>- Moderate nature<br>- low severe nature                                          | 0 marks<br>5 marks<br>10-25 marks |
| iii) Number of deviations                                                     | 1. No deviation<br>2. No. of deviations $\leq 2$<br>3. No. of deviations $> 2$                                | 5 marks<br>2 marks<br>0 marks     |



**1.3 RELIABILITY PERFORMANCE**

**20 Marks**

|           |                                                                                                                                         |         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>A.</b> | <b>FOR WORKS/CONTRACTS</b>                                                                                                              |         |
| i)        | Submission of order acceptance, agreement, PBG, Drawings and other documents within time                                                | 4 marks |
| ii)       | Mobilization of resources as per Contract and in time                                                                                   | 4 marks |
| iii)      | Liquidation of Check-list points                                                                                                        | 4 marks |
| iv)       | Compliance to statutory and HS&E requirements<br><br>or<br><br>Reliability of Estimates/Design/Drawing etc. in case of Consultancy jobs | 4 marks |
| v)        | Timely submission of estimates and other documents for Extra, Substituted & AHR items                                                   | 4 marks |
| <b>B.</b> | <b>FOR SUPPLIES</b>                                                                                                                     |         |
| i)        | Submission of order acceptance, PBG, Drawings and other documents within time                                                           | 5 marks |
| ii)       | Attending complaints and requests for after sales service/ warranty repairs and/ or query/ advice (upto 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 |



**(INSTRUCTIONS FOR PARTICIPATION IN E-TENDER)**

**(Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC)**  
Ready Reckoner to Participate in BCPL e- tender through CPP Portal of NIC)) is available in BCPL website:  
<https://bcplonline.co.in/UploadFiles/tenderfile/ReadyReckonerBCPL.pdf>

**HELP DESK (BCPL)**

Phone: 0373-2914582 (only for e-tender queries)

Mobile: 8811017320

Email: [etender@bcplindia.co.in](mailto:etender@bcplindia.co.in)

**HELP DESK (NIC)**

Phone: 1800-233-7315, 0120-4200462, 0120-4001002 (only for e-tender queries)

Mobile: 8826246593

Email: [cphp-nic@nic.in](mailto:cphp-nic@nic.in)



**ANNEXURE-IV**

**BIDDING DATA SHEET (BDS)**  
**ITB TO BE READ IN CONJUNCTION WITH THE FOLLOWING:**

| A. GENERAL          |                                                                                                                                                                                                                                                                                                                                                                                                       |            |                          |                |                                     |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|----------------|-------------------------------------|
| ITB clause          | Description                                                                                                                                                                                                                                                                                                                                                                                           |            |                          |                |                                     |
| 1.2                 | The Invitation for Bids/ Tender no is :<br><b>TENDER NO.: BCPL/C&amp;P/LE20W161ND/1551</b>                                                                                                                                                                                                                                                                                                            |            |                          |                |                                     |
| 1.1                 | The Employer/Owner is: <b>M/s Brahmaputra Cracker &amp; Polymer Limited</b>                                                                                                                                                                                                                                                                                                                           |            |                          |                |                                     |
| 2.1                 | Name of the Contract: <b>HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.</b>                                                                                                                                                                                                                                                                                                   |            |                          |                |                                     |
| 3                   | BIDS FROM CONSORTIUM/ JOINT VENTURE<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input checked="" type="checkbox"/></td></tr></table>                                                                                                                                                                                            | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input checked="" type="checkbox"/> |
| APPLICABLE          | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                              |            |                          |                |                                     |
| NOT APPLICABLE      | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                   |            |                          |                |                                     |
| 5.2.1               | Demand Draft/ Banker's Cheque towards Tender fee (if applicable) shall be in favour of <b>Brahmaputra Cracker &amp; Polymer Ltd.</b> payable at Lepetkata.                                                                                                                                                                                                                                            |            |                          |                |                                     |
| B. BIDDING DOCUMENT |                                                                                                                                                                                                                                                                                                                                                                                                       |            |                          |                |                                     |
| ITB clause          | Description                                                                                                                                                                                                                                                                                                                                                                                           |            |                          |                |                                     |
| 8.1                 | For <b><u>clarification purposes</u></b> only, the communication address is:<br>Attention:<br>Ms. Neeta Dutta, SM (C&P) /<br>Street Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: DIBRUGARH, Assam, Pin Code: 786006, Phone no. 0373 2914636. Email id: neeta.dutta@bcplindia.co.in; |            |                          |                |                                     |



### C. PREPARATION OF BIDS

| ITB clause | Description                                                                                                                                                                                                               |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.1.1 (u) | The Bidder shall submit with its Techno-commercial/ Unpriced bid the following additional documents (SCC Refers):<br><u>NIL</u><br><br>                                                                                   |
| 12         | Additional Provision for Schedule of Rate/ Bid Price are as under:<br><br><br>                                                                                                                                            |
| 14         | The currency of the Bid shall be INR                                                                                                                                                                                      |
| 15         | The bid validity period shall be four (4) months from final 'Bid Due Date'.                                                                                                                                               |
| 16         | In case ' <b>Earnest Money / Bid Security</b> ' is in the form of ' <b>Demand Draft</b> ' or ' <b>Banker's Cheque</b> ', the same should be favor of <b>Brahmaputra Cracker &amp; Polymer Ltd.</b> , payable at Lepetkata |

### D. SUBMISSION AND OPENING OF BIDS

| ITB clause | Description                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18         | In addition to the original of the Bid, the number of copies required is one. Not applicable in case of e-tendering.                                                                                                                                                                                                                                                                |
| 22         | The E-Tender No. of this bidding process is: <b>BCPL/C&amp;P/LE20W161ND/1551</b>                                                                                                                                                                                                                                                                                                    |
| 22.3       | For <b>submission of EMD</b> only, the Owner's address is :<br>Attention:<br>Ms. Neeta Dutta , SM (C&P) /<br>Street Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: neeta.dutta@bcplindia.co.in; |
| 26         | The bid opening shall take place at:                                                                                                                                                                                                                                                                                                                                                |



|                                              |                                                                                                                                                                                                                                                                                                                                                   |                              |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
|                                              | <p>Street Address:</p> <p><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&amp;P Department, Administrative Building, PO: Lepetkata, Distt.DIBRUGARH, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: Neeta.dutta@bcplindia.co.in;</p> <p><b>Date: 04.02.2021</b></p> <p><b>Time: 15:00 Hrs.</b></p> |                              |
| <b>E. EVALUATION, AND COMPARISON OF BIDS</b> |                                                                                                                                                                                                                                                                                                                                                   |                              |
| <b>ITB clause</b>                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                |                              |
| 32                                           | Evaluation Methodology is mentioned in Annexure-II.                                                                                                                                                                                                                                                                                               |                              |
| 33                                           | Compensation for Extended Stay:                                                                                                                                                                                                                                                                                                                   |                              |
|                                              | APPLICABLE                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> NO  |
|                                              | NOT APPLICABLE                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> YES |
| <b>F. AWARD OF CONTRACT</b>                  |                                                                                                                                                                                                                                                                                                                                                   |                              |
| <b>ITB clause</b>                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                |                              |
| 37                                           | State of which stamp paper is required for Contract Agreement:<br><b>State: Assam</b>                                                                                                                                                                                                                                                             |                              |
| 38                                           | Contract Performance Security/ Security Deposit                                                                                                                                                                                                                                                                                                   |                              |
|                                              | APPLICABLE                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> YES |
|                                              | NOT APPLICABLE                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> NO  |
|                                              | <b>Applicable: As specified in Section –II of tender document.</b>                                                                                                                                                                                                                                                                                |                              |
| 40                                           | Public Procurement Policy for MSEs :                                                                                                                                                                                                                                                                                                              |                              |
|                                              | APPLICABLE                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> YES |
|                                              | NOT APPLICABLE                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> NO  |
|                                              | Whether tendered item is non-split able                                                                                                                                                                                                                                                                                                           |                              |
|                                              | or not-divisible :                                                                                                                                                                                                                                                                                                                                |                              |



|                           |                                                                                                                                                                                             |            |                          |                |                          |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|----------------|--------------------------|
|                           | <table border="1"><tr><td>YES</td><td><input type="checkbox"/></td></tr><tr><td>NO</td><td><input type="checkbox"/></td></tr></table>                                                       | YES        | <input type="checkbox"/> | NO             | <input type="checkbox"/> |
| YES                       | <input type="checkbox"/>                                                                                                                                                                    |            |                          |                |                          |
| NO                        | <input type="checkbox"/>                                                                                                                                                                    |            |                          |                |                          |
| 41                        | <p>Provision of AHR Item :</p> <table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/></td></tr></table>     | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input type="checkbox"/> |
| APPLICABLE                | <input type="checkbox"/>                                                                                                                                                                    |            |                          |                |                          |
| NOT APPLICABLE            | <input type="checkbox"/>                                                                                                                                                                    |            |                          |                |                          |
| Clause no.<br>27.3 of GCC | <p>Bonus for Early Completion:</p> <table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/></td></tr></table> | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input type="checkbox"/> |
| APPLICABLE                | <input type="checkbox"/>                                                                                                                                                                    |            |                          |                |                          |
| NOT APPLICABLE            | <input type="checkbox"/>                                                                                                                                                                    |            |                          |                |                          |

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# फॉर्म और प्रारूप

# FORMS & FORMATS



## **LIST OF FORMS & FORMAT**

| Form No. | Description                                                                           |
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**F-1**  
**BIDDER'S GENERAL INFORMATION**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

|   |                                                                                                                                                                                                            |                                                                                                                              |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1 | Bidder Name<br>(With Contact Person Name & Details)                                                                                                                                                        |                                                                                                                              |
| 2 | Status of Firm                                                                                                                                                                                             | Proprietorship Firm/Partnership firm/<br>Limited/Others<br>If Others Specify: _____<br>[Enclose certificate of Registration] |
| 3 | Name of Proprietor/Partners/Directors<br>of the firm/company                                                                                                                                               |                                                                                                                              |
| 4 | Number of Years in Operation                                                                                                                                                                               |                                                                                                                              |
| 5 | Address of Registered Office:<br>*In case of Partnership firm, enclose<br>letter mentioning current address of<br>the firm and the full names and current<br>addresses of all the partners of the<br>firm. | City:<br>District:<br>State:<br>PIN/ZIP:                                                                                     |
| 6 | Operation Address<br>(if different from above)                                                                                                                                                             | City:<br>District:<br>State:<br>PIN/ZIP:                                                                                     |
| 7 | Telephone Number<br>[Mobile & Landline]                                                                                                                                                                    | (Country Code) (Area Code) (Telephone No.)                                                                                   |
| 8 | E-mail address                                                                                                                                                                                             |                                                                                                                              |
| 9 | Website                                                                                                                                                                                                    |                                                                                                                              |



|          |                                                                                                                                                                   |                                                                                                                                                                                                          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10       | Fax Number:                                                                                                                                                       | (Country Code) (Area Code) (Telephone No.)                                                                                                                                                               |
| 11       | ISO Certification, if any                                                                                                                                         | { If yes, please furnish details }                                                                                                                                                                       |
| 12       | Bid Currency                                                                                                                                                      |                                                                                                                                                                                                          |
| 13       | Banker's Name                                                                                                                                                     |                                                                                                                                                                                                          |
| 14       | Branch                                                                                                                                                            |                                                                                                                                                                                                          |
| 15       | Bank account number                                                                                                                                               |                                                                                                                                                                                                          |
| 16       | PAN No.                                                                                                                                                           | [Enclose copy of PAN Card]                                                                                                                                                                               |
| 17       | GSTIN                                                                                                                                                             | (Please submit copy of GST Registration Certificate)                                                                                                                                                     |
| 18       | SAC / HSN code                                                                                                                                                    |                                                                                                                                                                                                          |
| 19       | EPF Registration No.                                                                                                                                              | [Enclose copy of EPF Registration Certificate]                                                                                                                                                           |
| 20       | We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act                                                                                      | Yes / No<br><br>(If the response to the above is 'Yes', Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM) filled with the authority specified by the respective State Government.) |
| 21 (i)   | Whether Micro/Small Enterprise                                                                                                                                    | (Bidder to submit documents as specified it ITB)                                                                                                                                                         |
| 21 (ii)  | Whether MSE owned by SC/ST                                                                                                                                        | (Bidder to submit documents as specified it ITB)                                                                                                                                                         |
| 21 (iii) | UAM No. declared by MSE bidders on CPPP [failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order, 2012] |                                                                                                                                                                                                          |
| 22       | Type of Entity                                                                                                                                                    | Corporate/ Non-Corporate (As per Service tax Act/GST).<br>(In case of Non-Corporate Entity, bidder will submit documentary evidence for same).                                                           |



|    |                                  |                 |                      |
|----|----------------------------------|-----------------|----------------------|
| 23 | Vendor Classification as per GST | Registered      | <input type="text"/> |
|    | Mark (✓) on the applicable one.  | Un-Registered   | <input type="text"/> |
|    |                                  | Compound Scheme | <input type="text"/> |
|    |                                  | PSU, GOVT       | <input type="text"/> |
|    |                                  | SEZ             | <input type="text"/> |

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

:



**F-2**  
**BID FORM**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS."**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

Dear Sir,

After examining / reviewing the Bidding Documents for the tender of "\_\_\_\_\_" including "Specifications & Scope of Work", "General Conditions of Contract [GCC]", "Special Conditions of Contract [SCC]" and "Schedule of Rates [SOR]", etc. the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to offer to execute the whole part of the job and in conformity with the said Bid Documents, including Addenda / Corrigenda Nos. \_\_\_\_\_.

We confirm that this Bid is valid for a period of "three [03] months" from the date of opening of "Techno-Commercial / Un-priced Bid", and it shall remain binding upon us and may be accepted by any time before the expiry of that period.

If our Bid is accepted, we will provide the "Contract Performance Security / Security Deposit" as specified in Section-II of tender document.

Until a final Agreement/Letter of Award is prepared and executed, the tender document (including addenda/ corrigenda) together with the "Notification of Award" shall constitute a binding Agreement 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 Bidding 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 Work in all respects within the time frame and agreed price.

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

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

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

[Signature of Witness]

Name of Witness:

Address:



**F-3**  
**LIST OF ENCLOSURES**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.”**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

**Dear Sir,**

We are enclosing the following documents as part of the bid:

1. Power of Attorney of the signatory to the Bidding Document.
2. Document showing annual turnover for the last three years such as annual reports, profit and loss account, net worth etc. along with information as sought in enclosed format F-16
3. Document showing Financial Situation Information as sought in enclosed format F-16
4. Copy of Bidding Documents along with addendum/corrigendum duly signed and ed on each page, in token of confirmation that Bid Documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provisions detailed in Bid Documents.
5. Documentary Evidences showing the Bidder's claim of meeting Technical Criteria as mentioned in Clause 4 of ITB.
6. EMD / Bid Bond\*
7. Tender Fee\*
8. Power of Attorney\*
9. Duly certified document from chartered engineer and or chartered accountant.

Note:

\* In case of e-bidding the bidder has the option to submit specified documents in physical form on/before the bid due date or within seven days from the bid opening date.

However, scanned copy of these (same) documents must be submitted on-line as part of e-bid before the bid due date/time.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

:



F-4

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

Ref.:-----  
-----

Bank Guarantee No.:-----

Date-----

**To**

BRAHMAPUTRA CRACKER & POLYMER LTD.  
“ADMINISTRATIVE BUILDING” LEPETKATA,  
NH-37, P.O. LEPETKATA, DIBRUGARH,  
ASSAM, PIN – 786 006

**SUB: “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD  
OF 02 YEARS.”**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

Dear Sir (s),

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

M/s-----having their Registered/Head  
Office at----- (hereinafter called the Tenderer) 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 Tenderer as a condition precedent for participation in the said Tender which amount in  
liable to be for 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 tenderers 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 Tenderer.

This guarantee shall be irrevocable and shall remain, valid up to-----.[this date should be  
two (02) months beyond the validity of the bid] 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 -----201 ---- at -----

WITNESS:

(SIGNATURE)  
(NAME):

(SIGNATURE)  
(NAME)  
Designation with Bank Stamp

(OFFICIAL ADDRESS):

Attorney as per  
Power of Attorney No. \_\_\_\_\_  
Date: \_\_\_\_\_



**INSTRUCTIONS FOR FURNISHING "BID SECURITY / EARNEST MONEY" BY  
"BANK GUARANTEE"**

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 Bank's Guarantee to be issued by its correspondent Bank in India on requisite non-judicial stamp paper
2. The expiry date should be arrived at in accordance with "ITB: Clause-15.1".
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 Employer at its address as mentioned at "ITB".
5. Bidders must indicate the full postal address of the Bank along with the Bank's E-mail / Fax / Phone from where the Earnest Money Bond has been issued.
6. If a Bank Guarantee is issued by a commercial Bank, then a letter to Employer confirming its net worth is more than Rs.1,000,000,000.00 [Rupees One Hundred Crores] or equivalent alongwith documentary evidence.

.....



**F-5**  
**LETTER OF AUTHORITY**

[Pro forma for Letter of Authority for Attending Subsequent 'Negotiations' / 'Pre-Bid Meetings' / 'Un-priced Bid Opening' / 'Price Bid Opening']

Ref:

Date:

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS."**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

**Dear Sir,**

I/We, \_\_\_\_\_ hereby authorize the following representative(s) for attending any 'Negotiations' / 'Meetings [Pre-Bid Meeting]', 'Un-priced Bid Opening', 'Price Bid Opening' and for any subsequent correspondence / communication against the above Bidding Documents:

[1] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

Phone/Cell:

Fax:

E-mail: ..... @ .....

[2] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

Phone/Cell:

Fax:

E-mail: ..... @ .....

We confirm that we shall be bound by all commitments made by aforementioned authorised representative(s).

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

:

Note: This "**Letter of Authority**" should be on the "**letterhead**" of the Firm / Bidder and should be signed by a person competent and having the '**Power of Attorney**' to bind the Bidder. Not more than 'two [02] persons per Bidder' are permitted to attend "Techno-commercial / Un-priced" & "Price Bid" Openings. Bidders authorized representative is required to carry a copy of this authority letter while attending the un-priced and priced bid opening, the same shall be submitted to BCPL.



**F-6**

**"NO DEVIATION" CONFIRMATION**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS."**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

**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 'exception / deviation' 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**

**DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT RECEIVERSHIP**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.”**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

**Dear Sir,**

We hereby confirm that we are not on ‘Holiday’ by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon only due to “poor performance” or “corrupt and fraudulent practices”) or banned by Government department/ Public Sector on due date of submission of bid.

Further, we confirm that neither we nor our allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of BCPL/GAIL or the Ministry of Petroleum and Natural Gas.

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

In case it comes to the notice of BCPL that the bidder has given wrong declaration in this regard, the same shall be dealt as ‘fraudulent practices’ and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practices.

Further, we also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to BCPL by us.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



**F-8**

**CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS."**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

**Dear Sir,**

If we become a successful Bidder and pursuant to the provisions of the Bidding Documents, award is given to us for the tender for "\_\_\_\_\_", the following Certificate shall be automatically enforceable:

"We agree and acknowledge that the Employer 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 & agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights thereunder. It is expressly understood and agreed that the Employer 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 Employer 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:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



**F-9**

**PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE  
SECURITY / SECURITY DEPOSIT"**  
**(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

PERFORMANCE GUARANTEE No.

**Dear Sir(s),**

M/s. \_\_\_\_\_ having  
registered office at \_\_\_\_\_ (herein after called the "contractor/supplier"  
which expression shall wherever the context so require include its successors and assignees)  
have been placed/ awarded the job/work of  
\_\_\_\_\_ vide PO/LOA/FOA No.  
\_\_\_\_\_ dated \_\_\_\_\_ for M/s Brahma Putra Cracker and Polymer  
Limited (A Government of India Enterprise), PO: Lepatkata, Distt: DIBRUGARH, Assam.  
(herein after called the "BCPL" which expression shall wherever the context so require include  
its successors and assignees).

The Contract conditions provide that the SUPPLIER/CONTRACTOR shall pay a sum of Rs.  
\_\_\_\_\_ (Rupees \_\_\_\_\_) as full  
Contract Performance Guarantee in the form therein mentioned. The form of payment of  
Contract Performance Guarantee includes guarantee executed by Nationalized Bank/Scheduled  
Commercial Bank, undertaking full responsibility to indemnify Brahma Putra Cracker and  
Polymer Limited, in case of default.

The said M/s. \_\_\_\_\_ 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 to give the irrevocable & unconditional guarantee to you that if default  
shall be made by M/s. \_\_\_\_\_ in performing any of  
the terms and conditions of the tender/order/contract or in payment of any money payable  
to BCPL we shall on first demand pay without demur, contest, protest and/ or without  
any recourse to the contractor to BCPL in such manner as BCPL may direct the said  
amount of Rupees \_\_\_\_\_ only or such portion thereof not  
exceeding the said sum as you may require from time to time.
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 you under the order/contract with the said  
M/s. \_\_\_\_\_ and to enforce or to forbear from endorsing



- any powers or rights or by reason of time being given to the said M/s. \_\_\_\_\_ and such postponement forbearance would not have the effect of releasing the bank from its obligation under this debt.
3. Your right to recover the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from us in manner aforesaid is absolute & unequivocal and 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 or arbitrator or any other authority/forum and any demand made by you in the bank shall be conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission or commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.
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 said supplier/contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. This guarantee shall be irrevocable and shall remain valid upto \_\_\_\_\_ (this date should be 90 days after the expiry of defect liability period/ Guarantee period) \_\_\_\_\_. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee shall continue to be enforceable until it is discharged by BCPL in writing. However, if for any reason, the supplier/contractor is unable to complete the supply/work within the period stipulated in the order/contract and in case of extension of the date of delivery/completion resulting extension of defect liability period/guarantee period of the supplier/contractor fails to perform the supply/work fully, the bank hereby agrees to further extend this guarantee at the instance of the supplier/contractor till such time as may be determined by BCPL. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. \_\_\_\_\_ (contractor) on whose behalf this guarantee is issued.
6. Bank also agrees that BCPL at its option shall be entitled to enforce this Guarantee against the bank (as principal debtor) in the first instant, without proceeding against the supplier/contractor and notwithstanding any security or other guarantee that BCPL may have in relation to the supplier's/contractor's liabilities.
7. The amount under the Bank Guarantee is payable forthwith without any delay by Bank upon the written demand raised by BCPL. Any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the exclusive jurisdiction of courts at Guwahati.
8. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Supplier/Contractor up to a total amount of \_\_\_\_\_ (amount of guarantees in



words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier/Contractor to be in default under the order/contract and without caveat or argument, any sum or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

9. We have power to issue this guarantee in your favor 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 SECURITY / SECURITY DEPOSIT" BY "BANK**  
**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 Delhi.
2. The Bank Guarantee by Bidders will be given from bank as specified in Tender.
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 Employer.
4. If a Bank Guarantee is issued by a commercial bank, then a letter to Employer and copy to Consultant (if applicable) confirming its net worth is more than Rs. 100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency alongwith documentary evidence.

.....



**F-10**

**AGREED TERMS & CONDITIONS**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.”**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

This Questionnaire duly filled in, signed & stamped must form part of Bidder's Bid and should be returned along with Un-priced Bid. Clauses confirmed hereunder need not be repeated in the Bid.

| Sl. | DESCRIPTION                                                                                                                                                                               | BIDDER'S<br>CONFIRMATION                      |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1   | Bidder's name and address                                                                                                                                                                 |                                               |
| 2.  | Please confirm the currency of quoted prices is in Indian Rupees.                                                                                                                         |                                               |
| 3.  | Confirm quoted prices will remain firm and fixed till complete execution of the order.                                                                                                    |                                               |
| 4   | Rate of applicable GST                                                                                                                                                                    |                                               |
| a   | Applicable GST is                                                                                                                                                                         | CGST+SGST/IGST<br>(Please tick as applicable) |
| b   | CGST+SGST                                                                                                                                                                                 | .....%age                                     |
| c   | IGST                                                                                                                                                                                      | .....                                         |
| d   | Cess (if any)                                                                                                                                                                             | .....%age                                     |
| e   | Service Accounting Codes (SAC) has been submitted and mentioned in un-priced SOR                                                                                                          |                                               |
| 5.  | i) Confirm acceptance of relevant Terms of Payment specified in the Bid Document.<br>ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay. |                                               |
| 6.  | Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.                                                                                                   |                                               |



|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 7.  | Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs.100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. |  |
| 8.  | Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 9.  | Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 10. | a) Confirm acceptance of all terms and conditions of Bid Document (all sections).<br>b) Confirm that printed terms and conditions of bidder are not applicable.                                                                                                                                                                                                                                                                                                                                                                          |  |
| 11. | Confirm your offer is valid for 3 months from Final/Extended due date of opening of Techno-commercial Bids.                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 12. | Please furnish EMD/Bid Security details :<br>a) EMD/ Bid Security No. & date<br>b) Value<br>c) Validity                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 13. | Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 14. | Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 15. | Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.                                                                                                                                                                                                                                                                                                                                  |  |
| 16. | Confirm that none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ BCPL or his relative is a partner.                                                                                                                                                                                                                                                                                                                                                               |  |
| 17. | All correspondence must be in ENGLISH language only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 18. | Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 19. | Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |



|    |                                                                         |  |
|----|-------------------------------------------------------------------------|--|
| 20 | Confirm acceptance of Anti profiteering clause no. 171 of GST Act.      |  |
| 21 | a) Whether bidder <b>falls under MSE Act.</b>                           |  |
|    | If yes, Whether bidder is a <b>MSE belonging to SC/ST category.</b>     |  |
|    | b) Whether MSE bidder has declared UAM no. on CPPP w e f 1st April'2018 |  |

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



**F-11**

**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 reason for non-participation against the enquiry /tender through e-mail/fax to concerned executive in BCPL issued the tender, by filling up the Format)

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARSARS”**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

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 reason given below:  
Reasons for non-submission of bid:

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



**F-12**  
**UNDERTAKING ON LETTERHEAD**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS.”**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

Dear Sir

We hereby confirm that “The contents of this Tender Document No. \_\_\_\_\_ 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) shall be liable for rejection”.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



**F-13**  
**BIDDER'S EXPERIENCE**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS."**

**E-Tender No.: BCPL/C&P/LE20W161ND/1551**

| Sl. No | Description of the Services | LOA /WO No. and date | Full Address & phone nos. of Client. <i>Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase)</i> | Value of Contract/Order (Specify Currency Amount) | Date of Commencement of Services | Scheduled Completion Time (Months) | Date of Actual Completion | Reasons for delay in execution, if any |
|--------|-----------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------|------------------------------------|---------------------------|----------------------------------------|
| (1)    | (2)                         | (3)                  | (5)                                                                                                                                      | (6)                                               | (7)                              | (8)                                | (9)                       | (10)                                   |
|        |                             |                      |                                                                                                                                          |                                                   |                                  |                                    |                           |                                        |
|        |                             |                      |                                                                                                                                          |                                                   |                                  |                                    |                           |                                        |
|        |                             |                      |                                                                                                                                          |                                                   |                                  |                                    |                           |                                        |
|        |                             |                      |                                                                                                                                          |                                                   |                                  |                                    |                           |                                        |

Place:  
Date:

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



**F-14**  
**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:

| S. No. | DESCRIPTION                                                                                                                                                                             | CHECK BOX | REFERENCE PAGE NO. OF THE BID SUBMITTED |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------|
| 1.0    | Digitally Signing (in case of e-bidding) on each sheet of offer, original bidding document including SCC, ITB, GCC ,SOR drawings, addendum (if any)                                     |           |                                         |
| 2.0    | Confirm that the following details have been submitted in the Un-priced part of the bid                                                                                                 |           |                                         |
| i      | Covering Letter, Letter of Submission                                                                                                                                                   |           |                                         |
| ii     | Bid Security/ EMD                                                                                                                                                                       |           |                                         |
| iii    | Signed and stamped original copy of bidding document along with drawings and addendum (if any)(Not Applicable in case of e-bidding)                                                     |           |                                         |
| iv     | Power of Attorney in the name of person signing the bid.                                                                                                                                |           |                                         |
| v      | Copies of documents defining constitution or legal status, place of registration and principal place of business of the company                                                         |           |                                         |
| vi     | Bidders declaration that regarding, Holiday/ Banning, liquidation court receivership or similar proceedings in Format 7.                                                                |           |                                         |
| vii    | Details and documentary proof required against qualification criteria along with complete documents. (Also fill the documents & certification checklist given below)                    |           |                                         |
| viii   | Confirm submission of document alongwith techno-commercial bid as per bid requirement.                                                                                                  |           |                                         |
| 3.0    | Confirm that all forms& formats duly filled in are enclosed with the bid duly signed by authorized person(s)                                                                            |           |                                         |
| 4.0    | Confirm that the price part as per Price Schedule format submitted with Bidding Document/ uploaded in case of e-bid                                                                     |           |                                         |
| 7.0    | Confirm that annual reports for last three financial years & duly filled in Form 16 are enclosed in the offer for financial assessment (where financial criteria of BEC is applicable). |           |                                         |



## DOCUMENTS & CERTIFICATION CHECKLIST

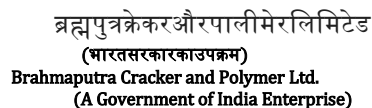
| S NO   | DESCRIPTION                                                                                             | CHECK LIST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES/<br>NA | NO |
|--------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|
| 1.     | EMD Value                                                                                               | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |    |
| 2.     | TENDER FEE if applicable                                                                                | DD of requisite amount UPLOADED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YES        | NO |
| 3.     | BID VALIDITY UPTO THREE MONTHS                                                                          | ACCEPTED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES        | NO |
| 3(i)   | <i>Status of Bidder(As Stipulated in BEC 1.1.1)</i>                                                     | Bidder must submit/upload the valid CHA license in their name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |    |
| 3 (ii) | <i>Experience against Completion/ Execution of order/ contract (As Stipulated in BEC 1.1.2)</i>         | a. Bidder must upload (submit) the Copy of Work Order/LOA/Agreement for the work which has been executed as mentioned at BEC clause no. 1.1.2 along with the details of SOR items & scope of work.<br>b) Completion Certificate/Equivalent Certificate against the Work Order/LOA/Agreement submitted as mentioned at point “a)” above. The Completion/equivalent Certificate must contain the detailed information like LOA/Order No./Agreement No. with date, Brief Scope of work / Name of work, Order value, Total Executed value, Scheduled date of Work completion and Actual Date of Work completion, Full Address of Client, officer issuing certificate etc. The Completion certificate should be issued by the end-user/owner/authorized consultant.                                                                                                                                              | YES        | NO |
| 3 (ii) | <i>Experience against execution of running Rate / Maintenance Contract (As Stipulated in BEC 1.1.2)</i> | Bidder must upload (submit) the Copy of detailed Work Order/LOA/Agreement for executing the Contract which is still running as mentioned at BEC clause no. 1.1.3 along with the details of SOR items & scope of work.<br>Execution Certificate against the Copy of detailed Work Order/LOA/Agreement for executing the Contract as mentioned at point “a)” above clearly mentioning the executed VALUE till one day prior to due date of bid submission which must be equal to or more than the minimum prescribed value mentioned in the BEC at sl. no. 1.1.2 above. The execution certificate must contain the detailed information like LOA/Order No. / Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, Full Address of Client, officer issuing certificate etc. The Execution Certificate should be issued by the end-user/owner/authorized consultant. | YES        | NO |
| A      | ORDER COPY                                                                                              | Duly CERTIFIED by <b>CHARTERED ENGINEER</b> with LEGIBLE stamp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES        | NO |



| S NO                                                                                                                                                                                                      | DESCRIPTION                                                                                              | CHECK LIST                                                                                                                                                             | YES/<br>NA | NO |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|
|                                                                                                                                                                                                           |                                                                                                          | Duly NOTARISED by <b>Notary Public</b> with legible stamp                                                                                                              | YES        | NO |
| B                                                                                                                                                                                                         | COMPLETION/EXECUTION CERTIFICATE                                                                         | Has been issued by the End User / Owner / Authorized Consultant of Owner.                                                                                              | YES        | NO |
|                                                                                                                                                                                                           |                                                                                                          | Duly CERTIFIED by <b>CHARTERED ENGINEER</b> with LEGIBLE stamp                                                                                                         | YES        | NO |
|                                                                                                                                                                                                           |                                                                                                          | Duly NOTARISED by <b>Notary Public</b> with legible stamp                                                                                                              | YES        | NO |
| C                                                                                                                                                                                                         | CERTIFICATE TOWARDS STARTUP ENTERPRISE REGISTRATION ISSUED BY DIPP, MINISTRY OF COMMERCE & INDUSTRY, GOI | Duly CERTIFIED by a <b>CHARTERED ACCOUNTANT</b> with Membership Number (not being an employee or a Director or not having any interest in the bidder's company / firm) | YES        | NO |
|                                                                                                                                                                                                           |                                                                                                          | Duly NOTARISED by <b>Notary Public</b> with legible stamp                                                                                                              | YES        | NO |
| 4.                                                                                                                                                                                                        | <b>FINANCIAL CRITERIA AS STIPULATED IN BEC ( Not applicable)</b>                                         |                                                                                                                                                                        |            |    |
| 5.                                                                                                                                                                                                        | Tender Document uploaded                                                                                 | Uploaded Unedited & Digitally signed ALONGWITH UNPRICED BID.                                                                                                           | YES        | NO |
| 6.                                                                                                                                                                                                        | SOR (BLANK without price) MENTIONING WORD “QUOTED/NOT QUOTED” IN EACH ITEM RATE COLUMN                   | Uploaded Digitally signed scanned copy of EACH SOR filled QUOTED/NOT QUOTED, ALONGWITH UNPRICED BID.                                                                   | YES        | NO |
| 7.                                                                                                                                                                                                        | FORM 1 TO 18 ATTACHED TO TENDER                                                                          | FILLED AS APPLICABLE, SIGNED, STAMPED &UPLOADED ALL                                                                                                                    | YES        | NO |
| <b>Non-submission of the attested copies of the requisite certificates/ documents as specified above and/or in tender document shall render the bid non-responsive and shall be liable for rejection.</b> |                                                                                                          |                                                                                                                                                                        |            |    |

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

Bidder is requested to fill this check list and ensure that all detail/ documents have been uploaded/submitted including this Checklist duly filled in, signed & stamped alongwith the “Un-priced bid (Part-I)”. **Non submission of any document/ submission without proper attestation may lead to rejection of the Bid.**



## TECHNICAL CRITERIA AS STIPULATED IN BEC

***NB:***

1. All documents **[to be uploaded / submitted]** are required to be Certified/Attested by both Chartered Engineer and Notarized by Notary Public with legible stamp
2. If the bidder is submitting only one order & its completion/execution Certificate (as applicable), then sl no. A to be filled in.
- 2.** Likewise, If the bidder is submitting more number of orders and their completion/execution Certificates (as applicable), then sl no. A, B, C, D etc shall be applicable. [In below table, upto sl no. 'D' is mentioned. Bidder to increase rows if intend to submit more documents]

| Sl. No. | List of Order Details                  | Description                                                                                                                                                                                                                                                                                  |   | Details [to be mentioned by the bidder]                                 |
|---------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------|
| A       | 1 <sup>st</sup> Order/<br>LOI/Contract |                                                                                                                                                                                                                                                                                              |   |                                                                         |
| A1      |                                        | Name of Order issuing Agency/Client/Owner/Company                                                                                                                                                                                                                                            | : |                                                                         |
| A2      |                                        | Order No. & Date                                                                                                                                                                                                                                                                             | : |                                                                         |
| A3      |                                        | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                                        | : |                                                                         |
| A4      |                                        | Contract/Order Value (in Rs.)                                                                                                                                                                                                                                                                | : |                                                                         |
| A5      |                                        | Period of Contract/ Order                                                                                                                                                                                                                                                                    | : |                                                                         |
| A6      |                                        | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Contract/Order Value (in Rs.)<br>iv. Period of Contract/ Order<br>v. Actual Date of Completion/Execution<br>vi. Executed Value (in Rs.) |   | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> |
|         |                                        |                                                                                                                                                                                                                                                                                              |   |                                                                         |



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड  
(भारतसरकारकाउपक्रम)  
Brahmaputra Cracker and Polymer Ltd.  
(A Government of India Enterprise)

| B  | 2 <sup>nd</sup> Order/<br>LOI/Contract | Description                                                                                                                                                                                                                                                                                     | Details [to be mentioned by the bidder] |
|----|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| B1 |                                        | Name of Order issuing<br>Agency/Client/Owner/Company                                                                                                                                                                                                                                            |                                         |
| B2 |                                        | Order No. & Date                                                                                                                                                                                                                                                                                |                                         |
| B3 |                                        | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                                           |                                         |
| B4 |                                        | Contract/Order Value (in Rs.)                                                                                                                                                                                                                                                                   |                                         |
| B5 |                                        | Period of Contract/ Order                                                                                                                                                                                                                                                                       |                                         |
| B6 |                                        | Completion /Execution Certificate (as applicable) to<br>contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Contract/Order Value (in Rs.)<br>iv. Period of Contract/ Order<br>v. Actual Date of Completion/Execution<br>vi. Executed value (in Rs.) | <br><br><br><br><br><br>                |
| C  | 3 <sup>rd</sup> Order/<br>LOI/Contract | Description                                                                                                                                                                                                                                                                                     | Details [to be mentioned by the bidder] |
| C1 |                                        | Name of Order issuing<br>Agency/Client/Owner/Company                                                                                                                                                                                                                                            |                                         |
| C2 |                                        | Order No. & Date                                                                                                                                                                                                                                                                                |                                         |
| C3 |                                        | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                                           |                                         |
| C4 |                                        | Contract/Order Value(in Rs.)                                                                                                                                                                                                                                                                    |                                         |
| C5 |                                        | Period of Contract/ Order                                                                                                                                                                                                                                                                       |                                         |
| C6 |                                        | Completion /Execution Certificate (as applicable) to<br>contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Contract/Order Value (in Rs.)<br>iv. Period of Contract/ Order<br>v. Actual Date of Completion/Execution<br>vi. Executed value(in Rs.)  | <br><br><br><br><br><br>                |



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड  
(भारतसरकारकाउपक्रम)  
Brahmaputra Cracker and Polymer Ltd.  
(A Government of India Enterprise)

| D  | 4 <sup>th</sup> Order/<br>LOI/Contract | Description                                                                                                                                                                                                                                                                                     | Details [to be mentioned by the bidder] |
|----|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| D1 |                                        | Name of Order issuing<br>Agency/Client/Owner/Company                                                                                                                                                                                                                                            |                                         |
| D2 |                                        | Order No. & Date                                                                                                                                                                                                                                                                                |                                         |
| D3 |                                        | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                                           |                                         |
| D4 |                                        | Contract/Order Value (in Rs.)                                                                                                                                                                                                                                                                   |                                         |
| D5 |                                        | Period of Contract/ Order                                                                                                                                                                                                                                                                       |                                         |
| D6 |                                        | Completion /Execution Certificate (as applicable) to<br>contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Contract/Order Value (in Rs.)<br>iv. Period of Contract/ Order<br>v. Actual Date of Completion/Execution<br>vi. Executed value (in Rs.) | <br><br><br><br><br><br>                |



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड  
(भारतसरकारकाउपक्रम)  
Brahmaputra Cracker and Polymer Ltd.  
(A Government of India Enterprise)

**THIS FORMAT TO BE FILLED BY THE BIDDER**  
**FINANCIAL CRITERIA AS STIPULATED IN BEC (Not applicable)**  
[REFER TO BEC AND GIVE BRIEF DETAILS IN THE BELOW CHECK LIST FORMAT]

=====



F-17

**BIDDER'S QUERIES FOR PRE BID MEETING**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

SUB: "HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS."

E-Tender No.: BCPL/C&P/LE20W161ND/1551

| SL. NO. | REFERENCE OF BIDDING DOCUMENT |          |            |         | BIDDER'S QUERY | BCPL'S REPLY |
|---------|-------------------------------|----------|------------|---------|----------------|--------------|
|         | SEC. NO.                      | Page No. | Clause No. | Subject |                |              |
|         |                               |          |            |         |                |              |

NOTE: The Pre-Bid Queries may be sent by fax and also by e-mail before due date for receipt of Bidder's queries.

SIGNATURE OF BIDDER: \_\_\_\_\_

NAME OF BIDDER : \_\_\_\_\_



**F-18**

**E-Banking Mandate Form**

(To be issued on vendors letter head)

1. Vendor/Customer Name :
2. Vendor/Customer Code:
3. Vendor /Customer Address:
4. Vendor/Customer e-mail id:
5. Particulars of bank account
  - a) Name of Bank
  - b) Name of branch
  - c) Branch code:
  - d) Address:
  - e) Telephone number:
  - f) Type of account (current/saving etc.)
  - g) Account Number:
  - h) RTGS IFSC code of the bank branch
  - i) NEFT IFSC code of the bank branch
  - j) 9 digit MICR code

I/We hereby authorize Brahmaputra Cracker and Polymer Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the Brahmaputra Cracker and Polymer Limited responsible.

(Signature of vendor/customer)

**BANK CERTIFICATE**

We certify that ----- has an Account no. ----- with us and we confirm that the details given above are correct as per our records.  
Bank stamp

Date

(Signature of authorized officer of bank)



**भाग – IV**  
**SECTION – IV**

**संविदा की सामान्य शर्ते) जीसीसी(**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**



**CONSENT LETTER ON ACCEPATNCE OF GENERAL CONDITIONS OF  
CONTRACTS (GCC)/GENERAL PURCHASE CONDITION (GPC)**

NIT/RFQ NUMBER: BCPL/C&P/LE20W161ND/1551

Dated:

Dear Sir,

I/we have read the following Conditions of Contract which is available in the BCPL website.

I/ we further confirm that we have agreed to all the conditions as printed/available in the Documents in BCPL website in entirety and unconditionally.

**1. General Conditions of Contract.**

**[https://www.bcplonline.co.in/UploadFiles/GCC\\_CONTRACTS.pdf](https://www.bcplonline.co.in/UploadFiles/GCC_CONTRACTS.pdf)**

Thanking you,

(Sign of the authorized signatory with the Company/ Firm seal)

Name:

Designation:

Company Seal:



**भाग – V**  
**SECTION – V**  
**SPECIAL CONDITIONS OF CONTRACT**  
**[SCC]**  
**&**  
**SCOPE OF WORK [SOW]**

**SUB: “HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS” FOR BCPL-LEPETKATA”**

**e-TENDER NO.: BCPL/C&P/LE18W165SD/00849**



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## **SCOPE OF WORK**



## 1.0 GENERAL INFORMATION

Brahmaputra Cracker and Polymer Limited (BCPL) is implementing the prestigious Assam Gas Cracker project, the first ever Petrochemical project in entire North East India. The project came as a part of the historic Assam Accord signed on 15th August, 1985 with the motive of overall socio-economic development of the region. It was approved by the Cabinet Committee on Economic Affairs (CCEA) on 18th April, 2006.

Subsequently a Joint Venture Company BCPL was incorporated on 08th January, 2007 as Central Public Sector Enterprise under the under the Department of Chemicals & Petrochemicals, Govt. of India. The project is expected to generate scope for substantial investments in setting up of downstream plastic processing industries, thereby will generate both direct as well as indirect employment.

GAIL (India) Limited is the main promoter having 70% of equity participation and the rest 30% is equally shared by Oil India Ltd (OIL), Numaligarh Refinery Limited (NRL) and Government of Assam. Dr. Manmohan Singh, Honourable Prime Minister of India laid the foundation stone of this project on 9th April, 2007.

The Complex is spread over 3000 Bighas of Land at Lepetkata, and situated at approximately 15 Kilometers away from the Tea City Dibrugarh. M/s Engineers India Limited is the Engineering and Project Management Consultant for the project. Gas Dehydration and Compressor facilities are established at Duliajan along with Gas Sweetening Unit and C2+ Recovery Section at Lakwa.

The Feedstock for the project will be Natural Gas and Naphtha. OIL and ONGC will supply Natural Gas and Naphtha shall be supplied by NRL. The principal end products of the Complex will be High Density Polyethylene (HDPE) and Linear Low Density polyethylene (LLDPE) totaling 2, 20,000 Tonnes per Annum (TPA) and 60,000 TPA of Polypropylene The other products include Raw Pyrolysis Gasoline and Fuel oil.

## 2.0 Existing SAP Setup

BCPL is using various modules of SAP EHP 7 for SAP ERP 6.0 for running its business critical processes online.

### 2.1 SAP System Location

BCPL has got its Data Centre setup as per below:

**Primary Site:**



Administrative Building  
BCPL Project Site, Lepetkata  
Dibrugarh, Assam-786006.  
Tel: 0373- 2914604, Fax: 011-66173653

#### **DR Site:**

GAIL (India) Limited  
2<sup>nd</sup> floor, BCPL  
Infohub, B-35,36  
Sector-1  
Noida – 201301

## **2.2 Geographical Spread of the End Users.**

Lepetkata (Dibrugarh), Duliajan, Lakwa, Guwahati  
10 - Zonal Offices.  
20 - Consignment Stockiest.

## **2.3 SAP R3 Three System Landscape**

|                              |                                               |
|------------------------------|-----------------------------------------------|
| Development Server:          | Windows 2012 R2 Virtual Machine (MS Hyper-V)  |
| Quality Server:              | Windows 2012 R2 Virtual Machine               |
| Production server (Cluster): | Windows 2012 R2 Virtual Machine Guest cluster |

## **2.4 Backup Server**

Dell Poweredge CPU 2 x 1.2 GHz  
128 GB RAM  
Windows 2012 R2

## **2.5 Present Application & Database**

### **2.5.1 SAP R3 Setup**

Around 203 users are using the system including non-BCPL users (Consignment stockists).

|                     |                                       |
|---------------------|---------------------------------------|
| <b>ERP:</b>         | EHP 7 for SAP ERP 6.0 with 742 Kernel |
| <b>Database:</b>    | Oracle 11.2.0.4.0                     |
| <b>No of users:</b> | 203                                   |



**Database size:** 140 GB  
**OS:** Windows Server 2012 R2

The Database (Oracle) and Central Instance (SAP) are running in a High Availability cluster on two different virtual machines with equal performance and configuration, and has access to the same database and storage. The two systems have adequate redundancy built-in.

The cluster solution is able to provide fail-over to the other system for any failure arising due to:

- ☐ Hardware,
- ☐ Operating system,
- ☐ Oracle Database
- ☐ SAP processes in any of the two systems.

### 2.5.2 SAP ESS Setup

Around 700 users are using ESS functionality across BCPL locations in India.

**SAP ESS:** SAP NetWeaver 7.4  
**Database:** Oracle 11.2.0.4.0  
**No of users:** 700  
**OS:** Windows Server 2012 R2

### 2.5.3 SAP Interfaces

#### **File based Interfaces –**

Uploading and downloading of data in the form of text files for interface with legacy applications.

#### **RFC based applications –**

RFC based applications are used for online data exchange with legacy applications.

## 2.6 Functional Coverage

As BCPL has implemented the SAP package along with its all core and other function modules. For the purpose of familiarity of the SA a brief list of the functionalities and sub functionalities implemented is indicated in **Annexure – 2.A-1**.



### 3.0 Scope Of Work (SOW)

BCPL's Functional and Technical Core team is located centrally at Lepetkata (Dibrugarh) to address day to day calls of routine nature from users received through a helpdesk set up. In this contract BCPL is looking for a backup support (Level 2 and above) for its Core team from an external Support Agency for resolution of Consultancy issues as well as system improvisation desired by BCPL.

SA shall provide necessary knowledge transfer with the aid of elaborate presentations, information sharing, documentation etc. in all cases of involvement.

Also, various system improvisation and modification activities will be executed with the help of Support Agency. The support shall be achieved through following SOR items:

#### 3.1 Troubleshooting of Functional / Technical issues - Remote

This includes various calls arising in the modules: FICO/MM/MM/SD/HCM/QM /ABAP. The calls would be logged as per agreed call handling methodology.

On case to case basis SA shall be allowed remote access to work on Development and Quality systems. Only limited access for viewing the production data shall be allowed on need basis.

Based on the nature of issue, SA may optionally deploy its consultant at BCPL's Site for its resolution without any additional time and financial implication to BCPL. The Resolution Time for this category of calls is 3-working days.

#### 3.2 Assistance for Function and Technical Module – Offsite

SA shall be involved in taking up the major issues, assistance for Function and Technical Module, requiring configuration, existing and new ,changes, maintenance and developments.

SA shall be given a lead time of maximum 07 calendar days for deploying the required consultant at its own place/Site.

The indicative activities are listed below but the SA scope does not get limited to these ones only.

- **Activities list :**

The list of tentative activities which can be there are as follows.

- ✓ Debugging and resolution of errors in the business transactions.
- ✓ Configuration-New and Existing Business Processes, implementation and testing of new business processes /functionalities
- ✓ Customization of existing business process to meet business requirements.
- ✓ Workflow and Payroll issues.
- ✓ Trial balance, Quarterly & Yearly closing issues.
- ✓ Documentation of functional and technical specifications
- ✓ Implementing recommendation as per SAP security guides.
- ✓ Enhancements and new developments (Normal/ALV/Smart forms/Adobe Forms). Module Pool Programs.



- ✓ New and maintenance of existing interfaces.
- ✓ Resolution of ABAP dumps.

### 3.4 Responsibilities:

The distribution of responsibilities between the BCPL and Support Agency under different scenarios would be as under:

| SOR | Description of requirement                        | BCPL                                 | Support Agency                           |
|-----|---------------------------------------------------|--------------------------------------|------------------------------------------|
| 1   | Troubleshooting of Functional / Technical issues. | Log the Problem, Test & accept the   | Propose solution, Test and Implement the |
| 2   | Assistance for Function and Technical Module      | Specify requirement, Test and Accept | Propose, Test and Implement the          |

### 3.5 Contract Execution

#### 3.5.1 BCPL Side:

Either EIC himself or a person nominated by him shall act as coordinator from BCPL side.

#### 3.5.2 SA Side:

SA will identify one person who shall act as coordinator from SA side. He must be adequately knowledgeable about core function modules of SAP.

#### 3.5.3 Kick Off Meeting:

After award of contract, SA shall meet BCPL's EIC/Coordinator for Kick Off meeting and would discuss and decide following:

- i) BCPL and SA shall share the contact details of the Coordinators, Functional/ Technical module team lead and members from both sides.
- ii) SA shall provide the login details of the web site where the calls shall be logged. SAP shall provide at least one access per module along with access for Coordinator.
- iii) Performance feedback and Call handling methodology shall be agreed upon. The kick off meeting shall be held within 3 weeks from date of LOA/FOI.



### 3.5.4 Familiarity

Following Kick off meeting, SA shall be given 7days of time to get familiar with the SAP landscape and implementation at BCPL's site.

### 3.5.6 Review Meeting:

Meeting shall be called, at least once in a quarter, to review the status of the contract at the BCPL's site.

### 3.5.7 SLA & Penalty

The contract shall be driven by the SLA and Penalty clause indicated in the Special Conditions of Contract.

## 3.6 Call Handling Methodology

### 3.6.1 Call Intimation/Logging

BCPL shall intimate the troubleshooting/ assistance requirement to the SA through email. In case of email to the SA, SA shall communicate the call no. by return mail. The respective screens are indicated in the **Annexure: 3.A-1**

### 3.6.2 Information to be provided while call logging

Following to be entered in the "Details of Call/Issue" field of **Annexure: 3.A-1**

- a) The complete description of the issue.
- b) Wherever possible attach or mention error message as screen shot or in description.
- c) Client and server name.
- d) Actions taken by the core team.
- e) Date and time of the issue occurrence.

### 3.6.3 SA response to call

SA shall read the details provided to him and can ask the details as indicated in Annexure: 3.A-1.

- a) Authorizations and access needed in the respective clients in the server.
- b) In case vendor wishes to first implement it in the testing clients then this time will be counted in the resolution time.

### 3.6.4 BCPL's Response

BCPL shall review the requirement of Authorization and access requested by SA and in case it is acceptable, BCPL shall provide the required access. In case a solution is proposed, BCPL shall convey approval and acceptance.

### 3.6.5 Reporting

Following reports at indicated frequency shall be furnished by SA –



- a. SA will give monthly report on calls resolved and unresolved to BCPL's EIC/Coordinator.
- b. A report giving details of the calls and man day availed on quarterly period basis with details of the SLA required and actually met must be submitted.

The format for the above mentioned reports is furnished Annexure – 3.A-2 & 3.

These reports will form the necessary basis of payment and will always be read in conjunction with SCC clauses, SLA Matrix and SOR. The formats proposed here are subject to be reviewed on periodic basis for more effectiveness.

### **3.6.6 Discrepancy**

Any dispute or discrepancy, in the call resolution, shall be sorted out mutually by coordinators.

### **3.7 Template for Call Logging**

SA shall provide web based tool to BCPL for logging the calls. However, any problem communicated to SA through email shall logged as a call in the system by SA.

Template for the call logging is indicated in the Annexure – 3.A-1.

### **3.8 Infrastructure**

#### **Remote Connectivity:**

The connectivity shall be provided to SA through VPN. Initially, four such VPN connections

shall be provided, which may be increased depending on the need at BCPL's discretion.

### **3.9 Documentation**

SA shall submit the Solution delivery documentation mentioning the configuration, customization, development or any other activity done to resolve the problem or to implement the new functionality. SA shall submit these documents duly signed by concerned BCPL SAP Module team lead/ member and SA team member to BCPL EIC / Coordinator.

### **3.10 Exclusions from Scope**

The following is excluded from scope of work:

- ✓ Any new modules of mySAP mapping or implementation
- ✓ Efforts related to managing Hardware viz.
  - ☐ Monitoring the server room temperature, power supply and network infrastructure.
  - ☐ Monitoring the hardware or the network
  - ☐ Installing Operating System on new or existing hardware.
  - ☐ Maintaining the backup media (DLT) / tape library (DLT tapes with versions).



- ☐ Sending tapes to disaster recovery location.
- ☐ Assisting the hardware engineer in installation of new hardware, troubleshooting, hardware upgrades and patch installations.
- ☐ Restarting the server.
- ☐ Managing physical access to these servers (security).



#### 4. FORMATS & ANNEXURES

##### Annexure –2.A-1

| S No. | Module Name                   | Functionalities                                                                                                                                                                           |
|-------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01    | SALES & DISTRIBUTION (SD)     | CREDIT MANAGEMENT, SHIPPING & TRANSPORTATION, ORDER PROCESSING-DEEMED EXPORTS, ORDER PROCESSING-EXPORTS, ORDER PROCESSING-DIRECT SALES,                                                   |
| 02    | MATERIALS MANAGEMENT(MM and ) | MASTERS – VENDOR, MATERIAL & EXCISE, PURCHASING: PR TO MIRO, INVENTORY MANAGEMENT, EXTERNAL SERVICE MANAGEMENT, and CONSUMPTION BASED PLANNING.                                           |
| 03    | HUMAN CAPITAL MANAGEMENT      | PA - PERSONAL ADMINISTRATION, OM – ORGANIZATIONAL MANAGEMENT, PY – PAYROLL, PCR, TIME MANAGEMENT, RECRUITMENT, TRAINING &                                                                 |
| 04    | FINANCE & CONTROLLING (FICO)  | ACCOUNTS PAYABLE & RECEIVABLES, GENERAL LEDGER, FUND MANAGEMENT, INVESTMENT MANAGEMENT, ASSET MANAGEMENT, BANKING, CIN, PROFIT CENTRE ACCOUNTING, TRASERY & CREDIT                        |
| 05    | QUALITY MANAGEMENT (QM)       | QM – PROCUREMENT, QM - RAW MATERIALS, QM – MANUAL INSPECTION & NOTIFICATION, QM – TEST EQUIPMENT MANAGEMENT. QM- SALES AND DISTRIBUTION,MASTER- MANAGING QM-SPECIFIC BASIC DATA, SAMPLING |

##### Annexure –3.A-1

- A - Call Logging Format

\* (Following minimum fields should be available)

| Short Description Of Call/Issue | Details of Call/Issue | User Details for follow up | Identifier of call                               |
|---------------------------------|-----------------------|----------------------------|--------------------------------------------------|
| User to enter data              | User to enter data    | User to enter data         | As per Identifier indicated in Annexure 3.A.1(B) |

- B – Identification of Call



| S/N | Nature of requirement                            | Identifier      |
|-----|--------------------------------------------------|-----------------|
| 1.  | Troubleshooting of Functional / Technical calls. | Troubleshooting |
| 2.  | Assistance for Function and Technical Module.    | Assistance      |

**Annexure – 3.A-2**

**• Quarterly Report**  
**(Troubleshooting of Functional / Technical issues SOR 1)**

| Call No. | Module/Modules Concerned | Call Logging Date & | Call resolution time | Std | Actual Resolution Time | Call | Reasons & remarks in case of delay |
|----------|--------------------------|---------------------|----------------------|-----|------------------------|------|------------------------------------|
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |
|          |                          |                     |                      |     |                        |      |                                    |

Total Amount (In Figures): \_\_\_\_\_.

Total Amount (In Words): \_\_\_\_\_.

**SA Coordinator**

Signature \_\_\_\_\_.

Name & Designation \_\_\_\_\_.

. Date \_\_\_\_\_.

Penalty (If any else “NA”) \_\_\_\_\_.

Amount Claimed \_\_\_\_\_.

Net payable amount after considering penalty \_\_\_\_\_.

**BCPL Coordinator**

Signature \_\_\_\_\_.

Name & Designation \_\_\_\_\_.

Date \_\_\_\_\_.



### Annexure – 3.A-3

• **Quarterly Report**  
(Assistance for Function and Technical Module – SOR 2)

| Call No. | Module/Modules Concerned | Call Logging Date & | Mandays provided | Activity brief description | Reasons & remarks in case of delay |
|----------|--------------------------|---------------------|------------------|----------------------------|------------------------------------|
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |
|          |                          |                     |                  |                            |                                    |

Total Amount ( In Figures ) : \_\_\_\_\_.

Total Amount ( In Words ) : \_\_\_\_\_.

#### SA Coordinator

Signature \_\_\_\_\_.

Name & Designation \_\_\_\_\_.

. Date \_\_\_\_\_.

Penalty (If any else “NA”) \_\_\_\_\_.

Amount Claimed \_\_\_\_\_.

Net payable amount after considering penalty \_\_\_\_\_.

#### BCPL Coordinator

Signature \_\_\_\_\_.

Name & Designation \_\_\_\_\_.

Date \_\_\_\_\_.



**SPECIAL CONDITIONS OF CONTRACT (SCC)**



## 1.0 INTRODUCTION

The Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of rates, specifications, drawings and any other documents forming part of contract, wherever the context so requires. Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.

Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to override the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.

Wherever it is mentioned in the specifications that the CONTRACTOR shall perform certain WORK or provide certain facilities, it is understood that the CONTRACTOR shall do so at his cost and the VALUE OF CONTRACT shall be deemed to have included cost of such performance and provisions, so mentioned.

## 2.0 DEFINITIONS

BID : BIDDER'S response to this Material Requisition /Request for Quotation

BOM : Bill of Material

MR : Material Requisition

SITE(S) : BCPL Offices

Support Agency (SA): The agency who will be awarded this contract will be called Support agency and will be referred in this document as acronym SA.

Remote: SA shall address the call remotely from their works without having need to come onsite.

Function Module: Function module will always refer to the modules namely: FICO/MM/WM/SD/HCM/QM.

Technical Module: Technical module will always refer to the modules namely: BASIS



and ABAP.

EIC: EIC will refer to Engineer In-charge who will be completely responsible for the execution of contract at the interface to SA.

Coordinator : Coordinator wherever referred will be the person delegated by EIC who would communicate with SA on behalf of BCPL for all purposes related to Technical execution of the contract.

Response Time: The time from the problem occurrence to the time when the problem is first attended by the bidder's engineer.

Resolution Time: The time required by SA to acknowledge as well as resolve the issue informed.

### **3.0 PLACEMENT OF ORDER**

Based on the techno-commercial evaluation, OWNER shall place the Order on the short listed Bidder based on L1 criteria. OWNER also reserves the right to reject any or all the BIDS without assigning any reason what so ever.

### **4.0 BCPL SITES**

#### **Primary Site:**

Administrative Building  
BCPL Project Site, Lepetkata  
Dibrugarh, Assam-786006.  
Tel: 0373- 2914604, Fax:011-66173653

#### **DR Site:**

2<sup>nd</sup> floor, BCPL  
Infohub, B-35,36  
Sector-1  
Noida – 201301

### **5.0 CONTRACT PERIOD**

The contract duration is of 24 months to be reckoned from the date of Kick off meeting. Contractor is allowed maximum of 3-weeks' time from the date of issue of Letter of Intent (LOI) for mobilization of resources including kick off meeting.

The Contract may be extended at the same rates, terms and conditions for another 06 months at the sole discretion of BCPL.



## 6.0 WORKING HOURS

BCPL normal working hours are: 0830 to 1700 Hrs. Monday to Saturday at BCPL Lepetkata (Dibrugarh) office. However on need basis Sunday and holidays can be considered as working day.

## 7.0 SERVICE LEVEL AGREEMENT (SLA)

Date and time of reporting of call shall be considered as Start date and time of call.

For the jobs covered under SOR #1, each call has to be resolved to the acceptance of module team lead/member of BCPL SAP Core team within 7 working days from the date and time of reporting the call. SA can make three queries and the time consumed by BCPL to reply those shall not be accounted for calculating total issue resolution time.

For the jobs covered under SOR # 2, the consultant for each such job has to be deployed within 7 calendar days.

| SOR No. | Description of requirement                      | Lead Time to attend | Resolution on Time  | Expectation | Non-performance deduction Clause |
|---------|-------------------------------------------------|---------------------|---------------------|-------------|----------------------------------|
| 1       | Troubleshooting of Functional / Technical calls | Immediate           | 7-days              | 100%        | As per clause 8.1 in SCC.        |
| 2       | Assistance for Function and Technica            | Within 7-days.      | As mutually agreed. | 100%        | As per clause 8.2 in SCC.        |

The SLA adherence will be measured on quarterly basis. The SLAs will be measured and reported in quarterly reports by SA. SA shall prepare definitive action plans where the SLAs are not met.

## 8.0 NON-PERFORMANCE DEDUCTION (NPD) CLAUSE

The non-performance deduction shall be calculated at the end of each quarter on the basis of the calls closed during the quarter and shall be adjusted with the quarterly bills. Non-performance deduction shall be calculated as per the prescribed formula in various cases detailed below by SA and shall be indicated with calculation on quarterly bills. BCPL's EIC's assessment of the job's performance & non-performance shall be final and binding.

The Non-performance deduction clauses for various scenarios are indicated below:

### 8.1 TROUBLESHOOTING OF FUNCTIONAL/TECHNICAL ISSUES (SOR. S/N #1):

Call rate referred in following clauses shall be arrived at by using formula:



Call Rate = (Quarterly payment payable against SOR S/N #1)/5.

**a) Call solved after 7<sup>th</sup> day and within 15<sup>th</sup> day:** If a call remains pending after 7<sup>th</sup><sup>d</sup> working day and is resolved within 15<sup>th</sup> working day (including 15<sup>th</sup> day), a non- performance deduction of 5% of call rate shall be deducted.

**b) Call solved after 15<sup>th</sup> day and within 20<sup>th</sup> day:** If a call remains pending after 15<sup>th</sup> day and is solved within 20<sup>th</sup> day (including 20<sup>th</sup> day) an additional non-performance deduction of 10% of call rate shall be deducted.

**c) Call solved after 20<sup>th</sup> day and within 30<sup>th</sup> day:** If a call remains pending after 20<sup>th</sup> day and is solved within 30<sup>th</sup> day (including 30<sup>th</sup> day) an additional non-performance deduction of 50% of call rate shall be deducted.

**d) Call pending after 30<sup>th</sup> day:**

If a call remains pending after 30<sup>th</sup> day, BCPL may also seek feasibility of getting it resolved from any other third party; prior to that budgetary estimate from third party will be submitted to successful bidder. Further bidder will take up with third party within 3 days, failing of this, BCPL may go for the solution based on budgetary estimate. If the Third party charges exceeds the SOR value quoted by the bidder, then the additional amount will be deducted from quarterly bill of successful bidder.

**e) Non – Performance Clause:** If 5 or more calls remain pending, for more than 30 days, BCPL reserves right to terminate the contract.

## **8.2 ASSISTANCE FOR FUNCTION AND TECHNICAL MODULE (SOR S/N #2):**

In assistance cases job execution time (man-days) shall be decided between the SA and BCPL and the job will have to be completed by consultant within this mutually decided time. Hence this time will be referred in the cases detailed below.

**a) Non-performance deduction Clause:**

**(i) For delayed deployment:** If SA delays the deployment beyond 7<sup>th</sup> day from call logging date and time, the non-performance deduction shall be calculated as follows:

**Non-performance deduction Amount = Man-day rate X 0.1 X No. of days of each consultant (for which delay is there after 7<sup>th</sup> day).**

This will be subject to a maximum deduction of 50% of the total man-day amount



against the case.

**(ii) Delayed Execution Clause:**

**(a)** In case the deployed consultant fails to execute the job within mutually agreed time. Non-performance deduction shall be applied as per following formula:

Non-performance deduction Amount = Man-day rate X 0.1 X No. of days by which delay is there subject to a maximum deduction of 70% of the total man-day amount against the case.

**(b)** If a case remains pending after 30<sup>th</sup> day of the mutually agreed time, the case shall be considered to be incomplete and BCPL may also seek feasibility of getting it resolved from any other third party; prior to that budgetary estimate from third party will be submitted to successful bidder. Further, bidder will take up with third party within 3 days, failing of this, BCPL may go for the solution based on budgetary estimate.

If the Third party charges exceeds the SOR value quoted by the bidder, then the additional amount will be deducted from quarterly bill of successful bidder.

**c) Non – Performance Clause:** If a consultant fails to execute the job even 30 days beyond the mutually agreed completion time again & again, such cases shall be taken into consideration and in case of more than 3 such cases in a quarter, BCPL reserves right to terminate the contract.

## **9.0 PAYMENT TERMS**

The payment terms shall be as under:

SOR # 1: SA shall submit the quarterly invoice for this line item towards its payment.

SOR # 2: SA shall submit the quarterly invoice for these line items only if BCPL avails these services. Payment shall be made on submission of quarterly invoice.

100% of the invoice value shall be paid after effecting necessary recoveries/ dues/deductions, if any, on submission of quarterly running bill along with supporting documents by SA and, duly certification by EIC.

The payments against running bills at all Quarter will attract applicable statutory deductions like WCT, TDS, IT etc.

The payments are subject to bidder having furnished the contract performance bank



guarantee for 10% of the contract amount as per the terms and conditions of the tender.

All bank charges of Seller's bankers shall be to the account of SA.

All payments shall be released within 30 days after receipt of relevant documents complete in all respects. However, payment through bank shall be released as per normal banking rules.

No interest charges for delay in payment, if any, shall be borne by Owner.

## 10.0 Coverage of Modules for Support

SA/Bidder is required to confirm that SA/Bidder will provide support for following modules:

| SL No | Module Name      | Bidder's Confirmation (Yes/No) |
|-------|------------------|--------------------------------|
| 1     | SD               |                                |
| 2     | MM and WM        |                                |
| 3     | FICO             |                                |
| 4     | HCM              |                                |
| 5     | QM               |                                |
| 6     | PAYROLL,WORKFLOW |                                |

## 11.0 GUIDELINES TO BIDDER FOR QUOTING

SA shall quote as per the SOR. Guidelines for quoting are as follows:

SOR # 1: SA shall quote in terms of quarters of the year and there will be 8 such quarters. SA shall quote for quarterly rate and amount for 8 quarters.

SOR # 2: SA shall quote for man day basis only. The quantities indicated here are purely tentative. SA shall quote for rate and amount indicated as per quantities. SA shall include this line item/SOR in the invoice only if BCPL avails these services.

Tax shall be indicated separately in the SOR (Schedule of Rates) and shall be payable extra at actuals on submission of documentary evidence/invoice.

For payment of tax, serially numbered invoice / bill shall be issued by the service provider and should also specify following:

- The name, address and registration number of the service provider
- The name and address of the recipient of the taxable service
- Description, classification and value of taxable service provided and



- (iv) The tax payable on such services

## **12.0 BID EVALUATION METHODOLOGY**

The bid evaluation for technically successful bidders shall be done on the basis of “Grand Total of quoted amount for all the SOR Line Items” arrived in the SOR as per quoting guidelines.

## **13.0 CONFIDENTIALITY OF INFORMATION & DATA**

- 13.1 SA shall treat all matters in connection with the Contract as strictly confidential and undertakes not to disclose, in any way, information, documents, technical data, experience and know-how given to him by BCPL without the prior written consent of the latter.
- 13.2 SA further undertakes to limit the access to confidential information to those of its employees, Partners who reasonably require the same for the proper performance of the Contract provided however that SA shall ensure that each of them has been informed of the confidential nature of the confidentiality and non-disclosure provided for thereof.
- 13.3 SA shall sign NDA – Non-Disclosure Agreement with BCPL. Format given at Annexure – 13.A-1.

## **14.0 SECURITY**

At all times the contractor employee will comply with all security regulations in effect that

BCPL requires at its premises or in the protection of its data and assets.

## **15.0 REPRESENTATIONS & WORKMANSHIP**

All services, work, and deliverables will be performed by qualified personnel in a professional and workman like manner, in accordance with the level of industry standards in addition the Contractor warrants that

- ☐ Performance of work will not violate any law, rule or regulation and Contractor will acquire all required permits and licenses.
- ☐ Key Contractor personnel assigned to perform the work will be continuous throughout the term, except as agreed to by BCPL or for reasons of termination of employment with contractor.

BCPL requires that all work products created by Contractor on behalf of BCPL is warranted by Contractor that such work product shall conform to and operate in accordance with all specifications and appropriate standards, and be free of defects in material or workmanship.

## **16.0 SUB-CONTRACTING**

Order/contract or any part thereof shall not be sub-contracted.

## **17.0 SAFETY & INDUSTRIAL / LABOUR LAWS**

The SA shall comply with the provision of all laws including Labor laws, rules, regulations and notifications issued there under from time to time and shall keep BCPL



indemnified in this respect. All safety and labor laws enforced by statutory agencies and by BCPL shall be applicable in the performance of this Contract and SA shall abide by these laws.

#### **18.0 TERMINATION OF CONTRACT**

BCPL reserves the right to terminate/short close the contract without prejudice to any other remedy for breach of contract, by giving one month notice, if SA fails to perform any obligation under the contract.

#### **19.0 LIABILITY**

SA shall in any case be responsible and liable for any consequences and omission of its employee and indemnify BCPL for any loss or claim that BCPL may incur.

#### **20.0 RISK AND COST**

In the event of unsatisfactory solution or inability to provide solution to the issue, within the defined SLA period, BCPL reserves the right to get the work done through third party at the risk and cost of SA during the pendency of contract.



## Annexure – 13.A.1 (NON-DISCLOSURE AGREEMENT)

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

### **BETWEEN**

Brahmaputra Cracker and Polymer Ltd, a Company incorporated under the Companies Act, 1956 and having its Registered Office at Hotel Brahmaputra Ashok, MG Road, Guwahati, Assam – 781001, India (hereinafter referred to as "BCPL", which expression unless repugnant to the context shall include its successors and assignees ) represented by its \_\_\_\_\_Mr. \_\_\_\_\_, of the First Part

### **AND**

\_\_\_\_\_ a Company incorporated under the Companies Act, 1956 having its principal place of business at \_\_\_\_\_(hereinafter referred to as "\_XXX", which expression unless repugnant to the context shall include its successors, assignees and subsidiaries) represented by its \_\_\_\_\_Mr. \_\_\_\_\_, on the Other Part.

BCPL and XXX may also be referred to individually as "Party" and collectively as "Parties" herein below.

### **WHEREAS:**

1. BCPL is desirous of appointing XXX to provide necessary advice and support in modifying, upgrading its existing systems and operations and/or installation of new components, equipment, systems, software, etc and the Parties are in the process of entering into a Contract
2. During the course of the engagement or subsequently disclosure of certain information which is proprietary/ confidential to BCPL may become necessary or desirable.
3. BCPL is willing to disclose such Proprietary/Confidential Information (as defined in Clause 1 below) to XXX upon the terms and conditions herein set forth and XXX is willing to maintain the confidentiality of such information disclosed to it by BCPL in accordance with the terms and conditions hereof.

**NOW THEREFORE**, in consideration of the disclosure of such Proprietary/Confidential Information and upon covenants and promises herein contained, it is agreed as follows:

1. "Confidential Information" shall mean any information, including without limitation, information created by or for BCPL, whether written or oral, which relates to internal



controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the Parties that

all the business process and methods used by XXX in rendering the services hereunder are the Confidential Information.

2. XXX shall keep confidential any Confidential Information of BCPL with the same degree of care as it would treat its own confidential information. All the Confidential Information will be used only for the purposes of this Agreement and shall not be disclosed to any third party for any reason whatsoever.
3. At all times during the performance of the Services, XXX shall abide by all applicable information security rules, policies, standards, guidelines and procedures. XXX agrees that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms of this Agreement and such rules, policies, standards, guidelines and procedures by its employees or agents.
4. XXX agrees that at all times and notwithstanding any termination or expiration of this Agreement it will hold in strict confidence and not disclose to any third party Confidential Information of BCPL, except as approved in writing by BCPL, and will use the Confidential Information for no purpose other than evaluating or pursuing a business relationship with BCPL. Notwithstanding the above, XXX shall not be in violation of this section with regard to a disclosure that was in response to a valid order by a court or other governmental body, provided that XXX seeks BCPL with prior written permission of such disclosure. XXX shall only permit access to Confidential Information of BCPL to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.
5. XXX shall immediately notify BCPL upon discovery of any loss or unauthorized disclosure of the Confidentiality Information.
6. XXX's obligations under this agreement with respect to any portion of BCPL Confidential Information shall terminate when XXX can document that:(a) it was in the public domain at the time it was communicated to XXX by BCPL;(b) it entered the public domain subsequent to the time it was communicated to XXX by BCPL through no fault of XXX;(c) it was in XXX's possession free of any obligation of confidence at the time it was communicated to XXX by BCPL;(d) it was rightfully communicated to XXX free of any obligation of confidence subsequent to the time it was communicated to XXX by BCPL; or (e) it was communicated by BCPL to an unaffiliated third party free of any obligation of confidence.



7. Upon termination or expiration of the Agreement, or upon written request of BCPL, XXX shall promptly return to BCPL all documents and other tangible materials representing the BCPL Confidential Information and all copies thereof.
8. XXX recognize and agree that nothing contained in this Agreement shall be construed as granting any property rights, by license or otherwise, to any Confidential Information of BCPL disclosed pursuant to this Agreement, or to any invention or any patent, copyright, trademark, or other intellectual property right that has issued or that may issue, based on such Confidential Information. XXX shall not make, have made, use or sell of any purpose any product or other item using, incorporating or derived from any Confidential Information of BCPL .
9. Confidential Information shall not be reproduced in any form except as required to accomplish the intent of this Agreement. Any reproduction of any Confidential Information of BCPL by XXX shall remain the property of BCPL and shall contain any and all confidential or proprietary notices or legends that appear on the original, unless otherwise authorized in writing by BCPL.
10. XXX's obligations under this Agreement shall survive termination of the Agreement between parties and shall be binding upon XXX's heirs, successors and assigns. XXX's obligations hereunder shall continue in full force and effect with respect to Confidential Information.
11. This Agreement shall be governed by and construed in accordance with Indian Law without reference to conflict of laws principles. Any Disputes under this Agreement may be referred to the Courts of New Delhi, India, and the parties hereby consent to the jurisdiction and venue of these Courts.
12. This Agreement may not be amended except in writing signed by both parties hereto.
13. XXX acknowledges that its breach of the Agreement will cause irreparable damage to BCPL and hereby agrees that BCPL shall be entitled to seek injunctive relief under this Agreement, as well as such further relief as may be granted by a court of competent jurisdiction.
14. If any provision of this Agreement is found by a proper authority to be unenforceable or invalid such unenforceability or invalidity shall not render this Agreement unenforceable or invalid as a whole and in such event, such provision shall be changed and interpreted so as to best accomplish the objectives of such unenforceable or invalid provision within the limits of applicable law or applicable court decisions.
15. XXX will not assign or transfer rights or obligations under this Agreement without prior written consent of BCPL.
16. XXX shall not export, directly or indirectly, any technical data acquired from BCPL pursuant to this Agreement or any product utilizing any such data to any country for



which the Government of India or any agency thereof at the time of export license or other governmental approval without first obtaining such license or approval.

**In WITNESS WHEREOF**, the parties hereto have caused this Non-Disclosure Agreement to be executed as of the Effective Date.

<Name>

**BCPL (INDIA) LIMITED**

By: .....

By: .....

<NAME><DESIGNATION>

<NAME><DESIGNATION>

Date: .....

Date: .....

Address:

Address



## **SECTION-VI**

### **HEALTH, SAFETY ENVIRONMENT [HSE] SPECIFICATIONS**



## **SECTION - VI**

### **HEALTH, SAFETY AND ENVIRONMENT [HSE] SPECIFICATIONS**

#### **1. SCOPE**

These specifications establish the 'Health, Safety and Environment [HSE] Management' requirement to be complied with by the Contractors during executing their Job. Requirements stipulated in these specifications shall supplement the requirements of 'HSE Management' given in relevant act(s) / legislation(s).

#### **2. REQUIREMENTS OF 'HEALTH, SAFETY AND ENVIRONMENT [HSE] MANAGEMENT SYSTEM' TO BE COMPLIED BY BIDDERS**

- 2.1. Preferably, the Contract should have a documented 'HSE Policy' to cover commitment of their organization to ensure health, safety and environment aspects in their line of operations.
- 2.2. The Contractor shall ensure that the BCPL's 'Health, Safety and Environment [HSE]' requirements are clearly understood and faithfully implemented at all level, at sites.
- 2.3. Contractor shall promote & develop consciousness for health, safety & environment among all personnel working for the Contractor. Regular work-site meetings shall be arranged on 'HSE' activities to cover hazards involved in various operations during executing their jobs, location of First Aid Box, trained personnel to give First Aid, Assembly Points, standby Ambulance or vehicle and fire protection measures such as fire hydrant, water and fire extinguishers, etc.
- 2.4. Non-conformance of 'HSE' by Contractor [including his sub-Contractors] as brought out during review/audit by BCPL / external agency authorized by BCPL, shall be complied by Contractor and its report to be submitted to BCPL.
- 2.5. Contractor shall adhere consistently to all provisions of 'HSE' requirements. In case of non-compliance of continuous failure in implementation of any of the 'HSE' provisions, BCPL may impose stoppage of work and a suitable penalty for non-compliance. The decision of imposing work-stoppage, its extent & monetary penalty shall rest with BCPL.
- 2.6. All fatal accidents and other personnel accidents shall be investigated for root cause by BCPL and Contractor shall extend all necessary help and cooperation in this regard. Recommend corrective and preventive actions of findings will be communicated to Contractor for taking suitable actions should be taken by the Contractors to avoid recurrence of such incidences.
- 2.7. Contractor shall ensure that all their staffs and workers, including their sub-Contractor(s), shall wear 'Personal Protective Equipments [PPEs]' such as safety helmets, safety shoes, safety belts, protective goggles, gloves, etc., as per job requirements. All these gadgets shall conform to relevant IS specifications or equivalent.
- 2.8. Contractor shall assign competent & qualified personnel for carrying out various tasks/jobs as per requirement.
- 2.9. All equipment should be tested and certified for its capacity before use.



- 2.10. Contractor shall ensure storage and utilization methodology of materials that are not detrimental to the environment. Where required, Contractor shall ensure that only the environment-friendly materials are used.
- 2.11. All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules and regulations relating to the hazardous material substances and waste. Contractor shall not dump release or otherwise discharge or dispose off any such materials without the express authorization of BCPL.
- 2.12. Contractor should obtain all work permits before start of activities [as applicable] like hot work, confined space, work at heights, storage of chemicals/explosive materials and its use & implement all precautions mentioned therein.
- 2.13. Contractor should display caution boards, provide posters, banners at site office and work locations for safe working to promote safety consciousness, etc.
- 2.14. Contractor should carryout audits/inspections/supervisions at the sub-Contractor's works and should submit the reports for review by BCPL

### 3. RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'

|                              |                                                                   |
|------------------------------|-------------------------------------------------------------------|
| IS: 2925 – 1984              | Industrial Safety Helmets                                         |
| IS: 47701 – 1968             | Rubber Gloves for Electrical Purpose                              |
| IS: 6994 - 1973<br>[Part-I]  | Industrial Safety Gloves [Leather & Cotton Gloves]                |
| IS: 1989 - 1986<br>[Part-II] | Leather Safety Boots & Shoes                                      |
| IS: 5557 - 1969              | Industrial & Safety Rubber Knee Boots                             |
| IS: 6519 – 1971              | Code of Practice for Selections, Care & Repair of Safety Footwear |
| IS: 11226 – 1985             | Leather Safety Footwear Having Direct Molding Sole                |
| IS: 5983 - 1978              | Eye Protectors                                                    |
| IS: 9167 - 1979              | Ear Protectors                                                    |
| IS: 3521 - 1983              | Industrial Safety Belts & Harnesses                               |

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## **भाग – VII** **SECTION – VII**

### **दर अनुसूची (एसओआर)**

### **SCHEDULE OF RATES (SOR)**

**(To be uploaded in Folder –I (Techno-commercial part))**

*[Do not quote here. Only confirm that you have uploaded the Priced SOR as per this format in Folder II (Finance /Price folder)]*

**PRICE SCHEDULE / SCHEDULE OF RATES (SOR) [PART - I - UN-PRICED BID]**

**SECTION-VII**



**E-TENDER NO: BCPL/C&P/LE20W161ND/1551**

**NAME OF WORK: HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS” FOR BCPL-LEPETKATA**

| Sl. No.                                                                     | Description                            | QTY | UoM | Unit Rate (Rs) | Amount (Rs) |
|-----------------------------------------------------------------------------|----------------------------------------|-----|-----|----------------|-------------|
| 10                                                                          | Troubleshooting func/tech issue remote | 8   | QTR |                |             |
| 20                                                                          | Assistance for func/tech module remote | 100 | MAD |                |             |
| Total amount (Rs)                                                           |                                        |     |     |                |             |
| Total amount (Word)                                                         |                                        |     |     |                |             |
| GST (.....%) (Rs)                                                           |                                        |     |     |                |             |
| Total amount (Including GST)                                                |                                        |     |     |                |             |
| Signature of Authorized Representative:                                     |                                        |     |     |                |             |
| Name of authorized person submitting the tender on behalf of the Bidder(s): |                                        |     |     |                |             |
| Designation of authorized person:                                           |                                        |     |     |                |             |
| Name of Firm / Contractor/Owner:                                            |                                        |     |     |                |             |
| Address of Firm / Contractor/Owner:                                         |                                        |     |     |                |             |
| Date:                                                                       |                                        |     |     |                |             |

Bidders to mention/indicate in words "Quoted/Not Quoted" as applicable (using ball point pen with blue ink)



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड  
(भारतसरकारउपक्रम)  
Brahmaputra Cracker and Polymer Ltd.  
(A Government of India Enterprise)

**PART - II - PRICED BID**  
**ATTACHED AS A SEPARATE SHEET**

**(PLEASE GO TO OUR E-TENDER PORTAL,  
SOR TO BE QUOTED UNDER E-MODE ONLY.)**



ब्रह्मपुत्रक्रेकरऔरपालीमेरलिमिटेड  
(भारतसरकारउपक्रम)  
Brahmaputra Cracker and Polymer Ltd.  
(A Government of India Enterprise)

## **CUT-OUT SLIPS**

**ENVELOPE – (I): "BID SECURITY / EMD & TENDER FEE /MSE CERTIFICATE (as applicable), POWER OF ATTORNEY AND ANY OTHER TENDER DOCUMENTS" – As per ITB 11.1.1, 5 & 16**

### **DO NOT OPEN**

**SUB: HIRING OF SUPPORT SERVICE FOR SAP-ERP SYSTEM FOR A PERIOD OF 02 YEARS" FOR BCPL-LEPETKATA**

**E-TENDER NO.: BCPL/C&P/LE20W161ND/1551**

BID SUBMISSION DUE DATE &  
TIME ON E-TENDER PORTAL : **03.02.2021 at 1430Hrs**

TO

**CONTRACTS & PROCUREMENT DEPT.**  
M/s Brahma Putra Cracker and Polymer  
Limited (A Government of India Enterprise),  
C&P Department, Administrative Building,  
PO: Lepetkata, Dist.: DIBRUGARH, Assam,  
Pin Code:786006,  
Phone no. 0373 2914636.

FROM:

**TO BE PASTED ON THE OUTER ENVELOPE CONTAINING**

**BID SECURITY / EMD & TENDER FEE /MSE CERTIFICATE (as applicable),  
POWER OF ATTORNEY AND ANY OTHER TENDER DOCUMENTS.**