



BRAHMAPUTRA CRACKER AND POLYMER LIMITED
[A Government of India Enterprises]

BID DOCUMENT No.: BCPL/DIB/C&P/SER/20140143/AS
Date: 25.09.2014

To,

BID DOCUMENT FOR HIRING OF VEHICLE FOR BCPL NOIDA OFFICE FOR A PERIOD OF TWO YEARS AND EXTENDABLE TO A FURTHER PERIOD OF SIX MONTHS OR PART THEREOF ON THE SAME RATE AND TERMS AND CONDITIONS

LIMITED DOMESTIC COMPETITIVE BIDDING

Prepared & Issued By
OFFICE OF THE DY. GENERAL MANAGER (C&P)
M/s. Brahma Putra Cracker & Polymer Ltd.
"Administrative Building", Lepetkata,
BCPL-Project Site, P.O. Lepetkata
Dibrugarh, PIN – 786006 (Assam)
Tel#+91-373-2914609/635

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Project Execution office: 3rdFloor, GTI; 24, Sector-16A; NOIDA-201 301: Tel: 0120-2513102, 011-26185941(Fax)

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SECTION IA**REQUEST FOR QUOTATION (RFQ)**

Dear Sir(s),

Brahmaputra Cracker & Polymer Ltd. stands for BCPL Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under two bid system for Hiring of Vehicle for BCPL Noida for a period of 2 years and extendable for further period of 6 months or part thereof as detailed below in complete accordance with enclosed tender document:

1) SALIENT FEATURES OF BID DOCUMENT:

1.2.1	Type of Enquiry, Mode of bid submission	Limited Domestic Competitive Bidding Basis (Bid to be sent by post / courier or hand delivered).
1.2.2	Bid Document No.:	BCPL/DIB/C&P/SER/20140143/ AS
1.2.3	Bid documents available on Website & BCPL office	From 10.00hrs on 25/09/2014 on www.bcplonline.co.in and www.gaintenders.in & CPP portal
1.2.3	Delivery schedule	REFER SPECIAL CONDITION OF CONTRACT-PART B of SECTION III of tender
1.2.4	Pre-Bid Meeting	NOT APPLICABLE
1.2.5	Last date and time for Submission of bid	14/10/2014 up to 14.30 hrs (IST)
1.2.6	Date and time for opening of un-priced bid at BCPL, Lepetkata	14/10/2014 on 15.00 hrs (if the particular day is a HOLIDAY at BCPL, Lepetkata the un-priced bids shall be opened on next working day.
1.2.7	Place of submission of bid	OFFICE OF THE DY. GENERAL MANAGER (C&P) BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMINISTRATIVE BUILDING, C&P DEPARTMENT P.O. - BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.8	Earnest Money Deposit / Bid Security (Refundable)	Rs 55,000/- (Rupees Fifty Five thousand Only)
	Tender Fees (non-refundable)	Not Applicable in this tender
1.2.9	Security Deposit	Successful bidder shall have to deposit Security Deposit (SD)/Contract Performance Security @7.5%(Initial 2.5% and remaining 5 % to be recovered from RA bill) to be deposited of Annualized Contract Value in form of Bank Demand Draft or Bank Guarantee Security Deposit (SD)/Contract Performance .There is no exemption Security Deposit to Micro and Small Enterprises (MSME) and SSI units registered with NSIC under single point registration scheme and PSU/ Govt Departments.
1.2.10	Venue for Opening of Un-priced bids	OFFICE OF THE DY. GENERAL MANAGER (C&P) BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMIN. BUILDING, C&P DEPARTMENT P.O. - LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.11	Contact Person	AVANTI SHARMA E-mail: avanti@bcplindia.co.in Ph. No. +91-373-2914636/09

The bid will be submitted in 02 (two) parts as follows:

PART -I: Un-Priced Bids (Techno-Commercial Bids)

The un-priced bid must be complete with all technical and commercial details other than rate along with the following documents.

i) EMD/Bid security.

ii) Power of Attorney.

UN-PRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details & the Schedule of Rate (SOR) **with prices blanked out and copy of tender.**

2) EARNEST MONEY DEPOSIT/BID SECURITY

[Refer clause no. 4 of RFQ of Tender Document]

It should contain only the "EMD/BG" and no terms and conditions and document(s). Bidder shall ensure that they submit the bid well before the "Due Date & Time of Bid-Submission" along with the un-priced bid.

Part -II: Priced Bid: It should contain only price schedule with rates filled in and no terms & conditions should be put in priced bid. PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender.

The two envelopes containing Part-I AND Part-II should be enclosed in a larger envelope duly sealed and super-scribed prominently with tender no., due date and item along-with address of this office and sender's name and address.

Bids complete in all respect must reach this office not later than 14.30 hrs on the notified date of closing of the tender.

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

If the last date happens to be a Holiday/Sunday, the next working day will be considered as bid due date.

Bids sent through Fax or E-mail or in any other mode other than what is described in the tender document, will not be accepted.

3.0 BID EVALUATION CRITERIA (BEC):

3.1 Bidder must have experience of providing similar services (Hiring of Light Motor Vehicles) and must have executed a single order/ contract of similar nature having minimum value of 7.00 lacs in preceding 5 years to be reckoned from bid due date.

Bidder must submit certified copies of work order/agreement and work completion/performance/execution/ client certificate indicating executed value duly attested by Notary Public/Gazetted Officer, showing the value of work completed/executed & reference no. of work order/ agreement in the completion/execution certificate issued by the end user in support of their experience along with technical bid (un-priced bid).

3.2 Bidder must have ownership of minimum number of 02 vehicles (four wheelers) on bid due date. The above vehicles should be four wheelers having Taxi permit and should be registered in the name of the firm/bidder. In case of Proprietorship/partnership concern vehicles should be in name of the Proprietor/Partner. For other than Proprietorship/Partnership concern the vehicle should be registered in name of firm. Bidder must submit certified copy of valid Registration Certificate, taxi permit and Current /valid Insurance Policy duly attested by Notary Public/Gazetted Officer.

3.3 For running similar service contracts, if the actual executed value is equal to or more than the value indicated above as on un-priced bid opening date, the same shall also be considered as meeting the single order value criteria.

All documents furnished by the bidders in compliance of Technical BEC shall necessary be duly attested by Notary Public/ Gazetted Officer.

The cut-off date for meeting the technical criteria of BEC of the tender shall be the due date for submission of bids.

Original work/service orders and Client certificate should be available with the bidder for verification of the same, if so desired by BCPL.

3.4 Experience acquired by a bidder as a sub-contractor shall also be considered for qualifying the experience criteria of BEC. In such cases, bidder shall be required to furnish the following documents in support of meeting the BQC:

- i) Copy of work order along with SOR issued by main contractor.
- ii) Copies of Completion Certificates from the end User/ Owner and also from the main contractor. The Completion Certificates shall have details like work order no. /date, brief scope of work, ordered & executed value of the job, completion date etc.

3.5 However, Bids of Joint Venture/Consortium not acceptable.

3.6 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 submit these documents in addition to the documents specified in the bidding documents to meet BEC.

3.7 BID EVALUATION METHODOLOGY

Bidders are required to quote the prices inclusive of all taxes and duties excluding service tax.

Non-Compliance to above BEC shall hold the bid liable for rejection.

4) EARNEST MONEY DEPOSIT / BID SECURITY:

Rs 55, 000/-. For details refer point no. 6 of General Condition of Contract -**SECTION VI** of tender.

In case envelope containing Part-I (Un-priced bid / Techno-commercial Bid) does not contain the bid security / EMD as per tender condition the un-priced bid of such bidder shall be treated as non responsive & shall be rejected.

- However, PSUs & SSI are exempted from payment of EMD provided they are registered for the service covered under the indent.

The Earnest Money Deposit (EMD) for the amount as mentioned above shall be submitted in the form of crossed Bank Demand Draft drawn on any Nationalized/Scheduled bank in favour of BCPL, payable at Dibrugarh (Assam). Alternatively, Earnest Money deposit may also be submitted through Bank Guarantee 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 the proforma attached with the Tender Document. However, other than the Nationalized Indian Banks, the banks whose BGs are

furnished must be commercial banks 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 a letter head.

- Validity of EMD/BG shall be minimum 2 months beyond the validity of the offer. In event of non-availability of EMD in bid, such bids will not be considered/ opened.
- The format of Bank Guarantee for earnest money should be as per 'Format-4' of Instruction to bidders – SECTION IIB.

5) EVALUATION IN RESPECT OF EXCISE DUTY/SERVICE TAX/VAT:

1. In case of Excise duty and service tax, bids shall be evaluated after considering the effect of cenvatable excise duty and service tax to avail cenvat credit.
2. If the item is entitled for availment of input tax credit on VAT under Assam Value Added Act 2003, the bid shall be evaluated after considering the effect of ITC on VAT .In case bidders quote as inclusive of VAT, same shall not be considered during evaluation of bid.
3. Bidders are requested to mention the above components clearly in the SOR so that evaluation can be done accordingly.
4. In case the applicable amount towards VAT/Excise Duty /Service Tax as mentioned by the bidder is considered for giving benefit during evaluation of bid as stated above, the bidder must ensure to submit their invoice as per their declared applicable taxes & duties. If the bidder does not pass on the benefit to that extent to BCPL, the differential amount shall be deducted from their bill.

6) Service Tax

Please Refer Preamble to SOR.

7) PERIOD OF CONTRACT

REFER SPECIAL CONDITION OF CONTRACT-PART-B of **SECTION IIIB** of tender document.

8) VALIDITY PERIOD OF OFFER:

Refer clause no 15 of Instruction to Bidders (ITB) **SECTION IIA** of tender document.

9) VAT / CST No.: Please provide VAT/CST/SERVICE TAX Registration no

10) TERMS OF PAYMENT:

Please refer Clause No 16 of Special Condition of Contract (Part -B) of SECTION-IIIB

11) PRICE REDUCTION SCHEDULE: As per GCC.

12) FIXED PRICE:

Prices quoted by the bidder shall be firm & fixed during the bidder's performance of the contract. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected.

13) JURISDICTION OF COURT:

The purchase order shall be governed by and constructed according to the laws in force in India. The Supplier hereby submits to the jurisdiction of the courts situated at Guwahati (Assam) for the purpose

of disputes, actions and proceedings arising out of the contract, the courts at Guwahati (Assam) only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

14) ARBITRATION:

All matters of difference what-so-ever which shall at any time arise between the parties hereto relating to execution of ORDER / CONTRACT or to the rights or liabilities or any claims thereof (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall be resolved as per Arbitration and Reconciliation Act, 1996 and the venue of such arbitration shall be Guwahati, Assam.

15) FORCE MAJEURE:

Shall mean and be limited to the following:

- (a) War/Hostilities
- (b) Riot or Civil Commotion
- (c) Earthquake, flood, tempest, lightning or other natural physical disaster.
- (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the SELLER.

The SELLER shall advise OWNER by a registered letter duly certified by the local Chambers of Commerce or Statutory Authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force majeure, OWNER reserves the right to cancel the order and provisions governing termination shall apply. For delays arising out of Force majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither OWNER nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. SELLER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the SELLER or the OWNER shall not be liable for delay in performing their obligations under this order and the delivery dates will be extended to the SELLER without being subject to price reduction for delayed deliveries, stated elsewhere.

16) ORDER OF PRECEDENCE:

In case of an irreconcilable conflict between RFQ Covering Letter, Instruction to Bidders, Special conditions of contracts & General conditions of contracts the following shall prevail to the extent of such irreconcilable conflict in the order of precedence:

- i) RFQ Covering Letter
- ii) Special conditions of contracts (Part B)
- iii) Special conditions of contracts (Part A)
- iv) Instruction to Bidders.
- v) General conditions of contracts

- 17) All the bidders including those who are not willing to submit their bid against in this tender, are required to submit format F-1 "Acknowledgement Cum Consent Letter" attached in the tender alongwith reason(s) for non-participation in the failing, if applicable within 7 days from receipt of tender information, **failing which BCPL may not issue any tender to such bidder in future.**

Please note that this is a zero deviation tender. Bidders are advised to strictly confirm compliance to tender conditions and not to stipulate any deviation / conditions in their offer. Subsequent to bid submission, BCPL will not seek confirmations / clarifications and any bid(s) not in line with tender conditions shall be liable for rejection. Bidders are also requested to submit the documents / confirmations strictly as per the check list enclosed in the tender document.

Office of the Dy. General Manager (C&P)
Administrative Building
Brahmaputra Cracker and Polymer Limited,
PO: Lepatkata,
District - Dibrugarh, Assam, India PIN - 786006
Tel-0373-2914636/609

If you require any further information, feel free to contact us.

Yours faithfully,
For Brahmaputra Cracker and Polymer Limited,
(A Government of India Enterprise)

Avanti Sharma
Sr. Officer (Contracts & Procurement)
E-Mail: avanti@bcplindia.co.in
Ph no: 0373-2914636/609

CUT-OUT SLIP

(Quotation – Do Not Open)

Bid Document no.: BCPL/DIB/C&P/SER/20140143/AS

ITEM: BID DOCUMENT FOR HIRING OF VEHICLE FOR BCPL NOIDA OFFICE FOR A PERIOD OF TWO YEARS.

Due Date & Time of bid submission: Up-to 14.30 hrs (IST) on 14/10/2014

Date and time for opening of bids: 15.00 hrs (IST) on 14/10/2014

From:

to:

	OFFICE OF THE DY. GENERAL MANAGER(C&P) M/S. BRAHMAPUTRA CRACKER & POLYMER LIMITED (BCPL), LEPETKATA ADMINISTRATIVE BUILDING, BCPL-PROJECT SITE, P.O. LEPETKATA DIST: DIBRUGARH, PIN - 786006 ASSAM PH NO.:0373-2914636/09
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(To be pasted on the outer envelope containing envelopes Part -I, Part-II)

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(To be pasted on the outer envelope containing envelopes Part-II)

INSTRUCTIONS TO BIDDERS

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A. General

1. Scope of Bid

1.1 The Employer, as defined in the General Conditions of Contract, hereinafter "the Employer", Bid wishes to receive bids for the Services as described in Section IV, Special Conditions of Contract, hereinafter referred to as "the Services".

1.2 The successful bidder will be expected to complete the Works within the period stated in Special Conditions of Contract.

1.3 Throughout these bidding documents, the terms "bid" and "tender" and their derivatives ("bidder/tenderer", "bid/ tendered", "bidding/tendering", etc.) are synonymous, and day means calendar day. Singular also means plural.

2. Eligible Bidders

2.1 This invitation for bid is open to any bidder.

2.2 A bidder shall not be affiliated with a firm or entity

(i) that has provided consulting services related to the Works to the Employer during the preparatory stages of the Works or of the Project of which the Works form a part, or

(ii) that has been hired (or is proposed to be hired) by the Employer as Engineer/Consultant for the contract.

2.3 The bidder shall not be under a declaration of ineligibility by Employer for corrupt or fraudulent practices as defined in ITB.

2.4 The bidder is not put on holiday by BCPL, GAIL or black listed by any Government Department /Public Sector.

3. Bid Evaluation Criteria

Please refer clause 3.0 of RFQ.

4. One Bid per bidder

4.1 A bidder who submits or participates in more than one bid will cause all the proposals in which the bidder has participated to be disqualified.

5. Cost of Bidding

5.1 The bidder shall bear all costs associated with the preparation and submission of the bid, and PURCHASER (BCPL), will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6. Site Visit

6.1 The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the bidder's own expense.

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

6.3 The Employer may conduct a Site visit concurrently with the pre-bid meeting.

7. Service Tax

Please Refer Preamble to SOR.

7.1. Abnormally High Rates (AHR)

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.

7.2. Income Tax deduction shall be made from all payments of the contractor as per rules and Tax regulation in force in accordance with the Income Tax Act prevailing from time to time.

7.3. Road Permit

NOT APPLICABLE

B. BIDDING DOCUMENTS

8. Content of Bidding Document

8.1 The bidding documents are those stated below and should be read in conjunction with any addenda issued in accordance with ITB Clause 10.

Section I. Request for quotation (RFQ)

Section II. Instructions to Bidders (ITB)

Section III. Special Conditions of Contract, Scope of Work

Section IV. General Conditions of Contract and

Section V. Schedule of Rates (SOR)

8.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. The Request for quotation (RFQ) 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.

9. Clarification of Bidding Document

9.1 A prospective bidder requiring any clarification of the Bidding Documents may Bidding notify BCPL in writing or by fax or e-mail at BCPL's mailing address indicated in the Invitation for Bids. BCPL will respond in writing to any request for clarification of the Bidding documents which it receives not later than 10 days prior to the deadline for the submission of bids prescribed by BCPL. Written copies of BCPL's response (including an explanation of the query but without identifying the source of the query) will be sent to all prospective bidders who have received the bidding documents. Any Clarification or information required by the bidder but same not received by the Employer, ten days prior to the bid due date, the same is liable to be considered as no clarification/information required.

10. Amendment of Bidding Document

10.1 At any time prior to the bid due date, BCPL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents.

10.2 The amendment will be notified to all prospective bidders through proper medium and will be binding on them.

10.3 In order to afford prospective bidders, reasonable time in which to take the amendment into account in preparing their bids, BCPL may, at its discretion, extend the bid due date.

C. PREPARATION OF BIDS

11. Language of Bid

II. I The bid prepared by the bidder and all correspondence/drawings and documents relating to the bid exchanged by bidder and BCPL shall be written in English language. Any printed literature furnished by the bidder may be written in another language so long as accompanied by an ENGLISH translation duly authenticated by the chamber of commerce of Bidders country, in which case, for the purpose of interpretation of the bid, the ENGLISH.

12. Documents Comprising the Bid

(a) The bid prepared by the bidder shall comprise the following components:

(b) Envelope -I: Super scribing Techno-Commercial Un priced Bids (PART-I)

Part-I: Techno-commercial/Un-priced Bid, Original EMD and shall contain the following:

- ii) Covering Letter as per format "Submission of tender" enclosed with GCC
- iii) Bidder's general details/information as per format F-1.
- iv) Power of Attorney in favour of person(s) signing the bid that such person (s) is/are authorized to sign the bid on behalf of the bidder and any consequence resulting due to such signing shall be binding on the bidder.
- v) A Bid Form as per format F-2.
- vi) Copies of documents as required in F-3
- vii) A confirmation that prices in requisite formats, strictly complying with the requirement, are in envelope number II "Price Bid".
- viii) Documents establishing the eligibility and conformity to the Bid Documents services, which the bidder proposes to provide.
- ix) Bid security in accordance with Clause no 4 of RFQ to be furnished either in the form of Banker's cheque / Bank Draft payable to BCPL at Lepetkata / Bank Guarantee as per format F-4/ Letter of Credit as per format.
- x) Format-A, formats for BEC evaluation
- xi) Letter of authority in favour of anyone or two of bidder's executives having authority to attend the un-priced and price bid opening on specified dates and venue as per format F-5.
- xii) Confirmation of no deviation as per Format F-6.
- xiii) Specific Experience and other details as called for in qualifying requirements. Copy of work order and completion certificates should be enclosed.
- xiv) Current commitments strictly as per format F-8.
- xv) Agreed Terms & Conditions duly filled-in at F-13.
- xvi) Bidder's declaration that they are not under liquidation, court receivership or similar proceedings.
- xvii) Organization details:
 - (a) In case of a proprietorship firm, the name and address of proprietor, and certified copy of 'Certificate of registration of firm' .
 - (b) In case Bidder is a partnership firm, certified copy of the partnership deed.
 - (c.) In case of company (whether private or public), certified copy of the 'Certificate of Incorporation' together with certified Memorandum / articles of Association
- xvii) Any other information/details required as per bid document.

Note: All pages of the bid to be signed and sealed by authorized person of the bidder.

12.1 Envelope II: Super scribing "Price Bid- Not to Open with Techno- Commercial Un priced Bid" - PART-II Part-II price Bid

- (i) Part-II shall contain one original and one copy of Schedule of Rates duly filled in, in separate sealed envelopes duly signed and stamped on each page super scribing on the sealed envelope "Price - Do Not Open". In case of any correction, the bidders shall put his signature and his stamp.

13. Bid Prices

13.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Document, based on the unit rates and prices submitted by the Bidder and accepted by the EMPLOYER.

13.2 Prices must be filled in format for 'Schedule of Rates' enclosed as part Bidding Document. If quoted in separate typed sheets and any variation in description, unit or quantity is noticed; the bid is liable to be rejected.

13.3 Bidder shall quote for all the items of Schedule of Rates 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 'Schedule of Rates' but is required to complete the works as per Scope of Work, Scope of supply, Specifications, Standards, Drawings, General Conditions of Contract, Special Condition of Contract or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity. Items against which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the SOR.

13.4 All duties and taxes including excluding Service tax payable by the Contractor under the Contract, or for any other cause, shall. Be included in the rates and prices and the total bid price submitted by the bidder.

13.5 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.

13.6 The Bidder shall quote the prices both in figures as well as in words. There should not be any discrepancies between the price indicated in figures and the price indicated in words.

13.7 Alternative bids shall not be considered.

13.8 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.

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.

14. Bid Currencies

14.1 Indian Bidders has to submit bid in Indian Rupees only.

15. Bid Validity

15.1 Bids shall be kept valid for 3 months 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 that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by fax / e-mail. 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 Clause 16 in all respects.

16. Bid Security

16.1 Pursuant to Clause-12, the bidder shall furnish, as part of his bid, bid security in the amount specified in Request of Quotation (RFQ).

16.2 The bid security is required to protect BCPL against the risk of bidder's conduct which would warrant the security's forfeiture, pursuant to Clause- 16.7

16.3 BCPL shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security. In case Bid Security is in the form of a Bank Guarantee or irrevocable Letter of Credit, 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 in case of Indian bidder and from any reputed International bank or Indian scheduled bank in case of foreign bidder. 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 and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. Bid Security shall be valid for two months beyond the validity of the Bid.

16.4 Any bid not secured in accordance with Clause-16.1 and 16.3 may be rejected by BCPL as non-responsive.

16.5 Unsuccessful bidder's bid security will be discharged/returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity prescribed by BCPL.

16.6 The successful bidder's bid security will be discharged upon the bidder's accepting the award & signing the Agreement, pursuant to Clause-39 and furnishing the Contract Performance Security pursuant to Clause-40.

16.7 The bid security may be forfeited:

- a) If a bidder withdraws his bid during the period of bid validity.
- b) in the case of a successful bidder, if the bidder fails:
 - i) to accept the Notification of Award/Fax of Intent (FOI) or
 - ii) to furnish Contract Performance Security in accordance with Clause-40.
 - iii) to accept arithmetical corrections.

16.8 The Bid security shall be submitted in the form of crossed Bank Demand Draft drawn on any Nationalized/Scheduled bank in favour of BCPL , payable at State Bank of India, Dibrugarh . In case Bid Security is in the form of Bank Guarantee or Letter of Credit, the same must indicate the Bid Document and

the work for which the bidder is quoting. This is essential to have proper co-relation at a later date. The Bid Security shall be in the form provided at F-4 (Bank Guarantee) .

16.9 For Indian Bidders: Central Public Sector Undertakings and firms registered with NSIC are exempted from furnishing bid security provided they are registered for the quoted items/services they intend to quote and subject to their enclosing with their bid a copy of the latest and current Registration Certificate.

17. Pre-Bid Meeting

17.1 The Bidder(s) or his official representatives are invited to attend a pre-bid meeting on date, time and venue specified above.

17.2 The bidder is requested to submit their queries /clarifications in the **Format F7** of **SECTION IIB** of tender document through e-mail/ courier so as to reach BCPL at least one week before the Pre-bid meeting. These questions shall be replied during the Pre-bid meeting.

17.3 Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.

If the last date happens to be a Holiday/Sunday, the next working day will be considered as for pre-bid meeting.

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. The name and position held by each person signing, must be typed or printed below the signature. All pages of the bid except for un-amended printed literature where entries or amendments 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

19.1 Bidders to note that this is a zero deviation tender. BCPL will appreciate submission of offer based on the terms and conditions in the enclosed General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Instructions to Bidders (ITB), Scope of Work etc. to avoid wastage of time and money in seeking clarifications on technical/ commercial aspects of the offer. Bidder may note that no technical and commercial clarifications will be sought for after the receipt of the bids.

19.2 Notwithstanding to the above, bids with deviation(s) to the following bid conditions shall be summarily rejected without any post bid reference to the bidders.

19.2.1 Firm and Fixed Price.

19.2.2 Bid Price as per clause-13.0 of ITB.

19.2.3 Scope of Work.

19.2.4 Specifications.

19.2.5 Schedule of Rates.

19.2.6 Completion Schedule/Contract period.

19.2.7 Period of Validity of bid.

19.2.8 Price Reduction Schedule/ Compensation for Delay/ Demurrages/Penalty

19.2.9 Performance bank Guarantee.

19.2.10 Arbitration / Resolution of Dispute

19.2.11 Force Majeure

19.2.12 Guarantee of Work

19.2.13 Applicable Laws

19.2.14 Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of the bid

19.3 In case Bidder stipulate deviations, Owner have the right to reject such bid at its absolute discretion without giving any opportunity for such Bidders to make good such deficiency

20. E-Payment

Not applicable

21. Agent/consultant/Representative/ Retainer/Associate

Not applicable

D. SUBMISSION OF BIDS

22. Sealing and Marking of Bids

22.1 Bid shall be submitted in the following manner in separately sealed envelopes duly super scribed as below:

Part I - Techno-commercial/un-priced Bid, EMD/Bid Security

Part II - Priced Bid

22.2 Part 'I' shall contain original of UNPRICED BID complete with all technical and commercial details other than price (with prices blanked out) & BID SECURITY in original .

22.3 Part 'II' PRICED BID shall be submitted in one original duly filled in Price schedule sealed in a separate envelope duly pasted with the corresponding cut-out slip enclosed.

22.4 The two envelopes containing PART 'I', PART 'II' should be enclosed in a larger envelope duly sealed and pasted with corresponding CUT OUT SLIP enclosed and also bear the name and address of The Bidder.

22.5 If the outer envelope is not sealed and pasted with the corresponding cut-out slip, BCPL will assume no responsibility for the Bid's misplacement or premature opening.

22.6 Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected.

23. Deadline for Submission of Bids

23.1 Bids must be received by BCPL at the address specified in the RFQ not later than the date and time stipulated in the RFQ.

23.2 BCPL may, in exceptional circumstances and at its discretion, on giving reasonable notice by fax or any written communication to all prospective bidders who have been issued the bid documents, extend the deadline for submission of bids, 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. Any bid received by BCPL after the deadline for submission of bids prescribed on main body of RFQ will not be considered and returned unopened to the bidder. The bidder may modify or withdraw his bid after the bid submission but before the due date, for submission, provided that written notice of the modification/withdrawal is received by BCPL prior to the deadline for submission of bids. The modification shall also be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 22, with the outer and inner envelopes additionally marked "modification" or "withdrawal", as appropriate. A withdrawal notice may also be sent by telex or cable, but followed by a signed confirmation copy post marked not later than the deadline for submission of bids.

24. Late Bids

24.1 Any bid received by BCPL after the deadline for submission of bids prescribed on main body of RFQ will not be considered and returned unopened to the bidder.

25. Modification and Withdrawal of Bids

25.1 The bidder may modify or withdraw his bid after the bid submission but before the due date, for submission, provided that written notice of the modification/withdrawal is received by BCPL prior to the deadline for submission of bids.

25.2 The modification shall also be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 22, with the outer and inner envelopes additionally marked "modification" or "withdrawal", as appropriate. A withdrawal notice may also be sent by telex or cable, but followed by a signed confirmation copy post marked not later than the deadline for submission of bids.

25.3 No bid shall be modified after the deadline for submission of bids.

25.4 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form .Withdrawal of a bid during this interval shall result in the bidder's forfeiture of his bid security pursuant to Sub-Clause 16.7.

25.5 In case after price bid opening the lowest evaluated bidder (L-I) is not awarded the Job for any mistake committed by him in bidding or withdrawal of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit Earnest Money paid by the bidder and such bidders shall be debarred from participating in re-tendering of the same job(s)/item(s).

E. BID OPENING AND EVALUATION

26. Bid Opening

26.1 Un-priced Bid Opening:

BCPL will open bids, including withdrawals and modifications made pursuant to Clause 25, in the presence of bidders' designated representatives who choose to attend, at date, time and location stipulated in the RFQ. 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 opening. The bidders' representatives, who are present, shall sign a register evidencing their attendance.

26.2.2 The price bids of those bidders who were not found to be techno-commercially responsive shall be opened.

26.2.3 Bids shall be evaluated on overall basis including all taxes and duties but excluding service tax. The bidders are required to provide cenvat invoice (to the extent possible) to enable BCPL to avail Cenvat benefit.

27. Process to be Confidential

27.1 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 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.

28. Contacting the Employer

28.1 From the time of bid opening to the time of Contract award, if any bidder wishes to contact the Employer on any matter related to the bid, it should do so in writing.

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.

29. Examination of bids and Determination of Responsiveness

29.1 Prior to the detailed evaluation of bids, the Employer will determine whether each bid

- (c) meets the Bid Evaluation Criteria;
- (d) has been properly signed;
- (e) is accompanied by the required securities;
- (f) is substantially responsive to the requirements of the bidding documents; and
- (g) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to Sub-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.

A material deviation or reservation is one

- (a) that affects in any substantial way the scope, quality, or performance of the Works;
- (b) that limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the contract; or
- (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

29.3 If a bid is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

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:

- (a) Where there is a discrepancy between the unit rate and the total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- (b) 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.

(c)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.

(d)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 In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidders for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.

30.3 The amount stated in the bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. 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

32. Evaluation and Comparison of Bids

32.1 Bids shall be evaluated on overall basis including all taxes and duties but excluding service tax.

33 Preferences for Domestic Bidders

NOT APPLICABLE

34. Purchase Preference

34.1 Purchase Preference to Central Government Public Sector Undertakings shall be allowed as per government guidelines in vogue.

35. Compensation for extended stay

NOT APPLICABLE

F. AWARD OF CONTRACT

36. Award of work

36.1 Subject to 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, is determined to be qualified to satisfactorily perform the contract.

36.2 BCPL intends to award the entire work to a single bidder on overall cost basis i.e. overall quoted amount inclusive of all taxes and duties + service tax and education cess thereon.

37. Employer's Right to Accept Any Bid and to Reject Any or All Bids

37.1 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.

38. Notification of Award

38.1 Prior to the expiration of period of bid validity BCPL will notify the successful bidder in writing by fax, cable or telex to be confirmed in writing, that his bid has been accepted. The notification of award / Fax of Intent will constitute the formation of the Contract.

38.2 Delivery shall be counted from the date of notification of award / Fax of Acceptance.

The notification of award will constitute the formation of a Contract, until the Contract has been affected pursuant to signing of Contract as per Clause 39 of ITB.

Upon the successful bidder's furnishing of contract performance security, pursuant to Clause 40 of ITB, BCPL will promptly notify each unsuccessful bidder and will discharge his bid security, pursuant to Clause 16 of ITB.

39. Signing of Agreement

39.1 BCPL will award the Contract to the successful bidder, who, within 15 days of receipt of the same, shall sign and return the acceptance copy to BCPL.

39.2 The successful bidder shall be required to execute an AGREEMENT in the proforma given in Instruction to Bidder (ITB) F-12 of this standard bidding document on non-judicial paper of appropriate value (the cost of stamp paper shall be borne by the Contractor), within 15 days of the receipt by him of The Notification of Acceptance of Tender. In the event of failure on the part of the successful bidder to sign the AGREEMENT within the above stipulated period, the Bid Security shall be forfeited and the acceptance of the tender shall be considered as cancelled.

40. Contract Performance Security

40.1 Within 15 days of the receipt of the notification of award / Fax of Intent from BCPL, the successful bidder shall furnish the contract performance security in accordance with Article 24 of General Conditions of The Contract in the form provided in the bidding documents. The Contract Performance Security shall be in the form of either Demand Draft or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract.

40.2 The Bank Guarantee/DD/Letter of Credit 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 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 as stated in Article-24 of General Conditions of The Contract.

40.3 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, in which event BCPL may award the order to the next lowest evaluated bidder or call for new bids.

41. Corrupt or Fraudulent Practices

41.1 BCPL requires that bidders/contractors observe the highest standard of ethics during the execution of contracts. In pursuance of this policy, the Employer;

a) defines, for the purposes of this provision, the terms set forth below as follows;

I. "corrupt practice" means the offering, giving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract **execution; and**

II. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition;

b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

c) will declare a firm ineligible, either indefinitely or for a stated period of time if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a contract.

41.2 Bidder is required to furnish the complete and correct information/documents required for evaluation of their bids. If the information / documents forming basis of evaluation is found to be false/forged, the same shall be considered adequate ground for rejection of Bids and forfeiture of Earnest Money Deposit (Bid Security).

b) In case, the information/document furnished by the vendor/contractor forming basis of evaluation of his bid is found to be false/forged after the award of the contract, BCPL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such vendor/contractor without any prejudice to other rights available to BCPL under the contract such as forfeiture of CPBG/Security Deposit, withholding of payment etc.

c) In case this issue of submission of false document comes to the notice after execution of work, BCPL shall have full right to forfeit any amount due to the vendor/contractor along with forfeiture of CPBG/Security Deposit furnished by the vendor/contractor.

a) Further, such bidder/vendor/contractor shall be put on Blacklist/Holiday List of BCPL debarring them from future business with BCPL.

42 Misc.

A new clause in General Conditions of Contract has been appended as under:

The contractor shall obtain necessary certificate with regard to verification of character and antecedents in respect of personnel deployed or proposed to be deployed to carry out the contractual obligations and provide the copy of the said certificate for facilitating Photo Pass to enter into BCPL's premises.

43. Errant Bidder:

In case after price bid opening the lowest evaluated bidder (L1) is not allowed the job for any mistake committed by him in bidding or withdrawal of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit Earnest Money paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/items(s)."

FORMS AND FORMATS

BIDDER'S GENERAL INFORMATION

To
 BRAHMAPUTRA CRACKER AND POLYMER LIMITED,
 P.O. LEPETKATA,-786006
 DISTRICT - DIBRUGARH
 ASSAM

1-1 Bidder Name: _____

(Country
 Code)

1-2 Number of Years in Operation: _____

1-3 Address of Registered Office: _____

City _____ District _____

State _____ PIN/ZIP _____

1-4 Operation Address
 if different from above: _____

City _____ District _____

State _____ PIN/ZIP _____

1-5 Address where order
 Is to be placed/ issued: _____

City _____ District _____

State _____ PIN/ZIP _____

1-6 Telephone Number: _____

(Country Code) (Area Code)(Telephone Number)

1-7 E-mail address: _____

1-8 Website: _____

1-9 Fax Number: _____

1-10 ISO Certification, if any {If yes, please furnish details}

1-11 Bid Currency _____

1-12 Place of dispatch _____

1-13 Whether Supplier /
 Manufacturer _____

Dealer/Trader/Contractor

1-14 Type of Material Supplies : _____

1-15 Banker's Name : _____

1-16 Branch : _____

1-17 Branch Code : _____

1-18 Bank account number : _____

ONLY FOR INDIAN BIDDERS

1-19 Excise Registration number : _____

1-20 Excise Range : _____

1-21 Excise Division : _____

1-22 Excise Collectorate : _____

1-23 Local ST No. : _____

1-24 CST No. : _____

1-25 PAN No. : _____

1-26 Whether SSI Registrant Or not : _____

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

BID FORM

F2

To,
Dy. General Manager (C&P) BCPL
Lepetkata, Dibrugarh, Assam (India)
Phone: +91 373 2914611

Dear Sir,

After examining/reviewing the Bidding Documents for , including Special conditions of contract, Scope of work, General Conditions of Contract and schedule of rates etc. the receipt of which is hereby duly acknowledged, we, the undersigned, pleased to offer to execute the whole of the Job of..... and in conformity with, the said Bid Documents, including Addenda Nos. _

We confirm that this bid is valid for a period of Three (03) months from the date of opening of Techno- Commercial Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

If our bid is accepted, we will provide the requisite performance security for the due performance with in fifteen days of such award.

Until a final Purchase Order/Agreement is prepared, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bid 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.

SEAL AND SIGNATURE

DATE:

Duly authorized to sign bid for and on behalf of M/s _____

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

LIST OF ENCLOSURES

F3

Brahmaputra Cracker and Polymer Limited,
Central Warehouse Building",
NH-37, P.O. Lepetkata,
Dibrugarh, Assam, PIN - 786006

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.
- 3.
- 4.
- 5.
- 6.
- 7.

(SEAL AND SIGNATURE OF BIDDER)

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.
 "MAIN FIRE STATION 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 -----200----- at -----

WITNESS:

(SIGNATURE)

(NAME) :

(OFFICIAL ADDRESS):

Power of Attorney No.

(SIGNATURE)

(NAME)

Designation with Bank Stamp

Attorney as per _____

Date: _____

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

Ref: No.

Date:

To,
 Brahmaputra Cracker & Polymer Ltd.
 Admin Building
 NH-37, P.O. Lepetkata,
 Dibrugarh, Assam, PIN - 786006

Dear Sir,

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

- 1) Name & Designation -----Signature-----
- 2) Name & Designation -----Signature-----

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

Place:
 Date:

Yours faithfully,
 (Signature of Authorized Signatory of Bidder)
 Name:
 Designation:
 Seal:

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder. Not more than two persons are permitted to attend techno-commercial un-priced and price bid opening.

NO DEVIATION CONFIRMATION

To,
Brahmaputra Cracker & Polymer Ltd.
Admin Building
NH-37, P.O. Lepetkata,
Dibrugarh, Assam, PIN – 786006

Dear Sir,

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agreed 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:

BIDDER'S QUERIES FOR PREBID MEETING

To,
 Dy. General Manager (C&P)
 Brahmaputra Cracker and Polymer Limited
 Lepetkata, Dibrugarh, Assam (India)
 Phone: +913732914636/609

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

NOTE: The Queries may be sent by e-mail to avanti@bcplindia.co.in before due date for receipt of Bidder's queries.

SIGNATURE OF BIDDER: _____ NAME OF BIDDER : _____

PRESENT COMMITMENTS OF THE BIDDER

Full Postal Address and phone nos of Client & Name of Officer-in-Charge	Description of the Work	Date of Commenceme nt of Work	Schedule d Compo. Period	%Age Completion as on Date	Expected Date of Completion	Remarks

Note: This list must be a full list of all type of works in hand.

SEAL AND SIGNATURE OF BIDDER

PROFORMA FOR BANK GUARANTEE FOR SECURITY DEPOSIT
(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)

To:

Brahmaputra Cracker & Polymer Ltd.
 "Main Fire Station Building", NH-37, P.O. Lepetkata,
 Dibrugarh, Assam, PIN - 786006

Dear Sirs,

M/s _____ have been awarded the work of _____ for Brahmaputra Cracker & Polymer Limited, Dibrugarh - 786006, Assam. The Contracts conditions provided that the CONTRACTOR shall pay a sum of Rs----- (Rupees as Initial / full Security Deposit in the form therein mentioned). The form of payment of Security Deposit includes guarantee executed by Nationalized Bank, undertaking full responsibility to indemnify Brahmaputra Cracker & Polymer Limited, in case of default. The said-----has approached us and at their request and in consideration of the premises we having our office at ----- have agreed to give such guarantee as hereinafter mentioned.

1. We _____ hereby undertake and agree with you that if default shall be made by M/s ---- ----- in performing any of the terms and conditions of the tender or in payment of any money payable to Brahmaputra Cracker & Polymer Limited, we shall on demand pay to you in such manner as you may direct the said amount of Rupees----- only or such portion thereof not exceeding the said sum as you may from time to time require.
2. You will have the full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on your under the contract with the said -----and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said -----which under law relating to the sureties would but for provision have the effect of releasing us.
3. Your right to recover the said sum of 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.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the save said but shall in all respects and for all purpose be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. This guarantee shall be irrevocable and shall remain valid upto-----If any further extension of this guarantee is required the same shall be extended to such required period on receiving instructions from M/s----- on whose behalf this guarantee is issued.
6. We have power to issue this guarantee in your favour under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated ----- granted to him by the Bank.

Yours faithfully,

 By its Constituted Attorney

Signature of a person duly authorized to sign on behalf of the Bank.

DECLARATION

To
Brahmaputra Cracker & Polymer Ltd.
Admin Building, NH-37, P.O. Lepetkata,
Dibrugarh, Assam, PIN - 786006

Dear Sir,

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

We further confirm that, we have not been blacklisted or kept under holiday by any Public Sector Undertaking /Government Organization /GAIL (India) Limited/BCPL etc.

We agree that if any noticed in future, our Bid may be rejected / terminated.

Place:

[Signature of Authorized Signatory of Bidder]

Date : Name:

Designation:

Seal:

ACKNOWLEDGEMENT CUM CONSENT LETTER

(Within 07 days of receipt of Bidding document, Bidder shall acknowledge the receipt and confirm his intention to Bid against the enquiry/tender through e-mail to or per return FAX by filling up the this Format)

To,

Dy. Manager (C&P)

BRAHMAPUTRA CRACKER & POLYMER LTD.

ADMIN BUILDING", P.O.LEPETKATA

DIBRUGARH, ASSAM, PIN - 786006

FAX: 0373 - 2914636/609

SUBJECT:

Dear Sir,

We hereby acknowledge receipt of a complete set of bidding document along with enclosures for subject item/work.

We undertake that the contents of the above bidding document shall be kept confidential and further that the drawings, specifications and documents shall not be transferred and that the said documents are to be used only for the purpose for which they are intended.

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

(i) Postal Address : _____
 (ii) Telephone Number : _____
 (iii) Telefax Number : _____
 (iv) Contact Person : _____
 (v) E-mail Address : _____

B) Details of Contact person:

(i) Postal Address : _____
 (ii) Telephone Number : _____
 (iii) Fax Number : _____
 (iv) Contact Parson : _____
 (v) E-mail Address : _____

C) We are unable to bid for the reasons given below and we are returning back the entire set of bidding documents.

Reasons for non-submission of bid :

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

PROFORMA FOR CONTRACT AGREEMENT

LOA No. BCPL /

Dated -----

Contract Agreement for the work of ----- of Brahmaputra Cracker & Polymer Ltd. (BCPL) made on ----- between (Name and Address) -----, hereinafter called the "CONTRACTOR" (which term shall unless excluded by or repugnant to the subject or context include its successors and permitted assignees) of the one part and BCPL hereinafter called the "EMPLOYER" (which term shall, unless excluded by or repugnant to the subject or context include its successors and assignees) of the other part. WHEREAS

A. The EMPLOYER being desirous of having provided and executed certain work mentioned, enumerated or referred to in the Tender Documents including Letter Inviting Tender, General Tender Notice, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, Plans, Time Schedule of completion of jobs, Schedule of Rates, Agreed Variations, other documents has called for Tender.

B. The CONTRACTOR has inspected the SITE and surroundings of WORK specified in the Tender Documents and has satisfied himself by careful examination before submitting his tender as to the nature of the surface, strata, soil, sub-soil and ground, the form and nature of site and local conditions, the quantities, nature and magnitude of the work, the availability of labour and materials necessary for the execution of work, the means of access to SITE, the supply of power and water thereto and the accommodation he may require and has made local and independent enquiries and obtained complete information as to the matters and thing referred to, or implied in the tender documents or having any connection therewith and has considered the nature and extent of all probable and possible situations, delays, hindrances or interferences to or with the execution and completion of the work to be carried out under the CONTRACT, and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and ancillary thereof affecting the execution and completion of the WORK and which might have influenced him in making his tender.

C. The Tender Documents including the Notice Letter Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Schedule of Rates, General Obligations, SPECIFICATIONS, DRAWINGS, PLANS, Time Schedule for completion of Jobs, Letter of Acceptance of Tender and any statement of agreed variations with its enclosures copies of which are hereto annexed form part of this CONTRACT though separately set out herein and are included in the expression "CONTRACT" wherever herein used.

AND WHEREAS The EMPLOYER accepted the Tender of the CONTRACTOR for the provision and the execution of the said WORK at the rates stated in the schedule of quantities of the work and finally approved by EMPLOYER (hereinafter called the "Schedule of Rates") upon the terms and subject to the conditions of CONTRACT.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:-

1. In consideration of the payment to be made to the CONTRACTOR for the WORK to be executed by him, the CONTRACTOR hereby covenants with EMPLOYER that the CONTRACTOR shall and will duly provide, execute and complete the said work and shall do and perform all other acts and things in the CONTRACT mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said WORK and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract.
2. In consideration of the due provision execution and completion of the said WORK, EMPLOYER does hereby agree with the CONTRACTOR that the EMPLOYER will pay to the CONTRACTOR the respective amounts for the WORK actually done by him and approved by the EMPLOYER at the Schedule of Rates and such other sum payable to the CONTRACTOR under provision of CONTRACT, such payment to be made at such time in such manner as provided for in the CONTRACT. and
3. In consideration of the due provision, execution and completion of the said WORK the CONTRACTOR does hereby agree to pay such sums as may be due to the EMPLOYER for the services rendered by the

EMPLOYER to the CONTRACTOR, such as power supply, water supply and others as set for in the said CONTRACT and such other sums as may become payable to the EMPLOYER towards the controlled items of consumable materials or towards loss, damage to the EMPLOYER'S equipment, materials construction plant and machinery, such payments to be made at such time and in such manner as is provided in the CONTRACT. It is specifically and distinctly understood and agreed between the EMPLOYER and the CONTRACTOR that the CONTRACTOR shall have no right, title or interest in the SITE made available by the EMPLOYER for execution of the works or in the building, structures or work executed on the said SITE by the CONTRACTOR or in the goods, articles, materials etc., brought on the said SITE (unless the same specifically belongs to the CONTRACTOR) and the CONTRACTOR shall not have or deemed to have any lien whatsoever charge for unpaid bills will not be entitled to assume or retain possession or control of the SITE or structures and the EMPLOYER shall have an absolute and unfettered right to take full possession of SITE and to remove the CONTRACTOR, their servants, agents and materials belonging to the CONTRACTOR and lying on the SITE. The CONTRACTOR shall be allowed to enter upon the SITE for execution of the WORK only as a licensee simpliciter and shall not have any claim, right, title or interest in the SITE or the structures erected thereon and the EMPLOYER shall be entitled to terminate such license at any time without assigning any reason. The materials including sand, gravel, stone, loose, earth, rock etc., dug up or excavated from the said SITE shall, unless otherwise expressly agreed under this CONTRACT, exclusively belong to the EMPLOYER and the CONTRACTOR shall have no right to claim over the same and such excavation and materials should be disposed off on account of the EMPLOYER according to the instruction in writing issued from time to time by the ENGINEER-IN-CHARGE In Witness whereof the parties have executed these presents in the day and the year first above written. Signed and delivered for and on signed and delivered for and on behalf of EMPLOYER.

On behalf of the CONTRACTORS.

BRAHMAPUTRA CRACKER & POLYMER LIMITED (NAME OF THE CONTRACTOR)

Date: _____

Place: _____

Date: _____

Place: _____

IN PRESENCE OF TWO WITNESSES

1. _____

2. _____

1. _____

2. _____

BRIEF SUMMARY OF AGREED TERMS & CONDITIONS

Bidder M/s .

Offer Ref .

This Questionnaire duly filled in should be returned along with Un-priced Bid.
 Clauses confirmed hereunder should not be repeated in the Bid.

Sl. No.	Description	Bidder's Confirmation
1	It is noted that deviations to Terms & Conditions shall lead to Rejection of offer, as specified in the Bid Document.	
2	Confirm Bid has been submitted as per Instructions to Bidders in bid document.	
3	Confirm that the offer shall remain valid for acceptance up to 3 (Three) months from Final Bid Due Date /Date of Opening of Bids	
4	Confirmed that the documents submitted are true and genuine and in case of any discrepancy noticed or observed at any stage, bidder shall be personally responsible for the damages or loss to BCPL	
5	Confirmed that PF registration certificate shall be provided before commencement of work (if awarded).	
6	Confirmed that Power of Attorney in favour of person who has signed the offer is submitted	
7	Confirmed that the contents of the Tender Document have not been modified or altered. In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by us shall be liable for rejection.	
8	Confirmation towards submission of EMD/Bid Bond of requisite value & its details.	
	a Bid Security No. & Date	
	b Value & validity	
	c Name & address of Bank Issuing Bid Security	
9	Provide PAN number.	
10	Provide Service Tax Registration number.(In case the vendor does not have Service tax registration No on due date of opening, it should submit an undertaking that Service tax Registration Number will be provided within 15 days of Receipt of LOI/LOA)	
11	Provide VAT Registration No	
12	Confirmation towards submission of duly filled, signed and stamped copy of complete tender documents (ITB, SCC, SCOPE OF WORK, GCC and all Annexure & Forms).	
13	Confirmation towards submission of duly signed & stamped	

		copy of blank SOR (Schedule of Rates) showing that rate is quoted in same format.	
14		Confirmation towards submission of duly signed and stamped copy of No Deviation Confirmation as per F-6	
15		Confirmation of compliance to tender terms & condition without any deviation such as Scope of work, Specification, contract period & time of job completion, Terms of Payment, PRS/compensation for delay, PBG/ security deposit, Arbitration, Force Majeure, Guarantee of work, applicable laws, etc.	
16		Confirmed that all terms and conditions of the tender are acceptable in totality	
17		Confirm that the prices are quoted as per clause 13.0 of ITB.	
18		Bidder's name and address	
19		Confirm acceptance of Price Reduction Schedule (PRS)/Demurrage / Penalty for delay & Penalty clause as specified in the Bid Document.	
20		Confirm acceptance of Terms of Payment as specified in the Bid Document.	
21		Confirm quoted prices will remain firm and fixed till complete execution of the order. Fax of Intent shall be placed within offer validity as 'Notification of Award of Contract'.	
22		Confirm acceptance in totality of the Terms & Conditions contained in:	
	I	Instructions to Bidders	
	ii	General Conditions of Contract (GCC)	
	Iii	Special Conditions of Contract (SCC)	
	Iv	Scope of Work	
	v	All other commercial documents/attachments of Bid Document	
23		Confirm towards submission of FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER at Annexure-A	Not applicable in this tender
24		Indicate Name & Contact E-Mail/ Telephone/Mobile/Fax No. Of person(s) to whom queries, if any, are to be addressed against your bid	

BIDDER CONFIRMS THAT IN CASE OF CONFLICTING VERSION OF VARIOUS TERMS & CONDITIONS AT DIFFERENT PLACES, THE CONFIRMATION FURNISHED AS ABOVE SHALL BE CONSIDERED OVERRIDING AND FINAL AND ANY OTHER DEVIATION INDICATED ELSEWHERE SHALL BE TREATED AS REDUNDANT.

Signature _

Name-----

Designation _

Tel No.

E-mail -----

Fax No-. -----

Office St-am-p -----

ANNEXURE-I

CHECK LIST FOR THE DOCUMENTS AS PER BEC TO BE SUBMITTED ALONG WITH THE TECHNICAL BID.

SL NO.	DESCRIPTION OF DOCUMENTS TO BE SUBMITTED	DOCUMENT SUBMITTED		Please indicate Page No
		YES	NO	
1.	Have you enclosed the duly certified by Chartered Engineer and Notary Public and the Work Order and its completion certificate mentioning value of job completed as stipulated in BEC.			NA
2	Proof of annual turnover as per BEC. Duly Certified by Statutory Auditor of the audited accounts to be enclosed. Have you enclosed Annexure-I			NA
3	Earnest Money Deposit as per tender documents in the form of bank Guarantee/Demand Draft (DD)/Banker's Cheque/a letter of credit from any Nationalized/Scheduled Bank drawn in the favour of "BCPL." Payable at Dibrugarh.			
4	Have you enclosed Authority Letter/Power of Attorney for submission of Tender			
5	Have you enclosed No deviation form, duly filled signed & stamped.			
6	Have you enclosed complete tender duly signed & stamped.			
7	Have you enclosed Copy of PAN card			
8	Do you confirm that you will submit the cenvatable invoice if you get order.			
9	Have you submitted Corrigendum /Pre-bid queries			
10	Confirm if the following are submitted			
	Confirmation that the contents of the tender document bid document has not been modified or altered. In case it is found that the tender document has been modified /altered by bidder, the bid submitted by us shall be liable for rejection (In case of downloading from website).			
11	Confirm that the following document is submitted depending on bidder's nature of firm: 1. Copies of partnership deed(in case of partnership/LLP firm) 2. Affidavit or self-declaration on letter head (in case of Proprietorship firm) 3. Memorandum and Articles of Association & Certificate of Incorporation (in case of private/public limited company) 4. Certification from competent person on their letter head (in case of PSU/Govt. Department) 5. Documentary evidence towards MSME.			

SPECIAL CONDITIONS OF CONTRACT [SCC]**SCC: Part -A**

JOB: HIRING OF VEHICLE FOR BCPL NOIDA OFFICE FOR A PERIOD OF TWO YEARS AND EXTENDABLE TO A FURTHER PERIOD OF SIX MONTHS OR PART THEREOF ON THE SAME RATE AND TERMS AND CONDITIONS

TENDER NO: BCPL/DIB/C&P/SER/20140143/AS

1.0 GENERAL:

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

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

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

1.4 *The materials, design, and workmanship shall satisfy the relevant INDIAN STANDARDS, the JOB SPECIFICATIONS contained herein and CODES referred to. Where the job specification stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied.*

The intending bidder shall be deemed to have visited the site. Non-familiarity with site condition and unawareness of General Condition of Contract will not be considered a reason either for extra claim or for not carrying out work in strict conformity with drawings and specifications.

2.0 LOCATION:

Refer SCC-Part B of SECTION IIIB

3.0 SCOPE OF WORK:

The Scope of Work shall be as per Special Conditions of Contract (SCC) **Part-B**.

4.0 TIME OF COMPLETION / PERIOD OF CONTRACT:

The Time of Completion/Period of Contract shall be as per Special Conditions of Contract (SCC) **Part-B**. The work shall be executed strictly as per time Schedule given in Tender Document. The period of completion given includes the time required for mobilization as well as testing, rectifications, if any, re-testing and completion in all respects to the entire satisfaction of the Engineer-in-Charge.

5.0 TERMS OF PAYMENT:

The Scope of Work shall be as per Special Conditions of Contract (SCC) **Part-B of SECTION III**.

6.0 EARNEST MONEY:

The bidder must deposit the earnest money as given in the letter/notice inviting tenders failing which the tender is liable to be rejected. Earnest Money can be paid by way of Demand Draft drawn on any Scheduled/Nationalized Bank in favor of **"M/s. Brahmaputra Cracker & Polymer Limited" payable at DIBRUGARH, ASSAM.**

Alternatively, Earnest Money may also be submitted in the form of Bank Guarantee from any Nationalized/Schedule Bank of India. The Bank Guarantee so furnished by the bidder shall be in the proforma prescribed by the OWNER attached with the Tender document. No interest shall be paid by the OWNER on the Earnest Money deposited by the bidder. The Bank Guarantee furnished in lieu of Earnest Money shall be kept valid for a period of **(5) FIVE MONTHS** from the date of opening of tender.

BCPL will refund the Earnest Money of the unsuccessful bidders directly to the bidders within a reasonable period of time. Correspondence in this regard may be addressed to BCPL directly by the BIDDERS.

7.0 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, however, the contractor has to submit detail of their **Permanent Account No. (PAN)** before issue of such certificate. However, if the contractor has not been allotted PAN and has applied for the same to Income Tax department / the authorized agency nominated by Income Tax department, contractor shall submit the copy of application filed for allotment of PAN No. In absence of any of these documents, no TDS certificate shall be issued by BCPL.

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.

8.0 SERVICE TAX:

The Quoted rates should be inclusive of all taxes & duties applicable during the contract period except Service Tax and Education Cess thereon. Service Tax and Cess thereon shall be paid extra if applicable on submission of documentary evidence/invoice(s).

9.0 SECURITY DEPOSIT:

9.1 Security deposit @ 7.5% of Annualized Contract Value (7.5% of total contract value if the period is less than 1 year) has to be deposited within 10 (ten) days of receipt of LOA/LOI by the contractor. EMD deposited with the tender shall be adjusted towards security deposit/ISD provided it is deposited by Demand Draft/Bankers Cheque.

9.2 No interest shall be payable by the Company to the contractor for the amount of Security deposit.

9.3 Contractor can furnish the total security deposit amount through bank guarantee from any nationalized /Schedule bank in prescribed proforma which shall be valid for 90 days beyond completion of the job or expiry of Defect Liability Period whichever is applicable.

9.4.1 Security Deposit shall be refunded within 90 days after the completion of work or Defect Liability Period whichever is applicable.

10.0 TECHNICAL SPECIFICATION:

As enumerated in Special Conditions of Contract / Scope of Work / Attached Drawing / Details / Schedule of Rates

11.0 TESTS AND INSPECTION:

11.1 The Contractor shall carry out the various tests as enumerated in the technical specifications of this tender document and the technical documents that will be furnished to him during the performance of the work and no separate payment shall be made unless otherwise specified in schedule of rates.

11.2 All the tests either on the field or at outside laboratories concerning the execution of the work and supply of materials by the Contractor shall be carried out by Contractor at his own cost.

11.3 The Contractor shall provide for purposes of inspection access ladders, lighting and necessary instruments at his own cost for inspection work.

11.4 Any work not conforming to execution drawings, specifications or codes shall be rejected forthwith and the Contractor shall carryout the necessary rectification at his own cost.

11.5 All results of inspection and tests will be recorded in the inspection reports, Proforma of which will be approved by the Engineer-in-Charge. These reports shall form part of the completion documents.

11.6 For materials supplied by Owner, Contractor shall carryout the tests, if required by the Engineer-in-Charge, and the cost of such tests shall be reimbursed by the owner at actual to the Contractor on production of documentary evidence. Contractor shall inspect carefully all equipment before receiving them from Owner for installation purposes. Any damage or defect noticed shall be brought to the notice of Engineer-in-Charge.

11.7 Inspection and acceptance of work shall not relieve the Contractor from any of his responsibilities under this Contract.

12.0 MEASUREMENT OF WORK:

12.1 Measurement of works shall be made in the units mentioned in the Schedule of Rates as per details given in Technical/Standards specifications.

12.2 Wherever details are not available or inadequate in the execution drawings, physical measurements will be taken by the contractor in the presence of the representative of the Engineer-in-Charge. In such cases payment will be made on actual measurements.

13.0 DEFECT LIABILITY PERIOD:

The defect liability period shall be as per “**SCC-Part B**”

14.0 CONSTRUCTION EQUIPMENT AND SITE ORGANIZATION:

14.1 The Contractor shall without prejudice to his overall responsibility to execute and complete the work as per specifications and time schedule, progressively deploy adequate equipment and tools and

14.2 Tackles and augment the same as decided by the Engineer-in-Charge depending on the exigencies of the work so as to suit the work/construction schedule without any additional cost to owner. The bidder shall submit a list of construction equipment he proposes to deploy for the subject work along with deployment schedule. No Construction Equipment shall be supplied by the Owner.

14.3 Subject to the provisions in the tender document and without prejudice to Contractor's liabilities and responsibilities to provide adequate qualified and skilled personnel on the work, contractor shall deploy site organization and augment the same as decided by the Engineer-in-Charge depending on the exigencies of work, without any additional cost to owner. The bidder shall submit the details of minimum site organization proposed by him.

15.0 MOBILIZATION ADVANCE (M.A.):

No mobilization advance is payable for this work.

16.0 COMPENSATION FOR EXTENDED STAY:

No compensation for extended stay is payable to contractor.

17.0 ABNORMALLY HIGH RATED ITEMS (AHR ITEMS):

In items rate contract where the quoted rates for the items exceed 50% of the owners/estimated 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:

- a) Based on rates of machine and labor as available from the contract (which includes contractor's supervision, profit, overheads and other expenses).
- b) In case rates are not available in the contract, rates will be calculated based on prevailing market rates of machine, material and labor plus 10% to cover contractor's supervision profit, overhead & other expenses.

18.0 MISCELLANEOUS:

All obligations arising of labor deployment labor laws to meet the necessary statutory requirement would solely lie on the contractor. Contractor would be solely responsible for safety and security of manpower and materials.

19.0 SUBMISSION OF TENDER DOCUMENTS:

Over-writing should be avoided. Any overwriting or cutting should be signed by the bidder. All copies of tender documents along with drawings should be signed and submitted by the bidder.

20.0 SCHEDULE OF RATES:

20.1 The rates quoted by the bidder shall remain firm for any variation and will assume to be inclusive of all taxes & duties excluding Service Tax & Cess thereon.

20.2 No escalation of whatsoever nature shall be paid to the contractor for the entire Contract Period.

21.0 COMPENSATION FOR DELAY:

21.1 In case of delay in mobilization or in completion of work in all respects and to the full satisfaction of Engineer-In-Charge, the Engineer-In-Charge may at his discretion impose a penalty at the rate of 0.5% per week or part thereof limited to 5% of the contract value.

21.2 Alternatively, in case the Engineer-In-Charge feels that the progress of work is dissatisfactory and the work may be delayed beyond the scheduled or contractual completion date, he may at his discretion get the work done through other agency at the risk and cost of the contractor without prejudice to other rights available to owner under the contract. The decision of the Engineer-In-Charge shall be final and binding in this regard.

22.0 TERMINATION OF CONTRACT:

The Owner/ Engineer-in-Charge reserve the right to terminate the contract on giving 30 days notice without assigning any reason.

23.0 CONTRACT AGREEMENT:

If the work is awarded the contractor shall enter into an agreement with BCPL in the prescribed Performa within 10 days of the issue of LOA/LOI whichever is earlier. The agreement shall be executed on non-judicial stamp paper of RS. 100/- .The cost of stamp paper shall be borne by the contractor. The format of agreement can be obtained from the office of the Deputy General Manager(C&P), BCPL, DIBRUGARH, ASSAM.

24.0 SUPERVISION OF WORK:

Contractor or his authorized representative shall be available at site all times, during the progress of the work.

25.0 CLEARANCE OF SITE:

25.1 As a part of the contract the contractor shall completely remove all temporary/disposable materials, while execution of work at his own cost and initiative and dispose off the same as directed by Engineer-in-charge.

25.2 The works will not be considered as complete and taken over by the owner, until all the temporary works, labor and staff colonies etc. constructed are removed and the work site cleared to the satisfaction of the Engineer-in-charge, surplus materials and rubbish is cleared off the site completely and the work shall have been measured by the Engineer-in-charge whose measurement shall be binding and conclusive.

25.3 If the contractor fails to comply with the requirements of this clause on or before the date fixed for the completion of the work, the Engineer-in-charge may at the expenses of the contractor remove such, surplus materials and rubbish and disposal off the same as he thinks fit and clean off such dirt as aforesaid, and the contractor shall forthwith pay the amount of all expenses as incurred and shall have no claim in respect of any such surplus materials as aforesaid except for any sum actually realized by the sale thereof.

26.0 ADHERENCE TO SAFETY REGULATIONS:

Contractor shall ensure that all safety precautions required are observed at all times during the execution of the job.

27.0 NUISANCE:

The contractor or his representative shall not at any time cause any nuisance on the site or do anything which shall cause unnecessary disturbance to the owners or tenants or occupants or their properties near the site and to the public generally.

28.0 OWNER NOT BOUND BY PERSONAL REPRESENTATION:

The contractor shall not be entitled to any increases on the schedule of rates or any other right or claim whatsoever by reason of any representation, explanation statement or alleged representation explanation statement or alleged representation, promise or guarantees given or called to have been given to him by any person.

29.0 CARE OF WORKS:

From the commencement to completion of the work, the contractor shall take full responsibility for the care for all works including all temporary works any in case any damages, loss or injury shall happen to the work or to a part thereof or to any temporary works from any reason.

30.0 DEFENCE OF SUITS:

If any action in court is brought against the owner or an officer or agent of the owner, for the failure, omission or neglect on the part of the contractor to perform any acts, matters, convenient or things under the contract or damage or injury caused by the alleged omission or negligence on the part of the contractor, his agents, representative or his subcontractors or in connection with any claim based on lawful demand of sub-contractor, shall in such cases indemnify and keep the owner and/or their representatives harmless from all lesson, damages, expenses or decrease arising out of such action.

31.0 ARBITRATION CLAUSE:

31.1 All disputes or differences, whatsoever, arising between the parties hereto pertaining to any part of the contract including its execution or concerning the WORKS or maintenance thereof this CONTRACT or to the rights or to liabilities of the parties or arising out or in relation thereto whether during or after completion of the CONTRACT or whether before or after determination, foreclosure or breach of the CONTRACT (other than those in respect of which the decision of any person is by the CONTRACT expressed to be final and binding) shall after written notice by either party to the CONTRACT be referred for adjudication to a sole arbitrator to be appointed by BCPL as hereinafter provided.

31.2 For the purpose of appointing the Sole Arbitrator referred to above, the Appointing Authority will send within thirty days of receipt of the notice, to the CONTRACTOR a panel of three names which are not connected with the work in question.

31.3 The CONTRACTOR shall on receipt of the names as aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his names to the Appointing Authority within thirty days of receipt of names. The Appointing Authority shall thereupon without any delay appoint the said person as the sole arbitrator. If the CONTRACTOR fails to communicate his choice for appointment of an Arbitrator, the Appointing Authority shall do it on expiry of 30 days.

31.4 If the Arbitrator so appointed is unable to or unwilling to act or resigns or vacates his office due to any reason whatsoever, another sole Arbitrator shall be appointed as aforesaid.

31.5 The WORK under the CONTRACT shall however, continue during the Arbitration proceedings and no payment due or payable to the CONTRACTOR shall be withheld on account of such proceedings.

31.6 The venue of arbitration shall be Guwahati.

31.7 The award of the Arbitrator shall be final and binding on both the parties.

31.8 Subject to aforesaid the provisions of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitration proceeding under this clause.

32.0 JURISDICTION:

The CONTRACT shall be governed by and constructed according to the laws in force in INDIA. The CONTRACTOR hereby submits to the jurisdiction of the Courts situated at GUWAHATI for the purpose of disputes, actions and proceedings arising out of the CONTRACT.

33.0 SUMMARY TERMINATION OF CONTRACT DUE TO SUBMISSION OF FALSE DOCUMENT:

33.1 Bidders are required to furnish the complete and correct information/documents required for evaluation of their bids. If the information/documents forming basis of evaluation is found to be false/forged, the same shall be considered adequate ground for rejection of the Bids and forfeiture of Earnest Money Deposit.

33.2 In case, the information/document furnished by the contractor forming basis of evaluation of his bid is found to be false/forged after the award of the contract, BCPL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such contractor without any prejudice to other rights available to BCPL under the contract such as forfeiture of Security Deposit, withholding of payments etc.

33.3 In case the issue of submission of false document comes to the notice after execution of the work, BCPL shall have full right to forfeit any amount due to the contractor along with forfeiture of Security Deposit furnished by the contractor.

33.4 Further, such contractor/bidder shall be blacklisted for future business with BCPL.

34.0 SUBMISSION OF ATTESTED COPIES OF CERTIFICATES/DOCUMENTARY EVIDENCES

34.1 Further, the bidders are required to furnish the attested copy (ies) of Power of Attorney/Partnership Deed.

34.2 Bidders are required to furnish the attested copy (ies) of documentary evidence in support of meeting the Bidder's Eligibility Criteria.

34.3 Non-submission of the attested copies of the certificates/documents will render they bid non-responsive and liable for rejection.

35.0 SUB LETTING OF WORK:

No contractor shall sub let or assign any work in part or whole to any firm, individual, partnership firm, Pvt. Ltd., Company, Proprietorship firm etc without the prior written permission of BCPL. In case the contractor sub lets or assigns the contract in part or whole without the prior written permission of BCPL and any claim referred by any firm / individual to BCPL stating that the main contractor has not paid his or their dues/ payments, in that circumstances, BCPL shall without assigning any reasons, withhold from the payments of contractor, the amount equivalent to the claim amount of sub contractor/ individual/ vendor (s) etc. The same shall be released to the contractor after contractor and labour/ supplier/ sub contractor jointly submits a joint written settlement to BCPL.

36.0 AFFIDAVIT:

The bidder shall submit an affidavit duly notarized to the effect “that the document submitted by him are true and genuine and in case of any discrepancy noticed or observed at any stage the bidder shall be personally responsible not only for the damages or loss to BCPL, but also for criminal proceedings under the relevant laws.

37. Other Guidelines for adherence to various labour legislations towards the contract

- A) The Contractor shall have his own PF code no. with the RPFC as required under EPF Misc. Provisions Act, 1952.
- B) The Contractors shall periodically submit the proof of depositing PF contribution with RPFC.
- C) The Contractor is responsible for obtaining the labour license under the provisions of the Contract Labour (R&A) Act, 1970 from the Office of ALC (Central), Ministry of Labour, Govt. of India, Dibrugarh.
- D) The Contractor is liable to abide by all necessary licenses/permissions from the concerned authorities as provided under the various labour legislations.
- E) The Contractor shall discharge obligations as provided under various statutory enactment including the Employees Provident Fund and Miscellaneous Provisions Act, 1952, Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948, , the payment of Wages Act, 1936, the Workmen Compensation Act, 2010 and other relevant Acts, Rules and Regulations enforced from time to time.
- F) The Contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him latest by 7th day of the subsequent month.
- G) The Contractor shall be solely responsible and indemnify the BCPL against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him.
- H) The Contractor shall indemnify BCPL against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- I) The Contractor shall ensure regular and effective supervision and control of the personnel, if any, deployed by him and give suitable direction for undertaking the contractual obligations.
- J) The Contractor is required to maintain registers and records as required under different laws.
- K) The Contractor shall ensure to obtain Employees Compensation Insurance policy covering the risks of accident at the work place and injury sustained out of and in course of and out of employment in respect of personnel deployed by the contractor as per Workmen’s Compensation Act, 1923 and rules framed there under.
- L) The Vendor shall take care of the health insurance of all their employees and workmen deputed for this work.
- M) The party will deploy adequate number of qualified & experienced personnel to discharge the contractual obligations effectively.

COMPLIANCE TO STATUTORY AND LEGAL REGULATIONS.

1. The Contractor/contracting firm shall obtain comprehensive insurance policy (CAR 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.
2. 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 through Employee Compensation policy, insurance amount etc. to the person injured/ next kith and kin of the deceased. Contractor shall indemnify BCPL from all such liabilities.
3. 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.
4. 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.
5. 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.
6. The Contractor should get the police verification done; of the character and antecedents of workers/manpower to be deployed in the BCPL premises, from the place of present residence/domicile. In case, any worker is found having criminal record, he shall have to be replaced immediately without assigning any reasons.
7. The persons to be deployed should be on rolls of the Contractor/contracting firm.
8. 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.
9. 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 Engineer-In-Charge at the time of commencement of contract.
10. 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.
11. The Contractor shall be required to furnish proof/copies of forms/returns as per the check-list attached here to every month along with the monthly bills to the Engineer-In-Charge. The checklist is indicative for monthly bills only and the other forms/returns as required under various acts shall be required to be filed/maintained by the Contractor himself regularly.
12. The Contractor(s) are required to submit copies of Electronic Challan cum Return (ECR)/Electronic challan along with online uploaded list of contract workers/members/subscribers for the proof of remittance of Provident Fund (PF) contributions with PF Authorities for the contract workers engaged by him in BCPL while submitting monthly bills.
13. No contract worker/manpower/labour below the age of 18 years shall be deployed on work at BCPL site.
14. While conforming to any of these conditions, the contractor should ensure that no law of state regarding labour, 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 and regulations of center/state/local statutory authorities.

15. The Contractor and the manpower/workers deployed by him, have to strictly comply and adhere to the fire prevention/protection, safety rules, regulations and policies of BCPL in force from time to time.
16. No accommodation will be provided to the Contractor/contracting firm by BCPL.

SPECIAL CONDITIONS OF CONTRACT [SCC]**SCC: Part -B****1.0 GENERAL**

- 1.1 The special condition of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of Rates and any other documents forming part of contract, wherever the context so requires.
- 1.2 Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to override the provisions of the General Conditions of Contract and shall, to the extent of such repugnancy, or variations, prevail.
- 1.3 Wherever, it is mentioned in the specifications that the CONTRACTOR shall perform certain WORK or provide certain facilities, it is understood that the CONTRACTOR shall do so at his cost and the VALUE OF CONTRACT shall be deemed to have included cost of such performance and provisions, so mentioned.
- 1.4 The intending bidder shall be deemed to have visited the site. Non familiarity with site conditions and unawareness of General Condition of Contract will not be considered a reason wither for extra claim or for not carrying out work in strict conformity with specifications.
- 1.5 Bids of Joint Venture/ Consortium not acceptable.
- 1.6 The vehicle shall necessarily have TAXI PERMIT.
- 1.7 During the period of the contract, BCPL can increase/ decrease the number of vehicles on the same rates, terms and conditions as stipulated in the contract and same shall be obligatory and binding on the contractor to execute any such order.
- 1.8 The award of contract to the successful bidder(s) will not entitle him the exclusive right to supply the entire requirement of hired vehicle(s). BCPL reserves the right to use its own vehicle(s) and equipment at its own convenience and discretion for the works during the period of the contract, and also reserves the right to conclude parallel contract(s) at the same time, including splitting of the present work amongst the bidder(s) as per BCPL's decision which cannot be challenged by the bidder(s), under any circumstances.
- 1.9 No subletting of this contract shall be allowed without permission from Owner.
- 1.10 Once a hired vehicle and its documents have been approved for the services of BCPL that hired vehicle shall not be changed normally during the period of contract except for its being defective in which case another hired vehicle of equivalent or higher specifications/ model shall be provided by the contractor. The replaced vehicle will be accepted only if it has all valid documents for which the decision of the Engineer/ Officer-in-Charge/ Authorized Representative of BCPL to whom vehicle is reporting for duty shall be final. BCPL may also accept the request of the contractor to provide equivalent vehicle in place of specified brand indicated in SOR (Schedule of Rates), within same cost segment to be operated at the same monthly rate.
- 1.11 The decision with regard to acceptance or rejection of any hired vehicle(s) offered by the contractor shall remain with BCPL and the same shall be final and binding upon the contractor.

2.0 **GENERAL DEFINITIONS:**

2.1 "BCPL" means BRAHMAPUTRA CRACKER AND POLYMER LIMITED, NOIDA.

2.2 **Vehicle Definitions**

2.2.1 "**Scorpio**" means hard top contract carriage of a light passenger motor vehicle to be used in rough and rugged cross country use fitted with all necessary fittings and accessories, along with valid registration permit and insurance document and driver.

2.2.2 "**Innova**" means hard top contract carriage of a light passenger motor vehicle to be used in rough and rugged cross country use fitted with all necessary fittings and accessories, along with valid registration permit and insurance document and driver.

2.2.3 "**Xylo**" means hard top contract carriage of a light passenger motor vehicle to be used in rough and rugged cross country use fitted with all necessary fittings and accessories, along with valid registration permit and insurance document and driver.

2.2.4 "**Wagon R**" means hard top contract carriage of a light passenger motor vehicle fitted with all necessary fittings and accessories, along with valid registration, Taxi permit and insurance document and driver.

2.2.5 "**Hyundai i-10**" means hard top contract carriage of a light passenger motor vehicle fitted with all necessary fittings and accessories, along with valid registration, Taxi permit and insurance document and driver.

2.2.6 "**Maruti Swift**" means hard top contract carriage of a light passenger motor vehicle fitted with all necessary fittings and accessories, along with valid registration, Taxi permit and insurance document and driver.

2.2.7 "**Tata Indica Vista**" means contract carriage of a light passenger motor vehicle fitted with all necessary fittings and accessories, along with valid registration TAXI permit and insurance document and driver.

2.3 All passenger vehicles shall be with AC in operation.

2.4 "**CALL BASIS VEHICLE**" means vehicles deployed as per requirement & model.

2.5 "**CONTRACTOR**" means any proprietorship/ partnership firm or company to whom the contract is awarded for deployment of contract carriage vehicles on hire to BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

2.6 "**SCHEDULE OF RATES**" rates to be filled attached to these contracts

2.7 "**MONTH**" means a complete calendar month of the year.

2.8 "**DAY**" means day starting from 0000 hrs to 2400 hrs.

2.9 "**HOURLY**" means an hour of sixty minutes. For the purpose of hire charges and penalty charges, fraction of an hour up to 30 minutes will not be taken into account and more than 30 minutes will be treated as full one hour.

2.10 "**AREA OF OPERATION OF HIRED VEHICLES**" means the areas/places connected with activities of Brahmaputra Cracker & Polymer Limited defined in Scope of work OR any other place at the sole discretion of BRAHMAPUTRA CRACKER AND POLYMER LIMITED, depending upon requirements to meet the objective of the contract.

2.11 "**DISTANCE**" means the distance by the shortest approachable route unless otherwise specified.

2.12 **“CHARGES”** means the charges (normal duty hours) of Vehicles per month with prescribed kilometers.

2.13 **“PRO-RATA HOUR RATE”** means a rate arrived at by the following formula

$$\text{For 24 hrs duty} = \frac{\text{Monthly charges}}{30 \times 24 \text{ hrs}}$$

$$\text{For 12 hrs duty} = \frac{\text{Monthly charges}}{30 \times 12 \text{ hrs}}$$

2.14 **“REPORTING PLACE OF VEHICLES”** means any operational site of Brahmaputra Cracker & Polymer Limited where a Vehicle shall normally report for duty. The normal Reporting place of Vehicles shall be as designated in the scope of work and actual location at the place of reporting will be intimated after placement of work order depending on the requirement and may be changed at any time during the currency of contract, if such requirement arises.

2.15 **“NIGHT HALT”** means overnight stay of Vehicles at any place/ in any area beyond its designated reporting place/ places in the interest of BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

2.16 **“SUITABLE SUBSTITUTE”** means similar Vehicle of equivalent or higher model not earlier than Year of Manufacture specified in Scope of Work for respective vehicle subject to acceptance by EIC. However Penalty shall be deducted as per clause No.-22.

2.17 **“THE CONTRACT”** means the formal contract executed between Brahmaputra Cracker and Polymer Limited and the contractor as a result of the subject Tender. The specific instructions issued from time to time by Engineer-in-charge or by his authorized representative and all documents taken together shall be deemed to form contract and shall be complimentary to one another.

2.18 **“SEATING CAPACITY”** means the number of passengers the Vehicles can carry including the driver.

3.0 PERIOD OF CONTRACT:

3.1 The contract will be valid initially for a period of vehicles months/ period mentioned in the SOR, commencing within one month from the date of Fax of Acceptance or from the dates of deployment of vehicles whichever is earlier. The vehicles will be deployed in a phased manner as conveyed by BCPL/ EIC from time to time depending on the work requirement. Thus individual vehicles or a “category” of vehicles will have a contract period of the vehicles months from the date of deployment with the provision of time extension for further 6 (six) months at the sole discretion of BCPL at the same rate, terms and condition. The rates will remain firm during the tenure of the said contract including the time extension.

3.2 Vehicles are to be provided initially within 15 days, from the date of intimation by EIC. The order will be placed for intended number & type of vehicles after evaluation of bidder, however the placement of the specific type of vehicles will be based on work requirement and Contractor has to place the vehicles within 15 days from date of intimation from Brahmaputra Cracker & Polymer Limited during contract duration.

3.3 In case, contractor fails to place the prescribed vehicle within 15 days from the date of intimation by EIC, for supply of specific vehicle for any compelling circumstance whatsoever, the agency may

place other “substitute vehicle” initially for the following period, for which penalty shall be imposed & as shown here in under:-

DELAY PERIOD

PER DAY/PER VEHICLE

Beyond 16th till 30th day

Rs. 1000/- per day/ vehicle

3.4 If the vehicle is not placed even after 30th day from the date of information by EIC, then the contract may be cancelled without prejudice to Brahmaputra Cracker & Polymer Limited’s right to forfeit the Earnest Money Deposit/ Security Deposit and other rights available under the contract.

3.5 The contract normally stands terminated after the expiry of the period of the contract. However, Brahmaputra Cracker and Polymer Limited reserves its right to terminate the contract at anytime by giving 30 days notice in writing without assigning any reasons thereof. The contractor shall not be entitled for any compensation thereof and shall not be allowed to move for arbitration for any such termination.

4.0 SCOPE OF CONTRACT:

The scope of contract shall be as detailed in Scope of Work under Section IV of bid document.

5.0 OPERATIONAL NORMS & CONDITIONS

5.1 The Vehicles are required to go to Brahmaputra Cracker and Polymer Limited sites/ Outstations without notice and may be required to stay overnight also at site / Outstations. The vehicles shall be reporting to the camp offices as defined in the scope however night halt for the places other than the mentioned in the scope of work shall be considered as out station duties for payment purpose.

5.2 The contractor shall be required to deploy the Vehicles confirming to the specifications with all-requisite factory fitted accessories, tools, and accessories including spare wheels and the other equipment as per the M.V. Act / rules in force.

5.3 The contractor shall maintain the Vehicles in absolute good working condition. If any Vehicle develops defects while on duty the contractor shall immediately replace it by a suitable substitute within a period of two hours or arrange satisfactory repairs. In case of failure of the contractor to repair the Vehicles or to provide the substitute vehicle, payment for the day(s) will be regulated as per the liquidated damages clause and also the contractor shall have to bear the difference of the cost incurred in the alternative arrangement made by Brahmaputra Cracker and Polymer Limited if any, whichever is higher. The decision of Brahmaputra Cracker and Polymer Limited shall be final and binding on the contractor. Brahmaputra Cracker and Polymer Limited need not show the proof of having incurred additional expenditure. The vehicle’s upholstery, and the state of cleanliness shall be in presentable and have good quality. If found otherwise while in Brahmaputra Cracker and Polymer Limited duty, such Vehicles may not be taken on duty and will attract recovery as per clause no. 22 of SCC of the tender.

5.4 The contractor is to daily provide Vehicles for the duty with tank full with fuel and sufficient money as per the notified requirement for long distances/ outstation duties. In case sufficient fuel is not available in the Vehicles tank, the Kms run and the time consumed by vehicle for refueling shall be on the contractor’s account and absence shall attract recovery as per clause no. 22 of SCC.

5.5 In case the hired vehicle(s) is totally damaged due to an accident, the Contractor will provide alternate vehicle(s) of similar/ matching type within “seventy two [72] hour” from the occurrence of the accident. In case of non-compliance, penalty “@Rs. 1,000.00 per day for each no. of vehicle” will be imposed on Contractor. Further, the Contractor will provide the vehicle(s) of similar specifications on his risk and cost within “30 [thirty] days” from the date of accident, failing which the Contract shall be terminated/cancelled.

- 5.6 The contractor shall ensure that the vehicle(s) are kept clean – “two [02] sets of cotton seat-covers” should be available and upholstery of the vehicles duly washed / dry-cleaned and changed at least once in a month’.
- 5.7 Drivers of the Vehicles normally should not be changed during currency of contract. The contractor shall ensure that the driver(s) provided on vehicles is /are well dressed, smart in turnout and is/are disciplined, courteous and behave properly with the Brahmaputra Cracker and Polymer Limited’s personnel. The contractor shall withdraw such driver from the Brahmaputra Cracker and Polymer Limited’s duties, who do not behave in a proper/ disciplined manner or who resumes work under the influence of liquor etc. Brahmaputra Cracker and Polymer Limited’s decision in this regard shall be final and binding on the contractor. In case of failure of the contractor to withdraw such driver(s) from Brahmaputra Cracker and Polymer Limited’s duty on complaint, the Vehicles shall not be accepted for duty and penalty shall be applicable as per clause no. 22 of SCC of the tender.
- 5.8 Contractor shall provide a pair of uniforms of ‘light grey color’, stitched in standard uniform pattern & shoes to every driver provided with the vehicle(s). In case, the driver is not presenting himself for duty in proper uniform, penalty “@Rs. 200.00 per such occasion” will be imposed on Contractor. Decision of “EIC” will be final & binding on the contractor in this regard.
- 5.9 In case of air conditioned vehicles, a penalty @Rs. 500.00 per day per vehicle shall be levied, if the AC is not working.
- 5.10 The Contractor shall have to make his own arrangements for the stay of his staff including night-halt etc. at his own risk and cost and also for repairs and fueling etc. of the hired vehicle(s) as per requirement. However, BCPL shall pay “night- halt charges as mentioned in clause no. 14.1” in case vehicle(s) are deputed for outstation duty’ and required to stay overnight.
- 5.11 The contractor will be required to supply vehicles only confirming to the specifications of the tender as and when ordered to do so by Brahmaputra Cracker and Polymer Limited during the continuation of the contract in exception circumstances Brahmaputra Cracker and Polymer Limited may however, accept a suitable substitute vehicle other than those as specified in the tender subject to imposing the penalty as specified in clause no. 22 of SCC of the tender. The vehicle once deployed and accepted shall not be changed in normal circumstances except for maintenance etc.
- 5.12 In case any Vehicles is withdrawn from duty by the contractor or if he fails to provide a substitute or provide a Vehicle which is not in acceptable condition, no payment shall be made to the contractor for that day against the Vehicle and imposing the penalty as specified in clause no. 22 of SCC of the tender which shall be recovered from the bill(s) of the contractor without any notice.
- 5.13 The driver/contractor shall not carry any unauthorized passenger in the Vehicles on duty hours. In case the same is detected, no payment of standing charges shall be admissible. In case the contractor/ Driver ignore the instructions of Brahmaputra Cracker and Polymer Limited in this regard then the contract is liable to be terminated with immediate effect.
- 5.14 The vehicles on duty are subject to surprise checks by the Officer of the Brahmaputra Cracker and Polymer Limited for carrying any unauthorized passenger or any conduct prejudicial to the interest or image of the Brahmaputra Cracker and Polymer Limited. This inspection will also be applicable to any breakdown/ maintenance/ substitute provided by the contractor. In case of any default being detected action shall be taken as per the provisions of contract including de-hire.
- 5.15 The contractor shall display a mark “ON BRAHMAPUTRA CRACKER AND POLYMER LIMITED DUTY” on all vehicles at his cost for making the vehicle conspicuously distinguishable from a distance.
The contractor shall not display the advertisement of his agency and other agency also on the vehicle hired by BCPL.

- 5.16 Before and after the duty hours of BRAHMAPUTRA CRACKER AND POLYMER LIMITED and on holidays, the vehicles deployed for BRAHMAPUTRA CRACKER AND POLYMER LIMITED's duty should not be used for other than BRAHMAPUTRA CRACKER AND POLYMER LIMITED's duty.
- 5.17 The contractor directly and through his employees shall perform all works herein contemplated under this contract. In the performance of the work, contract is independent with the authority to contract and direct the performance of the work, as BRAHMAPUTRA CRACKER AND POLYMER LIMITED being interested only in the results. However, the work contemplated herein shall meet the approval of the BRAHMAPUTRA CRACKER AND POLYMER LIMITED and be subjected to the general rights or direction and inspection with reference to the results to be obtained and to secure the satisfactory performance thereof. Neither contractor's employees nor employees of its sub-contractors shall be considered employees of the BRAHMAPUTRA CRACKER AND POLYMER LIMITED.
- 5.18 The Speedometer, Kilometer Recorder and other instruments/ meter(s) must be maintained at a high standard of accuracy. Any defect noticed by BRAHMAPUTRA CRACKER AND POLYMER LIMITED, or his authorized representatives shall be rectified forthwith by the contractor. Until such rectification, the kilometer-age for such distance/ places as verified and certified by the Officer/ Staff travelling in the vehicle shall be final and binding to the contractor for the purpose of billing, etc.
- 5.19 The contractor must keep "Standby" arrangements to keep his vehicle(s) in operational fitness and attend to any breakdown services en-route. If the contractor fails to discharge the duties satisfactorily under the contract. BRAHMAPUTRA CRACKER AND POLYMER LIMITED reserves the right to cancel/ terminate the contract at any time by giving appropriate notice as per terms and conditions of contract.
- 5.20 All vehicles reporting should be under the control of contractor after duty hours decided based on work requirement and he shall be responsible to provide the vehicle immediately when called for after duty hours.
- 5.21 The contractor shall have an office with telephone facility and one supervisor to coordinate the movement of Vehicles. The supervisor or the responsible representative of the contractor shall have to make regular visits to BRAHMAPUTRA CRACKER AND POLYMER LIMITED Offices & any other BRAHMAPUTRA CRACKER AND POLYMER LIMITED office/ site as specified from time to time during currency of the contract, as and when required for effective coordination of the work. The contractor should intimate his contact telephone numbers & permanent address for communication/ correspondence in writing along with his offer for correspondence in regard of this contract. Any change in permanent address by either party shall be intimated at least 15 days before such change. The driver should also have mobile phone in working condition. A printed slip/ card indicating the vehicle registration no., name of the driver and his mobile no. should be handed over to the commuter immediately while boarding the vehicle.
- 5.22 Regular Vehicle shall be given one day in a month for maintenance to keep the vehicle in good running condition. However contractor has to provide suitable substitute vehicle as a replacement during maintenance period. In case of failure, penalty would be made as per clause no. 22 of SCC of the tender.
- 5.23 In case of arranged Vehicles hired from other sources by contractor and deployed for BRAHMAPUTRA CRACKER AND POLYMER LIMITED's duty, an undertaking on stamp paper of requisite value is required to be submitted from concerned party indicating his willingness and that he will not make any claim whatsoever to the BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

5.24 A) The Contractor should produce necessary ESIC Code before commencement of work or workmen who are not covered under ESI Act, the Contractor should take appropriate Workmen Compensation Insurance Policy and submit a copy of the same to BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

B) Contractor should produce necessary EPF Code before commencement of Work.

5.25 The Contractor is responsible to obtain labor license if applicable under the provisions of Contract Labor (R&A) Act, 1970 from the office of ALC (Central), Ministry of Labor, Govt. of India for the respective States.

5.26 The Contractor is liable to abide by all necessary licenses / permissions from the concerned authorities as provided under the various labor legislations.

5.27 The contractor shall discharge, obligations as provided under various statutory enactment including the employees provident Fund and Miscellaneous Provisions Act, 1952, Contract Labor (R&A) Act, 1970, Minimum Wages ACT, 1948, payment of Wages Act 1936, Workman Compensation Act 1923 and other relevant acts, rules and regulations enforced from time to time.

5.28 Contractor shall also ensure to engage only those persons whose character/ antecedents have been got verified by him and give a certificate in this regard to BRAHMAPUTRA CRACKER AND POLYMER LIMITED. Contractor shall provide proper identification cards for his employees to be deputed by him for work, duly signed by the contractor or authorized person on behalf of contractor. Also the contractor should obtain entry passes from CISF/ BRAHMAPUTRA CRACKER AND POLYMER LIMITED Security agency through Engineer-in-Charge for his employees wherever required.

5.29 The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him latest by 7th day of the subsequent month. Contractor shall ensure payment of wages to the person employed and meet all statutory obligations of payment as per Minimum Wages Act 1948 and payment of wages Act 1936.

5.30 While conforming to any of these conditions, the contractor should ensure that no law of state regarding labor, welfare, conduct etc. is violated. The contractor shall indemnify BRAHMAPUTRA CRACKER AND POLYMER LIMITED for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.

5.31 All personnel undertaking the job proposed to be deployed by the contractor shall be medically examined and declared fit by qualified medical practitioner. It should be ensured that no personnel engaged by the contractor are suffering from communicable disease.

5.32 The Vehicles shall not leave the duty point for any purpose (including refueling) without the specific permission of the user.

5.33 In the event of the vehicle drivers asking any amount from the user of vehicle towards expenditure like diesel, consumables etc. BRAHMAPUTRA CRACKER AND POLYMER LIMITED will deduct double the amount from the contractor bills without any notice.

5.34 Contractor shall have no objection for mounting / installing of BRAHMAPUTRA CRACKER AND POLYMER LIMITED's Mobile Radio system by BRAHMAPUTRA CRACKER AND POLYMER LIMITED on the hired vehicles and the safety and security of the same shall rest solely with the party and on their representative (Driver).

5.35 THE DUTY HOURS AND KILOMETER RUN OF THE HIRED VEHICLES SHALL BE COUNTED FROM THE REPORTING TIME OF THE HIRED VEHICLE INITIALLY REPORTED FOR BRAHMAPUTRA CRACKER AND POLYMER LIMITED DUTY AT THE DESIGNATED PLACE IN

THE TOWN. NO HIRE CHARGES SHALL BE PAID TO CONTRACTOR FOR THE KILOMETER RUN FROM ITS PLACE OF PARKING TO THE REPORTING PLACE AND VICE VERSA. THE VEHICLES WILL BE REQUIRED TO REPORT FOR DUTY AT A PARTICULAR NOMINATED SITE/PLACE. IN CASE IT IS REQUIRED TO REPORT AT ANY OTHER PLACE DIRECTLY, KILOMETER RUN FROM THE NOMINATED SITE TO THE REPORTING SITE IS PAYABLE AND NO OTHER CHARGES SHALL BE PAID.

5.36 THE CONTRACTOR'S STAFF SHALL ABIDE BY THE EXISTING SECURITY AND SAFETY RULES/ REGULATIONS/ PRECAUTIONS AS PER INSTRUCTIONS GIVEN FROM TIME TO TIME. THE CONTRACTOR AND HIS EMPLOYEES MAY ALSO BE REQUIRED TO PLEDGE SECRECY AND NON- DIVULGENCE OF THE NATURE OF WORK OF BCPL THAT MAY PREJUDICE THE INTEREST OF BCPL.

5.37 BCPL shall not be responsible for any claim/compensation that may arise due to damages/injuries/pilferage to Contractor's vehicles/property/drivers, other staff, etc. under any circumstances while the hired vehicle(s) is engaged on BCPL's duty.

5.38 The contractor shall ensure that his drivers refrain from smoking or carrying any inflammable substances, etc. at the installations, camp stations, stores, yards, etc. while on duty with BCPL. The Contractor's employees shall ensure that they abide by usual and special rules regarding the safety and security measures while on duty with BCPL as per directions of the representative(s) of BCPL at the worksite.

5.39 Contractor(s)/ driver(s) shall arrange to park the vehicle(s) at a designated place at his risk & cost. However, the Contractor shall be liable to provide the hired vehicle(s) to the concerned user(s) within "one [01] hour" of intimation from BCPL.

5.40 THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE AND INDEMNITY THE BCPL AGAINST ALL CHARGES, DUES, CLAIM ETC. ARISING OUT OF THE DISPUTES RELATING TO THE DUES AND EMPLOYMENT OF PERSONNEL, IF ANY DEPLOYED BY HIM.

5.41 THE CONTRACTOR WILL HAVE TO PROVIDE SPARE WHEEL(S) IN GOOD CONDITION WITH THE VEHICLE(S) TO MEET ANY EVENTUAL BREAKDOWN EN-ROUTE REQUIRING MINOR REPAIRS DEVELOPED DURING JOURNEY.

5.42 THE CONTRACTOR SHALL INDEMNITY BCPL AGAINST ALL LOSSES OR DAMAGES, IF ANY, CAUSED TO IT ON ACCOUNT OF ACTS OF THE PERSONNEL, IF ANY, DEPLOYED BY HIM.

5.43 THE CONTRACTOR SHALL ENSURE REGULAR AND EFFECTIVE SUPERVISION AND CONTROLS OF THE PERSONNEL, IF ANY, DEPLOYED BY HIM AND GIVE SUITABLE DIRECTION FOR UNDERTAKING THE CONTRACTUAL OBLIGATIONS.

5.44 THE CONTRACTOR IS REQUIRED TO MAINTAIN REGISTERS AND RECORDS AS REQUIRED UNDER DIFFERENT LAWS.

5.45 THE CONTRACTOR SHALL TAKE CARE OF THE HEALTH INSURANCE OF ALL THEIR EMPLOYEES AND WORKMEN DEPUTED FOR THIS WORK.

5.46 THE CONTRACTOR WILL DEPLOY ADEQUATE NUMBER OF QUALIFIED & EXPERIENCED PERSONNEL TO DISCHARGE THE CONTRACTUAL OBLIGATIONS EFFECTIVELY.

5.47 THE VEHICLE SHOULD BE PREFERABLY OF WHITE COLOR WITH GOOD QUALITY WHITE LINEN ON THE SEATS WHICH SHOULD BE WASHED EVERY WEEK.

5.48 THE VEHICLE SHOULD BE FITTED WITH GOOD QUALITY MUSIC SYSTEM, READING LIGHT, PERFUMED, NAPKIN, UMBRELLA AND FIRST-AID BOX SHOULD BE NECESSARILY KEPT IN THE CAR.

5.49 THE DRIVER SHOULD BE CONVERSANT WITH LOCAL LANGUAGE PREFERABLY HAVING KNOWLEDGE OF HINDI & ENGLISH. THE DRIVER SHOULD ALSO HAVE MOBILE PHONE IN WORKING CONDITION. A PRINTED SLIP/ CARD INDICATING THE VEHICLE REGISTRATION NO, NAME OF THE DRIVER AND HIS MOBILE NO. SHOULD BE HANDED OVER TO THE COMMUTER IMMEDIATELY WHILE BOARDING THE VEHICLE.

5.50 THE RATES QUOTED PER VEHICLE MONTH SHALL INCLUDE ALL CHARGES SUCH AS ROAD TOLL TAX, NIGHT HALT CHARGES ETC. IN THE STATES OF DELHI/ NCR, HARYANA, U.P. EXCEPT PARKING CHARGES AND DND TOLL TAX WHICH SHALL PAYABLE EXTRA AT ACTUAL AGAINST DOCUMENTARY EVIDENCE.

6.0 VEHICLE DOCUMENT:

The Vehicles should be fit in all respects for operations in accordance with Motor Vehicle Act, the rules and the existing laws are applicable from time to time. The Vehicle(s) must be equipped with valid documents i.e., Registration Book, Taxi Permit, Pollution Control Certificate, Insurance Certificate, Fitness Certificate(s), permits which include all permits for towing with taxes, fees levies paid up to date during the currency of the contract. This shall include Annual permits/ temporary road permits or parking fees etc., if any required during and for the duty with BRAHMAPUTRA CRACKER AND POLYMER LIMITED. The responsibility of any lapse in this regard shall be that of the contractors/ vehicle owners exclusively. BRAHMAPUTRA CRACKER AND POLYMER LIMITED its officers/ employees shall in no way be responsible for any lapse/ default of the vehicle owner/ contractor and BRAHMAPUTRA CRACKER AND POLYMER LIMITED, its officers/ employees shall be completely indemnified and kept harmless by the contractor against such default.

7.0 LABOUR LEGISLATION AND OTHER ENACTMENTS:

The Contractor shall strictly follow and abide by the rules and regulations of Motor Vehicles Act, Motor Vehicle Rules, Pollution Control Norms and other relevant Central/ State legislation's and orders, rules and regulation of Central/ State Government and other authorities. The contractor agrees to indemnify and hold BRAHMAPUTRA CRACKER AND POLYMER LIMITED and its employee's harmless for/ against any loss, expenditure and claims penalty etc., of whatsoever nature to the BRAHMAPUTRA CRACKER AND POLYMER LIMITED in this regard due to the non-fulfillment of the obligations and violation by the contractor.

7.1 Registration with Labour Commissioner: If necessary, the Contractor shall be required to register with Labour Authority of appropriate Government having jurisdiction as per "Contract Labour Rules 1971", or any other labour rules/ regulations/laws, applicable from time to time. This shall be required immediately after the acceptance of the Tender. The Contractor shall comply with all the applicable Labour Laws.

7.2 The contractor will be fully responsible for any and all disputes arising out of any Labour Act, Motor vehicles act, Income Tax Act, payment of Wages Act, Pollution Control Act, Mines Act, EPF Act, Industrial Disputes Act etc., and will settle the same at his own. It is the responsibility of the contractor to pay the driver/ any employee as per labour law/ Payment of Wages Act in force and in case of failure of any claims, contractor is personally responsible.

- 7.3 The contractor must indemnify the BRAHMAPUTRA CRACKER AND POLYMER LIMITED its employees against any liquidated damages incurred as the principal employer for any failure of contractor to honor the various Central/ State/ Local self-body laws/ enactment's in this respect.
- 7.4 The contractor will be required to observe and fulfill all the obligations under various enactments' applicable to the nature of job performed by the contractor under the contract.
- 7.5 The Contractor shall exclusively be liable for non-compliance of the provisions of any act, law, rule or regulation having bearing over engagement of workers, directly or indirectly for execution of the Contract. The Contractor shall undertake to indemnify BCPL against all actions, suits, proceedings, claims, losses, damages, etc. which may arise under "Minimum Wages Act", "Personnel Injury", "Company Insurance Act", "E.S.I. Act", "Fatal Accident Act", "Workmen Compensation Act", "Shops & Establishment Act", "Employees Provident Fund Act", "Family Pension & Deposit Linked Insurance Scheme" or any other act or statute not specifically mentioned herein but having any direct or indirect application for the persons engaged under this Contract. The Contractor agrees to and does hereby accept full & exclusive responsibility for compliance of all obligations imposed and further agrees to defend, indemnify and hold BCPL harmless from any liability/ penalty which may be imposed by the Central, State or local authority and also from all claims, suits or proceedings that may be brought out against BCPL arising under, growing out of or by reason of the work provided for by this Contract irrespective of the fact that whether it is brought by employees of the Contractor, by third parties or any Central Government, State Government or Local authority under any act or rule framed there under. The Contractor shall indemnify BCPL against all losses or damages caused to it on account of acts of the personnel deployed by him.

8.0 TAXES & DUTIES

The contractor shall pay all the taxes corporate tax, Income Tax, Sales Tax and any/or any other taxes levied by Central/State or any other authorities. However, BRAHMAPUTRA CRACKER AND POLYMER LIMITED will deduct standard recovery towards the Income Tax from monthly payments. In case Service Tax is applicable for the Tendered Work, The contractor shall provide cenvatable invoice as per rule 4 (A) of Service Tax Rules for claiming service tax. Contractor shall claim the Service Tax indicating rate of abatement/deduction allowed as per "Service Tax Rules" from the 1st Invoice itself. Contractor providing taxable service shall issue an Invoice, a Bill or as the case may be, a Challan which is signed, serially numbered, and shall contain the following:

- (a) Name, Address & Registration No. of such Person/ Contractor
- (b) Name & address of the Person/ Contractor receiving Taxable Service
- (c) Description, Classification & Value of Taxable Service provided
- (d) Service Tax Amount

Payment to Service Provider for claiming Service Tax amount will be made provide the above formalities are fulfilled. In case of statutory variation in service Tax during currency of the Contract, the Contractor shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the date of submission of Bid and on the date of revision. Claim for payment of service Tax / statutory variation in Service Tax, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential Service Tax, otherwise claim in respect of above shall not be entertained for payment of arrears.

9.0 VEHICLE INSPECTION (PERIODIC AND RENEWAL INSPECTION):

9.1 The acceptance of a Vehicle in the service of BRAHMAPURA CRACKER AND POLYMER LIMITED will be subject to the inspection of the vehicles documents and the documents of the driver, by an officer or board of officers of BRAHMAPUTRA CRACKER AND POLYMER LIMITED Such

inspection(s) will be carried out initially before the first acceptance of the vehicle and at an appropriate periodical or by surprise checks at the discretion of the BRAHMAPUTRA CRACKER AND POLYMER / ENGINEER-IN CHARGE. The decision with regards to the acceptance or rejection of the vehicle/equipment, offered by the contractor(s) shall remain with the BRAHMAPUTRA CRACKER AND POLYMER LIMITED its decision shall be final and binding on the contractor.

9.2 Any certificate obtained or produced by the contractor stating the condition of the vehicles offered/placed at the service of BRAHMAPUTRA CRACKER AND POLYMER LIMITED by any officer of Central or State Government Authority such as M.V.I. etc., as satisfactory shall not supersede the discretion of the BRAHMAPUTRA CRACKER AND POLYMER LIMITED on specifications regarding the Vehicles for its acceptability to the BRAHMAPUTRA CRACKER AND POLYMER LIMITED under this contract.

10.0 REQUIREMENT & ADDITIONAL PALECEMENT VEHICLES:

10.1 The present tentative requirement of vehicles for hiring for different sections shall be as per scope of work. Vehicle requirement may vary from time to time according to requirement of BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

10.2 During the currency of contract BRAHMAPUTRA CRACKER POLYMER LIMITED may increase / decrease the number of vehicles depending upon the requirement on the same rates, terms and conditions as stipulated in the contract and same shall be obligatory and binding on the contractor. BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall have right to take on hire Vehicles in phased manner also, depending on the requirement in case of decrease in number of vehicles a notice of 7 days shall be given for de-hiring. In case of increase of number of Vehicles, the contractor has to supply the vehicle within a period specified in Clause 3, above

11.0 LOG BOOK MAINTENANCE:

11.1 In case of not getting the log book filled-in correctly and properly or if there is any objection, the bill(s) may be returned for getting the objection(s) rectified. The logbook must be got filled filled-in from user on day-to-day basis.

11.2 Separate logbook for each month will require to be maintained for each vehicle. These shall be duly filled-up in all the columns and signed by the officer of the BRAHMAPUTRA CRACKER AND POLYMER LIMITED using the vehicle and the driver immediately on completion of the duty, daily with NAME AND DESIGNATION of the officer/officers and the name of the driver of the vehicle. All the bills will be verified on the basis of logbook of the vehicle incorporating any complaints separately received on the performance of the duty. If the name and designation on the user/officer is not clearly identified the payment for such journeys may not be admitted.

11.3 The responsibility of obtaining the daily KM runs properly entered in the logbook in all respects to tally the distance run and places visited shall be entirely of the contractor. The opening KM reading/closing KM reading shall be taken from the notified reporting place but not from the contractor garage/residence. The opening KM reading in logbook shall be filled immediately on report to duty. In case there is some difference, the excess difference will not be paid and bill(s) will be corrected accordingly and passed for payment.

12.0 ACCIDENTS / DAMAGES CLAIMS LIABILITIES:

12.1 In the event of any accident or damages while the vehicle(s) is on the duty of BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall be completely free from any liability of any nature connected with the accident/damage(s). The contractor himself will be fully and exclusively responsible for any damage to vehicle(s) or any personal injury to driver or any other person in the employment of the contractor, occupants of the vehicle(s) or any person(s) or damage to any property or person. This includes any third party claims. However, if the damage or loss is

incurred by BRAHMAPUTRA CRACKER AND POLYMER LIMITED or its employees as a result of any accident or any other reason involving the failure of the vehicle(s)/driver, the contractor shall reimburse on demand and without any demur the compensation/damages if any sustained by BRAHMAPUTRA CRACKER AND POLYMER LIMITED on this account.

- 12.2 The contractor will be solely responsible for any consequences under laws, arising out of any accident caused by the vehicle(s)/equipment to the property or personnel of BRAHMAPUTRA CRACKER AND POLYMER LIMITED the contractor shall also be responsible for any claim/compensation that arises due to damage/cause or injuries sustained by any third party/parties/including life permanent injuries etc., by his/their vehicle(s), in addition to damages/disabilities/death etc. the BRAHMAPUTRA CRACKER AND POLYMER LIMITED employees/property. The contractor shall reimburse on demand and without any demur the compensation/damages if any sustained by the BRAHMAPUTRA CRACKER AND POLYMER LIMITED on this account.
- 12.3 The contractor himself will be responsible for any damage to the vehicle(s) or any personal injury to driver or any other person in the employment of contract(s) while vehicle(s) equipment(s) are on BRAHMAPUTRA CRACKER AND POLYMER LIMITED Duty.
- 12.4 BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall not be responsible for any claim/compensation that arises due to damages/injuries/pilferage to the contractor's vehicles/property under any circumstances while the vehicle(s) equipment(s) were/are/is engaged for the BRAHMAPUTRA CRACKER AND POLYMER LIMITED duty by him.
- 12.5 It is the responsibility of the contractor to inform the user of the vehicle as well as the Head of Transport department the occurrence of any accident involving his/their vehicle (s) as early as possible to avoid any disruption of BRAHMAPUTRA CRACKER AND POLYMER LIMITED's operations, provide substitute vehicle and submit a detailed report to the head of transport section/ EIC within 24 hrs for the record of BRAHMAPUTRA CRACKER AND POLYMER LIMITED.
- 12.6 Absence of vehicle due to any accident shall not entitle the contractor for any exemptions from the liabilities of the contract whatsoever. Arrangement of the alternative/substitute is the responsibility of the contractor.

13.0 INSURANCE:

- 13.1 Hired vehicle (s) should be fully / comprehensively insured by the contractor, at his own cost covering all risk and liabilities including strike & riots.
- 13.2 All liabilities arising out of the accidents, disturbances to the vehicle(s) operations of the BRAHMAPUTRA CRACKER AND POLYMER LIMITED will rest upon the contractor.
- 13.3 The copies of documentation on respect of insurance shall be submitted to BRAHMAPUTRA CRACKER AND POLYMER LIMITED on the date of placement of vehicle and renewals made subsequently shall be submitted in time.
- 13.4 The agency shall provide insurance coverage to its staff including driver & Cleaner of vehicle at his own cost.

14.0 RATE:

- 14.1 BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall pay for the services of the Vehicles at the rates mentioned in Schedule of rates enclosed.
- 14.2 The rates, offered should include all expenses fuel, oil, lubricants, establishment, all expenses on drivers viz. , salary as per labour regulations (including toll taxes and parking fee, permits,

repairs and maintenance, including the provisioning of the breakdown/maintenance reserve taxi etc.), whatsoever required for the specific performance of this contract including service tax. No variation with respect to present and future tax will be given. Such expenses shall include expenses on Regional Transport Authority, Labour Authorities, and Government local and Municipal Authorities dues, comprehensive insurance, local services and any other expenses wherever or whatsoever necessary for the continuance/operation of such services.

14.3 RATES FOR ADDITIONAL RUN & NIGHT HALTS:

Rate for additional run beyond fixed Kms & out station night halt charges shall be FIRM for the vehicles on monthly/ regular basis and shall be paid extra as mentioned below:

- (i) **Vehicle : Innova AC**
- | | |
|------------------------------------|---------------------|
| Additional Run of Beyond Fixed Kms | : ` 11/- per Km. |
| Night Halt Charges | : ` 165/- per Night |
| Extra Hour | : ` 27.50 per Hour |

14.4 VEHICLES ON CALL BASIS (AS AND WHEN REQUIRED)

Rate for optional vehicles on call basis & station night halt charges required for Directors visit/ VIP visit shall be FIRM and shall be paid as mentioned below on garage to garage basis:

- (i) **Vehicle 1: Tata Indica Vista/Maruti Swift/Higher model**
 (Rate of 100Kms. Running) : ` 1100/-
 Per day per vehicle for 12 hrs.
 per day duty
 Additional Run of Beyond 100 Kms. : ` 7.70 per km.
 Night Halt Charges : ` 165/- per Night
- (ii) **Vehicle 2: Hundai Accent/ Swift Desire/Ford Icon/ Maruti SX4/Honda City/Higher model**
 (Rate for 100 Kms. Running) : ` 1,650/-
 Per day per vehicle for 12 hrs
 per day duty
 Additional Run of Beyond 100 Kms. : ` 11/- per km.
 Night Halt Charges : ` 165/- per Night
- (iii) **Vehicle 3**
Toyota Corolla/Scoda Lura/HondaCivik/ Honda Accord/Higher model
 (Rate of 100 Kms. Running) : ` 2200/-
 Per day per vehicle for 12 hrs.
 per day duty
 Additional Run of Beyond 100 Kms. : ` 16.50 per km.
 Night Halt Charges : ` 165/- per Night

The above items are optional and will be availed when the requirement of the same arises and shall be binding on contractor. Reporting place of optional vehicles will be Delhi/NCR. Vehicles hired on call basis shall report preferably 15 minutes prior to actual reporting time. If the vehicle(s) is/are reported late, the same will be treated as not reported and BCPL will make alternate arrangements at the risk and cost of the contractor.

The rate for above optional vehicles shall be firmed for entire duration of contract and no increase/decrease due to any reason will be considered.

15.0 ESCALATION / DE-ESCALATION:

- 15.1 The rates quoted are firm and will remain unchanged during currency of the contract, however BRAHMAPUTRA CRACKER AND POLYMER LIMITED will consider an increase/decrease in the Kilometer rates during the contractual period, in the event of increase/decrease in retail prices of fuel the following formula will be applicable:

$$\frac{R \times I}{N}$$

Where as R = Total K.M. run during the month
I = Increase/ decrease Price of fuel/ Per ltr. (Kg.for CNG)
N = Mileage of the vehicle (approx.) i.e.
N=15 for Tata Indica/Wagon R/ Hyundai i-10/Maruti Swift
N= 10 for Toyota Innova/Scorpio/Xylo (minimum 06+10 seater

The Mileage figure of vehicle(s) to be firmed up considering the model of vehicles, area of operation and local conditions etc. and should be indicated in the tender.

The escalation as worked out above will be applicable only if increase in price of diesel is beyond + (plus) or - (minus) 3% from the prevailing rate on the date of tender opening.

- 15.2 The above formula shall also be used for reduction in rate per km., in case the fuel price is reduced. Press Notification shall form the basis of prevailing fuel price. The escalation charges will be claimed in the subsequent month only from the date of rise of fuel price. However, this will not be applicable for increase of spare parts, lube oil etc.
- 15.3 No claim whatsoever will be considered for increasing the monthly charges of the vehicles during the period of agreement entered on the basis of this calculation.
- 15.4 Contractor shall submit the actual bills in original issued by Diesel/Petrol/CNG out lets and shall claim the escalation / de-escalation along with his regular bills.
- 15.5 The diesel /CNG rates prevailing at place of deployment as detailed in Scope of works will be taken as the basis for calculating escalation.

16.0 BILLING AND PAYMENT:

- 16.1 BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall not be liable to make any other payment except the agreed hiring charges. The rates offered should include all the expenses on drivers viz., salary as per labour regulations (including bonus, overtime etc.), uniform, taxes, parking charges, permit, repairs and maintenance of vehicles, including the provisioning break down/maintenance reserve vehicles etc. whatsoever required for the specific performance of this contract including service tax. All such expenses shall also include (but not restricted to) expenses on Regional Transport Authority, Labour Authorities and Government Local and Municipal Authorities dues, comprehensive or all risk covered insurance, local service and any other expenses wherever or whatever necessary for the continuance/operation of such services BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall not be liable to make any other payment except the agreed hire charges only.
- 16.2 The contractor shall submit bills duly certified by designated officers of BCPL in respect of the service (vehicle wise) rendered by him in duplicate on monthly basis to BRAHMAPUTRA CRACKER AND POLYMER LIMITED Dibrugarh and not in piece meal, in the prescribed proforma duly verified and certified by the user in the interest of BRAHMAPUTRA CRACKER AND POLYMER LIMITED's work. The bills shall show date wise services rendered as per the logbooks. The contractor is required to submit his bills within 15 days duly filled in all respect to the authorized person of BRAHMAPUTRA CRACKER AND POLYMER LIMITED, Dibrugarh

during currency of the contract. If the bills are not submitted within 15 days, no payment will be made for that period. The bill received duly completed with all certification will be paid within 15 days from the date of receipt of the bill by the concerned F&A. Office, if everything is found to be in order.

- 16.3 The contractor is required to submit his bills for vehicles hired on call basis within 07 days from the date of hiring, duly filled in all respect to the authorized person of BRAHMAPUTRA CRACKER AND POLYMER LIMITED, Dibrugarh during currency of the contract. If the bills are not submitted within 07 days, no payment will be made for that call basis hiring.
- 16.4 The contractor is required to submit e-banking account number with HDFC bank / ICICI bank / SBI within 7 days from date of award of work order. All payments will be made through e-banking only.
- 16.5 No claims whatsoever will be considered for increasing the charges during the period of agreement / extended period on basis of this tender.
- 16.6 Payment will be released for the correctly made bills normally within 15 working days from the date of submission of bills duly certified by EIC. BRAHMAPUTRA CRACKER AND POLYMER LIMITED will entertain no claim of interest for any delay on billed amount. Payments shall be released from BCPL Office, Dibrugarh.
- 16.7 BRAHMAPUTRA CRACKER AND POLYMER LIMITED reserves the right to recover from the bill(s) and security deposit of the contractor the amounts due to the BRAHMAPUTRA CRACKER AND POLYMER LIMITED against any penalty or as a result of any claim(s) compensation (s) or due to any statutory imposition etc., without prior notice. BRAHMAPUTRA CRACKER AND POLYMER LIMITED also reserves the right to withhold any payment to safeguard the interest of BRAHMAPUTRA CRACKER AND POLYMER LIMITED against any due(s) claim(s) etc. the decision of Officer-In-Charge / EIC in this regard shall be final and binding on the contractor.
- 16.8 No interest shall be payable on withheld amounts.
- 16.9 Recovery of Income Tax applicable as per Income Tax Act from the bills
- 16.10 Service tax if applicable should be inclusive in quoted rate and break-up of service tax to be indicated in SOR.

PAYING AUTHORITY:

Chief Manager (F&A)
Brahmaputra Cracker and Polymer Limited
Project Office, Main Fire Station Building
P.O. Lepetkata, Dibrugarh, Assam

17.0 SECURITY DEPOSIT / BANK GUARANTEE:

- 17.1 Within 15 days of the receipt of the notification of award / Fax of Intent from BCPL, the successful bidder shall furnish the contract performance security in accordance with Article 24 of General Conditions of The Contract in the form provided in the bidding documents. The Contract Performance Security shall be in 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. The contract performance security shall be for an amount equal to 7.5% of the Annualized value of the contract towards faithful performance of the contractual obligations and performance of equipment. This Bank Guarantee/DD/Letter of Credit 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 Nationalized Indian

bank, the bank must be a commercial bank having net worth in excess of ` 100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period as stated in Article-24 of General Conditions of The Contract.

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, in which event BCPL may award the order to the next lowest evaluated bidder or call for new bids.

- 17.2 The Security deposit/bank guarantee shall liable to be forfeited/invoked in case of termination of the contract by the BRAHMAPUTRA CRACKER AND POLYMER LIMITED.
- 17.3 BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall have right to recover from the security deposit/bank guarantee the balance amount, if any, which could not be recovered from the payments to the contractor under any of the clause of this contract.
- 17.4 The contractor shall be liable to pay further balance of recovery /claim if any, which could not be recovered from the payments to the contractor and/or from the security deposit/bank guarantee.
- 17.5 BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall pay no interest on the Earnest Money or Security Deposit or performance guarantee furnished by the contractor.
- 17.6 The Bank Guarantee is towards performance guarantee for satisfactory performance of contract. The Bank Guarantee should be valid for 3 months beyond the original contract period and extension (if any). In the absence of such validity payments of all dues to the contractor will be withheld. On production of performance guarantee Earnest Money Deposit will be released.
- 17.7 The security Deposit/bank guarantee, subject to recoveries, if any, shall be refunded to the contractor after the successful completion of this contract.
- 17.8 In case the contractor fails to carry out the job, as per the terms and conditions of the contract, the security deposit/bank guarantee is liable to be forfeited/invoked, without prejudice to any other right, which BRAHMAPUTRA CRACKER AND POLYMER LIMITED may have under this contract or otherwise.

18.0 TERMINATION:

BRAHMAPUTRA CRACKER AND POLYMER LIMITED may without prejudice to its rights against the contractor in respect of any delay or otherwise or any claims for damage, in respect of any breach of the terms of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise, by notice in writing absolutely terminate the contract with immediate effect in any of the following cases:

1. In the event of the contractor going into liquidation or winding up his business or making arrangement with his creditors, BRAHMAPUTRA CRACKER AND POLYMER LIMITED shall have the right to terminate the contract without prejudice to any other rights/remedies.
2. In event, if it is found that contract has been procured by submitting incorrect or incomplete statements by the contractor or by making any misrepresentation.
3. If in the opinion of BRAHMAPUTRA CRACKER AND POLYMER LIMITED, the contractor has delayed or suspended the execution of work, the facilities and Vehicles etc., offered by the contractor to be inadequate for effective completion of the job.

4. In the event of any breach of the terms and conditions of the contract by the contractor or if the contractor is found to be indulging in activity subversive to BRAHMAPUTRA CRACKER AND POLYMER LIMITED's interest or activity prejudicial to the interests of BRAHMAPUTRA CRACKER AND POLYMER LIMITED and for any other good or sufficient reasons.
5. Up to such termination of the contract the security Deposit/Bank Guarantee are liable to be forfeited / invoked to satisfy the outstanding claims of BRAHMAPUTRA CRACKER AND POLYMER LIMITED.

Notwithstanding anything contained above, BRAHMAPUTRA CRACKER AND POLYMER LIMITED may, as its sole discretion, terminate this contract by giving the contractor 30 days written notice to the effect, without assigning any reasons whatsoever. The contract shall be deemed to have expired on expiry of the original period of 24 months unless extended.

19.0 DEFECT LIABILITY PERIOD [DLP]: NOT APPLICABLE

20.0 FORCE MAJEURE

- 20.1 If at any time during the currency of this Contract, the performance in whole or in part by the either party or any obligation under this Contract shall be prevented or delayed by reasons of any possibility, act of public enemy civil commotion, sabotage, floods, explosions, epidemics, quarantine, strikes, lockouts or acts of God [hereinafter referred to as 'events'] then provided notice of the happening of any such event is given by either party to the other forthwith but not exceeding 'four [04] hours' from the time to occurrence thereof neither party shall by reason of such event be entitled to have claim for hire charges/compensation/damages against the other in respect of such non-performance and/or delay in performance during such period.
- 20.2 The vehicles are to be hired by the BCPL for carrying out its operations of urgent and immediate nature. If the operations are not carried out in time, all simultaneous operations are delayed and result in great loss to BCPL, "Price reduction Schedule [PRS]" shall be applicable in addition to other charges mentioned in Tender Document.

21.0 Penalty

- 21.1 In the event of failure or delay of the Contractor in placing the required hired vehicles at the disposal of BCPL or vehicle is not in acceptable condition for any reason whatsoever, BCPL shall have the option to exercise any of the following rights:
 - (i) To make suitable alternative arrangement of the hired vehicle at the sole risk & cost of the Contractor, and recover such extra cost & expenses either from the amount due to the Contractor or from his 'Security Deposit', etc. The cost and expenses under this Clause however shall not be limited to the outstanding amount or 'Security Deposit', etc. due to the Contractor and the Contractor will be liable to refund the entire cost to BCPL.
 - OR**
 - (ii) BCPL shall have the right to recover from the Contractor "@1.5 time of the pro rata rate per day" on monthly hire-charges of a particular vehicle. However, BCPL reserves the right to terminate the Contract, in case vehicle (s) hired, remains absent from duty 'continuously for five [05] days' or 'ten [10] cumulative day' in a period of 'one [01] year'.
- 21.2 Further, for any other violation of the provision of Contract, BCPL reserves the right to impose penalty "@ ` 500.00 per such incident".

21.3 While submitting the Offer, Bidder must note the 'Recovery(s) in the Event of Failure(s) by Contractor', enclosed as "Annexure-A" to this "Section-IV".

21.4 It is expected that the Bidders have apprised themselves of the service conditions under which the vehicles have to be used for BCPL.

22.0 RECOVERY (S) IN THE EVENT OF FAILURE (S) BY THE CONTRACTOR (S)

Sl No.	Clause no.[of "SCC"]	Particulars	Penalty
1	3.3	After the specified period of deployment of vehicle, as has been mentioned at Clause-3.3	Rs 1,000.00 per Day
2	5.3, 5.4, 5.7, 5.11, 5.12	Non fulfillment of conditions specified	Rs 1,000.00 per Day
3	5.5	Non deployment of alternate vehicle of similar/matching type within seventy two [72] hours from the occurrence of accident. In case Contractor does not provide another vehicle of similar specifications within thirty [30] days from the date of accident, the Contract will be liable for cancellation/termination.	Rs 1,000.00 per Day
4	5.6	In case cotton seat-covers are not clean / available and/or upholstery of vehicle is not washed / dry-cleaned / changed at least 'once in a month'.	Rs 200.00 per Incident
5	5.9	In case of air conditioned vehicles, if the AC is not working.	Rs 500.00 per day per vehicle
6	5.8	For each occasion of non-wearing uniform, including shoes by the drivers.	Rs 200.00 per Incident
7	5.22	Non-deployment of similar / matching type of vehicle when the deployed vehicle is taken away for routine-servicing / maintenance.	Rs 1000.00 per Day
8	21.4	For violation of any provision of Contract	Rs 500.00 per Incident

23.0 **BONUS FOR EARLY COMPLETION** - CLAUSE No.27.3 OF GCC IS NOT APPLICABLE FOR THIS TENDER

SCOPE OF WORK

Objective of the Contract

Brahmaputra Cracker & Polymer Limited is executing the Assam Gas Cracker Project at Lepetkata, Assam. The project coordination office is located at Noida which looks after all the project execution/coordination activities of the project.

BCPL Noida Office intends to take one no INNOVA AC (MINIMUM 06 +01 SEATER) on hire basis

The vehicles will be required for transportation of BCPL's and its authorized personnel. The contractor has to provide the vehicles on monthly hire basis as per following details for a period of 24 months. The vehicles shall be deployed for 12 hours duty on daily basis the monthly rent shall include free running of 2,500 Km per month. The vehicle shall be deployed in Delhi/NCR and shall be commercial registered for regular plan in U.P., Delhi, Haryana and shall necessarily have road permit to operate in these three states.

The Scope of Work includes but not limited to the following:

1. The contractor has to provide following vehicle on monthly hire basis as per following for a period of specified in bid document as per the deployment schedule given separately.

	Details of Vehicles	Requirement
i)	Vehicle: INNOVA/SCORPIO/XYLO (MINIMUM 06 +01 SEATER ,AC)	
ii)	Type of vehicles	AC
iii)	Fuel	Diesel/CNG
iv)	Drive	2 WD
v)	Seating capacity	Min 6+1 seater
vi)	Fixed Run per Month in Kms	2500
vii)	Duty Hours per Day in Hours	12
viii)	Year of Manufacture	2014

Note:

- (i) Vehicle(s) to be provide with factory fitted devices such as A/C, Four Drive and all other major components.
 - (ii) Vehicle(s), which is for regular and continuous use, being hired for period two years or more must be 2014 Model.
2. The award of Contract(s) to the successful Bidder(s) will not entitle him the exclusive right to supply the entire requirement of hired vehicles. BCPL reserves the right to use its own vehicle(s) and equipment at its own convenience and discretion for the works during the currency of the Contract and also reserves the right to conclude parallel Contract(s) at the same time, including the splitting of the present work amongst the responsive Bidder(s), as BCPL's decision which cannot be challenged by the Bidder(s).
 3. Vehicle(s) deployed should be duly registered with R.T.O. under valid Permit(s), all taxes paid, comprehensively insured covering the risk of all passengers traveling in the vehicles. Vehicle should have valid permits(s), required tools, spare wheels, portable fire extinguisher and spares for repairs to be carried out en-route.

4. Contractor should have valid "Permanent EPF Account" under RPFC and "ESIC" in its name. Wherever, "ESIC" is not applicable, same shall be governed by "Workmanship Compensation act". Documentary proof(s) of "Permanent EPF Account" and "ESIC" / "The Workmen Compensation Act" [prior to commencement of work, in case of award]", must be submitted.
5. The Contractor shall ensure that the vehicle(s) are kept clean – "two [02] sets of cotton seat-covers" should be available and upholstery of the vehicles duly washed / dry-cleaned and changed at least 'once in a month'.
6. The Contractor will ensure that the drivers of the vehicles are given "one [01] day's off in a week

Specification of Vehicles: The detailed specification of Vehicles shall be as per SOR.

SECTION-V
UNPRICED SCHEDULE OF RATES
BIDDER NEED TO MENTION AS “QUOTED” IN
UN-PRICED SOR

UNPRICED SOR
TENDER NO: BCPL/DIB/C&P/SER/20140111/AS
HIRING OF 01 NO VEHICLE FOR BCPL, NOIDA OFFICE FOR A PERIOD OF TWO YEARS

	Description of services	UOM	Estimated Qty in 24 months	Unit Rate (in figures) (Rs.)	Unit Rate (in words) (Rs.)	Total Amount(Rs.) (Est. Qty x Unit Rate)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)=(iv) x (v)
1.0	BRAND NEW INNOVA/XYLO/SCORPIO (A/C) with 6+1 seating capacity WITH Specification as Per Scope of Work					
1.1	Fixed charge for daily 12 hours duty including 2500 KM running per month/ per vehicle.	Month	24	Do Not Quote	Do Not Quote	Do Not Quote
1.2	Total Value including all taxes, duties, levies, VAT & any other charges but excluding Service Tax (Rs.) (in figures)					Do Not Quote
1.3	Total Value including all taxes ,duties, levies, VAT & any other charges but excluding Service Tax (Rs.) (in words)					Do Not Quote
1.4	Service Tax payable on (Amount to be mentioned)					Do Not Quote
1.5	Service Tax (present applicable rate)					Do Not Quote
1.6	% age of service tax to be deposited by bidder					Do Not Quote
1.7	Amount of service tax to be deposited by bidder					Do Not Quote
1.8	% age of service tax to be deposited by BCPL					Do Not Quote
1.9	Amount of service tax to be deposited by BCPL					Do Not Quote
GRAND TOTAL(1.2+1.7+1.9)						Do Not Quote
GRAND TOTAL(IN WORDS)						Do Not Quote

Note:

- Bidder must submit SOR duly filled without leaving blank spaces. Evaluation will be carried out on overall lowest basis for the above vehicle.
- 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 "SOR" and indicate the discounted unit rates only. However if 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.
- The rates should be inclusive of all taxes, duties, levies, VAT & any other charges and Service Tax to be quoted strictly as per SOR format.
- Evaluation would be made as mentioned at Preamble to SOR
- Rates for extra KM beyond 2500 KM running per month, Over Time quantity and Night Halt charges and all other charges will be fixed and payable as per rates mentioned in SCC and will not be added for evaluation purpose.** The payment and certification shall be based on actual utilization.
- The applicability of service tax for night halt charges, overtime charges, extra km charges beyond 2500 kms and call basis charges will be as per the percentage as mentioned in SOR.

SECTION-V
PRICED SCHEDULE OF RATES
BIDDER NEED TO MENTION PRICE IN
PRICED SOR

PRICED SOR
TENDER NO: BCPL/DIB/C&P/SER/20140111/AS
HIRING OF 01 NO VEHICLE FOR BCPL, NOIDA OFFICE FOR A PERIOD OF TWO YEARS

	Description of services	UOM	Estimated Qty in 24 months	Unit Rate (in figures) (Rs.)	Unit Rate (in words) (Rs.)	Total Amount(Rs.) (Est. Qty x Unit Rate)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)=(iv) x (v)
1.0	BRAND NEW INNOVA/XYLO/SCORPIO (A/C) with 6+1 seating capacity WITH Specification as Per Scope of Work					
1.1	Fixed charge for daily 12 hours duty including 2500 KM running per month/ per vehicle.	Month	24			
1.2	Total Value including all taxes, duties, levies, VAT & any other charges but excluding Service Tax (Rs.) (in figures)					
1.3	Total Value including all taxes ,duties, levies, VAT & any other charges but excluding Service Tax (Rs.) (in words)					
1.4	Service Tax payable on (Amount to be mentioned)					
1.5	Service Tax (present applicable rate)					
1.6	% age of service tax to be deposited by bidder					
1.7	Amount of service tax to be deposited by bidder					
1.8	% age of service tax to be deposited by BCPL					
1.9	Amount of service tax to be deposited by BCPL					
GRAND TOTAL(1.2+1.7+1.9)						
GRAND TOTAL(IN WORDS)						

Note:

- Bidder must submit SOR duly filled without leaving blank spaces. Evaluation will be carried out on overall lowest basis for the above vehicle. 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 "SOR" and indicate the discounted unit rates only. However if 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.
- The rates should be inclusive of all taxes, duties, levies, VAT & any other charges and Service Tax to be quoted strictly as per SOR format.
- Evaluation would be made as mentioned at Preamble to SOR
- Rates for extra KM beyond 2500 KM running per month, Over Time quantity and Night Halt charges and all other charges will be fixed and payable as per rates mentioned in SCC and will not be added for evaluation purpose.** The payment and certification shall be based on actual utilization.
- The applicability of service tax for night halt charges, overtime charges and extra km and call basis charges beyond 2500 kms will be as per the percentage as mentioned in SOR

PREAMBLE TO SCHEDULE OF RATES

- 1 Quoted rates should be as per Scope of Work.
- 2 Bidders are required to quote the rates strictly as per the above SOR and not to use any other format.
- 3 Rates should be quoted including all taxes & duties (including WCT if any as per applicable rules) except Service tax.
- 4 Service tax & education cess (if any) shall paid extra at actual as per prevalent govt rules subject to the provisions of Service tax clause mentioned at clause number 3 of RFQ and evaluation of bid would be made accordingly.
- 5 Quantities shown in the SOR is tentative which may increase or decrease.
- 6 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. In the un-priced bid, bidder must mention as "QUOTED" in the SOR.
- 7 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.
- 8 Contractor shall indicate total cenvatable service tax amount payable under the contract in the format shown above. However, if the services fall under the list of services defined in reverse charge mechanism, then the liability of deposition of service tax to the tax authority by the contractor and the owner shall be dealt in accordance with Notifications issued by Government of India from time to time.
- 9 The bidder is free to quote any other rate of service Tax provided the same must be in line with the provisions of Service Tax Law in India. However, the bidder is requested to ensure applicability of quoted Service Tax as per nature of job before quoting and any difference payable on account of wrong Service rate shall be on the scope of the bidder.
- 10 In case a bidder does not indicate the rate & amount of service tax in the SOR or makes any other statement (e.g. "NIL", "Inclusive", "Kept as Blank" ,extra at actual etc.), their quoted price shall be considered inclusive of service tax at the rate applicable at the time of bid opening (i e presently @ 12.36 %) and the job shall be awarded accordingly to the L-1 bidder after reduction of the applicable service tax amount ascertained in this regard.
- 11 In case the bidder quotes any other rate which is less than prevailing rate as per service tax rules by virtue of any abatement/ exemption then the bidder shall make note of such abatement/ exemption in SOR, else their quoted price shall be evaluated after loading of service tax at the rate applicable without any abatement (i. e. presently @ 12.36 %), at the time of bid opening instead of lower rate of service tax as quoted by the bidder.
- 12 In case the applicable amount towards Service Tax as mentioned by the bidder is considered for giving benefit during evaluation of bid as stated above, the bidder must ensure to submit their invoice as per their declared applicable taxes & duties. If the bidder does not pass on the benefit to that extent to BCPL, the differential amount shall be deducted from their bill.

13. While quoting against the tender, bidder shall have the option to decide on the method of valuation prescribed under the service tax rules, i.e., either on actual service portion or deemed service portion.
14. Whether Service Tax is to be paid on actual service portion, the bidder(s) shall indicate the value for service portion on which the Service Tax is applicable.
15. Whether Service Tax is to be paid on deemed service portion as per percentage prescribed, the bidder(s) shall indicate the percentage (presently 40%, 60% or 70%) of the gross works contract value on which Service Tax is applicable.
16. Whether the bidder opts for paying Service Tax on deemed service portion, the gross works contract value or the purpose of payment of service tax shall mean the sum total of the gross amount charged for the works contract and the fair market value of all goods and services supplied in or in relation to the execution of the works contract, whether or not supplied under the same contract or any other contract.
17. The fair market value of Free Issue Material (FIM) and services, wherever applicable, are indicated in the Bidding Documents.
18. Bidders shall quote prices inclusive of all taxes and duties excluding service tax. In other words, the amount of service tax shall not be included by the bidders in their quoted price. However, bidders will indicate the details of applicable service tax as mentioned above along with the break-up of the service tax payable by him and service tax payable by Owner/BCPL as service recipient, if applicable, as per the reverse charge rule of service tax.
19. In case a bidder does not provide any of the above requisite information, his bid will be evaluated with highest applicable rate of service tax (Presently 12.36%) on total value of works contract.
20. Owner/BCPL will reimburse the service tax to the contractor at actual against submission of cenvatable invoices issued in accordance with service tax Rules to enable Owner/BCPL to claim cenvat credit of service tax paid. In case any variation in the executed quantities, the amount on which the Service Tax is applicable shall be modified in same proportion.
21. The benefit of Cenvat credit of service tax quoted shall be considered for evaluation of bids (Not applicable in this tender).

SECTION VI
GENERAL CONDITIONS OF CONTRACT
(ATTACHED SEPARATELY)