



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड **Brahmaputra Cracker and Polymer Limited**

(भारत सरकार का उपक्रम) / (A Government of India Enterprise)  
प्रशासनिक भि, पो.ओ. लेपेटकटा / ADMINISTRATIVE BUILDING, PO: LEPETKATA  
निला: नडब्रूगढ़, असम / DISTT.: DIBURGARH, ASSAM  
नपि कोड – 786006 / PIN CODE: 786006  
दूरभाष: 0373 2914636 / PHONE NO. 0373 2914636

ई-निनिदा संख्या / e-TENDER NO:

**BCPL/C&P/LE17W182SD/00586**

**Dated 31.01.2018**

## ई-निनिदा दस्ताेज / e-TENDER DOCUMENT FOR

**“HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING  
JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN  
FOR A PERIOD OF ONE YEAR”.**

### **DOMESTIC TENDER THROUGH e-MODE**

|                               |   |                         |
|-------------------------------|---|-------------------------|
| Tender Submission Date & Time | : | 13.02.2018 at 14:30 Hrs |
| Tender Opening Date & Time    | : | 15.02.2018 at 15:00 Hrs |
| Pre Bid Meeting               | : | 05.02.2018 at 15.00 Hrs |
| EMD Amount                    | : | Rs. 1,43,000.00         |



## 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.



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e-TENDER NO: BCPL/C&P/LE17W182SD/00586

“HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR”.

## FAQ

### [QUESTIONS AND ANSWERS]

| SL NO. | 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 copies of Bids are acceptable?                                                                                 | No, Bids shall be submitted <b>only through e-tender mode</b> in the <b>e-TENDER PORTAL (NIC CPP PORTAL)</b> in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) of offer/bid is acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3      | Whether EMD are prerequisite for qualification of bidder in any tender?                                                     | Yes, as applicable as per tender condition specified in ITB of tender document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4      | Is there any guideline / instructions how to prepare EMD and Security Deposit?                                              | Yes, Please refer ITB Section of Tender Document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5      | Is there any exemption in submission of EMD and Security Deposit?                                                           | (i) Yes, there is exemption in submission of EMD.<br><br>As per Government of India, Gazette No. 503 dated 26.03.2012 for PPP (Public Procurement Policy), Micro and Small Enterprises (MSEs) registered with District Industries Centre 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>(ii) <b>There is no exemption in submission of SD (Security Deposit).</b> |
| 6      | Whether PSU (Public Sector Undertaking) are exempted from submission of EMD                                                 | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 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 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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|    |                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | 7days of bid opening, whether bid will be accepted or not ?                                                                                                                     |                                                                                                                                                                                                                                                                                           |
| 8  | Whether Late bid can be considered?                                                                                                                                             | No                                                                                                                                                                                                                                                                                        |
| 9  | 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.                                              |
| 10 | 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.                                                                                                                                               |
| 11 | 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.                                                                                                                                                                                                                   |
| 12 | 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. |
| 13 | 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.                                                                                                                                          |
| 14 | Whether BEC can be modified after opening of Bids?                                                                                                                              | Amendment/ modification/ relaxation of BEC is not permitted after opening of the bids.                                                                                                                                                                                                    |
| 15 | 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%.         |



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- **INSTRUCTIONS FOR PARTICIPATION IN e-TENDER – Page no. 59 to 67 under section III of ITB.**
- NB: Tender document in complete in all respect including the above section along with unpriced SOR of section-VII to be uploaded in technical folder and priced offer to be uploaded in Financial folder. (for details may refer instructions for participation in e-tender)



## भाग - I SECTION - I

### INVITATION FOR BIDS [IFB]



## SECTION – I

# INVITATION FOR BID [IFB]

To,

Dt. 31.01.2018

### PROSPECTIVE BIDDERS

**SUB: “HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR”.**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

**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                         | : | One year from the date mentioned in LOA/LOI                                                                                                                                                                                                                                                                                                                                          |
| II   | Tender Fee                                 | : | <b>NOT APPLICABLE</b>                                                                                                                                                                                                                                                                                                                                                                |
| III  | EARNEST MONEY DEPOSIT (EMD)                | : | <b>Rs. 1,43,000.00</b>                                                                                                                                                                                                                                                                                                                                                               |
| IV   | BID DUE DATE & TIME                        | : | <b>13.02.2018 up to 14:30 Hrs</b>                                                                                                                                                                                                                                                                                                                                                    |
| V    | OPENING OF UNPRICED BID                    | : | <b>15.02.2018 at 15:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                      |
| VI   | VALIDITY OF OFFER UPTO                     | : | <b>90 DAYS from the date of opening of unpriced bid.</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, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.                                                                                                                                                                               |
| VIII | MODE OF TENDERING                          | : | <b>Limited Domestic Competitive Bidding through e-Mode (Under Two Bid System Basis)</b> with uploading in GAIL's/BCPL's Website: <a href="https://www.gailtenders.in">https://www.gailtenders.in</a> ; <a href="http://www.bcplonline.co.in">http://www.bcplonline.co.in</a> ; Govt. Website: <a href="https://www.eprocure.gov.in">https://www.eprocure.gov.in</a> (NIC-CPP Portal) |
| IX   | DATE AND TIME OF PRE- BID CONFERENCE VENUE | : | <b>05.02.2018 at 15:00 hrs.</b><br>Brahmaputra Cracker and Polymer Limited, C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.                                                                                                                                                                               |



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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. As this being an online tender, please refer **INSTRUCTIONS FOR PARTICIPATION IN e-TENDER**. The IFB is an integral and inseparable part of the bidding document.
- 4.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.
- 5.0 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.bcplonline.co.in> or NIC e-portal <http://tenders.gov.in>) and submit their Bid complete in all respects as per terms & conditions of Tender Document in NIC e-portal (<http://tenders.gov.in>) on or before the due date of bid submission in e-mode.
- 6.0 Offer(s) received from bidders to whom tender/information regarding tender has been issued as well as offers received [in e-mode through NIC e-portal (<http://tenders.gov.in>)] 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.
- 7.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites.
- 8.0 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.
- 9.0 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 **05.02.2018 at 1500 HOURS** in Conference Room of C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, to discuss Scope of Work, Terms and Conditions of tender document. For participation contact Dy. Manager (C&P) Phone No. 07896760769; Email ID: [sdutta@bcplindia.co.in](mailto:sdutta@bcplindia.co.in)

This is not an Order.

For & on behalf of  
Brahmaputra Cracker and Polymer limited

[Samrat Dutta]  
Manager [C&P]  
E-mail: [sdutta@bcplindia.co.in](mailto:sdutta@bcplindia.co.in)



## भाग - II SECTION-II

### BID EVALUATION CRITERIA [BEC]



## SECTION-II

### 1. BID EVALUATION CRITERIA [BEC]

#### 1.0 BID EVALUATION CRITERIA (BEC):

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

1.1.1 Bidder must have executed at least one (01) single contract of “**Material Handling Services in Stores (Warehouse)**” in any Petrochemical / Fertilizer/ Power Plant / Chemical Plant / Steel Plant / Natural Gas Processing Plant / Govt. Organization, having value not less than **Rs.35.65 Lacs** in previous seven (07) years to be reckoned from the due date of un-priced bid opening.

1.1.2 For similar service contract which is still running and 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 in BEC clause no. 1.1.1 above, such experience will also be taken into consideration provided that the bidder has submitted/uploaded satisfactory work execution certificate issued by the end user / owner / authorized consultant of the owner.

##### Note to above BEC clause no. 1.1.1 & 1.1.2:

- a) Bidder(s) shall be required to submit / upload the documents in respect of above experience criteria as per details at BEC clause no. 1.3 below.
- b) Executed (as mentioned at clause no. 1.1.1 above) means: Fully executed and completed.
- c) **Original work/service order/contract/agreement 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 Relaxed Norms for Startups (prior experience criteria):

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.



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: (as a single bidder)**

**1.2.1 TURN OVER:**

The **minimum annual turnover** of the Bidder as per the audited financial result (Balance sheet and profit & Loss account statement) of any of the preceding three (03) financial years (FY: 2016-17, 2015-16 & 2014-15) shall be **Rs.35.65 Lacs**.

**1.2.2 NET WORTH:**

Net worth of the bidder shall be **positive** as per the **last audited financial statement, i.e, FY: 2016-17**.

**1.2.3 WORKING CAPITAL:**

The minimum working capital of the Bidder as per the **last audited financial statement, i.e, FY: 2016-17** shall be **Rs. 7.13 Lacs**.

**Note to above BEC clause no. 1.2:**

- a) If the bidder's working capital is negative or inadequate **as per BEC clause no. 1.2.3**, the bidder shall submit/upload a letter from the bidder's bank as per **Format, F-15**, having net worth not less than **Rs.100 Crores**, confirming the availability of the line of credit to cover the inadequacy of working capital to meet the working capital requirement as mentioned above at **BEC clause no. 1.2.3** (Format specified in tender document).
- b) Bidder has to compulsorily submit the audited financial results for the immediate 3 preceding financial years **as per BEC clause no. 1.2.1. i.e. FY: 2016-17, 2015-16 & 2014-15**.

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

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

If a Startup company [whether Micro & Small Enterprises (MSEs) or otherwise] as a



*bidder gets qualified without any prior experience & turnover criteria as mentioned above and emerges as lowest evaluated bidder, the LOA / Order on such Startup shall be placed 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.*

**1.3 Documents/Documentary Evidence required to be uploaded / submitted in e-tender portal of BCPL by the bidder along with other bid documents for qualifying the BEC mentioned at sl. no. 1.1.1 & 1.1.2 and 1.2:**

| 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                                                | [All documents to be uploaded(submitted) must be <u>Certified/attested by both Chartered Engineer and Notarized by Notary Public with legible stamp</u> ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1.      | 1.1.1          | Experience against execution of order                                                   | <p>a) Bidder must submit the Copy of Work Order/LOA for the work which has been executed towards “<b>Material Handling Services in Stores (Warehouse)</b>” along with the details of SOR items &amp; scope of work.</p> <p>b) Completion Certificate against the Work Order/ LOA submitted as mentioned at point “a)” above. The <u>Completion Certificate</u> must contain the detailed information like LOA/Order 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 etc. The <u>Completion Certificate</u> should have been issued by the end-user/owner / authorized consultant.</p> |
| 2       | 1.1.2          | Experience against execution of running AMC (Annual Maintenance Contract) / ARC (Annual | <p>a) Bidder must submit the Copy of detailed Work Order/LOA for executing the Contract which is still running for “<b>Material Handling Services in Stores (Warehouse)</b>” along with the details of SOR items &amp; scope of work.</p> <p>b) Execution Certificate against the Copy of detailed Work Order/LOA for executing the Contract as</p>                                                                                                                                                                                                                                                                                                                                              |



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| 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]                                                                                                                                                                                                                                                                                                                                                                            |
|---------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                | Rate Contract)                                                                                                                                                                                                                                                                                                                                                              | mentioned at point “a)” above clearly mentioning the executed <b>VALUE</b> 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. 1.1.1 above. The execution certificate must contain the detailed information like LOA/Order No. with date, Brief Scope of work / Name of work, Order value, Total executed value, etc. The <u>Execution Certificate</u> should have been issued by the end-user/owner / authorized consultant. |
|         | 1.2            | <b>Financial Experience Criteria- Document</b><br>[All audited financial statements/documents (balance sheet and profit & loss account statement under 1.2.1(Not applicable for ‘Startup’ as mentioned in BEC clause no. 1.2.4), 1.2.2 & 1.2.3 of above BEC) to be submitted / uploaded must be <b><u>duly Certified/attested by Notary public with legible stamp</u></b> ] |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.      | 1.2.1          | Annual Turn-over                                                                                                                                                                                                                                                                                                                                                            | Bidder(s) shall submit copy of audited financial result (Balance sheet and profit & Loss account statement) of the preceding three (03) Financial Year(s), i.e. <b>FY: 2016-2017, 2015-2016 &amp; 2014-2015.</b>                                                                                                                                                                                                                                                                                                            |
| 4.      | 1.2.2          | Net worth                                                                                                                                                                                                                                                                                                                                                                   | Bidder(s) shall submit copy of audited financial result (Balance sheet and Profit & Loss account statement) of last audited Financial Year, i.e. <b>FY: 2016-17.</b>                                                                                                                                                                                                                                                                                                                                                        |
| 5.      | 1.2.3          | Working capital                                                                                                                                                                                                                                                                                                                                                             | Bidder(s) shall submit copy of audited financial result (Balance sheet and Profit & Loss account statement) for the last audited Financial Year, i.e. <b>FY: 2016-17.</b><br><br>In case Bidder’s working capital is negative or inadequate, the bidder shall submit/upload a letter from the bidder’s bank ( <b>as per Format, F-15</b> ) having net worth not less than <b>Rs. 100 Crore</b> , confirming the availability of the line of credit covering the inadequacy to meet the working capital requirement.         |
| 6.      |                | <b>Format, F-16</b>                                                                                                                                                                                                                                                                                                                                                         | "Details of financial capability of bidder" shall be submitted in the prescribed <b>Format, F-16</b> (of tender                                                                                                                                                                                                                                                                                                                                                                                                             |



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| 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] |
|---------|----------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                |             | document) duly signed and stamped by a Chartered Accountant only.                                                                                |

**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) Bids of Joint Venture/ Consortium and sub-contractors are not acceptable.

***The cut-off date for meeting the criteria of BEC of the tender shall be the due date for unpriced bid opening.***

**2.0 Methodology for Evaluation of Bids and 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 The Evaluation of all Techno-commercially qualified bids shall be done on overall L1 basis against the Total quoted price excluding GST.
- 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.
- 2.4 In case of a tie at the lowest bid (L1) position between two or more Startup / non-Startup bidders, then LOA / Order shall be placed on the bidder who has higher / highest turnover in last audited financial year, 2016-17.

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 Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.



- 2.5 *Startups are exempted from submission of EMD.*
- 2.6 **CPBG: The following CPBG clause shall be incorporated in tender document,**  
*The contract performance security shall be 7.5% of one year's Contract Value (without GST) 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 taxes and duties as per ITB of tender document.*
- 2.7 **PPP Policy 2012:**  
*Considering the nature of job, splitting of quantities will not be possible in this case and hence the clause for award of 20 % of ordered quantity to MSE as per PPP 2012 is not possible. Therefore, MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/ complete services of tendered value subject to matching of L1 price as per ITB of tender document.*

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.
- .....



## भाग - III SECTION-III

### **INSTRUCTION TO BIDDERS [ITB]**

### **(TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS))**



**SECTION-III**

**INSTRUCTION TO BIDDERS**

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## 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.

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.

- 2.4 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.

- 2.5 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.

- 2.6 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.

- 2.7 **SUB-VENDOR/CONTRACTOR: Regarding consideration of experience acquired by a bidder as a sub-contractor** for meeting the experience criteria of BEC in tender: **NOT ACCEPTABLE.**

- 2.8 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:**

- 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 Brahmaputra Cracker And Polymer Limited payable at Dibrugarh. The Tender Fee is to be submitted along with the bid. Offers sent without payment of requisite Tender Fee will be ignored straightaway.
- 5.2.2 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.
- 5.2.3 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.

## **6.0 SITE VISIT:**

- 6.1 The Bidder is advised to visit and examine the site 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 supply/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 Purchaser 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 Purchaser 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 non-compliance 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] & NIT
- Section-II : BID EVALUATION CRITERIA [BEC] EVALUATION OF BIDS, SELECTION OF TRANSPORTERS AND DISTRIBUTION OF QUANTITY FOR AWARD
- 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 : Scope of Work[SOW] and Technical Specification [TS]
- Section-VII : HSE
- Section-VIII : SOR

\*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 tender website/[Government website \(NIC e-portal\)](#)



[<http://gailtenders.in>; <http://www.bcplonline.co.in> / <https://www.eprocure.gov.in>] /  
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 tender website/Government website (NIC e-portal) [<http://gailtenders.in>; <http://www.bcplonline.co.in> and <https://www.eprocure.gov.in>] 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 the Manual Two Bid system.** The Bid prepared by the Bidder shall comprise the following components sealed in 2 different envelopes:

- 11.1.1 **ENVELOPE-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'



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

- (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).

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

**11.1.2 ENVELOPE-II: Price Bid:**

- i) The Prices are to be submitted strictly as per 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.

## **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.

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- :**

- 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' or 'Letter of Credit', 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'/'Form F-4A'.
- 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.
- 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 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.
- 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

Note: Further, it is once again reminded not to mention any condition in the 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.

### **[D] – SUBMISSION OF BIDS**

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

- 21.1 In case of manual tendering bid must be submitted in sealed envelope. If the envelope is not sealed & marked as per Clause No. 11 of ITB, the employer will assume no responsibility for misplacement or pre-mature opening of the bid.
- 21.3 All the bids shall be addressed to the owner at address specified in IFB.
- 21.4 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 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 the instant manual tendering, bids received by BCPL after the deadline for submission of bids shall not be considered. Such late bids shall be returned to the bidder within "10 days" in 'unopened conditions'. The bid bond of such bidders shall be returned along with the un-opened bid.
- 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 MANUAL BIDDING:**

**The bidder may withdraw or modify its bid after bid submission but before the due date for submission as per tender document** provided that the written notice of the modification/ substitution/ withdrawal in received by BCPL prior to the deadline for submission of bid.



- 24.2 The modification shall also be prepared, sealed, marked and dispatched in accordance with the provision of the clause 22 of ITB, with the outer and inner envelopes additionally marked modification or withdrawal as appropriate. A withdrawal notice may also be sent by e-mail or fax but followed by a signed confirmation copy post not later than the deadline for submission of bids. No bid shall be modified/ withdrawn after the deadline for submission of bids.
- 24.3 **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.
- 24.4 The latest bid hence submitted shall be considered for evaluation and all other bids shall be considered to be unconditionally withdrawn.
- 24.5 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.

**[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 are 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,
- Affect in any substantial way the scope, quality, or performance of the job as specified in tender documents.
  - 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 of 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:

- 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.
- 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.
- 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.

**[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:**



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

- 38.1 Within 30 days of the receipt of the notification of award/ Fax of Acceptance from BCPL, the successful bidder shall furnish the Contract Performance Security/Guarantee in accordance with General Conditions of the Contract/as stipulated in Section-II of tender document. The Contract Performance Security/Guarantee shall be in the form of either Banker's Cheque or Demand Draft or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract.
- 38.2 **The contract performance security shall be for an amount equal to 7.5% of order value (excluding GST) specified in Bidding Data Sheet (BDS)/as stipulated in Section-II of tender document towards faithful performance of the contractual obligations and performance of equipment.** For the purpose of Contract Performance Security, Contract/order value shall be exclusive of GST.

Bank Guarantee towards performance security/ security deposit 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 **Rs 100 crores** and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period of three months beyond the delivery schedule as specified in Bid Data Sheet (BDS).

- 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 bid security.
- 38.4 The CPBG/Security deposit has to cover the entire contract value including extra works/services also. As long as the CPBG/Security deposit submitted at the time of award take cares the extra works/ services executed and total executed value are within the awarded contract price, there is no need for additional security deposit/ Contract Performance Security. As soon as the total executed value is likely to burst the ceiling of awarded contract price, the contractor should furnish additional security deposit/ CPBG.

**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/www.bcplonline.com](http://www.gailonline.com/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 26.03.2012 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



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

- 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.

**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.**

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:**

Shall be as stipulated Annexure II to ITB herewith.

**43 INCOME TAX & CORPORATE TAX:**



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

- 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 .....



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

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 (Indenting/User Department)</b><br><b>M/s Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise),<br>Administrative Building, PO: Lepetkata,<br>Distt.: Dibrugarh, Assam, Pin Code:786006,<br>Phone no. 0373 2914636. | <b>HOD (C&amp;P)</b><br><b>M/s Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), Administrative Building, PO: Lepetkata, Distt.: 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 ELL, 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:

1. Where BCPL Executive is Engineer-In-Charge (EIC) (e.g O&M Contracts)
  - a. Site-In-Charge/Site Engineer will check 100% measurements of executed work.
  - b. 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.
2. Where PMC is EIC (e.g Project Construction):
  - a. PMC will check 100% measurements of executed work.
  - a. BCPL Site Engineer will check measurements of at least 15% of bill value, certified by PMC.
  - b. 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.
3. Where BCPL Executive is EIC and where Third Party Inspector is deployed (e.g ARC type Construction Contracts):
  - a. Third Party Inspector will check 100% measurements of executed work.
  - b. BCPL Site Engineer will check measurements of at least 10% of bill value, certified by Third Party Inspector.
  - c. 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.
  - d. 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.
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.
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.
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.
7. All concerned officers should indicate the measurements of SOR items checked by them and marked as "Checked and verified."



52. **PROVISION WITH RESPECT TO CARRIAGE BY ROAD ACT 2007:**

As per the Section 3 of the 'Carriage by Road Act 2007', no person can engage in the business of a common carrier unless granted a certificate of registration to do so and any transportation of goods through unregistered common carrier is illegal. Therefore, goods should be transported through common carriers only and also a specific provision in the tender be made which makes it incumbent on the supplier to transport the contracted material / supplies only through registered common carriers.

53. 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.

54. 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.



**Annexure-I**

**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.

“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.

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

- F.1 The agency may file an appeal against the order of the Competent Authority for putting the agency on banning list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the of receipt of banning order.
- F.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- F.3 Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- G. Wherever there is contradiction with respect to terms of '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:

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:**



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- 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. **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 of 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. **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



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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.



**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) Upto 3 months                        | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 12 weeks         | 20    |
|                                         | " 16 weeks         | 15    |
|                                         | More than 16 weeks | 0     |
| b) Above 3 months                       | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 16 weeks         | 20    |
|                                         | " 20 weeks         | 15    |
|                                         | " 24 weeks         | 10    |
|                                         | More than 24 weeks | 0     |

**1.2 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     |



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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)**

**1. General:**

This section contains detailed instructions regarding bid submission procedure under BCPL's e-tender under NIC CPP Portal system. Bidders are required to read the following instructions in addition to various instructions mentioned elsewhere in the bid document for e-tendering, Ready Reckoner and FAQs etc. The instructions mentioned herein related to bid submission procedure shall supersede and shall prevail over the conditions enumerated elsewhere in the bid/tender document.

Bidders who wish to participate in e-tenders must go through the following in BCPL website in tender section:-

- 1) **“Guideline for Bidder enrolment process to Participate in BCPL e-tender through CPP Portal of NIC”.**
- 2) **“Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC.**
- 3) **“Bidder Manual Kit”**

which contains instructions in respect of e-Tendering essentially covering security settings required for bidder's PC / Laptop, uploading and checking the status of digital signature in the bidder's PC / Laptop, obtaining unique login ID and password, re-setting the password, downloading of Tender document and uploading of Offer/Bid etc. Further, the troubleshooting issues are also available in the form of FAQs (link given in website) which can be downloaded from E-Tender Portal (<https://eprocure.gov.in/eprocure/app>).

**2. About e-Tender Portal (Web):**

BCPL's e-tender under NIC CPP Portal system enabling bidders to Search, View, Download tender document(s) directly from the portal <https://eprocure.gov.in/cppp/> (referred hereunder as “E-Tender Portal”) and also enables the bidders to participate and submit online prices directly in the e-tender portal or uploading of SOR/Price Schedule (Price Bid) in note and attachment folder, as applicable and technical bids in secured and transparent manner maintaining absolute confidentiality and security throughout the tender evaluation process and award.

**3. Pre-requisite for participation in bidding process:**

The following are the pre-requisite for participation in e-Tendering Process:

**3.1 PC/Laptop with Windows OS, Internet Explorer:**

Bidder must possess a PC / Laptop with Windows 7 professional operating system and Internet Explorer 9 or above for hassle free bidding. Bidder must go through the system setting as mentioned in Resources required (go to <https://eprocure.gov.in/eprocure/app> → click downloads → click resources) and also refer Trouble Shooting (go to <https://eprocure.gov.in/eprocure/app> → click bidder Manual kit → click Trouble shooting).



### **3.2 Internet Broadband Connectivity:**

The Bidder must have a high speed internet connectivity (preferably Broadband) to access NIC Portal for downloading the Tender document and uploading/submitting the Bids.

### **3.3 A valid e-mail Id of the Organization/Firm:**

Bidder must possess an e-mail ID, preferably of the Organization (in case of a company)/Individual (in case of proprietorship concern)/Partner having Power of Attorney (in case of a partnership firm) to create login ID. The e-mail ID should not be changed frequently. All communication related to e-tendering including system generated mails shall be sent on this e-mail Id only. The communication to bidder is fully automated through the system and hence email-ID of bidder is very important for online communication with bidder during various stages of tendering process and should be preferably common e-mail Id of the Organization.

### **3.4 User ID and Password for new Bidder(s):**

To participate in the bidding process, it is mandatory on the part of bidder(s) to have user ID and password. Without user ID (Login ID) and password, bidders cannot participate in e-tender. There will be single login ID for a bidder/vendor code. To obtain User ID and Password Vendor/Bidder must visit <https://eprocure.gov.in/eprocure/app> site and perform the following steps:

- i) Click on Online bidder enrolment (For new Bidders)
- ii) Fill the on line self-registration form and submit. Ensure that the e-mail address given in the form is valid and active.
- iii) Ensure that all the mandatory fields (identified with a \* mark) are filled in the self-registration form for User Id creation.

Steps for creating user id & Password is available in file name “steps by steps guide for online Bidder enrolment process” in BCPL website.

### **3.5 Procedure for change of E-mail ID of the Bidder:**

Login E-Mail ID cannot be changed.

### **3.6 About Digital Signature:**

#### **(I) What is a Digital Signature?**

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain Certifying Authorities (CA) to issue Digital Certificates. Digitally signed documents are legally valid as per the Indian IT Act 2000. One Digital Certificate is valid for a specified period and can be used for digitally signing any number of documents. For details go to <https://eprocure.gov.in/eprocure/app> → click Information about DSC.



Only Class 3b Digital Signature is acceptable where individual are using their digital signature on behalf of the organization and digital signature should be in the name of authorized signatory who has signed the bid on behalf of bidder.

## **(II) Why Digital Signature is required?**

In order to bid for NIC e-tenders, bidders are required to obtain a legally valid Digital Certificate as per Indian IT Act 2000 from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (CAI), Controller of Certifying Authorities (CCA) of India.

## **(III) How to obtain Digital Signatures from Certifying Authority (CA)?**

Valid Digital Certificate (class 3b) can be obtained from Certifying Agency (C.A).

Information about CA's can be obtained through CCA India website

(<http://www.cca.gov.in>).

Digital Signatures can be obtained using following steps:

- a) Visit the site of the licensed CA\* using internet browser.
- b) Follow the instructions on the CA's website for submission of requisite documents for issue of the Digital Certificate and making payment.

**\*Links to some of the licensed CA's are provided below:**

1. <http://www.ncodesolutions.com>
2. <http://www.sifycorp.com>
3. <http://www.tcs-ca.tcs.co.in>
4. <http://www.e-mudhra.com>
5. <http://www.nicca.nic.in>
6. [www.idrbtca.org.in](http://www.idrbtca.org.in)

For foreign bidder please refer:-<https://eprocure.gov.in/eprocure/app> then click on download – where procedure for obtaining DSC for Foreign Bidders is given.

## **4. How to submit On-line Bids/Offer electronically against E-tenders?**

Bidders who wish to participate against e-tenders uploaded on BCPL's e-tender under NIC CPP Portal website (<https://eprocure.gov.in/cppp/>) (e-tender portal) should follow the steps Mentioned in the “**Bidders Manual Kit**” available on BCPL website / (go to <https://eprocure.gov.in/eprocure/app> → click Bidder manual kit) which shall guide them to Search, Display/View, Download and Submit electronic Bids/Offer online in a secured manner ensuring confidentiality. Bidder can also download the tender documents from BCPL websites, but they must have to quote through e-mode only (CPP Portal).

## **5. How to search, view and download e-tender?**

Explained in **Bidders Manual Kit** which is available in BCPL website.

## **8.0 Content of Bid:**

### **8.1 Un-Priced Bid:**



The Un-priced Bid - “SOR” (i.e. Part I – Technical Bid, refer ITB of tender for details) to be uploaded using Link “TECHNICAL DOCUMENT”. Bidders are advised to not upload duly filled Schedule of Rates/Price Schedule (Price Bid) at this link. For detailed instructions, **Bidders Manual Kit** which is available in BCPL website for bidders may be referred.

Before the bid is uploaded, the bid comprising of all relevant documents mentioned in the tender document should be digitally signed in accordance with the Indian IT Act 2000. If any modifications are required to be made to a document thereafter the modified documents shall be again digitally signed before uploading.

Bidders are required to upload all Tender forms and supporting documents which form part of the bid/tender under tender document of e-tender portal.

Uploading the documents relevant to bid before the bid submission date and time is the sole responsibility of the bidder. **No Manual/Hard copy** of bid is acceptable. **Bids submitted manually shall be rejected.**

Bidders are required to submit the Earnest Money Deposit (EMD)/Bid Bond in original in the prescribed formats and in the manner prescribed in the tender document at the time of bid submission in sealed envelope.

However, if the bidder is unable to submit EMD/Bid Bond in original on the due date, he may upload scanned copy of the EMD/Bid Bond while submitting the bid electronically, provided the original EMD/Bid Bond, copy of which has been uploaded, is received within 7 (seven) days from the date of unpriced bid opening, failing which the bid will be rejected irrespective of their status / ranking in tender and notwithstanding the fact that a copy.

The complete bid (each page) shall be continuously numbered in sequence, from start till end i.e. 1, 2, 3... n. The bid shall be uploaded along with proper index and indicating page numbers against each category of documents.

Note:

- i) Bidder may save/store the bid documents in the PC/Laptop before submitting the bid into in e-tender portal.
- ii) Bidder is required to fill up the price(s)/rate(s) strictly in the Schedule of Rate (SOR)/Price Schedule attached with the tender.

Inadvertently, if a document is uploaded in by the bidders, such document can be deleted by the bidder and can be replaced by a digitally signed new/modified document prior to due date & time.

Un-priced techno-commercial bid document should be placed in the private area earmarked in the C- folder of Tender Document in e-tender portal.

## **8.2 Priced Bid:**

The Priced Bid (i.e. Part II – Price Bid, refer ITB for details) to be uploaded using “FINANCE ATTACHMENTS” and NOT using link “TECHNICAL DOCUMENT”. Bidders are advised not to



upload any other documents and same shall be ignored. For detailed instructions, refer tender document and Ready Reckoner.

BCPL shall not be responsible for any failure on the part of the bidder in submission of Priced Bid and the manner prescribed elsewhere in this instruction sheet in tender documents.

**9. e-Tender demo during pre-bid conference:**

During the Pre-Bid Conference, BCPL shall also arrange demonstration for submission of bids in e-tender portal for interested bidders.

**10. Submission of documents:**

Bidders are requested to upload small sized documents preferably (**up to 25 MB**) at a time to facilitate easy uploading into e-tender portal. BCPL shall not be responsible in case of failure of the bidder to upload documents/bids within specified time of tender submission.

**11. Last date for submission of bids:**

System does not allow for submission or modification of bids beyond the deadline for bid submission. However, if the bidder for some reason intends to change the bid already entered, he may change/revise the same on or before the last date and time of submission. The system time displayed on NIC's e-tender webpage shall be final and binding on the bidders for all purposes pertaining to various events of the subject tender and no other time shall be taken into cognizance.

Bidders are advised in their own interest to ensure that bids are uploaded in e-tender system well before the closing date and time of bid.

**12. Internet connectivity:**

If bidders are unable to access BCPL's e-tender under NIC CPP Portal system or Bid Documents, the bidders may please check whether they are using proxy to connect to internet or their PC is behind any firewall and may contact their system administrator to enable connectivity. Please note that Port SSL/443 should be enabled on proxy/firewall for HTTPS connectivity. Dial-up/Broad band internet connectivity without Proxy settings is another option.

**13. Help to Contractors:**

For special instructions to bidders / contractors Please visit <https://eprocure.gov.in/eprocure/app> → click Help to contractors.

**14. FAQ:**

For various frequently asked question Please visit <https://eprocure.gov.in/eprocure/app> → click FAQ.

**15. e-Brochure:**

For e-brochure Please visit <https://eprocure.gov.in/eprocure/app> → click Downloads → click e brochure (details & general).

**16. DSC for Foreign Bidders:**

For DSC for foreign bidders Please visit - <https://eprocure.gov.in/eprocure/app> → click Downloads → click DSC for foreign bidders.

**17. System Malfunction Procedure:**



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For system malfunction procedure Please visit - <https://eprocure.gov.in/eprocure/app> → click Downloads → system malfunction procedure.

**18. IT Resources:**

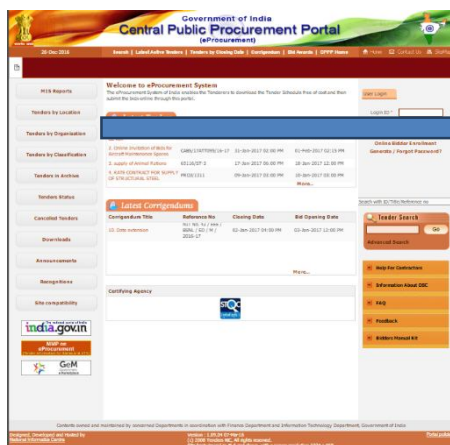
For various IT resources Please visit → <https://eprocure.gov.in/eprocure/app> → click Downloads --- Resources required. (Download Java for system compatibility).

**19. Form for DSC Deactivation for bidders:**

For DSC deactivation Please visit - <https://eprocure.gov.in/eprocure/app> → click Downloads → Form for DSC deactivation for bidders.

**20. Search Tender for Guest Users:**

For tender search Please visit - <https://eprocure.gov.in/eprocure/app> → click on Tenders by Location / Tenders by Organization / Tenders by classifications / Tenders by Archive.





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**21. Check list / Quick View Summary:**

|                         |   |                                                                                                        |            |                                                                                                                                                                               |           |                                                                                                                                                                                                       |                                                                                                                                                                          |
|-------------------------|---|--------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| one<br>time<br>activity | 1 | GET THE DIGITAL SIGNATURE CERTIFICATE                                                                  | plz. Refer | Please refer clause 3.6 of Ready reckoner to participate in e-tender available in BCPL website                                                                                | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- <b>click Information about DSC.</b>                                                    |                                                                                                                                                                          |
|                         | 2 | GET THE HARDWARE / IT RESOURCES:-<br>Computer/laptop, Internet etc                                     | plz. Refer | Refer clause 3.1, 3.2, 12 of Ready reckoner to participate in e-tender available in BCPL website                                                                              | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click downloads --- <b>click resources required</b>                                    | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- <b>click trouble shooting</b> |
|                         | 3 | GET ENROLLED WITH BCPL e-tender THROUGH CPP PORTAL OF NIC AND TO GET USERID & PASSWORD FOR NEW VENDORS | plz. Refer | Refer Guideline for Bidder enrolment process available in BCPL website                                                                                                        | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- <b>click Registration of Bidders</b>                       |                                                                                                                                                                          |
|                         | 4 | UPLOADING OF MY DOCUMENTS                                                                              | plz. Refer | Bidder can upload their regular documents like PAN, BALANCE SHEET, VAT/CAT and other certificate                                                                              | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- <b>click Uploading of my documents</b>                     |                                                                                                                                                                          |
|                         | 5 | SEARCH BIDS                                                                                            | plz. Refer | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click tender by location / by organization / by classification | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- <b>click Clarifications (Tender Status, My Archive...)</b> |                                                                                                                                                                          |
|                         | 6 | ON LINE e-BID SUBMISSION involved EMD/FEE, technical bid (part I) & finance bid (part II)              | plz. Refer | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- go through online e-bid submission | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- <b>Online e-Bid Submission</b>                             |                                                                                                                                                                          |
|                         | 7 | FINANCE BID/PRICE BID/PART II Preparation guidelines                                                   | plz. Refer | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- go BoQ Preparation Guidelines      |           |                                                                                                                                                                                                       |                                                                                                                                                                          |
|                         | 8 | ON LINE e-BID WITHDRAWL                                                                                | plz. Refer | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- go Online Bid Withdrawal           |           |                                                                                                                                                                                                       |                                                                                                                                                                          |
|                         | 9 | ON LINE e-BID Re-SUBMISSION                                                                            | plz. Refer | ROUTE:-<br><a href="https://eprocure.gov.in/cpp/pl">https://eprocure.gov.in/cpp/pl</a> --- click e-procure --- click bidder manual kit --- go Online Bid Re-submission        |           |                                                                                                                                                                                                       |                                                                                                                                                                          |

For various queries, manual, FAQs and information may please refer the link <https://eprocure.gov.in/eprocure/app>



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The screenshot shows the Central Public Procurement Portal (eProcurement) interface. It includes a header with the Government of India logo and navigation links. The main content area displays 'Latest Tenders' and 'Latest Corrigendums' with columns for Reference No, Closing Date, and Bid Opening Date. A sidebar on the left contains links for MIS Reports, Tenders by Location, Tenders by Organisation, Tenders by Classification, Tenders in Archive, Tenders Status, Cancelled Tenders, Downloads, Announcements, Recognitions, and Site compatibility. A 'User Login' section is also present on the right side of the main content area.



# In Help to contractor's users will get: **Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal.**

# In Information about DSC user will get: **Frequently Asked Questions on Digital Signature Certificate.**

# In FAQ user will get various FAQ related to:

- a) GENERAL Q&A about e-procurement.
- b) On line enrolment Q&A
- c) Password related Q&A
- d) DSC related Q&A
- e) Tender related Q&A
- f) Security related Q&A
- g) Foreign bidder related Q&A
- h) User account related Q&A

# Feedback: **Users to give their feedback to NIC.**

# Bidder manual kit: **Bidder will get various manuals for the following:**

|   |                                               |                                                  |
|---|-----------------------------------------------|--------------------------------------------------|
| 1 | Notice to Bidders                             | <a href="#">notice_to_bidders.pdf</a>            |
| 2 | Registration of Bidders                       | <a href="#">bidder_registration.pdf</a>          |
| 3 | Uploading of My Documents                     | <a href="#">my_documents.pdf</a>                 |
| 4 | Online e-Bid Submission                       | <a href="#">two_cover_bid_submission.pdf</a>     |
|   |                                               | <a href="#">three_cover_bid_submission.pdf</a>   |
|   |                                               | <a href="#">four_cover_bid_submission.pdf</a>    |
|   |                                               | <a href="#">single_cover_bid_submission.pdf</a>  |
| 5 | Online Bid Withdrawal                         | <a href="#">bid_withdrawal.pdf</a>               |
| 6 | Online Bid Re-submission                      | <a href="#">bid_resubmission.pdf</a>             |
| 7 | Clarifications (Tender Status, My Archive...) | <a href="#">enquiry.pdf</a>                      |
| 8 | Trouble Shooting                              | <a href="#">troubleshoot_document.pdf</a>        |
| 9 | BoQ Preparation Guidelines                    | <a href="#">BoQ_Help_Bidder_ItemRate.pdf</a>     |
|   |                                               | <a href="#">BoQ_Help_Bidder_ItemWise_Tax.pdf</a> |
|   |                                               | <a href="#">BoQ_Help_Bidder_Percentage.pdf</a>   |

**e-TENDER NO: BCPL/C&P/LE17W182SD/00586 FOR "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**



**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 : [cppp-nic@nic.in](mailto:cppp-nic@nic.in)



**BIDDING DATA SHEET (BDS)**

**ITB TO BE READ IN CONJUNCTION WITH THE FOLLOWING:**

| A. GENERAL             |                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                 |                |                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------|----------------|----------------------------------|
| ITB clause             | Description                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                                 |                |                                  |
| 1.2                    | The Invitation for Bids/ e-TENDER NO is :<br><b>e-TENDER NO.: BCPL/C&amp;P/LE17W182SD/00586</b>                                                                                                                                                                                                                                                                                                                                          |            |                                 |                |                                  |
| 1.1                    | The Employer/Owner is: <b>M/s Brahmaputra Cracker And Polymer Limited</b>                                                                                                                                                                                                                                                                                                                                                                |            |                                 |                |                                  |
| 2.1                    | Name of the Contract: <b>"HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&amp;P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".</b>                                                                                                                                                                                                                                                                          |            |                                 |                |                                  |
| 3                      | BIDS FROM CONSORTIUM/ JOINT VENTURE<br><table border="1" data-bbox="454 795 1010 952"><tr><td>APPLICABLE</td><td><input type="text" value="NO"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="text" value="YES"/></td></tr></table>                                                                                                                                                                                              | APPLICABLE | <input type="text" value="NO"/> | NOT APPLICABLE | <input type="text" value="YES"/> |
| APPLICABLE             | <input type="text" value="NO"/>                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                 |                |                                  |
| NOT APPLICABLE         | <input type="text" value="YES"/>                                                                                                                                                                                                                                                                                                                                                                                                         |            |                                 |                |                                  |
| B. BIDDING DOCUMENT    |                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                 |                |                                  |
| ITB clause             | Description                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                                 |                |                                  |
| 8.1                    | For <b><u>clarification purposes</u></b> only, the communication address is:<br>Attention:<br>SH. SAMRAT DUTTA, MANAGER (C&P) /<br>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: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a> |            |                                 |                |                                  |
| C. PREPARATION OF BIDS |                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                 |                |                                  |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

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ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|            |                                                                                                                   |
|------------|-------------------------------------------------------------------------------------------------------------------|
| 11.1.1 (u) | The Bidder shall submit with its Techno-commercial/ Unpriced bid the following additional documents (SCC Refers): |
| 12         | Additional Provision for Schedule of Rate/ Bid Price are as under:                                                |
| 14         | The currency of the Bid shall be INR                                                                              |
| 15         | The bid validity period shall be three months from final 'Bid Due Date'.                                          |

**D. SUBMISSION AND OPENING OF BIDS**

| ITB clause | Description                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22         | The e-TENDER NO. of this bidding process is:<br><b>BCPL/C&amp;P/LE17W182SD/00586</b>                                                                                                                                                                                                                                                                                                                                                        |
| 22.3       | For <b><u>bid submission purposes</u></b> only, the Owner's address is :<br>Attention:<br>SH. SAMRAT DUTTA, MANAGER (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: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a> |
| 26         | <b>The bid opening shall take place at:</b><br>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: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a><br><b>Date: 15.02.2018</b><br><b>Time: 15:00 Hrs.</b>                                  |

**E. EVALUATION, AND COMPARISON OF BIDS**

| ITB clause | Description                                         |
|------------|-----------------------------------------------------|
| 32         | Evaluation Methodology is mentioned in Annexure-II. |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
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**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|                             |                                                                                                                                                                                                                                                                                             |            |                              |                |                              |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------|----------------|------------------------------|
| 33                          | Compensation for Extended Stay:<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> NO</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> YES</td></tr></table>                                                                                          | APPLICABLE | <input type="checkbox"/> NO  | NOT APPLICABLE | <input type="checkbox"/> YES |
| 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: <b>State: Assam</b>                                                                                                                                                                                                          |            |                              |                |                              |
| 38                          | Contract Performance Security/ Security Deposit<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> YES</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> NO</td></tr></table><br><b>Applicable: As specified in ITB of tender document.</b>            | APPLICABLE | <input type="checkbox"/> YES | NOT APPLICABLE | <input type="checkbox"/> NO  |
| APPLICABLE                  | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |
| NOT APPLICABLE              | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |
| 40                          | Public Procurement Policy for MSEs :<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> YES</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> NO</td></tr></table><br>Whether tendered item is non-split able or not-divisible : <b>NON-SPLITTABLE</b> | APPLICABLE | <input type="checkbox"/> YES | NOT APPLICABLE | <input type="checkbox"/> NO  |
| APPLICABLE                  | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |
| NOT APPLICABLE              | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |
| 41                          | Provision of AHR Item :<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/> YES</td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/> NO</td></tr></table>                                                                                                  | APPLICABLE | <input type="checkbox"/> YES | NOT APPLICABLE | <input type="checkbox"/> NO  |
| APPLICABLE                  | <input type="checkbox"/> YES                                                                                                                                                                                                                                                                |            |                              |                |                              |
| NOT APPLICABLE              | <input type="checkbox"/> NO                                                                                                                                                                                                                                                                 |            |                              |                |                              |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

**Clause no. 27.3  
of GCC**

Bonus for Early Completion:

|                |                              |
|----------------|------------------------------|
| APPLICABLE     | <input type="checkbox"/> NO  |
| NOT APPLICABLE | <input type="checkbox"/> YES |



## **FORMS & FORMAT**



### **LIST OF FORMS & FORMAT**

| <b>Form No.</b> | <b>Description</b>                                                                       |
|-----------------|------------------------------------------------------------------------------------------|
| F-1             | BIDDER'S GENERAL INFORMATION                                                             |
| F-2             | BID FORM                                                                                 |
| F-3             | LIST OF ENCLOSURES                                                                       |
| F-4             | PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY / BID SECURITY"                          |
| F-5             | LETTER OF AUTHORITY                                                                      |
| F-6             | NO DEVIATION CONFIRMATION                                                                |
| F-7             | DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT RECEIVERSHIP ETC.           |
| F-8             | CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA                                         |
| F-9             | PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT"      |
| F-10            | AGREED TERMS & CONDITIONS                                                                |
| F-11            | ACKNOWLEDGEMENT CUM CONSENT LETTER                                                       |
| F-12            | UNDERTAKING ON LETTERHEAD                                                                |
| F-13            | BIDDER'S EXPERIENCE                                                                      |
| F-14            | CHECK LIST                                                                               |
| F-15            | FORMAT FOR CERTIFICATE FROM BANK<br>IF BIDDER'S WORKING CAPITAL IS INADEQUATE            |
| F-16            | FORMAT FOR CHARTERED ACCOUNTANT<br>CERTIFICATE FOR FINANCIAL CAPABILITY OF THE<br>BIDDER |
| F-17            | BIDDER'S QUERIES FOR PRE BID MEETING                                                     |
| F-18            | E-BANKING FORMAT                                                                         |



**BIDDER'S GENERAL INFORMATION**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

|    |                                                                                                                                                                                                            |                                                                                                                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1  | Bidder Name<br>(With Contact Person Name, Phone no., e-mail ID & Details)                                                                                                                                  |                                                                                                                              |
| 2  | Status of Firm                                                                                                                                                                                             | Proprietorship Firm/Partnership firm/<br>Limited/Others<br>If Others Specify: _____<br>[Enclose certificate of Registration] |
| 3  | Name of<br>Proprietor/Partners/Directors of the<br>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<br>current addresses of all the partners<br>of the 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:                                                                                     |
| 8  | Telephone Number<br>[Mobile & Landline]                                                                                                                                                                    | (Country Code) (Area Code) (Telephone<br>No.)                                                                                |
| 9  | E-mail ID/address                                                                                                                                                                                          |                                                                                                                              |
| 10 | Website                                                                                                                                                                                                    |                                                                                                                              |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|    |                                                                              |                                                                                                                                                                                                            |
|----|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | Fax Number:                                                                  | (Country Code) (Area Code) (Telephone No.)                                                                                                                                                                 |
| 12 | ISO Certification, if any                                                    | {If yes, please furnish details}                                                                                                                                                                           |
| 13 | Bid Currency                                                                 |                                                                                                                                                                                                            |
| 14 | Banker's Name                                                                |                                                                                                                                                                                                            |
| 15 | Branch                                                                       |                                                                                                                                                                                                            |
| 16 | Bank account number                                                          |                                                                                                                                                                                                            |
| 17 | PAN Details                                                                  | [Enclose copy of PAN Card]                                                                                                                                                                                 |
| 18 | We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act | Yes / No<br>(If the response to the above is 'Yes', Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM Part-II) issued by the authority specified by the respective State Government.) |
| 19 | Whether Micro/Small Enterprise                                               | (Bidder to submit documents as specified it ITB)                                                                                                                                                           |
| 20 | Type of Entity                                                               | Corporate/ Non-Corporate<br>(In case of Non-Corporate Entity, bidder will submit documentary evidence for same).                                                                                           |
| 21 | GSTIN                                                                        | Please submit GST Registration Certificate                                                                                                                                                                 |
| 22 | Vendor Classification<br>Mark (✓) on the applicable one.                     | Registered <input type="checkbox"/><br>Un-registered <input type="checkbox"/><br>Compound Scheme <input type="checkbox"/><br>PSU , GOVT <input type="checkbox"/><br>SEZ <input type="checkbox"/>           |

Place:  
Date:

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



**BID FORM**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

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:

Seal:

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

[Signature of Witness]

Name of Witness:

Address:



**LIST OF ENCLOSURES**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

**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. Requisite document in case of Start-up.
5. Copy of Bidding Documents along with addendum/corrigendum duly signed and sealed 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.
6. Documentary Evidences showing the Bidder's claim of meeting Technical Criteria as mentioned in Clause 4 of ITB.
7. EMD / Bid Bond
8. Power of Attorney
9. Duly certified document from chartered engineer and or chartered accountant.

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



**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

Dear Sir (s),

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

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

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

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

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

In Witness whereof the Bank, through its authorized officer, has set its hand and stamp on this -----  
-----day of -----201 ----- at -----

WITNESS:

(SIGNATURE)  
(NAME) :  
(OFFICIAL ADDRESS):

(SIGNATURE)  
(NAME)  
Designation with Bank Stamp  
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 along with documentary evidence.

.....



**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 SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

**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:

Seal:

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.



**"NO DEVIATION" CONFIRMATION**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

**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:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



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

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

**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:  
Date:

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



CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

**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:



**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" which expression shall wherever the context so require include its successors and assignees) have been awarded the work of \_\_\_\_\_ vide PO /FOA/LOI No. \_\_\_\_\_ dated \_\_\_\_\_ for M/s Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), PO: Lepetkata, Dist.: Diburgarh, Assam.

The Contract conditions provide that the 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, undertaking full responsibility to indemnify M/s Brahmaputra Cracker and Polymer Limited, in case of default.

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

1. We \_\_\_\_\_ hereby undertake 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 or in payment of any money payable to M/s Brahmaputra Cracker and Polymer Limited we shall on first demand pay without demur, contest, protest and/ or without any recourse to the contractor to you in such manner as you may direct the said amount of Rupees \_\_\_\_\_ only or such portion thereof not exceeding the said sum as you may 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 contract with the said \_\_\_\_\_ and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said \_\_\_\_\_



\_\_\_\_\_ 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 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 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 our 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 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) \_\_\_\_\_. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee. However, if for any reason, the contractor is unable to complete the work within the period stipulated in the contract and in case of extension of the date of completion resulting extension of defect liability period of the contractor fails to perform the work fully, the bank hereby agrees to further extend this guarantee at the instance of the contractor till such time as may be determined by the owner. 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. The Bank Guarantee's payment of an amount is payable on demand and in any case within 48 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest of 18% per annum shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the jurisdiction of **Guwahati Courts**.
7. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the 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 Contractor to be in default under the contract and without caveat or argument, any sum



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

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.

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

**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 along with documentary evidence.

.....



**AGREED TERMS & CONDITIONS**

**M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

**SUB: HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR.**

**e-TENDER NO.:- BCPL/C&P/LE17W182SD/00586**

| <b>Sl. NO.</b> | <b>DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>BIDDER'S CONFIRMATION</b> |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |
| 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/Period of Contract 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.                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |



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(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|     |                                                                                                                                                                                                         |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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 to anti-profiteering clause under GST.                                                                                                                                               |  |

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:



**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 SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

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 : .....



**UNDERTAKING ON LETTERHEAD**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

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:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



**BIDDER'S EXPERIENCE**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: "HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR".**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

| Sl. No | Description of the Services | LOA /WO No. and date | Full Address & phone nos. of Client. Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase) | Postal & nos. of | 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:



**CHECK LIST**

Bidders are requested to duly fill in the checklist. Please ensure compliance and tick (✓) against following points:

| S. No. | DESCRIPTION                                                                                                                                                                                          | CHECK BOX | REFERENCE PAGE NO. OF THE BID SUBMITTED |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------|
| 1.0    | Signing and Stamping / digital signing on each sheet of offer, original bidding document including SCC, ITB, GCC ,SOR drawings, addendum (if any) as a token of acceptance to tender terms & clause. |           |                                         |
| 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     | Signed and stamped original copy of bidding document along with drawings and addendum (if any).                                                                                                      |           |                                         |
| iii    | <b>Power of Attorney in the name of person signing the bid.</b>                                                                                                                                      |           |                                         |
| iv     | Copies of documents defining constitution or legal status, place of registration and principal place of business of the company                                                                      |           |                                         |
| v.     | Bidders declaration that regarding, Holiday/ Banning, liquidation court receivership or similar proceedings in Format 7.                                                                             |           |                                         |
| vi.    | Details and documentary proof required against qualification criteria along with complete documents. (Also fill the documents & certification checklist given below)                                 |           |                                         |
| vii.   | Confirm submission of document along with 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                                                                                                             |           |                                         |
| 5.0    | 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/NA | NO |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----|
| 1.   | EMD Value                                                                                                                                                           | <b>Rs. 1,43,000.00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |    |
| A    | DD                                                                                                                                                                  | DD No. _____ dated For Rs. _____                                                                                                                                                                                                                                                                                                                                                                                                                              | YES/NA | NO |
| B    | BG                                                                                                                                                                  | BG VALIDITY BEYOND 3 THREE MONTHS FROM BID VALIDITY PERIOD OF 90 DAYS                                                                                                                                                                                                                                                                                                                                                                                         | YES/NA | NO |
| C    | NSIC/DIC CERTIFICATE/<br>UDYOG ADHAR                                                                                                                                | <b>Duly certified by the Chartered Accountant</b> (not being an employee or a Director or not having any interest in the bidder's company/firm) <b>AND Notary Public</b> with Legible stamp as MENTIONED IN CLAUSE NO.40 OF ITB.                                                                                                                                                                                                                              | YES/NA | NO |
| 2.   | BID VALIDITY UPTO THREE MONTHS                                                                                                                                      | ACCEPTED                                                                                                                                                                                                                                                                                                                                                                                                                                                      | YES    | NO |
| 3.   | Experience against Completion/ Execution of order/ contract (As Stipulated in BEC 1.1.1)                                                                            | <i>Bidder must submit copies of relevant "Work Order(s)/ Contract(s)" and "Completion Certificates(s)/Proof of successful execution of the same "Work Order(s)/ Contracts" issued by client / end user / owner. Copy of Completion Certificate / Execution Certificate must indicate reference no. of work order &amp; date, actual date of contract started &amp; completed and actual executed quantity of work order, etc along with the unpriced bid.</i> | YES    | NO |
| A    | ORDER COPY                                                                                                                                                          | Duly CERTIFIED by <b>CHARTERED ENGINEER</b> with LEGIBLE stamp                                                                                                                                                                                                                                                                                                                                                                                                | YES    | NO |
| B    | ORDER COPY                                                                                                                                                          | Duly NOTARISED by <b>Notary Public</b> with legible stamp                                                                                                                                                                                                                                                                                                                                                                                                     | YES    | NO |
| C    | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                    | Has been issued by the End User / Owner / Authorized Consultant of Owner.                                                                                                                                                                                                                                                                                                                                                                                     | YES    | NO |
| D    | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                    | Duly CERTIFIED by <b>CHARTERED ENGINEER</b> with LEGIBLE stamp                                                                                                                                                                                                                                                                                                                                                                                                | YES    | NO |
| E    | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                    | Duly NOTARISED by <b>Notary Public</b> with legible stamp                                                                                                                                                                                                                                                                                                                                                                                                     | YES    | NO |
| 4.   | <b>FINANCIAL CRITERIA AS STIPULATED IN BEC</b>                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | YES    | NO |
| 5.   | Successful bidder shall have to submit Security Deposit (SD)/Contract Performance Security @7.5% of Annualized Contract Value excluding GST (valid up to 3 months). |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | YES    | NO |
| 6.   | Tender Document signed & stamped.                                                                                                                                   | Signed & stamped / digital sign all pages ALONGWITH UNPRICED BID.                                                                                                                                                                                                                                                                                                                                                                                             | YES    | NO |
| 7.   | SOR (BLANK without price) MENTIONING WORD "NOT TO QUOTE HERE [TO QUOTE IN FINANCE FOLDER OF E-PORTAL]" IN EACH ITEM RATE COLUMN.                                    | Signed copy of SOR filled NOT TO QUOTE HERE [TO QUOTE IN FINANCE FOLDER OF E-PORTAL], ALONGWITH UNPRICED BID.                                                                                                                                                                                                                                                                                                                                                 | YES    | NO |
| 8.   | FORM 1 TO 18 ATTACHED TO TENDER.                                                                                                                                    | FILLED AS APPLICABLE, SIGNED, STAMPED & SUBMITTED ALL.                                                                                                                                                                                                                                                                                                                                                                                                        | YES    | NO |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

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.

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 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.**



**THIS FORMAT TO BE FILLED BY THE BIDDER**

**TECHNICAL CRITERIA AS STIPULATED IN BEC**

[PLEASE READ, SECTION –II, CLAUSE NO. 1.1 OF BEC OF TENDER DOCUMENT AND GIVE BRIEF DETAILS AGAINST INDIVIDUAL DOCUMENTS SUBMITTED TO QUALIFY BEC-TECHNICAL]

**NB:**

1. All documents **[to be 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.
3. 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] |
|----------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>A</b> | 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. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed Value<br>vi. Executed Qty, etc | <br><br><br><br><br><br>                |
| <b>B</b> | 2 <sup>nd</sup> Order/<br>LOI/Contract | Description                                                                                                                                                                                                                                                             | Details [to be mentioned by the bidder] |
| B1       |                                        | Name of Order issuing 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                                                                                                                                                                                                                                               |                                         |



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

|          |                                               |                                                                                                                                                                                                                                                                         |  |                                                |
|----------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------|
| B6       |                                               | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed value<br>vi. Executed Qty, etc |  |                                                |
| <b>C</b> | <b>3<sup>RD</sup> Order/<br/>LOI/Contract</b> | <b>Description</b>                                                                                                                                                                                                                                                      |  | <b>Details [to be mentioned by the bidder]</b> |
| 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 contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed value<br>vi. Executed Qty, etc |  |                                                |

|          |                                               |                                                                                                                                                                                                            |  |                                                |
|----------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------|
| <b>D</b> | <b>4<sup>th</sup> Order/<br/>LOI/Contract</b> | <b>Description</b>                                                                                                                                                                                         |  | <b>Details [to be mentioned by the bidder]</b> |
| 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                                                                                                                                                                                       |  |                                                |
| D5       |                                               | Period of Contract/ Order                                                                                                                                                                                  |  |                                                |
| D6       |                                               | 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<br>iv. Period of Contract/ Order |  |                                                |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|  |  |      |                                        |  |  |
|--|--|------|----------------------------------------|--|--|
|  |  | v.   | Actual Date of<br>Completion/Execution |  |  |
|  |  | vi.  | Executed value                         |  |  |
|  |  | vii. | Executed Qty, etc                      |  |  |



**THIS FORMAT TO BE FILLED BY THE BIDDER**  
**FINANCIAL CRITERIA AS STIPULATED IN BEC**

[PLEASE READ SECTION-II, CLAUSE NO. 1.2 OF BEC AND GIVE BRIEF DETAILS IN THE BELOW CHECK LIST FORMAT]

**NB:**

1. **Format-16** (to be **Submitted**) is required to be Certified/Attested by Chartered Accountant and to be uploaded/submitted.
2. **Audited Balance Sheet and Profit & Loss Statements (Submitted) of FY: FY: 2016-2017, 2015-2016 & 2014-2013 meeting the Turn Over, NET WORTH & Working Capital requirement of BEC-Financial are to be duly signed and stamped** (duly certified /attested) by Notary Public with legible stamp and to be submitted.
3. **Bidder to Put 'tick mark' only** [out of two options (i.e 'Yes' or 'No', one option to be exercised and other one to be deleted in the column given below]

| 1.2   | FINANCIAL CRITERIA                                                                    |   | DOCUMENT DETAILS SUBMITTED FOR THE BELOW<br>FINANCIAL YEAR:                                                                                                                                                                                                                                                                                                                                 | DOCUMENT WHETHER<br>SUBMITTED/UPLOADED   |           |
|-------|---------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------|
|       |                                                                                       |   |                                                                                                                                                                                                                                                                                                                                                                                             | Option                                   | Tick Mark |
| 1.2.1 | Financial Documents – <b>Turn Over</b> as per applicability of relevant clause of BEC | : | Uploaded / Submitted Audited financial statements Balance Sheet and Profit & Loss Account statement of any of the three (3) preceding Financial Year(s), i.e <b>FY: FY: 2016-2017, 2015-2016 &amp; 2014-2015</b> [to be reckoned from bid due date] along with un-price bid <b>uploaded /submitted.</b><br><br><b>FY: 2016-2017</b><br><br><b>FY: 2015-2016</b><br><br><b>FY: 2014-2015</b> | Yes / No<br><br>Yes / No<br><br>Yes / No |           |



**e-TENDER NO: BCPL/C&P/LE17W182SD/00586 FOR “HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR”**



**FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE**

(To be provided on Bank's letter head)

Date:

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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Dear Sir,

This is to certify that M/s ..... (name of the bidder with address) (hereinafter referred to as Customer) is an existing customer of our Bank.

The Customer has informed that they wish to bid for BCPL's RFQ/E-TENDER NO. .... dated ..... for ..... (Name of the supply/work/services/consultancy) and as per the terms of the said RFQ/Tender they have to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly M/s ..... (name of the Bank with address) confirms availability of line of credit to M/s ..... (name of the bidder) for at least an amount of Rs. \_\_\_\_\_ (Total Working Capital Amount) to meet the inadequacy in Working Capital.

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores (or Equivalent USD) and the undersigned is authorized to issue this certificate.

Yours truly

for ..... (Name & address of Bank)

(Authorized signatory)

Name of the signatory :

Designation :

Stamp



**FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR  
FINANCIAL CAPABILITY OF THE BIDDER**

We have verified the Audited Financial Statements and other relevant records of M/s..... (Name of the bidder) and certify the following:

**A. AUDITED ANNUAL TURNOVER\* OF LAST 3 YEARS:**

| Year    | Amount (Currency) |
|---------|-------------------|
| Year 1: |                   |
| Year 2: |                   |
| Year 3: |                   |

**B. NETWORTH\* AS PER LAST AUDITED FINANCIAL STATEMENT:**

| Description  | Year ____         |
|--------------|-------------------|
|              | Amount (Currency) |
| 1. Net Worth |                   |

**C. WORKING CAPITAL\* AS PER LAST AUDITED FINANCIAL STATEMENT :**

| Description                                             | Year ____         |
|---------------------------------------------------------|-------------------|
|                                                         | Amount (Currency) |
| 1. Current Assets                                       |                   |
| 2. Current Liabilities                                  |                   |
| 3. Working Capital (Current Assets-Current liabilities) |                   |

**\*Refer Instructions**

**Note: It is further certified that the above mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]**

Name of Audit Firm:  
Chartered Accountant/CPA  
Date:  
Seal:  
Membership No.:

[Signature of Authorized Signatory]  
Name:  
Designation:

**Instructions:**

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



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

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING  
JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN  
FOR A PERIOD OF ONE YEAR”.**

**e-TENDER NO.: BCPL/C&P/LE17W182SD/00586**

| SL.<br>NO. | REFERENCE OF BIDDING<br>DOCUMENT |             |               |         | BIDDER'S<br>QUERY | BCPL'S<br>REPLY |
|------------|----------------------------------|-------------|---------------|---------|-------------------|-----------------|
|            | BEC.<br>NO.                      | Page<br>No. | Clause<br>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 :** \_\_\_\_\_



**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 Brahma Putra 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 Brahma Putra 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  
bank)

(Signature of authorized officer of



## भाग – IV SECTION-IV

### GENERAL CONDITIONS OF CONTRACT [GCC]



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

NIT/RFQ NUMBER:

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.**

**([http://www.bcplonline.co.in/content/tender/GCC\\_CONTRACTS.pdf](http://www.bcplonline.co.in/content/tender/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]**



## SECTION-V

# **SPECIAL CONDITIONS OF CONTRACT**

### **[SCC]**

**SUBJECT: HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR.**

#### **1.0 GENERAL**

- 1.1 Special Conditions of Contract (SCC) shall be read in conjunction with the General Conditions of Contract (GCC). Schedule of Rates, specifications of work, drawings and any other document forming part of this Contract wherever the context so requires.
- 1.2 Where any portion of the GCC is repugnant to or at variance with any provisions of the Special Conditions of Contract, then unless a different intention appears, the provision(s) of the Special Conditions of Contract shall be deemed to override the provision(s) of GCC only to the extent that such repugnancy's of variations in the Special Conditions of Contract are not possible of being reconciled with the provisions of GCC.

#### **2.0 ORDER OF PRECEDENCE**

In case of ambiguity in Schedule of Rates (SOR), general conditions, specifications/drawings (if applicable), special conditions of contract, the following order of precedence will prevail:

- (a) Telex/Telegram/Fax of intent, detailed letter of intent along with statement of agreed variations and its enclosures and any corrigendum/addendum.
- (b) Schedule of Rates (SOR)
- (c) Specifications/Special notes regarding specifications / drawings in conjunction with each other.
- (d) Special /Additional conditions of contract.
- (e) General conditions of contract.

#### **3.0 The service is required to be carried out at BCPL Plant, Lepetkata/Duliajan.**

The bidder is advised to see the site conditions and nature of job before quoting his rates. It shall be taken that bidder has seen the site conditions and no claim on this account shall be entertained at a later date. Job shall be done in strict compliance with tender specifications.



The various items to be operated have been dealt in schedule of rates attached with tender documents. **The rates should include supply of all man resources, equipments, consumables, taxes, duties, royalties, profits and overheads like Labour License, Insurance etc. required for the job as per specifications and Schedule of Rates (SOR).**

#### **4.0 AWARD OF CONTRACT:**

BCPL intends to award the entire work to a single bidder on overall lowest cost basis. However quoted rate(s) against each SOR item should not be lower than minimum wages applicable for indicated minimum manpower against each SOR items in the SCC at the time of un-priced bid opening date, else bid shall be rejected.

#### **5.0 TIME PERIOD OF THE CONTRACT:**

The duration of contract shall be for a period of 01 years to be reckoned from 7<sup>th</sup> day from the date of issue of Letter of Intent (LOI)/LOA. The period of contract can be extended with 25% of original ordered value within contractual period or beyond the contract period and contract period may be extended further a period of Six (6) months or part thereof on the same rates, terms and conditions which is solely at the discretion of BCPL.

#### **6.0 SUBLET OF WORK**

The contractor shall not sublet the contract, except with the written consent of the BCPL.

#### **7.0 LOCATION AND SITE CONDITIONS**

**7.1** The site of proposed work is at BCPL Plant located adjacent to NH-37 (almost 15 km from Dibrugarh Town towards Guwahati).

#### **8.0 SCOPE OF WORK AND CONTRACTOR'S OBLIGATIONS:**

##### **8.1 INTRODUCTION:**

The main Activities carried out in C&P Store is loading & unloading of the consignment, collection of LR/RR and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Duliajan/Jorhat etc, opening of the consignment, keeping the materials in proper location for storage, accounting for the materials received against purchase order, issue of the material to user deptt. for day to day for plant operation. The material handling contract needs to be operated in all locations of BCPL. However, out of all the plant/project sites, more than 90% activities under the contract would be required to be carried out at Lepetkata whereas the remaining activities would be required at Duliajan & BCPL would deploy resources at any Location of BCPL as per their requirement.



**Scope of Work shall include but not limited to the following:**

**8.1.1 Unloading/ loading of the materials (SOR Item S.No.1)**

**For Lepetkata/ Duliajan:**

- i. The contractor is to arrange for loading material to vehicle covered under Material Handling Contract (MHC)/MHC arranged vehicle from transporter godown (or local supplier) at Dibrugarh/Tinsukia/Duliajan/Jorhat etc and transporting the consignment to BCPL-Lepetkata/ Duliajan.
- ii. The contractor is to ensure the unloading/loading of the material safely and stacking at the proper place, segregation of scraps, loading of consignment from transporter go down (if require) etc. as per direction of EIC (Engineer-in- Charge).Further, contractor has to carry out condition-monitoring , packing & unpacking and packaging for outgoing and painting element wherever required.
- iii. The minimum estimated Helper resources for all the locations of BCPL are 08 numbers.
- iv. During the execution of contract, if the resource requirement (Manpower against each SOR) is required less/more than the mentioned minimum quantity defined in SOR/SOW, the contractor has to deploy the resources as per direction of EIC from time to time. Accordingly, BCPL would disburse the payment on pro-rata basis for the each SOR item based on actual deployment for that month as per following formula

Payment to disburse for Actual Quantity=  $\{(1/X)*Y\} \times \text{Rate}$ ,

Where X=minimum estimated resource as per each SOR

Y=actual deployment against each SOR in particular month

**8.1.2 Store Activities (SOR Item S.No.2)**

**For Lepetkata/ Duliajan:**

- i. The contractor is to ensure packing & unpacking of the consignment, it's counting as per challan/invoice & its proper stacking, assistance in collection of LR from transporter godown, documents submission to transporter, clearance of consignment from transporter godown as detailed above, arrangement of prompt gate entry of vehicle to BCPL premises, assistance in inspection of materials, binning/tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, assistance in issuance of material to other\_deptt., assistance in physical verification & its record etc as per direction of EIC from time to time.
- ii. The minimum estimated semi-skilled resources for Lepetkata are 06 numbers.



- iii. During the execution of contract, if the resource requirement (Manpower against each SOR) is required less/more than the mentioned minimum quantity defined in SOR/SOW, the contractor has to deploy the resources as per direction of EIC from time to time. Accordingly, BCPL would disburse the payment on pro-rata basis for the each SOR item based on actual deployment for that month as per following formula

Payment to disburse for Actual Quantity=  $\{(1/X)*Y\} \times \text{Rate}$ ,

Where X=minimum estimated resource as per each SOR

Y=actual deployment against each SOR in particular month

#### 8.1.3 **Store Activities (SOR Item S.No.3)**

##### **For Lepetkata /Duliajan:**

- i. The contractor is to ensure to assist in preparation and maintenance of documentation; physical verification of materials, scrap loading, preparation of various MIS and generation of various reports like inspection pending, material in transit, OSRD tracking etc, updating of records and registers, preparation of GRV & SIV, stores activities like material receipt, inspection, issue and safe & proper storage of materials, taking over of materials from EIL and any other jobs from time to time as per direction of EIC.
- ii. The minimum estimated skilled resources for all the 2 locations of BCPL are 08 numbers including 01 forklift operator and 01 field supervisor.
- iii. During the execution of contract, if the resource requirement (Manpower against each SOR) is required less/more than the mentioned minimum quantity defined in SOR/SOW, the contractor has to deploy the resources as per direction of EIC from time to time. Accordingly, BCPL would disburse the payment on pro-rata basis for the each SOR item based on actual deployment for that month as per following formula

Payment to disburse for Actual Quantity=  $\{(1/X)*Y\} \times \text{Rate}$ ,

Where X=minimum estimated resource as per each SOR

Y=actual deployment against each SOR in particular month

#### 8.1.4 **Generation of final documents related to material transaction and inventory (SOR Item S.No.4)**

##### **For Lepetkata/Duliajan:**

- i. The contractor is to ensure to preparation and maintenance of final documentation for compliance to standards like preparation of goods receive voucher, issue voucher, Over/Short/Reject/Damage report, delivery note etc; maintenance of data bank of warehouse; tally entry, generation of various reports like report on insurance



declaration, insurance claim settlement, physical verification, OSRD settlement etc and any other data entry jobs from time to time, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract. Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC from time to time.

- ii. The minimum estimated high skilled resources for Lepetkata are 2 numbers.
- iii. During the execution of contract, if the resource requirement (Manpower against each SOR) is required less/more than the mentioned minimum quantity defined in SOR/SOW, the contractor has to deploy the resources as per direction of EIC from time to time. Accordingly, BCPL would disburse the payment on pro-rata basis for the each SOR item based on actual deployment for that month as per following formula:

Payment to disburse for Actual Quantity=  $\{(1/X)*Y\} \times \text{Rate}$ ,

Where X=minimum estimated resource as per each SOR

Y=actual deployment against each SOR in particular month

#### 8.1.5 **Rack Cleaning, Housekeeping, Scrap segregation etc. (SOR Item S.No.5)**

##### **For Lepetkata/Duliajan:**

- i. In order to have better preservation of O & M Inventory, it is essential to have better housekeeping, the contractor is to ensure in cleaning of racks properly and keep the material in the same place after cleaning, changing of its packing material. Each rack as well as removal of dust should be made on alternate day basis. Proper care is to be taken in handling of the materials towards safety, health and environment. Workmen should wear safety equipment such as face mask, hand gloves etc. Similarly scrap segregation & lots are to be prepared category wise made as well as deposition of scrap is also to be made at the proper designated place. Record Collection & its delivery to designated place & persons. Jobs are to be carried out as per directions of EIC time to time.
- ii. Contractor shall equip himself with minimum 01 (one) Helper workmen having knowledge of working in warehouse.
- iii. During the execution of contract, if the resource requirement (Manpower against each SOR) is required less/more than the mentioned minimum quantity defined in SOR/SOW, the contractor has to deploy the resources as per direction of EIC from time to time. Accordingly, BCPL would disburse the payment on pro-rata basis for the each SOR item based on actual deployment for that month as per following formula

Payment to disburse for Actual Quantity=  $\{(1/X)*Y\} \times \text{Rate}$ ,



Where X=minimum estimated resource as per each SOR  
Y=actual deployment against each SOR in particular month

**8.1.6 Extra man hour/time required to carry out the job beyond stipulated working hours (SOR item Sl. No. 6, 7, 8, & 9):**

The contractor has to carry out the stipulated service as enumerated at 8.1.1, 8.1.2, 8.1.3, 8.1.4 and 8.1.5 above. However, for carrying out the job beyond 8 hours of duty additional payment would be disbursed on the basis of additional man -hour basis (on satisfaction of EIC) for which contractor has to provide sufficient reason in writing to the EIC clearly explaining with facts and figures towards inability of contractor to carry out the required job in normal duty hours.

SOR items sl. no. 6,7,8 & 9 shall be operated as and when basis and details about the scope of work as well as resource criteria are specified at sl. no. 8.1.1, 8.1.2, 8.1.3, 8.1.4 and 8.1.5 respectively.

**8.1.8 Shifting/Movement of material (SOR Item S. No.10):**

The contractor has to arrange for movement of materials from one project location to another within the project areas.

In case of movement of material from transporter godown to various locations of BCPL and when the consignments cannot be accommodated in vehicle under the contract (SOR Item Sl. No. 10.2) contractor shall arrange separate vehicle and necessary payment towards transportation would be reimbursed by BCPL at actual on submission of necessary evidence. Before incurring any expense, contractor has to obtain prior approval of EIC.

**8.1.9 Bonus payment to the contract workmen (SOR Item S. No.11):** The contractor has to pay the bonus to all contract workmen as per Payment of Bonus (Amendment) Act, 2015 during festival time and proof of payment of bonus to be submitted). **While quoting the rate in SOR Sl. No. 1,2,3,4,5,6,7,8,9 & 10.2.3, the minimum wage must be exclusive of Bonus for which the bidder to quote separately in SOR Sl. No. 11.**

**8.2 Establishment of infrastructure:**

The contractor has to provide material handling equipments (which are not covered in the scope of BCPL) and other requisite tools towards satisfactorily carrying out the job.

The contractor has to arrange transport vehicle (SOR 10.2) along with a **driver (minimum skilled category)** with a provision of carrying persons at front (e.g. TATA 207 DI) which would be operable as per BCPL requirement for various distances. The date of registration of vehicle should not be prior to 2 years from the



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

date of award of the subject contract. The vehicle must have necessary valid registration, tax paid certificate, experienced driver (minimum skilled category) with minimum 2 years old valid professional license and all other statutory requirement as per various guideline effective during execution period of contract. The payment towards monthly fixed charges would be payable for 2000 km/month and no running charges would be payable. However, beyond 2000km/month, extra running km charges would be paid by BCPL. For vehicles on duty beyond 8hrs of operation, overtime charges would be applicable. For outstation journeys whenever there is a requirement of night halt, the outstation charges would be payable by BCPL as per SOR. Parking charges at actual would be reimbursed by BCPL on submission of proper evidence. No additional charges whatsoever would be paid by BCPL.

Vehicle offered by the contractor shall be in neat and absolute running condition, **fully** road worthy, having good quality of cushion latest seat with cushion back covers, all taxes paid and comprehensively insured for the purpose of carrying materials/goods as per instruction of EIC.

The vehicles deployed must have necessary taxi permit for movement in States/Area of operations as specified below.

The vehicle deployed shall be duly registered with R.T.O. under valid permit, all taxes paid, comprehensively insured covering the risk of driver and khalashi (if any) travelling in the vehicles.

The driver shall has valid professional driving license not less than 02 year old issued and duly authorized to drive public services vehicles by the Regional Transport Authority.

Vehicle shall be run for 08 hrs duty per day normally. If required, the vehicle shall be continued beyond duty hours due to operational exigencies and no extra claim shall be paid.

Vehicle may be required to stay overnight also at site / outstations depending of job exigencies.

The vehicle shall be used for collection of materials from site and dispatch by Rail/Road/Air;

The vehicle hired shall be used for the area of operation as defined in the tender. The required permits etc. are to be obtained by the contractor.

The vehicle hired on monthly basis shall be at the disposal of BCPL at any given time and kilometer run shall be counted from BCPL, Lepetkata for all destinations.

The Vehicle shall not leave the duty point for any purpose (including refueling) without the specific permission / entries in logbook of the user during duty hours.

Clearance and handling of all materials arriving at transport companies' Godown at Sivasagar/ Jorhat or any other places by rail/road/air and taking delivery from transport companies subsequent transportation to plant site by using the hired vehicle, unloading and stacking at site as required by the Engineer-in-Charge.



Co-ordination and taking delivery of materials/small consignment from local suppliers in and around plant site, transportation with hired vehicle, unloading and stacking at project site as required by the Engineer-in-Charge.

Handling of all documentations and formalities connected with the clearance of materials through the transport companies, local suppliers, Octroi and other concerned authorities including indemnity Bonds.

Handling unloading and stacking of all materials directly arriving by trucks trailers, etc. at the plant site as required by the Engineer-in-Charge.

Verification and checking of all the materials for any damages and/ or loss at any stage, arrangements for weighments open deliveries/ assessments, obtaining of shortage damage certificates, survey reports, etc. and submission of progress/ status reports.

Cleaning and Shifting of any materials within the plant premise with the help of additional labours as per instruction of the Engineer-in-Charge.

Packing of any materials at plant site including computer & its peripherals with wooden box or any other packing materials, loading at plant site, transportation by the hired vehicle, unloading at transporter Godown, handling of all documentations and formalities connected with booking of materials through the transport companies.

Carrying out binding jobs of various official documents in the plant as per requirements.

Proper supervision in the entire operations as stated above by experienced and qualified personnel.

The contractor shall ensure that his employees including driver etc deputed under the contract are given weekly off on Sunday. However, if required to work on Sunday and Holiday, the contractor shall deploy his crew without claiming any additional cost for such services.

The contractor has to provide 12 MT hydra crane with operator. Whenever, the requirement towards deployment would be there, BCPL would intimate the contractor for deployment the hydra crane would be deployed within 24 hour.

During the course of contract, BCPL may ask to remove any of the SOR items including infrastructure items as per BCPL requirement.

- 8.3 The Helper workmen deployed at Duliajan would also carry out the job at scope of work defined at 8.1.5 above.
- 8.4 The workmen deployed under various SOR items may needs to be mobilized for various SOR items and 2 locations of BCPL as per instruction of EIC.
- 8.5 Contractor has to deploy additional resources ( if required, as per categories of resources defined at 1, 2, 3, 4 & 5) as per BCPL requirement from time to time.



- 8.6 In case, at any point of time ,BCPL feels that the resources deployed under various SOR items in SOR 1,2,3,4 & 5 are not required for the minimum quantity defined in tender, BCPL would disburse the payment on pro-rata basis for those SOR items based on actual deployment.

## **9.0 CONTRACTUAL OBLIGATIONS**

Contractor shall open his office at plant/project site and maintain daily contact with BCPL office & do the supervision of work under guidance of EIC.

Contractor shall establish the following minimum requirement at plant / project  
Contractor to maintain appropriate records of his employees deployed to carry out the job(s).

Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.

Contractor will keep watch on his employees and he will be liable for any pilferage/ loss to BCPL due acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.

The contractor shall ensure that all the materials are handled at the plant/project site within the normal working hours. Working hours is considered to be 09.00-13.00 HRS and 13.30-17.30 HRS. However, the contractor shall make due provisions to work on Sunday and holiday(3 National Holidays) and beyond working hours if required to avoid delay in clearance and consequent demurrage charges or if any material is urgently required at the plant / project site and shall take proper action as per instruction from Engineer-in-charge.

The contractor shall adhere to any procedures and routine established by the engineer-in charge and instruction thereon during the execution of contract.

The contractor to provide safety appliances and safety shoes to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable. The contractor will provide safety / protective clothing to workers as mentioned in **Clause No. 23 of the SCC**. Non-providing the safety kits as stated above, necessary amount towards penalty shall be deducted from the RA bills.

In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BCPL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation.

No accommodation will be provided to the contractor/contracting firm as per guidelines of BCPL.



## 10.0 **SCHEDULE OF WORK**

The extent and nature of work has been given in Schedule of Rates (SOR) to be read in conjunction with scope of work and the contractor shall quote their rates clearly in figure and words.

## 11.0 **RATES:**

It is agreed that the schedule of rates incorporated herein are based on scope of work. The rates will be firm and fixed till completion of the contract.

## 12.0 **MATERIAL HANDLING EQUIPMENT (MHE) AND LIFTING TOOLS & TAKELES:**

MHE to be provided by the contractor for carrying out all the jobs enumerated above. Material handling equipment would be in the scope of contractor & BCPL as tabulated below:

| <u>BCPL</u>                                                                                                                                                                                                            | <u>Contractor</u>                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1. One Forklift(2/5T)<br>2. Two Hand pallets<br>3. One Wagon platform truck<br>4. One Chain pulley block<br>5. Two Aluminum ladder(One wall extension and one step platform)<br>6. Packing materials<br>7. Manila Rope | 1. 12 MT Hydra with lifting tools like d'shackle and sling<br>2. Tata 207 DI vehicle<br>3. Any other MHE not stipulated in BCPL scope |

The material handling equipments may needs to be mobilised in all the 3 locations i.e., Lepetkata, Lakwa and Duliajan as per BCPL requirement.

## 13.0 **PAYMENT TERMS:**

The contract shall submit the monthly bill in the 1st week of the month and payment will be made within 15 days of submission of bills along with all necessary documents through RTGS. In case any delay in submission of bill is found, a penalty of Rs.5000/- shall be recovered from outstanding bill. Last RA bill shall be processed after getting NOC from F&S, Security and reconciliation of PF amount deposited to EPF with amount mentioned in wage register of each engaged workmen and contractor's contribution during the contractual period and after fulfilment of all BCPL requirement.

During the execution of contract, if the resource requirement (Manpower against each SOR) is required less/more than the mentioned minimum quantity defined in SOR/SOW, the contractor has to deploy the resources as per direction of EIC from



time to time. Accordingly, BCPL would disburse the payment on pro-rata basis for the each SOR item based on actual deployment for that month as per following formula

Payment to disburse for Actual Quantity=  $\{(1/X)*Y\} \times \text{Rate}$ ,

Where X=minimum estimated resource as per each SOR

Y=actual deployment against each SOR in particular month

The contractor shall be responsible for payment of minimum wages as applicable / notified by ASSAM/Centre Govt. time to time and submission of PF. EIC may ask for the proof of payment and PF submission vouchers. The payment of wages to the workmen for the calendar days in a month (Ex. March month consists 31 days) shall be made normally on 1st working day of subsequent month in exceptional circumstances it should be made on or before 10th of subsequent month (e.g. For the work taken in the month of July the workers payment shall be made on or before 10th of Aug) through e- payment. Documentary proof of the same is to be attached with monthly running bill. In case of non-submission of proof of e- payment and PF submission of the engaged workmen as well as non-payment on or before 10<sup>th</sup> of subsequent month, an amount of Rs. 5000/- per RA bill shall be deducted from subsequent month bills.

#### **14.0 RESPONSIBILITIES OF THE CONTRACTOR FOR COMPLIANCE WITH LABOUR/INDUSTRIAL LAWS:**

- A. The contractor has to pay following wage components along with statutory Payments/obligation as indicated in SOR to the persons engaged by him in BCPL:

| S. No. | Wage component                                                                                                 | Rates                                                                                                                                                                                                                                                                                                                            |
|--------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Minimum wage                                                                                                   | As notified by Central Government or State Government from time to time (whichever is higher).                                                                                                                                                                                                                                   |
| 2      | PF Contribution including EDLI & Administrative Charges                                                        | 13.36% of wage (The contractor has to ensure deposit of PF contribution @ 12 % of wages irrespective of rate of wages)                                                                                                                                                                                                           |
| 3      | Employee State Insurance(ESI) contribution or Insurance policy coverage under Employee's Compensation Act 1923 | 4.75% of minimum wage in case of ESI is applicable or reimbursement of cost of Insurance coverage obtained under Employee's Compensation Act 1923 up to Rs.10.86lacs per contract worker                                                                                                                                         |
| 4      | Bonus will be paid as per Payment of Bonus (Amendment) Act, 2015                                               | 8.33% of wage (the same is to be paid to the contract workers during festival time by the contractor and proof of payment of bonus to be submitted to BCPL). <b>The minimum wage must be exclusive of Bonus for which the bidder to quote separately in SOR Sl. No. 11 as mentioned at Note No. 2 of Schedule of Rate (SOR).</b> |



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|    |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5  | Death Gratuity                                                                                                                          | 4.81% of Minimum Wage may be provisioned in contract value for Gratuity and the same will be payable only in case of death or permanent disablement during the currency of the contract as per the provisions of Payment of Gratuity Act, 1972 and will be reimbursed to the contractor on submission of copy of proof of disbursement of gratuity to the family members of the deceased contract employee. Nomination forms as prescribed under payment of wage act must be kept on record and should be considered for extending benefit. |
| 6  | Leave wages as per factory Act/Rule or Shops & Establishment Act of respective states (08 Festival Holiday, 03 NH, and 20 Annual leave) | 8.33% of Minimum Wage may be made in the contract value and compliance to be done in terms of the Statutory Provisions and the same to be reflected in attendance register and leave record by the contractor.                                                                                                                                                                                                                                                                                                                              |
| 7  | Overtime for working extra Work/Compensatory Off (provision for over time should be made in the contract value as per requirement)      | 14% of minimum wages to be provisioned as applicable under Factories Act 1948 or Shops and Establishment Act of respective state. Disbursement should be maintained in overtime register prescribed in CL (R&A) Act 1970.                                                                                                                                                                                                                                                                                                                   |
| 8  | Payment of Non-Statutory Allowance                                                                                                      | In addition to the Minimum Wages contract workers to get additional Non-Statutory allowances @ 8% on the applicable minimum wages of different skill category. This non-statutory allowance will be paid to all contract workers and the contractor shall consider the same while quoting rates in respective SOR items.                                                                                                                                                                                                                    |
| 9  | Cost of safety kit & liveries in terms of Safety Provisions under Factories Act 1948(for workers working in factories only).            | 6% of Minimum Wage (shirts, trousers, socks, hand gloves, dust masks and safety shoes per year as per safety norms of BCPL and clause no. 23 of SCC).                                                                                                                                                                                                                                                                                                                                                                                       |
| 10 | Maternity benefit to women contractor under Maternity Benefit Act 1961 where ESI Act 1948 is not applicable. (if applicable)            | In case women contract worker who has worked at least 80days, proceeds on maternity leave, she may continue to be paid wages as mentioned above for 12/16/18 weeks as the case may be in terms of Maternity Benefit Act 1961. For miscarriage women worker will be entitled for wages for 6 weeks. In case replacement is taken in her place, necessary provision may be made in the contract value. In case ESI Act is applicable in the area, such women worker will claim maternity bonus from ESIC.                                     |

**B. GUIDELINES FOR ADHERENCE TO VARIOUS LABOUR LEGISLATIONS AND OTHER CONDITIONS WHILE AWARDDING JOB/SERVICE CONTRACT:**

**1. WAGES:**



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- That all the contractors undertaking various contractual jobs across all operational locations of BCPL, will pay revised minimum wages as notified by Central Government vide notification dated 19<sup>th</sup> January 2017 and revision/increase of VDA from time to time. The minimum rates of wages include wages of Weekly Off/Rest Day wages as per the guidelines of above mentioned gazette notification of Ministry of Labour and Employment, Government of India.
  - That contractor will also ensure disbursement of monthly earned wages of the contract workers latest by 10th day of the succeeding month as per the Payment of Wages Act 1936, irrespective of release of their RA bills.
2. **NON-STATUTORY ALLOWANCE:** In addition to the Minimum Wages contract workers to get an additional Non-Statutory allowance @ 8% on the applicable minimum wages of different skill category. This non-statutory allowance will be paid to all contract workers deployed at various operational locations of BCPL w.e.f 01.07.2017.
3. **LEAVE & HOLIDAY:**
- **National Holiday:** The contractor shall provide 03(Three) National Holidays in a calendar year i.e. 26<sup>th</sup> January (Republic Day), 15<sup>th</sup> August (Independence Day) and 2<sup>nd</sup> October (Gandhi Jayanti)
  - **Festival Holidays:** That contractor shall provide 08 Festival Holidays in a calendar year including International Labour Day (i.e. 1<sup>st</sup> May/May Day).
  - **Annual Leave:** That contractor shall provide Annual Leave with Wages to their contract workers as per the provisions of the Factories Act-1948. Accordingly, every worker who has worked for a period of 240 days or more in the factory during a calendar year shall be allowed on day paid leave for every twenty (20) days of work performed during the subsequent year.
4. **PROVIDENT FUND:** Provident Fund shall be regulated as per the provisions of Employee Provident Fund and Miscellaneous Provisions Act-1952 and as amended from time to time. Contractor shall ensure activation of UAN number with Bank Account for all the contract workers engaged by them in their respective worksite.
5. **BONUS:** Contract workers shall be paid Bonus as per provisions Payment of Bonus Act-1965 and Payment of Bonus (Amendment) Act, 2015.
6. **SHIFT ALLOWANCE:** Not applicable in this contract.
7. **EMPLOYMENT CARD:** That all contractors will issue Employment Card to their contract workers as per CL (R&A) Act-1970 and rules made thereunder without fail. Employment card is to be issued immediately on joining to their respective worksites.
8. **ISSUANCE OF WAGE SLIP:** That all contractors will issue Wage Slip to all their contract labourers every month in Form XIX under Rule 78 (1) (b) of Contract Labour (R&A) Act-1970 and Central Rules 1971.
9. **SAFETY APPLICANCES:** The contractor and contract workers will abide by all the safety norms prescribed by BCPL authority. Contractors will provide all safety items as per the job requirements and provisions of the contract. Further, contractor to issue standard (ISI mark) safety appliances like safety shoes, helmet and other safety appliances, uniform etc. to all their contract workers.



10. That all the contractors to obtain suitable Group Personal Accident (GPA) policy and Workmanship Insurance policy towards coverage of personal accident and provision of Employee Compensation Act-2010.

**Further to the above, the contractor has to comply to all the applicable labour laws as per the rules circulated by the Department of Labour & Employment, Government of India from time to time.**

• **Immediately after issuance/receiving of Letter of Intent (LOI):**

- I. Application for issuance of Form –III for obtaining Labour License from Licensing Authority for engaging 20 or more contract workers .
- II. Copy of Labour License before commencement of work if 20 or more contract workers are engaged.
- III. List of persons along with designation, Employee No., PF account, ESI card No., Insurance coverage No. etc.
- IV. Copies of Appointment Letters to the persons to be engaged in BCPL by the contractor.
- V. Copies of Identity Card issued by the contractor of persons to be engaged in BCPL.
- VI. Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
- VII. Copy of Employee State Insurance (ESI) registration certificate issued by Employee State Insurance Corporation.
- VIII. Copies of ESI Identity Card of persons to be engaged in BCPL or where ESI Act is not applicable, Copy of Insurance coverage under Employee Compensation Act-2010 (earlier known as Workmen Compensation Act. 1923).

• **At the time of submission of monthly bills:**

- I. Copy of wage register duly certified by authorized representative of the contractor and BCPL certifying as “Certified that the amount shown in the column No. ---- has been paid to the workman concerned in my presence on ----- (date) at ----- (place)”.
- II. If wages are paid through bank, copy of bank statement duly certified by bank of previous month.
- III. Copy of Electronic Challan cum Return (ECR)/Electronic Return for the proof of remittance of Provident Fund (PF) and Employee State Insurance (ESI) contribution along with On Line Uploaded list of contract workers/members.

**Registers are to be maintained by the contractor:**

- I. Contract Labour (Regulation & Abolition), Act, 1970 & Payment of wages Act, 1936: During the currency of the contract, the contractor has to maintain registers like:
  - i. Muster Roll in FORM-XVIII
  - ii. Register of workmen in FORM-XIII
  - iii. Wage Register in FORM-XVII



- iv. Register of Deductions in FORM-XX
- v. Register of Overtime in FORM-XXIII
- vi. Register of Fines in FORM-XVI
- vii. Register of advances in FORM-XXII
- viii. Issuance and maintenance of Wage Slip in FORM XIX.
- ix. Issuance of valid Identity Card by the contractor IN FORM XIV.

**II. Employee State Insurance Act, 1948: During the currency of Contract, the contractor has to maintain registers like:**

- i. Register of employees in Form-6
- ii. Accident Book in Form-1

**III. At the time of closure of contract:**

- i. Indemnity Bond of Rs 100/- duly notarized from Notary indemnifying BCPL from all liabilities w.r.t. the persons engaged by the contractor regarding payment of wages, Provident Fund, Insurance and other payments.

**15.0 PROVIDENT FUND AND ESIC :**

- a. The contractor has to provide necessary EPF code before commencement of work.
- b. The contractor shall have his own ESI Code No. allotted by Employee State Insurance Corporation (ESIC) as required under Employee State Insurance Act 1948. The Contractor has to provide necessary ESIC code before commencement of work (if applicable or within 15 days of applicability of ESIC at BCPL-Lepetkata/ Duliajan).
- c. The contractor has to take appropriate workmen compensation insurance policy wherein work order no. and nature of work to be mentioned & submit a copy of the same to BCPL, Lepetkata.

**16.0 INCOME TAX/ SALES TAX/WORKS CONTRACT TAX:**

Income Tax deduction shall be made from all payments to the contractors as per rules and regulation in force in accordance with the Income Tax Act prevailing from time to time. Sales Tax, Works Contract Tax and other duties/ levies, as applicable shall be borne by the contractor.

The BCPL will issue the necessary certificate for income tax deduction at source, as per rules & regulation in force in accordance with income tax act. prevailing from time to time.

Similarly, in case of Works Contract (involving both supply of material and services) Tax will be deducted at source by BCPL towards W.C. Tax at the rate applicable from time to time (presently 4%) and issue necessary certificate to this effect.

**17.0 GUIDELINES FOR IMPOSITION OF PUNITIVE FINES AGAINST**



**VIOLATION OF SAFETY, HEALTH AND ENVIRONMENT RELATED NORMS:**

Punitive fines on contractors are imposed for repetitive violation of safety rules & regulations during execution of jobs. Objective of punitive fines is to work as deterrent for contractors in violation of safety rules & regulation and to improve safety atmosphere in general at all site.

**Guidelines for imposition are described below:**

- 1) For first time violation of safety rules & regulation by any contractor, HOD (F&S) will issue a warning letter to contractor with intimation to OIC, Lepetkata and EIC.
- 2) In case of second time violation of safety rules & regulations by same contractor, OIC, LEPETKATA will call contractor in person and will have a meeting to discuss reason for repetitive violation along with EIC and HOD (F&S). A warning letter will also be issued by EIC to contractor.
- 3) In case of further violation, punitive fines will be imposed on contractor. Amount of fine will be decided as per severity of violation of safety. However, minimum fine would be Rs.10, 000/- and in multiple of Rs.10,000/-, thereafter. This will be limited to 5% of contract value, as maximum cumulative penalty.

**18.0 STATUTORY LIABILITY:**

- ❖ The Contractor/contracting firm shall obtain comprehensive insurance policy covering all risks such as accidents, injuries and death likely to be caused to his workers or -to a third person including loss to the properties of Owner /BCPL or to some other agency. The premium amount should be deposited with the insurance agency by the contractor regularly and without any delay.
- ❖ In case of any accident resulting in injury or death in respect of the personnel deployed by the contractor during the execution of the work, the contractor shall be solely responsible for payment of adequate compensation, insurance amount, etc. to the person injured/next kith and kin of the deceased. Contractor shall indemnify BCPL from such liabilities.
- ❖ The contractor/contracting firm shall not employ any person suffering from any contagious, loathsome or infectious disease. The contractor/contracting firm shall get examined his employees / workers through a Government Doctor before deployment.
- ❖ No worker of contractor/contracting firm and contractor himself shall be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the influence of above, the contractor/contracting firm shall have to change/replace him, failing which, BCPL may terminate the contract.



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- ❖ The contractor/contracting firm shall indemnify BCPL against all claims, demands, actions, cost and charges etc. brought by any Court, Competent Authority / Statutory Authorities against any act or acts of the contractor/contracting firm or his workers.
- ❖ The contractor/contracting firm shall deploy the workers after verification of their character and antecedents. In case any worker is found having criminal record, he shall have to be immediately replaced without any delay.
- ❖ The persons to be deployed should be on rolls of the contractor/contracting firm.
- ❖ The contractor/contracting firm shall issue proper identity cards to all the workers who are to be engaged for the job. The identity cards shall be signed by the contractor or his authorized representative. The contractor/contracting firm shall also be responsible for obtaining the gate passes from CISF in respect of all their personnel.
- ❖ The supervision of the personnel shall be done by the contractor/contracting firm through their authorized representative and the name of the supervisor shall be invariably intimated to the Engineer-In-Charge at the commencement of contract.
- ❖ The contractor shall be solely responsible for disciplining the personnel deployed by him. Further, he shall ensure that none of his workers create any nuisance or indulge in anti-social and criminal activities during the entire period of contract. In case, anybody is found indulging in such activities, then he will have to be immediately removed without any prejudice to further necessary action as deemed fit.
- ❖ The contractor/contracting firm shall be required to obtain labour license from Assistant Labour Commissioner /Relevant Authority if he engages 20 or more workmen/labours.
- ❖ The contractor/contracting firm shall pay the wages to the workers latest by 10<sup>th</sup> of the subsequent month at the rates as per the Minimum Wages Act and as notified by the Regional/Assistant Labour Commissioner from time to time in the presence of authorized representative of the Principal Employer i.e. Engineer-In-Charge (EIC). The Engineer In charge shall ensure that the contractor/contracting firm is making payment of wages to its labours not less than the wages notified by the appropriate authority from time to time.
- ❖ The contractor/contracting firm shall have a separate Provident Fund Code allotted in his name by the Regional Provident Fund Commissioner. The contractor must ensure deduction of PF from the contract workers and deposit the PF of employer contribution to the concern contract workers deployed by him for the assigned job and submit the copy of monthly Challan for the amount deposited towards Provident Fund along with a list of his labours/workers to the Engineer In charge.
- ❖ The contractor/contracting firm shall be required to deposit contribution towards ESI, if applicable, or any other statutory payments to be made in respect of his workers well in time and submit a copy of Challan to owner/Engineer In-charge in



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monthly/quarterly basis failing which BCPL will deduct from his bills the amount equivalent to such deductions along-with penalty as per the provisions of the applicable Act.

- ❖ The contractor/contracting firm shall obtain registration under Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 if he deploys and engages labours from states other than Assam.
- ❖ The contractor/contracting firm shall strictly comply with the various provisions of Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Workmen's Compensation Act, 1923, Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, Employees' Provident Fund and Miscellaneous Provisions Act, 1952, etc. and other labour legislations as in existence (at present in India) and as amended from time to time.
- ❖ The contractor shall be required to furnish proof/copies of forms/returns as per the checklist attached hereto every month along with the monthly bills to the Engineer –In- Charge. The checklist- is indicative for monthly bills only and other forms/returns as required under various acts shall be required to be filed/maintained by the contractor himself regularly.

➤ **ADDITIONAL GUIDELINES:**

- The contractor shall consider the overhead costs of the workmen, tools / tackles and other consumables along with his profit while quoting his rates.
- All personnel deployed by the contractor should be on the rolls of the contractor.
- No contractor worker below the age of 18 years shall be deployed on the work.
- The personnel to be deputed by the contractor shall observe all security, fire and safety rules of BCPL while at the site/work. His Work/Services will be supervised by the supervisors of contractor. Contractor has to be strictly adhering to guidance, instruction whenever required.
- Contractor has to deploy the personnel with no past criminal records. Also the contractor has to provide police verification for all the persons deployed by him.
- While confirming to any of these conditions, the contractor should ensure that no law of state regarding labor, their welfare, conduct etc, is violated. The contractor shall indemnify BCPL for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.
- All existing and amended Security and Safety / Fire Rules of BCPL are to be followed at the work site.
- The contractor shall not employ or permit to be employed any person suffering from any contagious, loathsome or infectious disease. The contractor shall get examined his employees / persons deployed from a Civil Govt. Doctor.



- No employees or person of contractor (including contractor) be allowed to consume alcoholic drinks or any narcotics within the Plant Premises. If found under the influence of above, the owner / BCPL will terminate the contract

**19.0 QUALIFICATION & EXPERIENCE OF DEPLOYED PERSONNEL UNDER THE CONTRACT:**

- 10.1 Helper workmen must have knowledge of working in warehouse and be trained/having experience in loading/unloading jobs in Warehouse/Stores.
- 10.2 Minimum qualification for Semi-skilled workmen is matriculation with minimum 01 year experience of working in warehouse or 8<sup>th</sup> standard pass with minimum 02 years experience of working in Warehouse. Before engaging the workmen, contractor should ensure to get the copy of pass certificate along with experience proof.
- 14.3 Minimum qualification for skilled workmen shall be Graduation in any discipline with minimum 01 year or more experience in documentation of Warehouse /having knowledge of SAP or any other inventory package OR 10+2 with minimum 03 years experience of supervisory services as mentioned in the tender is deemed equivalent to the services that would normally be managed by a supervisor having full expertise and supervisory experience of material handling job OR 10+2 in any stream with 03 years experience in material handling jobs/Stores activities.
- 14.4 Minimum qualification for high skilled workmen shall be Graduate or 03 years diploma in technical discipline with minimum 02 years or more experience in material handling jobs/Warehouse having working knowledge of data entry of Tally/SAP/other system of warehouse management/done supervisory work for minimum 02 years in material handling/warehouse management. Workmen having knowledge of SAP-MM module shall be given preference.
- 14.5 The forklift operator must have valid professional licence with minimum 1 Year experience forklift operation in Warehouse.

**20.0 LOCAL CONDITIONS & MANPOWER ENGAGEMENT:**

- 20.1 **LOCAL CONDITIONS:** Each bidders must have to know all local conditions and factors such as statutory labour enactment/amendments & Memorandum of Settlements (MoS), if any, which may have effect including financial implication on the execution of the contract in their own interest.
- Bidders may seek clarifications (if any) regarding such local conditions from BCPL, before participating in the tendering process. However, company shall not entertain/consider any request for clarification from the bidder, once bid is submitted.
- It is the sole responsibility of the bidder that such factors have properly been evaluated and considered while submitting the bid proposal. No claim whatsoever including financial adjustments arises on account of failure of the bidder to apprise himself about the local conditions/MoS, (if any) will be entertained by the company once bid is submitted.



**20.2 ENGAGEMENT OF PROJECT EFFECTED PERSON(PAP) AND LOCAL PERSONS:**

“The contractor will ensure engagement of 100% Project Affected Persons (PAP) and local persons in unskilled category of work for which list of such persons will be provided by the authorised persons of BCPL Authorities. The name of the Authorized person will be notified to the contractor by BCPL Authority from time to time.” So far as engagement of Semi-Skilled and Skilled category of manpower in the said work is concerned, the contractor will give preference to the PAPs and local persons fulfilling the technical requirement of the job/work.

**21.0 PROVISION OF PENALTY:**

- i. All demurrage charges equal to Rs.1000/- per truck per day or as applicable shall be recovered from contractor unless otherwise it is proved to the satisfaction of Engineer-in-charge that contractor is not responsible for the same.
- ii. A penalty equivalent to rate applicable as per SOR per workmen per day shall be recovered from outstanding bills due to non-deployment of manpower.
- iii. Any damage is occurred due to mishandling of the material, necessary recovery amount shall be recovered from the outstanding bills.
- iv. For non availability of any of the infrastructure facility, an amount equivalent to double the rate applicable for the particular SOR would be deducted from contractor bill.

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

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).

**❖ REQUIREMENTS OF 'HEALTH, SAFETY AND ENVIRONMENT [HSE] MANAGEMENT SYSTEM' TO BE COMPLIED BY BIDDERS:**

- 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.
- 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.
- 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.



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- 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.
- 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.
- 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.
- 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.
- Contractor shall assign competent & qualified personnel for carrying out various tasks/jobs as per requirement.
- All equipments should be tested and certified for its capacity before use.
- 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.
- 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 of dispose-off any such materials without the express authorization of BCPL.
- 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.
- Contractor should display at site office and work locations caution boards, provide posters, banners for safe working to promote safety consciousness, etc.
- Contractor should carryout audits/inspections/supervisions at the sub-Contractor's works and submits the reports for review by BCPL.

**RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'**

|            |                           |
|------------|---------------------------|
| 925 – 1984 | Industrial Safety Helmets |
|------------|---------------------------|



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(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| 7701 – 1968          | Rubber Gloves for Electrical Purpose                              |
| 994 - 1973 [Part-I]  | Industrial Safety Gloves [Leather & Cotton Gloves]                |
| 989 - 1986 [Part-II] | Leather Safety Boots & Shoes                                      |
| 557 - 1969           | Industrial & Safety Rubber Knee Boots                             |
| 519 – 1971           | Code of Practice for Selections, Care & Repair of Safety Footwear |
| 1226 – 1985          | Leather Safety Footwear Having Direct Molding Sole                |
| 983 - 1978           | Eye Protectors                                                    |
| 167 - 1979           | Ear Protectors                                                    |
| 521 - 1983           | Industrial Safety Belts & Harnesses                               |

**23.0 SAFETY KIT REQUIREMENT:**

Details of Safety Kit requirement is as follows:

| Sl. No. | Description         | Quantity (Nos.)/Year.              |
|---------|---------------------|------------------------------------|
| 1       | Trouser (Cotton)    | Two                                |
| 2       | Full Shirt (Cotton) | Two                                |
| 3       | Safety Shoes        | Two Pairs                          |
| 4       | Cotton Socks        | Two Pairs                          |
| 5       | Safety Hand Gloves  | Minimum Ten Pairs To Each Employee |
| 6       | Helmet              | One                                |
| 7       | Dust Mask           | Minimum Ten Pairs To Each Employee |

The safety kits shall be as per BCPL Safety norms and in good quality. Safety kits shall be provided to contractor's employees by the Contractor under intimation to BCPL - EIC.

**24.0 OTHER INCIDENTAL ACTIVITIES/SCOPE**

- 24.1 Handling of all documentations and formalities connected with the clearance of materials through the transport companies, local suppliers and other concerned authorities including indemnity Bonds.
- 24.2 Carrying out binding jobs of various official documents in the plant as per requirements.
- 24.3 The contractor shall arrange weighment of the material loaded on to the trucks/ trailers/ transport vehicles wherever necessary, as per instructions of the Engineer-in-Charge.
- 24.4 Whenever any materials are required to be dispatched from project site to outside stations either by rail or road, contractor shall arrange the same as per instructions.
- 24.5 The contractor shall have an office with telephone facility and one supervisor in absence of the contractor with mobile phone to coordinate.
- 24.6 The contractor should intimate his permanent address for correspondence /



communication in writing along with his offer for correspondence in regard of this contract. Any change in permanent address shall be intimated at least 15 days before such change.

- 24.7 Vehicle should report for duty with sufficient fuel to take care of at least 03 days normal duty on all times. In case sufficient fuel is not available, the kilometres run & time consumed by Vehicles for refuelling will be on contractor's account.
- 24.8 In case of Vehicle hired from other sources by contractor and deployed for BCPL duty, an undertaking in the form of an affidavit on non – judicial stamp paper of requisite value is required to be submitted from concerned party indicating his willingness / undertaking to the effect that BCPL will have no liability with him in any form or manner for such deployment of vehicle.
- 24.9 The contractor shall ensure that the speedometer and other instruments/ meters for driving and operating Vehicle safety devices etc., are in first class working conditions and in case of any defect developing or defects pointed out by BCPL authority/user, the contractor shall make all the necessary repairs and replacements promptly at his (contractor's) cost. The Vehicle having defective speedometers shall not normally be deployed for BCPL duty and then the Vehicle shall remain idle at the risk and cost of the contractor and is liable to attract the penalty as per penalty Clause.
- 24.10 The contractor shall ensure the security arrangement / parking places for their Vehicle hired on BCPL duty. For such security or parking place, BCPL does not take any responsibility whatsoever.
- 24.11 The contractor shall ensure that his employees/workers (including driver) under the contract shall be well in dressed, should be in uniform, smart in turnout and is disciplined, courteous and behave properly with the BCPL personnel and authorized passengers. The contractor shall withdraw such employee(s) from the BCPL duty, who does not behave in a proper / disciplined manner. No employee(s) of contractor (including contractor & supervisor) shall be allowed to consume alcoholic drinks or any narcotics while on duty. If found under the influence of the above, the contractor shall have to change / replace them immediately, failing which BCPL may terminate the contract. BCPL decision in this regard shall be final and binding on the contractor.
- 24.12 The contractor shall not employ or permit to be employed any person suffering from any contagious, loathsome or infectious disease. The contractor shall get his employees / workers examined through a Govt. doctor before deployment and produce doctor's certificate accordingly.
- 24.13 The contractor shall deploy drivers / workers after verification of their character and antecedents. In case, any workers are found having criminal record, he shall have to be immediately replaced without assigning any reasons.



- 24.14 Driver of the vehicle normally should not be changed during currency of contract. The driver is required to obtain non-employee duty passes from BCPL. Driver not holding non-employee duty passes may not be accepted for duty.

**25.0 EVALUATION OF PRICE PART:**

- 25.1 The rates quoted by the contractor shall be inclusive of their profit and all the taxes & duties including corporate tax, Income Tax, Sales Tax and other taxes levied by Central / State Govt. or any other authorities excluding GST thereon.
- 25.2 The “Schedule of Rates” quoted by the bidder shall be taken up for evaluation on overall basis. GST will be added for evaluation.
- 25.3 Price bids containing additional information shall be summarily rejected. Also technical bid, disclosing the price quoted shall be summarily rejected. Evaluation of Price bid shall be done on overall basis and the work/service contract shall be awarded to the overall lowest bidder.
- 25.4 In case there is tie for L1 price among two or more bidders on overall basis. BCPL reserves the right that the bidder whose executed value of single order is found more as per documents submitted by bidder shall be considered as actual L1 bidder.

**26.0 OUT OF POCKET EXPENSES:**

- 26.1 Out of pocket expenses such as Road Transport cost/ freight/ octroi/Weighment charges etc if any, cost of stamps and bonds shall be reimbursed to the contractor at actual on production of cash voucher/Proper invoice .But contractor would incur expenses up to Rs 5000.00 in a single instant with prior approval of EIC.

**27.0 LAND FOR CONTRACTOR’S FIELD OFFICE:**

- 27.1 Contractor shall open his office at Project site and maintain daily contract with BCPL office and arrange collection of documents, freight amounts etc.
- 27.2 The owner shall has at own discretions and conveniences and for the duration of the execution of work make available near the site land for contractor’s field office.
- 27.3 The contractor shall at his own cost construct his temporary office building and arrange for suitable water supply and sanitary arrangements as approved by the Engineer-in-Charge.
- 27.4 After expiring of the contract, contractor has to remove the temporary office building. If the contractor fails to comply with this requirement, the Engineer-in-Charge may at the expense of the contractor remove such structures and materials and dispose of the same as he deems fit.
- 27.5 The contractor shall forthwith pay the expenses so incurred and shall have not claim in respect of any structures/ materials disposed of. The owner reserve the right to ask the contractor at any time during appendence of the contract to vacate the land by giving seven days notice on security measures or on national interest or otherwise.

**28.0 LOADING/ UNLOADING OPERATIONS:**

- 28.1 Contractor shall be fully responsible for all loading/unloading operations at Road Transport Co’s and Plant warehouse.
- 28.2 When the consignment arrives directly at Plant site by Road, in some case Engineer-in-Charge may arrange unloading through other contractor directly. In such cases, material handling contractor shall not have any claim since they are not involved.



**29.0 LIQUIDATED DAMAGES / COMPENSATION:**

**29.1** If the Vehicle of specified make & model is not provided after award, compensation @ Rs 1000/- per day shall be levied in addition to the daily fixed charge of the vehicle.

**29.2** The Vehicle shall remain in service for the period mentioned in tender document / work order / letter of intent. In case of break down without replacement, unauthorized absence, late from duty, etc., compensation per day basis shall be levied as below:

- a) If the Vehicle and/or driver is absent from the site without any information for more than 2 hours, a penalty @ Rs. 2000/- or the charges of another Vehicle / any other substitute vehicle hiring to perform 2 hours company's job or for the period beyond 2 hours, whichever is higher shall be imposed and recovered from contractor at his risk and cost.
- b) If driver do not behave in a proper / disciplined manner or found under the influence of alcoholic drinks or any narcotics while on duty, a penalty @ Rs.2000/- will be deducted per default / occasion.
- c) The servicing of Vehicle will be allowed once in a month preferably on non-working-day on providing a substitute Vehicle of specific make & model but no extra payment, whatsoever, will be made for this purpose. The acceptance / rejection of replaced vehicle in place of the new vehicle are entirely at the discretion of BCPL or its authorized user.
- d) If substitute driver is not made available with the vehicles as, a penalty of Rs.100/- (Rupees Hundred only) per day, for the number of days the second driver is not available, shall be deducted from the bills (as the requirement of Vehicle is for 24 hours – minimum 2 drivers are to be deployed).
- e) The Vehicle deployed under this contract should not be used for other than BCPL Duty.
- f) Violation of this condition shall attract a penalty of Rs.2000/- per occasion.
- g) The driver / contractor shall not carry unauthorized passenger in the Vehicle .In case the same is detected the same shall attract a penalty Rs. 2000/- per occasion.
- h) For any other eventuality mentioned in SCC Part-B, a token penalty of Rs. 500/- per occasion shall be levied
- i) After taking delivery of the materials from carriers if they are not transported and delivered to Warehouse or after unloading of materials at Plant site, if they are not stacked within the maximum period of seven days, contractor shall be levied penalty at the rate of Rs.200/- per tone per day of delay beyond seven days particular consignment unless otherwise it is proved to the satisfaction of Engineer-in-Charge that the contractor is not fault for delay.
- j) Apart from the above, whenever contractor does not remove the materials from or Road lines within the free time all wharf age charges shall be recovered from him.
- k) Contractor shall be responsible for handing over all the materials as per dispatch documents. For any shortage/ damages for which no proper shortage/ damage certificate obtained from the carriers, cost of shortage/ damages/ loss shall be recovered from the contractor.



- l) Contractor shall collect required tarpaulins from owner from warehouse within project area and cover the consignments wherever required at the time of delivery. This is considered as part of handling services. No additional charges shall be paid.
- m) Whenever any consignments are required to be opened for obtain open delivery from carriers at Railway Station or Transport's go-down or Site, Contractor shall engage labour and obtain delivery at his cost in the presence of BCPL representatives.

**30.0 OTHER CONDITIONS:**

- 30.1 Contractor's responsibility shall be over, when the consignments will be delivered in full and in sound condition and unconditional clear acknowledgement will be obtained on delivery Challan from Engineer-in-Charge.
- 30.2 Contractor shall prepare delivery Challan in triplicate. Original shall be retained by Engineer-in- Charge. Duplicate shall be enclosed with the bill for payment and triplicate shall be retained by contractor.
- 30.3 All types of sleepers etc. required for stacking of consignments shall be issued by BCPL at project site.
- 30.4 If any repacking is required to be done for the damaged packages by the contractor, contractor would carry out the same.
- 30.5 Log book needs to be maintained for the vehicle on regular basis.



**BCPL  
LEPETKATA**

**Annexure -K: CONTRACTOR'S SAFETY RECORD IN LAST ASSIGNED JOB: -**

- Total nos. of employees =
- Working hours / day =
- Nos. of days worked =
- Total man hours worked =  
(total nos. of employees X  
working hrs / day X no. of days  
worked)
- No. of fatalities =
- No. of major injuries =
- No. of three days injuries =
- Nos. of minor injuries =
- Total nos. of occupational  
Diseases / illness =

Contractor's Signature\_\_\_\_\_



**Annexure- L: SAFETY INFORMATION TO BE SUBMITTED BY CONTRACTOR:**

Following information to be submitted at the end of the every month to the, office of In-charge (F&S) directly with copy to Engineer-In-Charge.

- A. - Total nos. of employees =  
- Working hrs / days =  
-Duration of contract (in days) =

**B. STATUS OF SAFETY – GADGETS**

- Nos. of helmets =  
- Nos. of full body safety belt =  
- Nos. of goggles =

| Welding<br>Goggles | Grinding<br>Goggles | General<br>Goggles |
|--------------------|---------------------|--------------------|
| =                  | =                   | =                  |

- Nos. of hand gloves =  
- No. of safety shoe / gum boot =  
- Length of barricading tapes =  
- Status of warning tags (like radiography, road blocking, no entry etc. use) =

**C. INCIDENT STATUS**

- Name of safety representative =  
- Nos. of minor injuries =  
- Nos. of three days injuries =  
- Nos. of major injuries =  
- Nos. of fatalities (if any) =

**D. INSPECTION RECORD**

- Gas cutting set & welding machine inspected on & by =  
- List of hand tools updated on =  
- Hand tools inspected on & by =  
- Ladders & lifting tools inspected on & by =

**Signature of Site In charge**

**Name of the Contractor: .....**



**Documents to be attached with RA Bill (as applicable)**

| Sl No. | Document                                                                                                  | Periodicity                  | Availability Status |
|--------|-----------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| A      | Copy of labour license (applicable, if contractor is engaging more than 20 workers)                       | With first bill              |                     |
| B      | Copy of comprehensive insurance cover (CAR policy/Workmen's Compensation Policy, whichever is applicable) | With first bill              |                     |
| C      | Copy of Contract Agreement                                                                                | With first bill              |                     |
| D      | Gate Pass Details                                                                                         | With first bill              |                     |
| E      | Copies of Forms under Contract Labour (R&A) Act, 1970                                                     |                              |                     |
| E.1    | Register of persons in Form XIII                                                                          | Every month                  |                     |
| E.2    | Muster Roll in Form XVI                                                                                   | Every month                  |                     |
| E.3    | Register of Wages in Form XVII                                                                            | Every month                  |                     |
| F      | Copies of Forms under Factories Act, 1948                                                                 |                              |                     |
| F.1    | Form 11                                                                                                   | Every month                  |                     |
| F.2    | Form 12                                                                                                   | Every month                  |                     |
| F.3    | Form 13                                                                                                   | Every month                  |                     |
| F.4    | Form 14                                                                                                   | Every month                  |                     |
| F.5    | Form 15                                                                                                   | Every month                  |                     |
| F.6    | Form 16                                                                                                   | Every month                  |                     |
| G      | Copies of Forms under Employees' Provident Fund & Miscellaneous Provisions Act, 1952                      |                              |                     |
| G.1    | PF Challan                                                                                                | Every month                  |                     |
| G.2    | Form 12A                                                                                                  | Every month                  |                     |
| G.3    | Form 2 (for new joinees)                                                                                  | Every month                  |                     |
| G.4    | Form 11(revised) – for new joinees                                                                        | Every month                  |                     |
| G.5    | Form 3A                                                                                                   | Every month                  |                     |
| G.6    | Form 5                                                                                                    | Every month                  |                     |
| G.7    | Form 10                                                                                                   | Every month                  |                     |
| G.8    | Form 5A                                                                                                   | With first bill              |                     |
| G.9    | Form 9                                                                                                    | With first bill              |                     |
| G.10   | Form 6A                                                                                                   | At the end of financial year |                     |



## भाग - VI SECTION-VI

### HEALTH, SAFETY ENVIRONMENT [HSE] SPECIFICATIONS



## SECTION-VI

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

#### 1.0 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).

#### 2.0 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 equipments 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 at site office and work locations caution boards, provide posters, banners for safe working to promote safety consciousness, etc.
- 2.14 Contractor should carryout audits/inspections/supervisions at the sub-Contractor's works and submit the reports for review by BCPL.

## 2.0 RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| 925 – 1984           | Industrial Safety Helmets                                         |
| 7701 – 1968          | Rubber Gloves for Electrical Purpose                              |
| 994 – 1973 [Part-I]  | Industrial Safety Gloves [Leather & Cotton Gloves]                |
| 989 – 1986 [Part-II] | Leather Safety Boots & Shoes                                      |
| 557 – 1969           | Industrial & Safety Rubber Knee Boots                             |
| 519 – 1971           | Code of Practice for Selections, Care & Repair of Safety Footwear |
| 1226 – 1985          | Leather Safety Footwear Having Direct Molding Sole                |
| 983 – 1978           | Eye Protectors                                                    |
| 167 – 1979           | Ear Protectors                                                    |
| 521 – 1983           | Industrial Safety Belts & Harnesses                               |



**e-TENDER NO: BCPL/C&P/LE17W182SD/00586 FOR “HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR”.**

## **भाग – VII SECTION-VII**

### **UN-PRICED SCHEDULE OF RATES**

**[SOR]**

**(PRICED SOR TO BE SUBMITTED IN FINANCE  
FOLDER)**

- **BIDDER MAY REFER INSTRUCTIONS FOR PARTICIPATION IN e-TENDER –  
Page no. 59 to 67 under section III of ITB**

**BIDDER MUST MENTION AS “QUOTED” FOR  
EACH SOR ITEM IN UN-PRICED SOR**

**e-Tender Helpdesk**

BCPL :- Phone : 0373-2914582

Mobile : 8811017320

Email : etender@bcplindia.co.in

NIC :- Phone : 1800-233-7315, 0120-4200462, 0120-4001002

Mobile : 8826246593

Email : cppp-nic@nic.in



e-TENDER No.: BCPL/C&P/LE17W182SD/00586

**SCHEDULE OF RATES [SOR] – UN-PRICED**

**SECTION – VII**

**NAME OF WORK: “HIRING OF SERVICE CONTRACT FOR MATERIAL HANDLING JOB OF C&P STORES AT BCPL, LEPETKATA AND DULIAJAN FOR A PERIOD OF ONE YEAR”.**

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

| SL. NO. | DESCRIPTION OF ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | UOM   | QTY | UNIT RATE (RS.) | AMOUNT (RS.) |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|-----------------|--------------|
| 1       | Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle from transporter godown, packaging of outgoing material from BCPL, condition monitoring of material, scrap segregation, stacking of materials etc., as per direction of EIC from time to time. Details elaborated in the scope of work.                                                                                                                                                                                                | Month | 12  |                 |              |
| 2       | Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments, unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., etc. as per direction of EIC from time to time. Details elaborated in the scope of work. | Month | 12  |                 |              |



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

| SL. NO. | DESCRIPTION OF ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | UOM   | QTY | UNIT RATE (RS.) | AMOUNT (RS.) |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|-----------------|--------------|
| 3       | Assistance in preparation and maintenance of documentation; physical verification of materials, scrap loading, preparation of various MIS and generation of various reports like inspection pending, material in transit, OSRD tracking etc, updating of records and registers, preparation of GRV & SIV, stores activities like material receipt, inspection, issue and safe & proper storage of materials, taking over of materials from EIL and any other jobs from time to time as per direction of EIC. Details elaborated in the scope of work.                                                                                                                                                                                                                                                                                                                  | Month | 12  |                 |              |
| 4       | Preparation and maintenance of final documentation for compliance to standards like preparation of goods receive voucher, issue voucher, Over/Short/Reject/Damage report, delivery note etc; maintenance of data bank of warehouse; tally entry, generation of various reports like report on insurance declaration, insurance claim settlement, physical verification, OSRD settlement etc and any other data entry jobs from time to time, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract .Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC from time to time. Details elaborated in the scope of work. | Month | 12  |                 |              |
| 5       | Assistance in rack cleaning, House keeping, Scrap segregation, dusting of bins, record collection and its delivery etc. as per direction of EIC from time to time., Details elaborated in the scope of work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Month | 12  |                 |              |



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| SL. NO. | DESCRIPTION OF ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | UOM | QTY  | UNIT RATE (RS.) | AMOUNT (RS.) |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|-----------------|--------------|
| 6       | Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle covered under MHC /material handling contractor arranged vehicle from transporter godown, etc., as per direction of EIC from time to time. Details elaborated in the scope of work.                                                                                                                                                                                                                                                                    | MAH | 1248 |                 |              |
| 7       | Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments, unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other depts., etc. as per direction of EIC from time to time. Details elaborated in the scope of work.                 | MAH | 936  |                 |              |
| 8       | Assistance in preparation and maintenance of documentation for compliance to standards; maintenance of data bank of warehouse; typing of report on physical verification, scrap loading, various MIS, updating of records and many other jobs through data entry, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract. Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC. | MAH | 936  |                 |              |



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**Brahmaputra Cracker and Polymer Ltd.**  
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| SL. NO. | DESCRIPTION OF ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | UOM       | QTY  | UNIT RATE (RS.) | AMOUNT (RS.) |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----------------|--------------|
| 9       | Preparation and maintenance of final documentation for compliance to standards like preparation of goods receive voucher, issue voucher, Over/Short/Reject/Damage report, delivery note etc, maintenance of data bank of warehouse, tally entry, generation of various reports like report on insurance declaration, insurance claim settlement, physical verification, OSRD settlement etc and any other data entry jobs from time to time, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract .Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC from time to time. Details elaborated in the scope of work. | MAH       | 624  |                 |              |
| 10      | MHE to be provided by the contractor for carrying out all the jobs enumerated above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |      |                 |              |
| 10.1    | Hiring of one 12 MT Hydra Crane with Operator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Hour      | 400  |                 |              |
| 10.2    | Hiring of one TATA 207DI (Rate to be quoted at 10.2.1,10.2.2,10.2.3 &10.2.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |      |                 |              |
| 10.2.1  | Monthly fixed charge with 2000 Km/month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LS/ Month | 12   |                 |              |
| 10.2.2  | Running charge/km beyond 2000 Km in a month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Km        | 2000 |                 |              |
| 10.2.3  | Overtime for driver beyond duty hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Hr        | 720  |                 |              |
| 10.2.4  | Night halt/Outstation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ea        | 24   |                 |              |
| 11      | Bonus payment to the contract workmen as per Payment of Bonus (Amendment) Act, 2015 and latest amendments (if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Ea        | 1    |                 |              |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
(भारत सरकार का उपक्रम)  
**Brahmaputra Cracker and Polymer Ltd.**  
(A Government of India Enterprise)

| SL. NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DESCRIPTION OF ITEM | UOM | QTY | UNIT RATE (RS.) | AMOUNT (RS.) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----|-----|-----------------|--------------|
| GRAND TOTAL EXCLUDING GST (RS.):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |     |     |                 |              |
| IN WORDS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |     |     |                 |              |
| GST :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |     |     |                 |              |
| GRAND TOTAL INCLUDING GST (RS.):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |     |     |                 |              |
| <b>Note :</b> <ol style="list-style-type: none"><li>Quoted rates should be as per Scope of Work.</li><li><b>While quoting the rate in SOR Sl. No. 1,2,3,4,5,6,7,8,9 &amp; 10.2.3, the minimum wage must be exclusive of Bonus for which the bidder to quote separately in SOR Sl. No. 11.</b></li><li>Bidders are required to quote the rates strictly as per the above SOR and not to use any other format.</li><li>Rates should be quoted including all taxes &amp; duties except GST. GST shall be paid extra at actual</li><li>Quantities shown in the SOR is tentative which may increase or decrease.</li><li>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.</li><li>In case, it is observed that any of the bidder(s) has/have mentioned discount/rebate separately, the same shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest bidder, the discount/ rebate offered by the bidder shall be considered for award of work and the same will be conclusive and binding on the bidder.</li></ol> |                     |     |     |                 |              |
| Name of authorized person submitting the tender on behalf of the Bidder :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |     |     |                 |              |
| Designation of authorized person:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |     |     |                 |              |
| Name of firm / Contractor:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |     |     |                 |              |
| Address of firm / Contractor:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |     |     |                 |              |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |     |     |                 |              |