



# ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड

## BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

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

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

पिन कोड – 786006 / PIN CODE: 786006

दस्तावेज / TENDER NO:

**BCPL/C&P/LE26W080MB/3813**

## दस्तावेज / TENDER DOCUMENT FOR

**HIRING OF CONTRACT OF COMPREHENSIVE UPKEEP SERVICES AT  
BCPL GUEST HOUSE, BARBARUAH FOR A PERIOD OF 02 YEARS.**

**GeM TENDER  
(Under Two Bid System Basis)**

|                                  |   |                 |
|----------------------------------|---|-----------------|
| Tender Submission & opening Date | : | As per GeM      |
| Pre-Bid meeting Date & Time      | : | As per GeM      |
| EMD Amount                       | : | Rs. 3,14,000.00 |

Contact Person: -

**M J BORAH**

Administrative Building

BCPL, Lepetkata

Dibrugarh-786006, Assam.

[manosh.borah@bcplindia.co.in](mailto:manosh.borah@bcplindia.co.in)



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### **IMPORTANT INSTRUCTIONS**

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

"INCOMPLETE BIDS SHALL NOT BE CONSIDERED"

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

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

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



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# SECTION – I

**INVITATION FOR BIDS [IFB]**

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**SECTION – I**

**INVITATION FOR BID [IFB]**

**SUB: “HIRING OF CONTRACT OF COMPREHENSIVE UPKEEP SERVICES AT BCPL GUEST HOUSE, BARBARUAH FOR A PERIOD OF 02 YEARS”**

**TENDER NO.: BCPL/C&P/LE26W080MB/3813**

**Dear Sir/Madam,**

- 1.0 Brahmaputra Cracker and Polymer Limited, Lepetkata (A Government of India Enterprise) invites bids from eligible bidders for the subject procurement, in complete accordance with the following details and enclosed Tender Documents.
- 2.0 The brief details of the tender are as under:

|      |                                              |   |                                                                                                                                                                                                                                                                  |
|------|----------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I    | PERIOD OF CONTRACT/ DELIVERY SCHEDULE/PERIOD | : | Contract period shall be valid upto a period of two years from the date mentioned in FOA/LOA and may be extended by BCPL for further period of 06 months on the same rate, terms & condition.                                                                    |
| II   | Tender Fee                                   |   | NOT APPLICABLE                                                                                                                                                                                                                                                   |
| III  | EARNEST MONEY DEPOSIT (EMD)                  | : | <b>Rs. 3,14,000.00</b>                                                                                                                                                                                                                                           |
| IV   | BID DUE DATE & TIME                          | : | <b>As per GeM</b>                                                                                                                                                                                                                                                |
| V    | OPENING OF UNPRICED BID                      | : | <b>As per GeM</b>                                                                                                                                                                                                                                                |
| VI   | VALIDITY OF OFFER UPTO                       | : | <b>90 DAYS from the date of opening of unpriced bid.</b>                                                                                                                                                                                                         |
| VII  | <b>VENUE FOR OPENING OF UNPRICED BIDS</b>    |   | Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.                                                           |
| VIII | MODE OF TENDERING                            | : | GeM Portal under two bid system and also to be uploaded on BCPL's website.                                                                                                                                                                                       |
| IX   | DATE AND TIME OF PRE- BID CONFERENCE VENUE   | : | As per the date mentioned in GeM bid at BCPL, C&P department on prior intimation of participation by interested bidders to the undersigned or bidders can e-mail their queries to <a href="mailto:manosh.borah@bcplindia.co.in">manosh.borah@bcplindia.co.in</a> |

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

- 3.0 Bids must be submitted strictly in accordance with Clause No. 11 of ITB (Section-III). The IFB is an integral and inseparable part of the bidding document.
- 4.0 Bid must be submitted only on GeM portal (<https://gem.gov.in>). Further, the following documents in addition to uploading in the bid on GeM Portal shall also be submitted in Original (in physical form) within 7 (seven) days from the Bid Due Date provided the scanned copies of



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the same have been uploaded in GeM Portal by the bidder along with bid within the Due Date & Time to the address mentioned in Bidding Data Sheet (BDS) [Annexure-IV to Section-III):-

- i) EMD/Bid Security (if applicable) / Declaration for Bid Security
  - ii) Power of Attorney
  - iii) Integrity Pact (as applicable)
- 5.0 Bidder(s) are advised to submit their bid strictly as per terms and conditions of the Tender Documents and not to stipulate any deviations/exceptions.
- 6.0 Any bidder, who meets the Bid Evaluation Criteria (BEC) and wishes to quote against this Tender Document, may download the complete Tender Document alongwith its amendment(s) if any from GeM portal and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the Due Date & Time of Bid Submission.
- 7.0 Bid(s) received from bidders to whom tender/information regarding this Tender Document has been issued as well as offers received from the bidder(s) by downloading Tender Document from above mentioned website(s) shall be taken into consideration for evaluation & award provided that the Bid is found responsive subject to provisions contained in Clause No. 2 of ITB (Section-III).  
The Tender Document calls for offers on single point “Sole Bidder” responsibility basis (except where Consortium bid is allowed pursuant to clause no. 3.0 of ITB) and in total compliance of Scope of Supply /Specification(s) as specified in Tender Document.
- 8.0 Any revision, clarification, addendum, corrigendum, time extension, etc. to this Tender Document will be hosted on the GeM portal only. Bidders are requested to visit the GeM portal regularly to keep themselves updated.
- 9.0 All the bidders including those who are not willing to submit their bid, are required to submit F-6 (Acknowledgement cum Consent letter) duly filled within 7 days from the date of receipt of tender information.
- 10.0 SAP generated Request for Quotation (RFQ), if any shall also form an integral part of the Tender Document.
- 11.0 Bidders are required to update their GST registration details on GeM portal to enable evaluation of bids after considering ITC of GST, wherever applicable. However, evaluation bids will be based on the confirmations & documents submitted by the bidder in their bid irrespective of the status/evaluation on GeM portal. BCPL’s decision in this regard shall be final.
- 12.0 As per GEM policy/guidelines, MSE bidders have to update their status in their Profile and declare whether they are participating as MSE on GeM Portal (including updating their status in Profile) while submitting the bid on GeM tender. Further, MSE are required to upload relevant documents in bid as per provision of tender. However, evaluation and applicability of EMD exemption policy will be based on the confirmations & documents submitted by the bidder in their bid irrespective of selection/option made on GeM portal.
- 13.0 Bidders are required to select the applicable purchase preference (i.e. preference category) option while submitting the bid on GeM portal and evaluation and applicability of purchase preference policy will be based on the confirmations & documents submitted by the bidder in their bid depending on selection/option made on GeM portal by L1 bidder. In case a bidder does not select the Purchase Preference option on GeM Portal and happens to be L1 bidder, matching option to other MSE bidders may be given if appears in system.



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**Note: The Public Procurement Policy for MSEs is meant for procurement of only goods produced & Services rendered by MSEs. The benefit of policy is not extended to the traders/dealers/ Distributors/ Stockiest/Wholesalers. If the major activity of the MSE is Trading/Services (Trading) then the unit is a trader and is not eligible for availing the benefits of Public Procurement Policy for MSEs Order, 2012. Further, for considering Purchase Preference benefits including exemption to EMD, the bidder should be a Manufacturer or service provider of the item(s)/Service(s) to be procured.**

- 14.0 This document shall be read in conjunction with GeM bid document no. \_\_\_\_\_. In case of any variance in the terms and conditions between GeM terms & conditions and this bidding document, the terms and conditions of this bidding document & BCPL GCC/GPC shall prevail.
- 15.0 **Bidders willing to submit Earnest Money Deposit (EMD) in the form of Bank Guarantee (BG) can also transmit BG through SFMS to BCPL banker with banker's details as mentioned below:**

In case of submission through online banking transaction i.e. IMPS / NEFT / RTGS / SWIFT, etc, the details of BCPL's Bank account are as under:

Account Holder Name :Brahmaputra Cracker and Polymer Limited  
Bank Name: State Bank of India  
Branch Address :CAG II, New Delhi  
Account No.:35662071729  
IFSC:SBIN0017313

Bidder to mention reference no. "CPS/....." in narration while remitting the CPS amount in BCPL's Bank Account.

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

Account Holder Name : Brahmaputra Cracker and Polymer Limited  
Bank Name: ICICI Bank  
Branch Address : HS Road, Dibrugarh  
IFSC: ICIC0000839

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

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

This is not an Order.

For & on behalf of

Brahmaputra Cracker and Polymer limited

[Manosh Jyoti Borah]

Sr. Manager [C&P]

E-mail: [manosh.borah@bcplindia.co.in](mailto:manosh.borah@bcplindia.co.in)

M: 9435384778



# **SECTION-II**

**BID EVALUATION CRITERIA [BEC]**  
**AND**  
**PRICE BID EVALUATION METHODOLOGY**



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### 1.0 BID EVALUATION CRITERIA (BEC):

#### 1.1 BEC- Technical:

1.1.1 The bidder must have **executed & completed** at least Three (03) similar orders/contracts each of not less than **Rs. 37.09 Lakhs OR** Two (02) similar orders/contracts each of not less than **Rs. 46.36 lakhs OR** one (01) similar order/contract of not less than **Rs. 74.18 lakhs** in Guest House/Training Institute of any Govt./Semi Govt./PSU/MNC/Public Ltd. Company/Pvt. Ltd. Company in the previous seven years prior to the due date of bid submission.

1.1.2 For similar service orders/contracts which is still running and the contract **VALUE** executed till one day prior to due date of bid submission is equal to or more than the minimum prescribed **VALUE** mentioned in BEC clause no. 1.1.1 above, such experience will also be taken into consideration provided that the bidder has submitted/uploaded satisfactory work execution certificate issued by the end user / owner / authorized consultant of the owner.

#### Note 1:

a) Definition of '**Similar orders/contract**' means '**Housekeeping/Sanitation/ canteen/ Upkeep services in Offices/Guest house/training institute of any Govt./Semi-Govt./PSU/MNC/Pvt. Company**'.

b) '**Executed & Completed**' means fully executed or completed in all aspects.

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

#### 1.1.3 Relaxed Norms for Startups (prior experience criteria):

Prior experience (i.e. sl. no. 1.1.1 & 1.1.2 above) for 'Startup' company [whether Micro & Small Enterprises (MSEs) or otherwise] as a bidder, shall not be required subject to meeting the quality and technical specifications (scope of work) as specified in the tender document.

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

The relaxation of prior experience and prior turnover to startup (whether Micro & Small Enterprise (MSEs) or otherwise) has been given to a specific goods/job domain wherein they are registered for as mentioned above.

In case, certificate of DIPP does not specify goods / job domain, startups are required to submit the documents for the same including the application submitted to DIPP. The job domain that shall be mentioned in the Startup Certificate/DIPP application shall have to be related to similar service as this instant tender.



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**Domain (i.e. Industry & Sector) of Startups for the instant tender shall be as under:**

| Sn | Domain                             |                     |
|----|------------------------------------|---------------------|
|    | Industry                           | Sector              |
| 1  | Human Resources                    | Others              |
|    |                                    | Facility Management |
| 2  | Professional & Commercial Services | Others              |
|    |                                    | Employment Services |

### 1.2 **BEC- Financial:**

#### 1.2.1 **TURN OVER:**

The **minimum average annual turnover** of the Bidder as per the audited financial result (Balance sheet and profit & Loss account statement) of the preceding three (03) financial years (FY: 2023-24, 2024-25 & 2025-26) shall not be less than **Rs. 46.36 lakhs**.

#### 1.2.2 **NET WORTH:**

Net Worth of the bidder should be **positive** as per the **last audited financial statement**, i.e. **FY: 2025-26**.

#### 1.2.3 **WORKING CAPITAL:**

The bidder should have **minimum working capital** of value of **Rs. 9.27 Lakhs** as per the last audited financial statement, i.e. **FY: 2025-26**.

#### **Note:**

In case Bidder's working capital is inadequate or negative, the bidder shall submit a letter from the Bidder's bank as per **Format F-09** having net worth not less than **Rs. 100 Crore**, confirming the availability of the line of credit for requisite amount as mentioned above at **BEC clause no. 1.2.3** to meet the working capital (Format specified in tender document). **Documents having issuance date on or before bid due date shall only be considered for evaluation. Any F-09 having issuance date after bid due date shall not be considered for evaluation.**

#### 1.2.4 **Relaxed Norms for Startups in financial criteria:**

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

**However, net worth & working capital requirement as specified in BEC clause no. 1.2.2 & 1.2.3 shall be applicable for startup bidders also.**

Since startup can be established at any time of FY and there may be instance (s) where the Financial statement of Startup (s) may not be available. In such a situation, net worth and working capital of starts-ups may be ascertained with other documents like Memorandum of Association, line of credit from Bank etc. Further, in case of startup where the Financial statement of Startup (s) is not available and net worthier could not be established with other documents like Memorandum of Association, etc., the certificate issued by Chartered Accountant / Certified Public Accountant (CPA) may be considered.

### 1.2 Documents/Documentary Evidence required to be uploaded in GeM portal by the bidder along with other bid documents for qualifying the BEC at sl. no. 1.1 and 1.2:



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| Sn | BEC Clause no. | Description                                                                                                                                                                                                                                                                                                                                 | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <b>1.1</b>     | <b>Technical Experience Criteria – Document</b><br>All documents to be uploaded (submitted) must be attested by <b>Chartered Engineer and also notarized by notary public.</b>                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1. | 1.1.1          | Experience against Supply of order /contract                                                                                                                                                                                                                                                                                                | <p>a) Bidder must upload (submit) the copy of work order/LOA/agreement for the work which has been completed/executed <b>as mentioned at BEC clause no. 1.1.1</b> along with the details of SOR items &amp; scope of work.</p> <p>b) Bidder must upload/submit completion certificate against the work order/LOA/agreement submitted as mentioned at point “a” above. The completion certificate must contain the detailed information of the order i.e. LOA/Work order no./Agreement no. with date, Brief scope of work/Name of work, Order value, Total executed value, Scheduled date of work completion and Actual date of work completion, Full address of client, Officer issuing certificate etc. The completion certificate should have been issued by the end user/owner/authorized consultant.</p>                                                                                                                                                            |
| 2  | 1.1.2          | Experience against execution of running Contract                                                                                                                                                                                                                                                                                            | <p>a) Bidder must upload (submit) the copy of detailed work order/LOA/agreement for executing the contract which is still running <b>as mentioned at BEC clause no. 1.1.2</b> along with the details of SOR items &amp; scope of work.</p> <p>b) Bidder must upload/submit execution certificate against the copy of detailed work order/Loa/Agreement for executing the contract as mentioned at point “a” above clearly mentioning the executed value till one day prior to due date of bid submission which must be equal to or more than the minimum prescribed value mentioned in the BEC at <b>sl. no. 1.1.1 above</b>. The execution must contain detailed information of the order i.e. LOA/Order no./Agreement no. with date, Brief scope of work/Name of work, Order value, Total executed value, Full address of client, Officer issuing certificate etc. The execution certificate should have been issued by the end user/owner/authorized consultant.</p> |
|    | 1.2            | <b>Financial Experience Criteria- Document:</b><br>[All audited financial statements/documents {balance sheet and profit & loss account statement under 1.2.1 (Applicable for ‘Startup’ also as mentioned in BEC clause no. 1.2.4 above), 1.2.2 & 1.2.3 of above BEC} to be submitted / uploaded must be <b>notarized by notary public.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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| Sn                                                                                                                                                                                                                   | BEC Clause no. | Description                                              | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3                                                                                                                                                                                                                    | 1.2.1          | Annual Turn-over<br>(Not mandatory for start-up bidders) | Bidder has to upload / submit the audited financial results (Balance sheet and profit & Loss account statement) for the immediate 3 preceding financial years as per BEC clause no. 1.2.1 above i.e. <b>FY: 2025-26 and 2024-25 and 2023-24.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4                                                                                                                                                                                                                    | 1.2.2          | Net worth<br>(Mandatory for all bidders)                 | Bidder(s) shall submit copy of audited financial result (Balance sheet and Profit & Loss account statement) of last audited Financial Year, i.e. <b>FY: 2025-26.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5                                                                                                                                                                                                                    | 1.2.3          | Working capital<br>(Mandatory for all bidders)           | Bidder(s) shall submit copy of audited financial statement Balance sheet and Profit & Loss account statement for the last audited Financial Year, i.e. <b>FY: 2025-26.</b><br><br><i>If the bidder's working capital is negative or inadequate as per BEC clause no. 1.2.3, the bidder shall submit/upload a letter from the bidder's bank as per <b>Format, F-09</b> having net worth not less than <b>Rs.100 crores</b>, confirming the availability of the line of credit for requisite amount as mentioned above at <b>BEC clause no. 1.2.3</b> to meet the working capital (Format specified in tender document).</i>                                                                                                                                                                                                                                            |
| <u>for 1.2.1, 1.2.2 &amp; 1.2.3 under point 1.3 above:</u><br><b>Start-up bidders also need to mention Net Worth and Working Capital in F-10 format, even if they don't have the last audited financial results.</b> |                |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6                                                                                                                                                                                                                    | 1.2.4          | <b>Format F-10</b><br>(Mandatory for all bidders)        | "Details of financial capability of bidder" shall be submitted in the prescribed <b>Format, F-10</b> (of tender document) duly signed and stamped by a <b>Chartered Accountant only.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7                                                                                                                                                                                                                    | 1.2.5          | <b>Documents against Startup Company</b>                 | <b>a)</b> Bidder to upload / submit the valid ' <b>Certificate of Recognition</b> ' issued by <b>Dept. of Industrial Policy and Promotion</b> , Ministry of Commerce & Industry, Govt. of India <b>duly certified by the Chartered Accountant</b> (not being an employee or a Director or not having any interest in the bidder's company / firm) <b>and notarised by notary public with legible stamp.</b><br><br><b>b)</b> Bidder (having Old startup "Certificate of Recognition" as mentioned at 1.1.3) also to upload/submit documents for the specific goods/job domains wherein they are registered for including the application submitted to DPIIT duly <b>certified by the Chartered Accountant</b> (not being an employee or a Director or not having any interest in the bidder's company/firm) <b>and notarised by notary public with legible stamp.</b> |



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

- i) A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting the 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 shall have to upload (submit) these documents in addition to the documents specified in the bidding documents to meet BEC.
- ii) Bids of Joint Venture / Consortium are not acceptable.
- iii) Experience of bidder acquired as a subcontractor can be accepted against submission of certificate from end-User/ Owner/ PMC by such bidder along with other specified documents. A job completed by a Bidder as a Sub-Contractor shall be considered for the purpose of meeting the experience criteria of BEC, subject to submission of following documents in support of meeting the "Bid Evaluation Criteria":
  - A. Documentary evidence/ Certificate by the end-User/ Owner/ PMC, with regards to approval of Bidder/ engaging Bidder/ execution by the Bidder as a Sub-Contractor to the Main Contractor.
  - B. Work order and Completion Certificates indicating the value of works and date of completion issued by Main Contractor (including SOR, wherever required for establishing scope of work).
- iv) The Completion/execution Certificate must contain the detailed information like LOA/Order No./ Agreement No. with date, Brief Scope of work / Name of work, Order value, Total Executed value, Schedule date of Work completion and Actual Date of Work completion, Name & Address of Client/end user/owner/PMC, officer issuing certificate etc. Only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.
- v) Only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.

After submission of bid, only related shortfall documents will be asked for in TQ/CQ and considered for evaluation. For example, if the bidder has submitted a contract without its completion/ performance certificate, the certificate will be asked for and considered. However, no new reference/ PO/WO/LOA is to be submitted by bidder in response to TQ/CQ so as to qualify and such documents will not be considered by BCPL for evaluation of Bid.
- vi. Any shortfall information / documents on the Audited Annual Report / Financial Statement of the Bidder and/or line of credit for working capital issued on or before the final bid due date can only be sought against Commercial queries (CQs). Any information/ documents issued post final bid due date shall not be considered for evaluation. Bidder has to submit the original letter of credit (F-09) to BCPL after opening of unpriced bids.



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vii. The cut-off date for meeting the criteria of BEC of the tender shall be one day prior to the due date of submission of bid.

viii. Eligibility criteria in case bid is submitted on the basis of technical experience of FOREIGN BASED ANOTHER COMPANY (SUPPORTING COMPANY) which holds more than 50% of the paid up share capital of the bidding company or vice versa: For details, relevant clause of ITB to be referred.

#### **2.0 Methodology for Evaluation of Bids and award:**

2.1 BCPL will evaluate and compare the Price bids of the techno-commercially qualified bidders whose bids are previously determined to be substantially responsive pursuant to "ITB: Clause-29". The evaluation will be done on overall basis. Price Evaluation shall be done by GeM portal itself as per GeM methodology. Bidder must quote for all the SOR items inclusive of GST failing which offer shall not be considered for evaluation.

2.2 In case of a tie at the lowest bid (L1) position between two or more bidders, then order shall be placed on the bidder as per the evaluation methodology available in GeM portal.

2.3 **CLAUSE REGARDING PROVISION FOR PP-LC:** Applicable as per ITB.

2.8 **CPBG:** The contract performance security towards faithful performance of the contractual obligations shall be:

a) 5% of Annualized Order / Contract value (exclusive of GST) within 30 (Thirty) days of FOA/LOA.

**OR**

b) Initial security deposit (ISD) @ 2.5% of Annualized Order / Contract value in case contract within 30 (Thirty) days of FOA/LOA and deduction @ 2.5% of the RA bill subsequently from RA bills till the total amount of security deposit (including ISD and deducted amount) reaches 5% of Annualized Order / Contract value.

It must be valid for 03(Three) months beyond the contract period. For the purpose of Contract Performance Security, Contract/order value shall be exclusive of taxes and duties as per ITB of tender document.

2.9 **PPP Policy 2012:** Considering the nature of job, splitting of quantities is not possible in this case and hence the clause for award of 25% of ordered quantity to MSE as per PPP 2012 shall not be applicable. Therefore, MSE quoting price within price band L1 (other than MSE) + 15%, shall be awarded the whole quantity subject to matching of L1 price as per ITB of tender document. In case two or more MSE bidders comes within the price band of L1 + 15%, the preference to match the L1 rate shall be given in sequence of their inter-se position (L2, L3... and so on). In case of tie, the LOA / Order shall be placed on the bidder as per the evaluation methodology available in GeM portal".

2.10 **CLAUSE REGARDING PROVISION FOR PROCUREMENT FROM A BIDDER SHARES A LAND BORDER WITH INDIA):** Relevant clause of ITB to be referred.



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**[FOR STRICT COMPLIANCE]**

- [I] *BIDDERS MUST FURNISH ALL RELEVANT CERTIFICATES/DOCUMENTS/ INFORMATION IN SUPPORT OF THEIR CREDENTIALS TO THE ABOVE "ELIGIBILITY CRITERIA" ALONGWITH THE 'OFFER', FAILING WHICH THE 'OFFER' MAY BE REJECTED SUMMARILY.*
- [II] *BIDDERS NOT MEETING ANY OF THE ABOVE-MENTIONED CRITERIA SHALL BE REJECTED WITHOUT ASSIGNING ANY REASON.*
- [III] *ONLY DOCUMENTS (WORK ORDER, COMPLETION CERTIFICATE, EXECUTION CERTIFICATE ETC.) WHICH HAVE BEEN REFERRED/ SPECIFIED IN THE BID SHALL BE CONSIDERED IN REPLY TO QUERIES DURING EVALUATION OF BIDS.*



# **SECTION-III**

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

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



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**SECTION-III**

**INSTRUCTION TO BIDDERS**

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### **Related to ITB:**

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2. **ANNEXURE-II:** PROCEDURE FOR EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS
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### INSTRUCTIONS TO BIDDERS [ITB]

#### [A] – GENERAL

#### **1 SCOPE OF BID:**

- 1.1 The Employer as defined in the "General Conditions of Contract [GCC]", wishes to receive bids as described in this invitation for bid (the “**Tender Document /Bid Document**”) issued by the Employer. Employer/Owner/BCPL occurring herein under shall be considered synonymous.
- 1.2 SCOPE OF BID: The scope of work/ Services shall be as defined in the Tender documents.
- 1.3 The successful bidder will be expected to complete the scope of Bid within the period stated in Special Conditions of Contract.
- 1.4 Throughout the Tender Documents, the terms 'Bid', 'Tender', 'Offer' & 'Proposal' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous. Further, 'Day' means 'Calendar Day' and 'Singular' also means 'Plural'.

#### **2 ELIGIBLE BIDDERS:**

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

**Bidders marked “Suspended” on GeM (but eligible as per BCPL’s Tender Document) will be evaluated as per terms & conditions of the Tender Document.**

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

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

It shall be the sole responsibility of the bidder to inform about their status regarding para 1 of clause 2.2 herein above on due date of submission of bid and during the course of



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finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause 39 of ITB.

- 2.3 The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid. In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to BCPL by the bidder.

It shall be the sole responsibility of the bidder to inform BCPL there status on above on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no.39 of ITB.

- 2.4 Bidder shall not be affiliated with a firm or entity:

- (i) that has provided consulting services related to the work to the Employer during the preparatory stages of the work or of the project of which the works/services forms a part of or
- (ii) that has been hired (proposed to be hired) by the Employer as an Engineer/ Consultant for the Contract.

- 2.4 Neither the firm/entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/JV's/Subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/Licensor nominated agent/ vendor.

- 2.5 Pursuant to qualification criteria set forth in the Tender Document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.

- 2.6 Power of Attorney:

Power of Attorney (POA) to be issued by the bidder in favour of the authorised employee(s), in respect of the particular tender, for purpose of signing the documents including bid, all subsequent communications, agreements, documents etc. pertaining to the tender and act and take any and all decision on behalf of the bidder(including Consortium). Any consequence resulting due to such signing shall be binding on the Bidder (including Consortium).

The Power of Attorney shall be issued as per the constitution of the bidder as below:

- a) **In case of Proprietorship:** by Proprietor
- b) **In case of Partnership:** by all Partners or Managing Partner
- c) **In case of Limited Liability Partnership:** by any bidder's employee authorized in terms of Deed of LLP
- d) **In case of Public / Limited Company:** PoA in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do so. Such Board Resolution should be duly countersigned by Company Secretary / MD / CMD / CEO.

The Power of Attorney should be valid till award of contract / order to successful bidder.



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- 2.7 In case of change of constitution of bidder after submission of bid, the same shall be informed by the bidder to BCPL promptly. Failure to same shall be considered as misrepresentation by the bidder.

### 3 **BIDS FROM "CONSORTIUM"** - NOT APPLICABLE

#### **ONE BID PER BIDDER:**

- 4.1 A Bidder shall submit only 'one [01] Bid' in the same Bidding Process either as single entity or as a member of any consortium (wherever consortium bid is allowed). A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.
- 4.2 *Bidders are required to provide complete details of all Directors/Partners/Proprietors etc. including Father's name, Residential address, AADHAR, PAN Card details. & DIN Nos. in Form F-1 of ITB and corresponding documents duly notarized by Notary Public.*

*It is the responsibility of the participating Bidder(s) to assess the relationship as mentioned above.*

*In case any undertaking/declaration given by a Bidder(s) in this regard is found to be false, this would be a sufficient ground for rejection of Bid(s) /termination of contract and also initiation of further action as per "Procedure for Action in case of Corrupt/Fraudulent/ Collusive / Coercive Practices" of tender document.*

- 4.3 A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices. The bidder found to have a conflict of interest shall be disqualified. A bidder shall be considered to have a conflict of interest with one or more bidders in this bidding process, if:
- they have controlling partner (s) in common; or
  - they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
  - they have the same legal representative/authorized signatory/agent for purposes of this bid; or
  - they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
- Bidder participates in more than one bid in bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid.
- a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.



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Bidders are required to submit a confirmation for no conflict of interest with other bidders in Format F-5.

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

Alternative Bids shall not be considered.

The provision mentioned at sl. no. (4.1), (4.2) and (4.3) shall not be applicable wherein bidders are quoting for different Items/Sections/Parts/Groups/SOR items of the same tender which specifies evaluation on Items/Sections/Parts/Groups/SOR items basis.

### 5 **COST OF BIDDING:**

- 5.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Documentation Charges, Bank charges, all courier charges, translation charges, authentication charges and any associated charges including taxes & duties thereon. Further, BCPL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

### 6 **SITE VISIT:**

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

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### **[B] – BIDDING DOCUMENTS**

- 7 **CONTENTS OF BIDDING DOCUMENTS** 7.1 The contents of Bidding Documents / Tender Document are those stated below shall be '**Bid specific Additional Terms and**



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**Conditions (ATC)** of GeM bid, and should be read in conjunction with any 'Addendum / Corrigendum and Clarification(s)' issued in accordance with "ITB: Clause-8 & 9":

- Section-I : Invitation for Bid [IFB]\*
- Section-II : BID EVALUATION CRITERIA [BEC] & Price Evaluation Methodology
- Section-III : Instructions to Bidders [ITB] Annexure Forms & Format\*\*
- Section-IV : General Conditions of Contract [GCC] \*\*\*
- Section-V : Special Conditions of Contract [SCC]
- Section-VI : Specifications, Scope of Work and Drawing
- Section-VII : Health, Safety Environment [HSE] Specifications
- Section-VIII : Bill of Quantities [BOQ]

GeM bid document generated or available on GeM portal shall also be part of Bidding Document / Tender Document.

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

\*\* The subject tender is based on standard formats and applicability of some specific clauses may be seen in Annexure-IV to Section-III i.e. BDS (Bidding Data Sheet)

\*\*\* General Conditions of Contract – Service is available on BCPL's Tender website

- 7.2 The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request for Quotation [RFQ] & Invitation for Bid (IFB)" together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.

## 8 **CLARIFICATION OF TENDER DOCUMENT:**

- 8.1 A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify BCPL in writing or email at BCPL's mailing address indicated in the BDS or on GeM portal no later than 02 (two) days prior to pre-bid meeting (in cases where pre-bid meeting is scheduled) or 05 (five) days prior to the due date of submission of bid in cases where pre-bid meeting is not scheduled. BCPL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. BCPL may respond in writing to the request for clarification. BCPL's response including an explanation of the query, but without identifying the source of the query will be uploaded on GeM portal / communicated to prospective bidders by e-mail.



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- 8.2 Any clarification or information required by the Bidder but same not received by the Employer at clause 8.1 (refer BDS for address) above is liable to be considered as "no clarification / information required".

#### 9 **AMENDMENT OF BIDDING DOCUMENTS:**

- 9.1 At any time prior to the 'Bid Due Date', Employer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder(s), modify the Bidding Documents by addenda/ corrigendum.
- 9.2 Any addendum/ corrigendum thus issued shall be integral part of the Tender Document and shall be hosted on the GeM portal website. Bidders have to take into account all such corrigendum before submitting their Bid.
- 9.3 The Employer, if consider necessary, may extend the bid due date in order to allow the Bidders a reasonable time to furnish their most competitive bid taking into account the addenda/ corrigendum issued thereof.

### **[C] – PREPARATION OF BID**

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

The bid prepared by the Bidder and all correspondence, drawing(s), document(s), certificate(s) etc. relating to the Bid exchanged by Bidder and BCPL shall be written in English language only. In case a document, certificate, printed literature etc. furnished by the Bidder in a language other than English, the same should be accompanied by an English translation duly authenticated by the Indian Chamber of Commerce, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

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

The Bid must be submitted on GeM portal (<https://gem.gov.in>) as follows

- 11.1 **"TECHNO-COMMERCIAL / UN-PRICED BID"** shall contain the following:
- (a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents with index.
  - (b) 'Bidder's General Information', as per 'Form F-1'.
  - (c) 'Agreed Terms and Conditions', as per 'Form F-5'
  - (g) 'ACKNOWLEDGEMENT CUM CONSENT LETTER', as per 'Form F-6'
  - (h) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
  - (i) Copy of Power of Attorney /copy of Board Resolution, in favour of the authorized signatory of the Bid, as per clause no.2.7 of ITB
  - (j) Copy of EMD /, Declaration for Bid Security as per provision of ITB
  - (k) Undertaking as per *Form-1 to Annexure-C to Section-III* by MSE bidders and



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Class-I Local Suppliers bidders seeking preference under policy to provide purchase preference as per public procurement (preference to make in India), Order 2017 (PPP-MII), if applicable.

- (l) Undertaking as per *Form-2 to Annexure-C to Section-III* ~~and Certification from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of other than companies) as per Form-3 to Annexure-C to Section-III.~~ **(Applicable for all bidders including MSEs bidder irrespective of seeking purchase preference or not).**
- (m) Undertaking as per *Form-I to Annexure-B to Section-II* regarding Provisions for Procurement from a Bidder which shares a land border with India
- (n) All forms and Formats including Annexures
- (o) 'Integrity Pact' as per 'Form F-13'
- (p) Tender Document, its Corrigendum/Amendment/Clarification(s) duly signed by the Authorized Signatory holding POA.
- (q) Additional document specified in BDS, SCC, Scope of Supply or mentioned elsewhere in the Tender Document, its Corrigendum/Amendment/Clarification(s).
- (r) Any other information/details required as per Bidding Document

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

#### 11.1.2 Price Bid / Financial Bid / Schedule of Rates [SOR]

- i) The Prices are to be submitted strictly as per the Price bid /Schedule of Rate on GeM portal. BCPL shall not be responsible for any failure on the part of the bidder to follow the instructions.
- ii) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.
- iii) If any unconditional rebate has been offered in the quoted rate the same shall be considered in arriving at evaluated price. However, no cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- iv) In case, it is observed that any of the bidder(s) has/have offered suo-moto Discount/Rebate after opening of unpriced bid but before opening of price bids such discount /rebate(s) shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest evaluated bidder without considering the discount/rebate(s), then such discount/rebate(s) offered by the bidder shall be considered for Award of Work and the same will be conclusive and binding on the bidder.



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- v) In the event as a result of techno-commercial discussions or pursuant to seeking clarifications / confirmations from bidders, while evaluating the un-priced part of the bid, any of the bidders submits a sealed envelope stating that it contains revised prices; such bidder(s) will be requested to withdraw the revised prices failing which the bid will not be considered for further evaluation.
- vi) In case any bidder does not quote for any item(s) of "Schedule of Rates" and the estimated price impact is more than 10% of the quoted price, then the bid will be rejected. If such price impact of unquoted items is 10% or less of his quoted price, then the unquoted item(s) shall be loaded highest of the price quoted by the other bidders. If such bidder happens to be lowest evaluated bidder, price of unquoted items shall be considered as included in the quoted bid price.

Further, Bidders must submit the original " EMD, Power of Attorney, Integrity Pact (wherever applicable) and any other documents specified in the Tender Document to the address mentioned in IFB, in a sealed envelope, superscribing the details of Tender Document (i.e. tender number & tender for) within 7 days from the date of un-priced bid opening.

Bidders are required to submit the EMD in original by Due Date and Time of Bid Submission or upload a scanned copy of the same in the Part-I of the Bid. If the Bidder is unable to submit EMD in original by Due Date and Time of Bid Submission, the Bidder is required to upload a scanned copy of the EMD in Part-I of Bid, provided the original EMD, copy of which has been uploaded, is received within 7 days from the Due Date of Bid Opening, failing which the Bid will be rejected irrespective of their status/ranking in tendering process and notwithstanding the fact that a copy of EMD was earlier uploaded by the Bidder.

### 12 **BID PRICES:**

- 12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer. The prices quoted by the Bidders will be inclusive of all taxes & duties except **GST (CGST & SGST/UTGST or IGST)**.

Successful bidder is required to provide break-up of various components such as GST (CGST & SGST/UTGST or IGST) included in the quoted prices for placing SAP order by BCPL.

- 12.2 Bidder shall quote for all the items of Price bid/SOR after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under SOR but is required to complete the works as per Specifications, Scope of Work / Service, Standards, General Conditions of Contract ("GCC"), Special Conditions of Contract ("SCC") or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.
- 12.4 All duties, taxes and other levies [if any] payable by the Service Provider under the Contract, or for any other cause including final **GST (CGST & SGST/ UTGST or IGST)** shall be included in the rates / prices and the total bid-price submitted by the Bidder.



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12.5 Prices quoted by the Bidder, shall remain firm and fixed and valid till completion of the Contract and will not be subject to variation on any account, unless any price escalation/variation is allowed elsewhere in the Tender Document.

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

13.1 Bidders are required to mention the GST Registration No. in bids wherever **GST (CGST & SGST/UTGST or IGST)** is applicable.

13.2 Quoted prices should be inclusive of all taxes and duties, including **GST (CGST & SGST or IGST or UTGST)**. Please note that the responsibility of payment of **GST (CGST & SGST or IGST or UTGST)** lies with the Service Provider only. Service Provider providing taxable service shall issue an e-Invoice/Invoice/ Bill, as the case may be as per rules/ regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by Service Provider with requisite details.

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

13.3 In case CBIC (Central Board of Indirect Taxes and Customs)/ any tax authority / any equivalent government agency brings to the notice of BCPL that the Service Provider has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from BCPL to the government exchequer, then, that Contactor shall be put under Holiday list of BCPL for period of six months after following the due procedure. This action will be in addition to the right of recovery of financial implication arising on BCPL.

13.4 In case of statutory variation in **GST (CGST & SGST/UTGST or IGST)**, other than due to change in turnover, payable on the contract value during contract period, the Service Provider shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

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

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

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

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



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- 13.5 Where BCPL is entitled to avail the input tax credit of **GST (CGST & SGST/UTGST or IGST)**:-
- 13.5.1 Owner/BCPL will reimburse the **GST (CGST & SGST/UTGST or IGST)** to the Service Provider at actuals against submission of E-Invoices/Invoices as per format specified in rules/ regulation of GST to enable Owner/BCPL to claim input tax credit of **GST (CGST & SGST/UTGST or IGST)** paid. In case of any variation in the executed quantities, the amount on which the **GST (CGST & SGST/UTGST or IGST)** is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.
- 13.5.2 The input tax credit of quoted GST (CGST & SGST/UTGST or IGST) shall be considered for evaluation of bids, as per evaluation criteria of tender document.
- 13.6 Where BCPL is not entitled to avail/take the full input tax credit of **GST (CGST & SGST/UTGST or IGST)**:-
- 13.6.1 Owner/BCPL will reimburse **GST (CGST & SGST/UTGST or IGST)** to the Service Provider at actuals against submission of E-Invoices/Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of **GST (CGST & SGST/UTGST or IGST)** as quoted by the bidder, subject to any statutory variations, except variations arising due to change in turnover. In case of any variation in the executed quantities (If directed and/or certified by the Engineer-In-Charge) the ceiling amount on which **GST (CGST & SGST/UTGST or IGST)** is applicable will be modified on pro-rata basis.
- 13.6.2 The bids will be evaluated based on total price including quoted **GST (CGST & SGST/UTGST or IGST)**.
- 13.7 BCPL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.  
However, in case any unregistered bidder is submitting their bid, Bids will be evaluated as per quoted prices without loading of GST (CGST & SGST/UTGST or IGST), if not quoted. Further, an unregistered bidder is required to mention its Income Tax PAN in bid document.
- 13.8 In case BCPL is required to pay entire/certain portion of applicable **GST (CGST & SGST/UTGST or IGST)** and remaining portion, if any, is to be deposited by Bidder directly as per **GST (CGST & SGST/UTGST or IGST)** laws, entire applicable rate/amount of **GST (CGST & SGST/UTGST or IGST)** to be considered by bidder in the Price bid/SOR.  
Where BCPL has the obligation to discharge **GST (CGST & SGST/UTGST or IGST)** liability under reverse charge mechanism and BCPL has paid or is /liable to pay **GST (CGST & SGST/UTGST or IGST)** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to BCPL or ITC with respect to such payments is not available to BCPL for any reason which is not attributable to BCPL, then BCPL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by BCPL to Service Provider / Supplier.
- 13.9 Service Provider shall ensure timely submission of correct invoice(s)/e-invoice(s), as per GST rules/ regulation, with all required supporting document(s) within a period specified in Contract to enable BCPL to avail input credit of GST (CGST & SGST/UTGST or



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IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Service Provider with requisite details.

If input tax credit is not available to BCPL for any reason not attributable to BCPL, then BCPL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, against any amounts paid or becomes payable by BCPL in future to the Service Provider under this contract or under any other contract.

### 13.10 Anti-profiteering clause

As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from [input tax credit](#) to the consumer by way of commensurate reduction in prices. The Service Provider / supplier may note the above and quote their prices accordingly.

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

13.12 GST, as included by the bidder in Price bid/Schedule of Rates, shall be deemed as final and binding for the purpose of bid evaluation (applicable for tenders where bidder quotes the GST rates). In case a bidder includes “zero/blank” GST or an erroneous GST, the bid evaluation for finalizing the L1 bidder will be done considering the “Zero” or quoted GST rate, as the case may be. No request for change in GST will be entertained after submission of bids.

In cases where the successful bidder quotes a wrong GST rate, for releasing the order, the following methodology will be followed:

- In case the actual GST rate applicable is lower than the quoted GST rate, the actual GST rate will be added to the quoted basic prices. The final cash outflow will be based on actual GST rate.
- In case the actual GST rate applicable is more than the quoted GST rate, the basic prices quoted will be reduced proportionately, keeping the final cash outflow the same as the overall quoted amount.

Based on the Total Cash Outflow calculated as above, BCPL shall place orders.

13.13 Wherever TDS under GST Laws has been deducted from the invoices raised / payments made to the Service Provider, as per the provisions of the GST law / Rules, Service Provider should accept the corresponding GST-TDS amount populated in the relevant screen on GST common portal ([www.gst.gov.in](http://www.gst.gov.in)). Further, Service Provider should also download the GST TDS certificate from GST common portal (reference path: Services > User Services > View/Download Certificates option).

### 13.14 Provision w.r.t. E- Invoicing requirement as per GST laws:



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Supplier who is required to comply with the requirements of E-invoice for B2B transactions as per the requirement of GST Law will ensure the compliance of requirement of E Invoicing under GST law. If the invoice issued without following this process, such invoice can-not be processed for payment by BCPL as no ITC is allowed on such invoices.

Therefore, all the payments to such supplier who is liable to comply with e-invoice as per GST Laws shall be made against the proper e-invoice(s) only. Further, returns and details required to be filled under GST laws & rules against such e-invoices should be timely filed by Supplier of Goods with requisite details.

If input tax credit is not available to BCPL for any reason attributable to supplier (both for E-invoicing cases and non-E-invoicing cases), then BCPL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, by adjusting against any amounts paid or becomes payable in future to the supplier under this contract or under any other contract.

To ensure compliance, undertaking in requisite format is to be submitted by supplier as per format F-15 along with documents for release of payment.

**13.15 New Taxes & duties:** Any new taxes & duties, if imposed by the State/ Central Govt. of India after the due date of bid submission but before the Contractual Completion Date, shall be reimbursed to the Service Provider on submission of copy of notification(s) issued from State/ Central Govt. Authorities along with documentary evidence for proof of payment of such taxes & duties, but only after ascertaining it's applicability with respect to the Contract.

**13.16** Full payment including GST will be released at the time of processing of invoice for payment, where the GST amount reflects in Form GSTR-2A of BCPL. However, in case where the GST amount doesn't reflect in Form GSTR-2A of BCPL, the amount of GST will be released after reflection of GST amount of corresponding invoice in Form GSTR-2A of BCPL.

### **14 BID CURRENCIES:**

Bidders must submit Bid in Indian Rupees only.

### **15 BID VALIDITY:**

**15.1** Bids shall be kept valid for period specified in GeM bid from the final Due date of submission of bid'. A Bid valid for a shorter period may be rejected by BCPL as 'non-responsive'.

**15.2** In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', the Employer may request the Bidder to extend the 'Period of Bid Validity' for a specified additional period on GeM portal. The request and the responses thereto shall be made in writing or by email (outside GeM, if required). After opening of price bids in GeM, the extension (outside GeM, if any) will be regularized through GeM with L-1 bidder. Bidder may refuse the request without forfeiture of his EMD/Bid Security.



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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 'EMD' for the period of the extension and in accordance with "ITB: Clause-16" in all respects.

#### 16 **EARNEST MONEY DEPOSIT (EMD):**

- 16.1 Bid must be accompanied with earnest money (**i.e. Earnest Money Deposit (EMD)**) also known as **Bid Security**) in the form of '**Demand Draft**' / '**Banker's Cheque**'/**Insurance Surety Bond**' / '**Fixed Deposit Receipt**' [in favour of **Brahmaputra Cracker and Polymer Limited** payable at place mentioned in **BDS**] or '**Bank Guarantee**' strictly as per the format given in form F 2B of the **Tender Document**. Bidder shall ensure that EMD submitted in the form of '**Bank Guarantee**' should have a validity of at least 'two [02] months' beyond the validity of the Bid. EMD submitted in the form of '**Demand Draft**' or '**Banker's Cheque**' should be valid for three months.

Bid not accompanied with EMD, or EMD not in requisite format shall be liable for rejection. The EMD shall be submitted in Indian Rupees only.

- 16.2 BCPL shall not be liable to pay any documentation charges, Bank charges, commission, interest etc. on the amount of EMD. In case EMD is in the form of a 'Bank Guarantee', the same shall be from any Indian scheduled Bank (excluding Co-operative banks and Regional Rural bank) or a branch of an International Bank situated in India and registered with 'Reserve Bank of India' as Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be commercial Bank having net worth in excess of Rs. 100 Crores [Rupees One Hundred Crores] and a declaration to this effect should be made by such commercial Bank either in the 'Bank Guarantee' itself or separately on its letterhead. Purchaser will verify the BG from issuing bank.
- 16.3 Any Bid not secured in accordance with "ITB: Clause-16.1, 16.2 & Clause-16.3" may be rejected by BCPL as non-responsive.
- 16.4 Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after finalization of tendering process.
- 16.5 The successful Bidder's EMD will be discharged upon the Bidder's acknowledging the 'Award' and signing the 'Agreement' (if applicable) and furnishing the 'Contract Performance Security (CPS)/ Security Deposit' pursuant to clause no. 38 of ITB.
- 16.6 Notwithstanding anything contained herein, the EMD may also be forfeited in any of the following cases:
- (a) If a Bidder withdraws his Bid during the 'Bid Validity' period
  - (b) If a Bidder has indulged in corrupt/fraudulent /collusive/coercive practice
  - (c) If the Bidder modifies Bid during the period of bid validity (after Due Date and Time for Bid Submission).
  - (d) Violates any other condition, mentioned elsewhere in the Tender Document, which may lead to forfeiture of EMD.



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- (e) In the case of a successful Bidder, if the Bidder fails to:
- (i) acknowledge receipt of the “Notification of Award” / Fax of Acceptance [FOA]”,
  - (ii) furnish “Contract Performance Security / Security Deposit”, in accordance with “ITB: Clause-38”
  - (iii) accept ‘arithmetical corrections’ as per provision of the clause 30 of ITB.
- 16.7 In case EMD is in the form of ‘Bank Guarantee’ the same must indicate the Tender Document No. and the name of Tender Document for which the Bidder is quoting. This is essential to have proper correlation at a later date.
- 16.8 MSEs (Micro & Small Enterprises) are exempted from submission of EMD in accordance with the provisions of PPP-2012 and Clause 40 of ITB. However, Traders/Dealers/ Distributors /Stockiest /Wholesaler are not entitled for exemption of EMD. The Government Departments/PSUs are also exempted from the payment of EMD. Further, Startups are also exempted from the payment of EMD.

***Note: The Public Procurement Policy for MSEs is meant for procurement of only goods produced & Services rendered by MSEs. The benefit of policy is not extended to the traders/dealers/ Distributors/ Stockiest/Wholesalers. If the major activity of the MSE is Trading/Services (Trading) then the unit is a trader and is not eligible for availing the benefits of Public Procurement Policy for MSEs Order, 2012. Further, for considering Purchase Preference benefits including exemption to EMD, the bidder should be a Manufacturer or service provider of the item(s)/Service(s) to be procured.***

In addition to above, following categories of Sellers/Service Providers are also exempted from furnishing Earnest Money / Bid Bond:

- (i) KVIC, ACASH, WDO, Coir Board, TRIFED and Kendriya Bhandar.
- (ii) Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product / Primary Service for which Bid / RA has been invited.
- (iii) Sellers/ Service Provider having annual turnover of INR 500 Crore or more.
- (iv) Sellers / Service Providers holding BIS License for the Primary Product Category whose credentials are validated through BIS database and through uploaded supporting documents.
- (v) Seller / Service Provider registered with designated Agency / Authority as specified in the bid document by the Buyer – such bidder shall have to upload scanned copy of relevant registration document in place of Bid Security document while bidding.

**Bidders are required to submit relevant document for exemption from furnishing Earnest Money / Bid Bond**

- 16.9 In addition to existing specified form (i.e. Demand Draft (DD)/ Banker’s Cheque/ Bank Guarantee) mentioned in tender documents for submission of EMD/Bid Bond, the bidder can also submit the EMD through online banking transaction i.e. IMPS/NEFT/RTGS etc. While remitting, the bidder must indicate EMD and tender no. under remarks. Bidders shall be required to submit/ upload the successful transaction details along-with



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their bid/e-bid in addition to forwarding the details to dealing officer through email/letter with tender reference number immediately after remittance of EMD.

In absence of submitting/ uploading the remittance details, the bids are likely to be considered as bid not accompanied with EMD. Further, in case of the above online transaction, submission of EMD in original is not applicable.

16.10 In case of forfeiture of EMD/ Bid Security, the forfeited amount will be considered inclusive of tax and tax invoice will be issued by BCPL. The forfeiture amount will be subject to final decision of BCPL based on other terms and conditions of order.

16.11 EMD/Bid Bond will not be accepted in case the same has reference of 'remitter'/'financer' other than bidder on the aforementioned financial instrument of EMD/ Bid Bond submitted by the bidder and bid of such bidder will be summarily rejected.

#### 16A **DECLARATION FOR BID SECURITY**

Bidder to whom exemption is allowed as per Clause no. 16.8 above are required to submit Declaration for Bid Security as per proforma at Form F-2A.

#### 17 **PRE-BID MEETING (IF APPLICABLE):**

17.1 The Bidder(s) or his designated representative are invited to attend a "Pre-Bid Meeting" which will be held at address specified in IFB. It is expected that a bidder shall not depute more than 02 representatives for the meeting.

17.2 Purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

17.3 Text of the questions raised and the responses given, together with any responses prepared after the meeting, will be uploaded on GeM portal website against the GeM bid as specified in "ITB: Clause-8. Any modification of the Contents of Bidding Documents listed in "ITB: Clause-7.1", that may become necessary as a result of the Pre-Bid Meeting shall be made by the Employer exclusively through the issue of a Corrigendum pursuant to "ITB: Clause-9", and not through the minutes of the Pre-Bid Meeting.

17.4 Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

#### 18 **FORMAT AND SIGNING OF BID:**

18.1 The Bid shall be typed or written in indelible ink [in the case of copies, photocopies are also acceptable] and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing, must be typed or printed below the signature. All pages of the Bid except for unamendable printed literature where entry(s) or amendment(s) have been made shall be initialed by the person or persons signing the Bid.

18.2 The Bid shall contain no alterations, omissions, or additions, unless such corrections are initialed by the person or persons signing the Bid.

#### 19 **ZERO DEVIATION AND REJECTION CRITERIA:**

19.1 ZERO DEVIATION: Deviation to terms and conditions of Bidding Documents may lead to rejection of Bid. BCPL will accept Bid based on terms & conditions of Bidding Documents only. Bidder may note, BCPL will determine the substantial responsiveness



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of each bid to the Bidding Documents pursuant to provision contained in clause 29 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviation(s) or reservations. BCPL's determination of a Bid's responsiveness is based on the content of the Bid itself without recourse to extrinsic evidence.

Bidder is requested not to take any deviation(s)/exception(s) to the terms & conditions of Tender Document, and submit all requisite documents as mentioned in this Tender Document, failing which their Bid will be liable for rejection. If a Bidder does not reply to the queries in the permitted time frame then its Bid shall be evaluated based on the documents available in the Bid.

As a principle, clarifications from bidders after opening of tenders will not be sought. However, where clarifications / documents from the bidders on important aspects are absolutely necessary for finalization of tender, clarifications from bidder can be asked. The request for clarification shall be given in email/portal, asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid including specifications, shall be offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information/ documents should be sought only in case of historical documents which pre-existed bids and which have not undergone change since then.

### 19.2 **REJECTION CRITERIA:**

Notwithstanding the above, deviation to the following clauses of Tender Documents shall lead to summarily rejection of Bid:

- (a) Firm Price
- (b) Earnest Money Deposit / Bid Bond / Bid Security declaration (if applicable)
- (c) Specifications & Scope of Work
- (d) Schedule of Rates / Price Schedule / Price Basis
- (e) Duration / Period of Contract/ Completion schedule
- (f) Period of Validity of Bid
- (g) Price Reduction Schedule
- (h) Contract Performance Security
- (i) Guarantee / Defect Liability Period
- (j) Arbitration / Resolution of Dispute/Jurisdiction of Court
- (k) Force Majeure & Applicable Laws
- (l) Integrity Pact, if Applicable
- (m) Any other condition specifically mentioned in the Tender Document elsewhere that non-compliance of the clause lead to rejection of Bid

Note: Further, it is once again reminded not to mention any condition in the Bid which is contradictory to the terms & conditions of Tender Document.

### 20 **E-PAYMENT:**



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Brahmaputra Cracker and Polymer Limited has initiated payments to Service Providers electronically and to facilitate the payments electronically through 'e-banking'.

### **[D] – SUBMISSION OF BIDS**

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

- 21.1 Bids shall be submitted on GeM portal. No Manual/ Hard Copy (Original) / E-mail offer shall be acceptable. Physical documents shall be addressed to the owner at address specified in IFB.
- 21.2 Bids submitted under the name of AGENT/ REPRESENTATIVE /RETAINER/ ASSOCIATE etc. on behalf of a bidder/affiliate shall not be accepted.

#### **22 DEADLINE FOR SUBMISSION OF BID:**

- 22.1 The bids must be submitted in GeM portal not later than the date and time specified in the tender documents.
- 22.2 BCPL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids (8.0 and/or 9 of ITB refers). In that case all rights and obligations of BCPL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended. Notice for extension of due date of submission of bid will be uploaded on GeM portal / communicated to the bidders.

#### **23 LATE BID:**

- 23.1 GeM portal shall close immediately after the due date for submission of bid and no bids can be submitted thereafter.

Where the EMD/physical documents have been received but the bid is not submitted by the bidder in the GeM portal, such EMD/ physical documents shall be returned immediately.

- 23.2 EMD /physical documents received to address other than one specifically stipulated in the Tender Document will not be considered for evaluation/opening/award if not received to the specified destination within stipulated date & time.

#### **24 MODIFICATION AND WITHDRAWAL OF BID:**

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

The bidder may withdraw or modify its bid after bid submission but before the due date and time for submission as per tender document.

- 24.2 No bid shall be modified/ withdrawn after the Due Date & Time for Bid submission.
- 24.3 Any withdrawal/ modification/substitution of Bid in the interval between the Due Date & Time for Bid submission and the expiration of the period of bid validity specified by the Bidder in their Bid shall result in the Bidder's forfeiture of EMD pursuant to clause 16 of ITB / invocation of action as per Bid Security declaration and rejection of Bid.



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- 24.4 The latest Bid submitted by the Bidder before Bid Due Date & Time shall be considered for evaluation and all other Bid(s) shall be considered to be unconditionally withdrawn.

### **[E] BID OPENING AND EVALUATION:**

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

- 25.1 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(s) or any obligations to inform the affected Bidder(s) of the ground for BCPL's action.
- 25.2 In GeM, there is provision for representation against disqualification of bidder within the specified period after disqualifying the bidder against GeM Bid. Disqualified bidders should not upload new/additional documents against representation on GeM as the same shall not be evaluated.

Further, following decisions of BCPL shall not be subject to review:

- a) Determination of the need for procurement;
- b) Selection of the mode of procurement or bidding system;
- c) Choice of selection procedure;
- d) Provisions limiting participation of bidders in the procurement process;
- e) The decision to enter into negotiations with the L1 bidder;
- f) Cancellation of the procurement process except where it is intended to subsequently re-tender the same requirements;
- g) Issues related to ambiguity in contract terms may not be taken up after a contract has been signed, all such issues should be highlighted before consummation of the contract by the vendor/ contractor; and
- h) Complaints against specifications except under the premise that they are either vague or too specific so as to limit competition may be permissible.

#### **26 BID OPENING**

##### **26.1 Un priced Bid Opening:**

BCPL will open unpriced bids at the schedule date & time.

##### **26.2 Priced Bid Opening:**

- 26.2.1 BCPL will open the price bids of those bidders who meet the qualification requirement and whose bids is determined to be technically and commercially responsive. Techno-commercial bid evaluation status will be informed to all bidders (including techno-commercially not qualified Bidders).
- 26.2.2 The price bids of those Bidders who were not found to be techno-commercially responsive shall not be opened.
- 26.3 As tender is processed on GeM portal, public opening of bids is not applicable.

#### **27 CONFIDENTIALITY:**



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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 person not officially concerned with such a process until the award to the successful bidder

### 28 **CONTACTING THE EMPLOYER:**

- 28.1 From the time of bid opening to the time of contract award, no bidder shall contact BCPL on any matter related to the bid, except on request and prior written permission.
- 28.2 Any effort by the bidder to influence BCPL in bid evaluation, bid comparison or contract award decisions will vitiate the process and will result in the rejection of the bidder's bid and action shall be initiated as per the BCPL's procedure for action in case Corrupt / Fraudulent / Collusive / Coercive practices in this regard apart from forfeiture of EMD/ Bid Security, if any

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

- 29.1 The Employer's determination of a bid's responsiveness is based on the content of the bid only. Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid:-
- (a) Meets the "Bid Evaluation Criteria" of the Bidding Documents;
  - (b) Has been properly signed;
  - (c) Is accompanied by the required 'Earnest Money / Bid Security / Bid Security Declaration
  - (d) Is substantially responsive to the requirements of the Bidding Documents; and
  - (e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to "ITB: Clause-29.2"
- 29.2 A substantially responsive Bid is one which conforms to all the terms & conditions, specifications etc. of the Bidding Documents without any material deviation or reservation or omission, for this purpose Purchaser defines the foregoing terms below:-
- a) "Deviation" is departure from the requirement specified in the Tender Documents.
  - b) "Reservation" is the setting of limiting condition(s) or withholding from complete acceptance of the requirement in the Tender Documents.
  - c) "Omission" is the failure to submit part or all of the information or documentation required in the Tender Document for evaluation of bid.
- 29.3 A material deviation, reservation or omission is one that,
- a) If accepted would,
    - i) Affect in any substantial way the scope, quality or performance of the job as specified in Tender Document.
    - ii) Limit, in any substantial way, inconsistent with the Tender Document, the Purchaser's rights or the Bidder's obligation under the proposed Contract.
  - b) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.



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- 29.4 The employer shall examine all aspects of the Bid to confirm that all requirements have been met without any material deviation, reservation or omission.
- 29.5 Tenders that do not meet the basic requirements specified in the bid documents are to be treated as unresponsive {both during Techno-commercial evaluation and Financial Evaluation in case of Two Bid System ) and will be ignored. All tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the Bid document and to identify unresponsive tenders, if any. Unresponsive offers may not subsequently be made responsive by correction or withdrawal of the non- conforming stipulation. Some important points on the basis of which a tender may be declared as unresponsive and be ignored during the initial scrutiny are :
- i) The tender is not in the prescribed format or is unsigned or not signed as per the stipulations in the bid document;
  - ii) The required EMD has not been provided or exemption from EMD is claimed without acceptable proof of exemption;
  - iii) The bidder is not eligible to participate in the bid as per laid down eligibility criteria
  - iv) The bid departs from the essential requirements specified in the bidding document (for example, the tenderer has not agreed to give the required contract performance security); or
  - v) Against a schedule in the list of requirements in the tender enquiry, the tenderer has not quoted for the entire requirement as specified in that schedule (example: in a schedule, it has been stipulated that the tenderer will supply the equipment, install and commission it and also train the BCPL's personnel for operating the equipment. The tenderer has, however, quoted only for supply of the equipment).

### 30 **CORRECTION OF ERRORS:**

Not Applicable

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

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

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

Bid shall be evaluated as per Evaluation Methodology mentioned in Section-II of Tender Document on lowest bid basis.

Refer BDS for tie breaker criteria.

### 33 **COMPENSATION FOR EXTENDED STAY – NOT APPLICABLE**

### 34 **PURCHASE PREFERENCE:**

Purchase preference to Micro & Small Enterprises (MSEs), Domestically Manufactured Electronic Products / Telecom Products or Policy to Provide Purchase Preference as per Public



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Procurement (Preference to Make in India), Order 2017 etc. shall be allowed as per Government instructions in vogue, as applicable from time to time

**As per GEM policy/guidelines, MSE bidders have to update their status in their Profile and declare whether they are participating as MSE on GeM Portal (including updating their status in Profile) while submitting the bid on GeM tender. Further, MSE are required to upload relevant documents in bid as per provision of tender. However, evaluation and applicability of EMD exemption policy will be based on the confirmations & documents submitted by the bidder in their bid irrespective of selection/option made on GeM portal.**

**Bidders are required to select the applicable purchase preference (i.e. preference category) option while submitting the bid on GeM portal and evaluation and applicability of purchase preference policy will be based on the confirmations & documents submitted by the bidder in their bid depending on selection/option made on GeM portal by L1 bidder. In case a bidder does not select the Purchase Preference option on GeM Portal and happens to be L1 bidder, matching option to other MSE bidders may be given if appears in system.**

### **[F] – AWARD OF CONTRACT**

#### **35 AWARD:**

Subject to “ITB: Clause-29.0”, BCPL will award the Contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest provided that bidder, is determined to be qualified to satisfactorily perform the Contract.

***“BCPL intent to place the contract directly on the address from where Services are to be rendered. In case, bidder wants contract at some other address or Services are to be rendered from multiple locations, bidder is required to provide in their bid, the address on which contract is to be placed”.***

BCPL will place the Contract directly on the successful bidder from whom the bid has been received & evaluated and will not place order on other entities such as subsidiary, business associate or partner, dealer/distributor etc. of the Bidder.

#### **36 NOTIFICATION OF AWARD / FAX OF ACCEPTANCE [FOA]:**

- 36.1 Prior to the expiry of ‘Period of Bid Validity’, Notification of Award for acceptance of the Bid will be intimated to the successful Bidder by BCPL either by E - mail /Letter or like means defined as the “Fax of Acceptance (FOA)”. The Contract shall enter into force on the date of FOA and the same shall be binding on BCPL and successful Bidder (i.e. Service Provider). The Notification of Award/FOA will constitute the formation of a Contract. . The detailed GeM Contract / detailed Letter of Acceptance shall be issued thereafter incorporating terms & conditions of Tender Document, Corrigendum, Clarification(s), Bid and agreed variation(s)/acceptable deviation(s), if any. BCPL may choose to issue Notification of Award in form of detailed GeM Contract / Letter of



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Acceptance without issuing FOA and in such case the Contract shall enter into force on the date of detailed GeM Contract / Letter of Acceptance only.

- 36.2 Contract period shall commence from the date of "Notification of Award" or as mentioned in the Notification of Award. The "Notification of Award" will constitute the formation of a Contract, until the Contract has been effected pursuant to signing of Contract Agreement as per "ITB: Clause-37".
- 36.3 Upon the successful Bidder's / Contractor's furnishing of 'Contract Performance Security / Security Deposit', pursuant to "ITB: Clause-38", BCPL will promptly discharge his 'Earnest Money Deposit / Bid Security', pursuant to "ITB: Clause-16".
- 36.4 The Order/ contract value mentioned above is subject to Price Reduction Schedule clause.
- 36.5 BCPL will award the Contract to the successful Bidder, who, within 'fifteen [15] days' shall acknowledge.
- 36.6 **In addition to GeM Contract(s), BCPL will place SAP generated Order(s) / Contract(s) outside GeM portal for execution of Order(s) / Contract(s) and payment to suppliers outside GeM portal. SAP Order(s)/Contract(s) will be generated by mentioning unit price excluding GST, quantity and percentage of GST. Thus, break-up of quoted prices (such as Ex-works price, freight charges & GST) shall be provided by bidders post price bid opening, based on request from BCPL.**

### 37 SIGNING OF AGREEMENT

- 37.1 The successful Bidder/Service Provider shall be required to execute an 'Agreement' in the proforma given in this Bidding Document on a 'non-judicial stamp paper' of appropriate value [cost of the 'stamp-paper' shall be borne by the successful Bidder/Service Provider] and of ' State of India' specified in Bidding Data Sheet (BDS) only, within 'fifteen [15] days' of receipt of the "Fax of Acceptance [FOA]" of the Tender by the successful Bidder/Service Provider failure on the part of the successful Bidder/Contractor to sign the 'Agreement' within the above stipulated period, shall constitute sufficient grounds for forfeiture of EMD//Action as per Bid Security declaration. However, signing of Agreement shall not be applicable in cases wherein the individual contract value as specified in Notification of Award is less than INR 10 Lakh (exclusive of GST).
- 37.2 The format for signing Contract Agreement in English is attached with this Bidding Document.

### 38 CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT [CPS/SD]:

- 38.1 Within 30 days of the receipt of the notification of award/ FOA from BCPL, the successful Bidder shall furnish the Contract Performance Security (CPS) in accordance with of General Conditions of the Contract. The CPS shall be in the form of either Banker's Cheque or Demand Draft or Insurance Surety Bond or Fixed Deposit Receipt or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract. However,



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there shall be no Contract Performance security / PBG requirement for contracts:

- a) Placed under Direct Purchase / L-1 Purchase Option under Para (i) and (ii) of GFR rule 149;
- b) Placed through Bids / RA with estimated bid value up to Rs 5 Lakh (in case of Goods contracts); and

However, on consent of BCPL, an additional time of 30 days can be allowed (while maintaining the validity of EMD for the requisite period) for submission of CPS / SD. However, a penal interest of Marginal Cost of Fund based Lending Rate (MCLR) for one year charged by SBI (applicable on due date of submission of CPBG/SD i.e. 30th day after issuance of FOA Notification of award) plus 4.0% p.a (on CPBG/SD amount) shall be charged for delay beyond 30 days i.e. from 31st days after issuance of FOA.

Further, where contractor/ vendor/supplier/consultant is mobilized at site and executing the contract/ order as per provision of contract/order or mile stones decided during Kick of Meeting, further period for submission of CPBG (beyond 60 days) with application of aforesaid penal interest, can be given on consent of BCPL This provision is applicable only in case where contractor/ vendor/supplier/consultant is mobilized at site and executing the contract/ order as per provision of contract/order or mile stones decided during Kick of Meeting. In such case, Security Deposit (along with aforesaid applicable interest as on date of release of payment) can be deducted from the due payment of contractor/ vendor/supplier/consultant against such order/ contract.

For remaining cases, non-submission of CPBG beyond specified period (30 days or 60 days in case extension is allowed) may constitute sufficient ground for termination of order/ contract and subsequent actions following termination as per the tender. The first payment to contractor/ vendor/supplier is to be released only after submission of Contract Performance Security (CPS)/ Security Deposit (SD) & deduction of applicable interest OR deduction of Contract Performance Security (CPS)/ Security Deposit (SD) along with applicable interest from the due payment as mentioned herein above.

- 38.2 The contract performance security shall be for an amount equal to specified in Bidding Data Sheet (BDS) towards faithful performance of the contractual obligations and performance of equipment. For the purpose of CPS, Contract/order value shall be exclusive of **GST (CGST & SGST/UTGST or IGST)**.

Bank Guarantee towards CPS shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. 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.

- 38.3 The Service Provider shall submit CPS as per Form F-4 of Tender Document only but not as per format of GeM. Further, they also submit covering letter along with CPS as per format at F-4

- 38.4 Failure of the successful Bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and ~~forfeiture of the EMD/~~ action as per declaration for Bid Security.



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- 38.5 The CPS has to cover the entire contract value including extra works/services also. As long as the CPS submitted at the time of award take cares the extra works/ services executed and total executed value are within the awarded contract price, there is no need for additional CPS. As soon as the total executed value is likely to burst the ceiling of awarded contract price, the Service Provider should furnish additional CPS.
- 38.6 Further, Ministry of Finance (MOF) Department of financial service has issued direction for submission of Bank Guarantee through online vide letter ref number F.No.7/112/2011-BOA dated 17<sup>th</sup> July 2012. The successful bidder can submit CPS online through issuing bank to BCPL directly as per the above direction including its revisions, if any. In such cases confirmation will not be sought from issuing banker by BCPL.
- 38.7 In addition to existing specified form (i.e. Demand Draft (DD)/ Banker's Cheque/ Bank Guarantee/Letter of Credit) mentioned in tender documents for submission of Security Deposit/ Contract Performance Security, the successful bidder can also submit the Security Deposit/ Contract Performance Security through online banking transaction i.e. IMPS/NEFT/RTGS/SWIFT etc. For this purpose, the details of BCPL's Bank Account is mentioned in BDS. Further, in case a successful Bidder is willing to furnish CPS through SWIFT, the details may be obtained from Purchase Officer immediately after receipt of FOA.
- While remitting such online transaction, the bidder must indicate "Security Deposit/ Contract Performance Guarantee against FOA/DLOA/PO no. \_\_\_\_\_ (contractor/ vendor to specify the FOA/DLOA/PO No.)" under remarks column of such transaction on respective bank portal. The contractor/vendor shall be required to submit the successful transaction details to the dealing officer immediately through email/letter and necessarily within 30 days from the date of Fax of Acceptance.
- 38.8 In case of forfeiture of Contract Performance Security/ Security Deposit in terms of GCC, the forfeited amount will be considered inclusive of tax and tax invoice will be issued by BCPL. The forfeiture amount will be subject to final decision of BCPL based on other terms and conditions of order.
- 38.9 CPBG/Security Deposit will not be accepted in case the same has reference of 'remitter'/'financer' other than bidder on the aforementioned financial instrument of CPBG/ Security Deposit submitted by the Service Provider.
- 38.10 The first payment to vendor is to be released only after submission of CPS / Security Deposit (SD).
- 38.11 Before the CPS / Security Deposit (SD) is released a "No Claim Certificate" is to be submitted by the supplier/vendor.

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

- 39.1 Procedure for action in case Corrupt/ Fraudulent/Collusive/Coercive Practices is enclosed at Annexure-I.



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39.2 ~~The Fraud Prevision Policy document is available on BCPL's website ([www.bcplonline.co.in](http://www.bcplonline.co.in)).~~

39.3 ~~Name and contact details of nodal officer refer BDS:~~

3.94 **NON-APPLICABILITY OF ARBITRATION CLAUSE IN CASE OF BANNING OF VENDORS/ SUPPLIERS / CONTRACTORS/ BIDDERS/ CONSULTANTS INDULGED IN FRAUDULENT/ COERCIVE PRACTICES**

Notwithstanding anything contained contrary in GCC or elsewhere in the Purchase Order, in case it is found that the Service Provider/Bidder indulged in fraudulent/coercive practices at the time of bidding, during execution of the Contract and/or on other grounds as mentioned in BCPL's "Procedure for action in case Corrupt/ Fraudulent/ Collusive/Coercive Practices" (Annexure-I), the Service Provider/Bidder shall be banned (in terms of aforesaid procedure) from the date of issuance of such order by BCPL, to such Bidder/Supplier.

The Service Provider/Bidder understands and agrees that in such cases where Service Provider/Bidder has been banned (in terms of aforesaid procedure) from the date of issuance of such order by BCPL, such decision of BCPL shall be final and binding on the Service Provider/Bidder and the 'Arbitration Clause' mentioned in the GCC or other "CONTRACT DOCUMENTS" shall not be applicable for any consequential issue /dispute arising in the matter.

**40 PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES (MSE):**

40.1 Following provision has been incorporated for Micro and Small Enterprises (MSE), in line with notification of Government of India, vide Gazette of India No. 503 dated 26.03.2012 proclaiming the Public Procurement Policy on procurement of goods and services from MSEs.

- i) Issue of tender document to MSEs free of cost.
- ii) Exemption from submission of EMD shall be as per Government e-Marketplace (GeM), GTC.
- iii) In Tender participating Micro and Small Enterprises quoting price within the price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprise and such micro and small enterprises shall be allowed to supply upto 25% of the total tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 25%, 4% shall be reserved for MSEs owned by SC/ST entrepreneurs. Further, 3% shall be reserved for MSEs owned by women within 25% reservation. The respective quota(s) shall be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs/MSEs owned by Women.

The quoted prices against various items shall remain valid in case of splitting of



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quantities of the items above.

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

40.2 The MSE(s) owned by SC/ST Entrepreneurs shall mean:-

- a) In case of proprietary MSE, Proprietor(s) shall be SC/ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding atleast 51% share in the unit
- c) In case of private Limited Companies, at least 51% share is held by SC/ST. If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

The MSE(s) owned by Women shall mean:-

- a) In case of proprietary MSE, Proprietor(s) shall be Women.
- b) In case of partnership MSE, the Women partners shall be holding atleast 51% share in the unit
- c) In case of private Limited Companies, at least 51% share is held by Women. If the MSE is owned by Women Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

40.3 In case Bidder is a Micro or Small Enterprise, the Bidder shall submit Udyam Registration Certificate for availing benefit under Public Procurement Policy for MSEs-2012.

Vide Gazette notification dated 18.10.2022 of Ministry of MSME, the following is notified:

*“In case of an upward change in terms of investment in plant and machinery or equipment or turnover or both, and consequent re-classification, an enterprise shall continue to avail of all nontax benefits of the category (micro or small or medium) it was in before the re-classification, for a period of three years from the date of such upward change”*

**Accordingly, in case of upward change in status, MSE bidder is required to submit the previous certificate also to get the MSE benefits.**

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

If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.

**MSEs are advised to update their latest status on GeM portal also to avoid complications during the evaluation.**

Further, MSEs who are availing the benefits of the Public Procurement Policy (PPP) 2012 get themselves registered with MSME Data Bank being operated by NSIC, under SME Division, M/o MSME, in order to create proper data base of MSEs which are making



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supplies to CPSUs.

**Note: The Public Procurement Policy for MSEs is meant for procurement of only goods produced & Services rendered by MSEs. The benefit of policy is not extended to the traders/dealers/ Distributors/ Stockiest/Wholesalers. If the major activity of the MSE is Trading/Services (Trading) then the unit is a trader and is not eligible for availing the benefits of Public Procurement Policy for MSEs Order, 2012. Further, for considering Purchase Preference benefits including exemption to EMD, the bidder should be a Manufacturer or service provider of the item(s)/Service(s) to be procured.**

- 40.4 If against an order placed by BCPL, successful Bidder(s) (other than Micro/Small Enterprise) is procuring material/services from their sub-vendor who is a Micro or Small Enterprise as per provision mentioned at clause no.40.3 above with prior consent in writing of the purchasing authority/Engineer-in-charge, the details like Name, Registration No., Address, Contact No. details of material & value of procurement made, etc. of such Enterprises shall be furnished by the successful Bidder at the time of submission of invoice/Bill.
- 40.5 The benefit of policy are not extended to the traders/dealers/ Distributors /Stockiest/Wholesalers.
- 40.6 NSIC has initiated a scheme of “Consortia and Tender Marketing Scheme” under which they are assisting the Micro & Small enterprises to market their products and services through tender participation on behalf of the individual unit or through consortia. Accordingly, if the MSEs or the consortia, on whose behalf the bid is submitted by NSIC, is meeting the BEC and other terms and conditions of tender their bid will be considered for further evaluation.
- Further, in such cases a declaration is to be submitted by MSE/ consortia on their letter head (s) that all the terms and conditions of tender document shall be acceptable to them.
- 40.7 It may be noted that Government of India has implemented Trade Receivable Discounting System (TreDS) to address challenges faced by MSMEs in delayed payments (after receipt/acceptance of Material/Services) from Government buyers leading to shortfall of Working Capital. TreDS is an online electronic institutional mechanism for facilitating the financing of trade receivables of MSMEs through multiple financiers. BCPL is already registered on the following TreDS platform:
- M/s A. TREDS (Invoicemart), Mumbai
- MSME Bidders are required to register on the TreDS platform. The MSME vendors can avail the TReDS facility, if they want to.
- 40.8 Interest payment on delayed payments to MSME is payable in line with Micro, Small and Medium Enterprises Development Act, 2006.

#### 41 **AHR ITEMS**

In item rate contract where the quoted rates for the items exceed 50% of the estimate rates, such items will be considered as Abnormally High Rates (AHR) items and payment of AHR items beyond the SOR stipulated quantities shall be made at the lowest amongst the following rates:



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- I) Rates as per SOR, quoted by the Service Provider/Bidder.
- II) Rate of the item, which shall be derived as follows:
  - a. Based on rates of Machine and labour as available from the contract (which includes service provider'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 labour plus 15% to cover Service Provider's supervision profit, overhead & other expenses.

#### 42 **VENDOR PERFORMANCE EVALUATION:**

The procedure for evaluation of performance of Supplier containing provisions for putting a Bidder / Supplier on suspension and/or holiday list (as the case may be) is enclosed as Annexure II to ITB herewith.

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

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

43.2 Corporate Tax liability, if any, shall be to the contractor's account.

#### 43.3 **TDS**

(i) TDS, wherever applicable, shall be deducted as per applicable act/law/rule.

#### (ii) **Higher rate of TDS for non-filers of ITR**

As per Section 206AB of Income Tax Act, 1961, in case of any vendor/customer who does not file their Income Tax Return for both of the two previous years preceding to current year and aggregate amount of TDS is more than or equal to 50,000/- in each of those previous two years (or limit defined by Govt. from time to time), then TDS will be deducted at the higher of following rates:

(I) Twice the rate mentioned in relevant TDS section.

(II) Twice the rate or rates in force

(III) 5%

#### 43.4 **MENTIONING OF PAN NO. IN INVOICE/BILL:**

As per CBDT Notification No. 95/2015 dated 30.12.2015, mentioning of PAN no. is mandatory for transactions related to procurement of goods / services/ exceeding Rs.2Lacs per transaction or as amended from time to time.

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

Payment of Supplier shall be processed only after fulfilment of above requirement.



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### 44. **DISPUTE RESOLUTION**

#### 1. **PRE-LITIGATION GRIEVANCE/DISPUTE REDRESSAL MECHANISM:**

- i) Any issue should be first referred to EIC (for LOA/contracts)/Dealing C&P Executive.
- (ii) In case issue is not resolved by above, Vendor/Supplier/Contractor/Consultant may submit their issue to “Samadhan Committee”. The same will be addressed by Samadhan Committee within 15 days from the date of issue raised.

*GM(C&P)/HoD(C&P)*  
*Brahmaputra Cracker and Polymer Limited*  
*Administrative Building, Dibrugrah-786006*  
*e-mail: [hodcnp@bcplindia.co.in](mailto:hodcnp@bcplindia.co.in)*

- (iii) In case, Vendor/Supplier/ Contractor/Consultant is not satisfied with the decision of the Samadhan Committee, there is a provision of escalation of issue to higher authority in BCPL. This option is available two times only, one is at Chief General Manager (O&M) and the other one is Chief Operating Officer.
- (iv) Further, issue(s) can only be submitted upto 1 month after closure of respective Contract
- (v) Vendor should refer their issue/ grievance through above mode only. Issue/ grievance received through any other mode shall not be entertained.

However, in case no mutual settlement is arrived at after exercising all pre-litigation grievance/dispute redressal mechanism as above, the matter shall be settled by Conciliation in accordance with the BCPL Conciliation Rules, 2025 as below:

#### 2. **CONCILIATION**

Brahmaputra Cracker and Polymer Limited has framed the Conciliation Rules 2025 in conformity with Part – III of the Arbitration and Conciliation Act 1996 as amended from time to time for speedier, cost effective and amicable settlement of disputes through conciliation. All issue(s)/dispute(s) arising under the Contract, which cannot be mutually resolved within a reasonable time as per above clause, may be referred for conciliation in accordance with BCPL Conciliation Rules 2025 as amended from time to time. A copy of the said rules have been made available on BCPL web site i.e. <https://bcplonline.co.in/>.

Where invitation for Conciliation has been accepted by the other party, the Parties shall attempt to settle such dispute(s) amicably under Part-III of the Arbitration and Conciliation Act, 1996 and BCPL Conciliation Rules, 2025. It would be only after exhausting the option of Conciliation as an Alternate Dispute Resolution Mechanism that the Parties hereto shall invoke Arbitration Clause. For the purpose of this clause, the option of ‘Conciliation’ shall be deemed to have been exhausted, even in case of rejection of ‘Conciliation’ by any of the Parties.

#### 3. **ARBITRATION**



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All issue(s)/dispute(s) excluding the matters that have been specified as excepted matters and listed at clause no. 3.6 and which cannot be resolved through pre-litigation grievance/dispute redressal mechanism, and Conciliation as per BCPL Conciliation rules, such issue(s)/dispute(s) shall be referred to arbitration for adjudication by Sole Arbitrator.

The party invoking the Arbitration shall have the option to either opt for Ad-hoc Arbitration as provided at Clause 3.1 below or Institutionalized Arbitration as provided at Clause 3.2 below, the remaining clauses from 3.3 to 3.7 shall apply to both Ad-hoc and Institutional Arbitration: -

- 3.1 On invocation of the Arbitration clause by either party, BCPL shall suggest a panel of three independent and distinguished persons (Retd. Supreme Court & High Court Judges only) to the other party from the Panel of Arbitrators maintained by 'Delhi International Arbitration Centre (DIAC)/ Panels of Arbitrators maintained by Gauhati High Court, to select any one among them to act as the Sole Arbitrator. In the event of failure of the other party to select the Sole Arbitrator within 30 days from the receipt of the communication from BCPL suggesting the panel of arbitrators, the right of selection of the sole arbitrator by the other party shall stand forfeited and BCPL shall appoint the Sole Arbitrator from the suggested panel of three Arbitrators for adjudication of dispute(s). The decision of BCPL on the appointment of the sole arbitrator shall be final and binding on the other party. The fees payable to Sole Arbitrator shall be governed by the fee Schedule of 'Delhi International Arbitration Centre'.

OR

- 3.2 If a dispute arises out of or in connection with this contract, the party invoking the Arbitration shall submit that dispute to any one of the Arbitral Institutions i.e ICADR/ICA/DIAC/SFCA and that dispute shall be adjudicated in accordance with their respective Arbitration Rules. The matter shall be adjudicated by a Sole Arbitrator who shall necessarily be a Retd. Supreme Court/High Court Judge to be appointed/nominated by the respective institution. The cost/expenses pertaining to the said Arbitration shall also be governed in accordance with the Rules of the respective Arbitral Institution. The decision of the party invoking the Arbitration for reference of dispute to a specific Arbitral institution for adjudication of that dispute shall be final and binding on both the parties and shall not be subject to any change thereafter. The institution once selected at the time of invocation of dispute shall remain unchanged.
- 3.3 The cost of arbitration proceedings shall be shared equally by the parties.
- 3.4 The Arbitration proceedings shall be in English language and the seat, venue and place of Arbitration shall be Guwahati, Assam only.
- 3.5 Subject to the above, the provisions of Arbitration & Conciliation Act 1996 and any amendment thereof shall be applicable. All matter relating to this Contract and arising



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out of invocation of Arbitration clause are subject to the exclusive jurisdiction of the Court(s) situated at Guwahati.

3.6 List of Excepted matters:

- a) Dispute(s)/issue(s) involving claims below 25 lakh and above Rs.10 crores.
- b) Dispute(s)/issue(s) relating to indulgence of Contractor/Vendor/Bidder in corrupt/fraudulent/ collusive/coercive practices and/or the same is under investigation by CBI or Vigilance or any other investigating agency or Government.
- c) Dispute(s)/issue(s) wherein the decision of Engineer-In-Charge/owner/BCPL has been made final and binding in terms of the Contract.

3.7 Disputes involving claims below 25 lakh and above Rs. 10 crores: - Parties mutually agree that dispute(s)/issue(s) involving claims below Rs 25 Lakh and above Rs 10 crores shall not be subject matter of Arbitration and are subject to the exclusive jurisdiction of the Court(s) situated at Dibrugarh.

4. **GOVERNING LAW AND JURISDICTION:**

The Contract shall be governed by and construed in accordance with the laws in force in India. The Parties hereby submit to the exclusive jurisdiction of the Competent Courts of Dibrugarh having territorial & pecuniary jurisdiction for adjudication of disputes, injunctive reliefs, actions and proceedings, if any, arising out of this Contract other than those covered under the arbitration clause as stated herein above.

45. **DISPUTES BETWEEN CPSES/ GOVERNMENT DEPARTMENTS/ ORGANIZATIONS:**

Subject to pre-litigation grievance/dispute redressal mechanism as provided above, "In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs. and Government Departments/Organizations (excluding disputes relating to Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. 05/0003/2019-FTS-10937 dated 14th December, 2022 and the decision of AMRCD on the said dispute will be binding on both the parties. The above provisions shall supersede provisions relating to Arbitration, Governing Law & Jurisdiction and Disputes between CPSE's/ Government Department's/ Organizations mentioned in General Conditions of Contract (GCC) and elsewhere in tender document.

46 **INAM-PRO (PLATFORM FOR INFRASTRUCTURE AND MATERIALS PROVIDERS)**

Not Applicable



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47 **PROMOTION OF PAYMENT THROUGH CARDS AND DIGITAL MEANS:**

To promote cashless transactions, the onward payments by Suppliers to their employees, service providers, sub-contractors and suppliers may be made through Cards and Digital means to the extent possible.

48 **CONTRACTOR TO ENGAGE CONTRACT MANPOWER BELONGING TO SCHEDULED CASTES AND WEAKER SECTIONS OF THE SOCIETY**

While engaging the contractual manpower, Contractors are required to make efforts to provide opportunity of employment to the people belonging to Scheduled Castes and weaker sections of the society also in order to have a fair representation of these sections.

49 **PROVISIONS FOR STARTUPS (AS DEFINED IN GAZETTE NOTIFICATION NO. D.L-33004/99 DATED 18.02.2016 AND 23.05.2017 OF MINISTRY OF COMMERCE AND INDUSTRY AND AS AMENDED FROM TIME TO TIME) (FOR APPLICABILITY REFER BDS)**

As mentioned in Section-II, Prior turnover and prior experience shall not be required for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to their meeting the quality and technical specifications specified in tender document and submission of document specified in Section-II. Further, the Startups are also exempted from submission of EMDs, if applicable.

If a Startup emerge lowest bidder, the LoA on such Startup shall be placed for entire tendered quantity/group/item/part (as the case may be). However, during the Kick of Meeting monthly milestones/ check points would be drawn. Further, the performance of such contractor/ service provider will be reviewed more carefully and action to be taken as per provision of contract in case of failure/ poor performance.

50 **PROVISION REGARDING INVOICE FOR REDUCED VALUE OR CREDIT NOTE TOWARDS PRS**

PRS is the reduction in the consideration / contract value for the goods / services covered under this contract. In case of delay in supply/ execution of contract, supplier should raise invoice for reduced value as per Price Reduction Schedule Clause (PRS clause). If supplier has raised the invoice for full value, then supplier should issue Credit Note towards the applicable PRS amount with applicable taxes.

In such cases if service provider fails to submit the invoice with reduced value or does not issue credit note as mentioned above, BCPL will release the payment to service provider after giving effect of the PRS clause with corresponding reduction of taxes charged on service provider's invoice, to avoid delay in payment.

In case any financial implication arises on BCPL due to issuance of invoice without reduction in price or non-issuance of Credit Note, the same shall be to the account of supplier. BCPL shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) together with penalties and interest, if any, against any amounts paid or becomes payable by BCPL in future to the service provider under this contract or under any other contract.



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51. **UNIQUE DOCUMENT IDENTIFICATION NUMBER BY PRACTICING CHARTERED ACCOUNTANTS**

Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them as per provisions of Tender Document.

However, UDIN may not be required for documents being attested by Chartered Accountants in terms of provisions of Tender Document.

52. **ANJANI PORTAL**

~~BCPL has implemented "Anjani" e-Measurement Book & e-Billing Portal for ease in submission of measurement book/bill and reduction in paper transaction.~~

~~Accordingly, BCPL will process the Bill with Measurement Book through "Anjani" e-Measurement Book & e-Billing Portal (link: <https://gailebank.gail.co.in/MBAutomation/frmlogin.aspx>). Accordingly, Contractor/ Service Provider/ Consultant is requested to forward the RA Bill on "Anjani" e-Measurement Book & e-Billing Portal through concerned EIC/CIC/SIC, whichever is applicable.~~

~~Further, User Manual is also available on aforesaid portal.~~

53. **DOCUMENTS FOR PAYMENT:**

Payment terms shall be as mentioned in GCC-Services/SCC.

However, for release of payment, Service Provider is required to submit invoice along with other documents as mentioned in SCC. The final bill is to be submitted within one month after completion.

~~Further, BCPL is in process of implementing Vendor Invoice Management (VIM). After implementation of same (to be communicated separately), Service Provider / Vendor to forward the invoice on VIM Collection Center or upload digital invoice on Portal (details of same will be provided separately). The copy of invoice and all other document mentioned above or in order/ contract is to be forwarded to address provided in order/contract.~~

54. **ORDER TRANSMITTAL SYSTEM: *[FOR APPLICABILITY OF THE CLAUSE REFER BDS]***

~~The complete PO/LOA along with all annexures including tender document shall be shared through order/contract transmittal system after intimation through email.~~

~~Supplier/Contractor is requested to visit <https://gailonline.com/home.html> and click on link order/contract transmittal system (It can be found under Vendor Zone (Portal For Suppliers)) or [https://gailebank.gail.co.in/GOGA\\_AUDIT/frmUserLogin.aspx](https://gailebank.gail.co.in/GOGA_AUDIT/frmUserLogin.aspx).~~

~~Therein, in order to access the detailed order/contract, supplier/contractor shall be prompted to enter your email id. Further an OTP shall be sent on your registered mobile number. After entering OTP, supplier/contractor shall be allowed to download complete PO/LOA along with all annexures including tender document. After downloading the documents, the supplier/contractor shall be required to digitally sign the document (by authorized signatory) for uploading the documents on order/contract transmittal system towards acknowledgement of the same.~~

55. **ASSIGNMENT/SUBLET**



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The following is added to the Clause no. 2.23 of General Conditions of Contract (GCC)-Services:

- (i) Procurement of material, hire of equipment or engagement of labour will not mean sub-contracting.
- (ii) Sub-contracting by the contractor without the approval of BCPL shall be a breach of contract, unless explicitly permitted in the contract.

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### Annexure-A

**Eligibility criteria in case bid is submitted on the basis of technical experience of FOREIGN BASED ANOTHER COMPANY (SUPPORTING COMPANY) which holds more than 50% of the paid up share capital of the bidding company or vice versa:**

(a) Offers of those bidders (not under consortium arrangement) who themselves do not meet the technical experience criteria as stipulated in the BEC and are quoting based on the experience of Foreign based another company (Supporting Company) can also be considered. In such case the supporting company should hold more than 50% of the paid up share capital of the bidding company or vice versa.

(b) However, the supporting company should on its own meet the technical experience as stipulated in the BEC and should not rely on any other company or through any other arrangement like Technical collaboration agreement.

(c) In that case as the bidding company is dependent upon the technical experience of another company with a view to ensure commitment and involvement of the companies involved for successful execution of the contract, the participating bidder should enclose the following Agreements/ Guarantees/ Undertakings along with the techno-commercial bid:

i) An Agreement (as per format enclosed at Appendix-A1) between the bidder and the Supporting Company.

ii) Guarantee (as per format enclosed at Appendix-A2) by the Supporting Company to BCPL for fulfilling the obligation under the Agreement.

iii) Undertaking by Supporting Company to provide a Performance Bank Guarantee (as per format and instructions enclosed at Appendix-A3), equivalent to 50% of the value of the PBG which is to be submitted by the bidding company, in case of being the successful bidder.

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

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

Note:

- In case Supporting Company fails to submit Bank Guarantee as per (iii) above,



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EMD/SD submitted by the bidder shall be forfeited.

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

- (i) Exchange rate for Conversion of Currency for evaluation of documents submitted by bidders for BEC which are in other currency than specified in BEC shall be as follows:
- (a) **BEC (Technical):** Bill Selling (foreign exchange) Rate of State Bank of India as prevailing on the date of award of order/contract submitted by bidder.

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

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

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

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

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Appendix-A1 to Annexure-A

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

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

Whereas

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

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

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

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

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

Witness:

- 1)
- 2)

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

Witness:

- 1)
- 2)



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Appendix-A2 to Annexure-A

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

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

FOR

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

TOWARDS

M/s **Brahmaputra Cracker and Polymer Ltd., Lepetkata**, a company duly registered under the law of India having its Registered Office at 7th Floor, NRL Centre 122A G.S Road, Christian Basti Guwahati, Assam Pin - 781005, and having Purchase center at ..... hereinafter called “BCPL” which expression shall unless excluded by or repugnant to the context thereof, be deemed to include its successor and assignees

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

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

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

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

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

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



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2. The Guarantor agrees that the Guarantee contained herein shall remain valid till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Bidder.
3. The Guarantor shall be jointly and severally responsible to BCPL for satisfactory performance of works during contract period and for the satisfactory execution of the contract, and for all consequences for non-performance thereof.
4. The liability of the Guarantor, under the Guarantee, is limited of the Bidder for non-performance under the contract entered between BCPL and the Bidder. This will, however, be in addition to the forfeiture of the Performance and Advance Guarantees furnished by the Bidder.
5. The Guarantor agrees to execute a Corporate Guarantee in favour of BCPL, guaranteeing the performance of obligations by the Bidder, in case the Contract is awarded to the Bidder by BCPL.
6. The Guarantor represents that this Guarantee has been issued after due observance of the appropriate laws in force in India. The Guarantor hereby undertakes that the Guarantor shall obtain and maintain in full force and effect all the governmental and other approvals and consents that are necessary and do all other acts and things necessary or desirable in connection therewith or for the due performance of the Guarantor's obligations towards BCPL.
7. Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration. It is further agreed that Claims by and against the Guarantor, the Bidder and BCPL under the different contract to be entered pursuant to their relationship can be brought under a single reference and there shall be no bar on the consolidation of such proceedings before the same arbitral tribunal. The governing law shall be the laws of India and seat of arbitration shall be New Delhi, India. The language of arbitration shall be English.
8. The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
9. In case of award of contract to the bidder, the Guarantor shall provide Performance Bank Security to BCPL, equivalent to 50% of the value of Performance Bank Security to be submitted by the bidding company, in the prescribed format within 15 days from the date of Fax of Acceptance, as guarantee for performance by the bidder/contractor. The Guarantor hereby expressly agrees that if in the opinion of BCPL, the Bidder / Contractor has failed to perform its obligations under the contract in any manner, BCPL shall have unfettered right to invoke the said Bank guarantee. The guarantor hereby agrees that decision of BCPL about performance of the bidder / contractor shall be final and shall not be questioned by the Guarantor. Guarantor shall have no objection to invocation of the Performance Bank Guarantee submitted by the Guarantor OR (applicable, subject to meeting the conditions stipulated in BEC in respect of additional Performance Bank Security) In case of award of contract to the bidder, the bidder on behalf of the Guarantor shall provide additional Performance Bank Security to BCPL, equivalent to 50% of the value of Performance Bank Security to be submitted by the bidding company, in the prescribed format within 15 days from the date of Fax of Acceptance, as guarantee for performance by the bidder/contractor. The Guarantor hereby expressly agrees that if in the opinion of BCPL, the Bidder / Contractor has failed to perform its obligations under the contract in any manner, BCPL shall have unfettered right to invoke the said Bank guarantee. The Guarantor hereby agrees that decision of BCPL about performance of the bidder / contractor shall be final and shall not be questioned by the Guarantor. Guarantor shall have no objection to invocation of the Performance Bank Security submitted by the Bidder on behalf The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws. (Strike through the clause whichever is not applicable)



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

For & on behalf of (Supporting Company)

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

official seal \_\_\_\_\_

Witness:

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

Full Name \_\_\_\_\_

Address \_\_\_\_\_

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

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**INSTRUCTIONS FOR FURNISHING GUARANTEE**

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



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Appendix-A2A to Annexure-A

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

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

The above certificate should be enclosed along with the Guarantee.



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Appendix-A3 to Annexure-A

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

(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,  
M/s Brahma Putra Cracker and Polymer Ltd.

Dear Sir(s),

M/s. \_\_\_\_\_  
having registered office at \_\_\_\_\_ (herein after called the  
"CONTRACTOR/ SUPPLIER/SERVICE PROVIDER" which expression shall wherever the  
context so require include its successors and assignees) have been placed/ awarded the  
job/work of \_\_\_\_\_ vide PO/LOA/FOA  
No. \_\_\_\_\_ dated \_\_\_\_\_ (herein after called CONTRACT/  
ORDER) for Brahma Putra Cracker and Polymer Ltd. having registered office at 7th Floor, NRL  
Centre 122A G.S Road, Christian Basti Guwahati, Assam Pin - 781005 & project office at  
Administrative Building, BCPL, Lepetkata, Dibrugarh, Assam, PIN - 786006 (herein after  
called the "BCPL" which expression shall wherever the context so require include its  
successors and assignees).

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

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

1. We (name of the bank) \_\_\_\_\_ registered under the laws  
of \_\_\_\_\_ having head/registered office at  
\_\_\_\_\_ (hereinafter referred to as "the Bank", which



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

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



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(in words) \_\_\_\_\_ only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) \_\_\_\_\_.

9. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney, dated \_\_\_\_\_ granted to him by the Bank.
10. Notwithstanding anything contained herein:
- a) The Bank's liability under this Guarantee shall not exceed (currency in figures) . . . . . (currency in words only) . . . . .
  - b) This Guarantee shall remain in force upto \_\_\_\_\_ (this date should be expiry date of defect liability period of the Contract) and any extension(s) thereof; and
  - c) The Bank shall be released and discharged from all liability under this Guarantee unless a written claim or demand is issued to the Bank on or before the midnight of .....(indicate date of expiry of claim period which includes minimum three months from the expiry of this Bank Guarantee) and if extended, the date of expiry of the last extension of this Guarantee. If a claim has been received by us within the said date, all the rights of BCPL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

Details of next Higher Authority of the Officials who have issued the Bank Guarantee:

Name .....

Designation .....

Yours faithfully,

Bank by its Constituted Attorney

Signature of a person duly  
Authorized to sign on behalf of the Bank  
E-mail :  
Telephone/Mobile No. :

**INSTRUCTIONS FOR FURNISHING**

**"CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK GUARANTEE"**

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in name of the issuing bank. In case of foreign bank, the said Bank Guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of Bid to be considered as Delhi.
- 2.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Purchaser as per format appended below.
4. The Bank Guarantee shall be from any Indian scheduled bank (excluding Co-operative



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banks and Regional Rural bank) or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.

5. In case BG is issued directly by a bank outside India (if allowed), it should be executed on Letter Head of the Bank and should be advised and made payable through their Indian Branch/Corresponding Bank in India.

### MATTER TO BE MENTIONED IN COVERING LETTER TO BE SUBMITTED BY VENDOR ALONG WITH BANK GUARANTEE

|     |                                                                         |          |                                  |                     |     |         |
|-----|-------------------------------------------------------------------------|----------|----------------------------------|---------------------|-----|---------|
| 1   | BANK GUARANTEE NO                                                       | :        |                                  |                     |     |         |
| 2   | VENDOR NAME / VENDOR CODE                                               | :        | NAME                             |                     |     |         |
|     |                                                                         |          | VENDOR CODE                      |                     |     |         |
| 3   | BANK GUARANTEE AMOUNT                                                   | :        |                                  |                     |     |         |
| 4   | PURCHASE ORDER/ LOA NO                                                  | :        |                                  |                     |     |         |
| 5   | NATURE OF BANK GUARANTEE<br>(Please Tick ( √ ) Whichever is Applicable) | :        | PERFORMANCE<br>BANK<br>GUARANTEE | SECURITY<br>DEPOSIT | EMD | ADVANCE |
| 6   | BG ISSUED BANK DETAILS                                                  |          |                                  |                     |     |         |
| (A) |                                                                         | EMAIL ID | :                                |                     |     |         |
| (B) |                                                                         | ADDRESS  | :                                |                     |     |         |
| (C) |                                                                         | PHONE NO | :                                |                     |     |         |



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Annexure-B

### PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH INDIA

1. Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No. 2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.
2. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. For details of competent authority refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020.  
  
Further the above will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India
3. **"Bidder"** (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) **for purpose of this provision** means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
4. **"Bidder from a country which shares a land border with India"** for the purpose of this:
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
5. **"Beneficial owner"** for the purpose of above (4) will be as under:
  - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.  
  
Explanation—
    - a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
    - b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of



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their shareholding or management rights or shareholders agreements or voting agreements;

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



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**Form-IA of Annexure-B**

**UNDERTAKING ON LETTERHEAD**

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

REF: OM No. 7/10/2021-PPD (1) dated 23.02.2023 of Dept of Expenditure, Ministry of Finance,  
Government of India

(<https://doe.gov.in/procurement-policy-divisions>)

Dear Sir

We, M/s \_\_\_\_\_ (*Name of Bidder*), have read the clause regarding restrictions on Procurement from a Bidder of a country which shares a land border with India as mentioned in the tender document in line with the above referred guidelines dated 23.02.2023 for Procurement from a bidder which shares a land border with India and we certify that

- (i) Bidder is not from such a country [      ]
- (ii) If the Bidder is from such a country [      ]  
which shares a land border with India, has been registered  
with the Competent Authority.  
(Evidence of valid registration by the  
Competent Authority to be attached by the bidder)

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

We hereby certify that we fulfill all requirements in this regard and is eligible to be considered against the subject tender.

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



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**Form-IB of Annexure-B**

**UNDERTAKING ON LETTERHEAD**

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

REF: OM No. 7/10/2021-PPD (1) dated 23.02.2023 of Dept of Expenditure, Ministry of Finance,  
Government of India  
(<https://doe.gov.in/procurement-policy-divisions>)

Dear Sir

We, M/s \_\_\_\_\_ (*Name of Bidder*), have read the clause regarding restrictions on Procurement from a Bidder of a Country having Transfer of Technology (ToT) arrangement as mentioned in the tender document in line with the above referred guidelines dated 23.02.2023 for Procurement from a bidder which shares a land border with India and We certify that

- (i) The Bidder does not have ToT with such a country [ ]
- (iii) If the Bidder is having ToT from such a country [ ]  
which share a land border with India, has been registered  
with the Competent Authority.  
(Evidence of valid registration by the  
Competent Authority to be attached by the bidder)

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

We hereby certify that we fulfill all requirements in this regard and is eligible to be considered against the subject tender.

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



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**Form-II of Annexure-B**

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

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

\_\_\_\_\_

Dear Sir

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

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

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

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

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

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



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### Annexure-C

#### **POLICY TO PROVIDE PURCHASE PREFERENCE AS PER PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA), ORDER 2017**

- 1.0 Ministry of Petroleum & Natural Gas vide Notification No. FP-20013/2/2017-FP-PNG-Part(4) (E-41432) dated 26.04.2022 has notified that Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) issued by DPIIT and as amended from time to time shall be applicable to all the Public Sector Undertakings and their wholly owned subsidiaries under MoP&NG with certain modifications.
- 2.0 The Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) issued by DPIIT to encourage 'Make in India' and promote manufacturing & production of goods and services in India with a view to enhancing income and employment.
- 3.0 **DEFINITIONS:-**
  - (i) **Local Content** means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent. Further Local value addition through services such as transportation, insurance, installation, commissioning, training, and after sale support like AMC/CMC etc. shall be considered in local content calculation.
  - (ii) **'Class-I local supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content of equal to or more than 50%.  
  
**'Class-II local supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content of more than 20% but less than 50%.  
  
**'Non - Local supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%.
  - (iii) **L1** mean the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per tender or other procurement solicitation.
  - (iv) **Margin of Purchase Preference:** means the maximum extent to which the price quoted by a Class-I local supplier may be above the L1 for purpose of purchase Preference.
  - (v) **Nodal Ministry** means the Ministry of Petroleum & Natural Gas
  - (vi) **Procuring Entity** means Brahmputra Cracker and Polymer Ltd. (BCPL)
  - (vi) **Works** means all the works as per Rule 130 of GFR-2017 also include 'turnkey works'



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- 4.0 **Margin of Purchase Preference:** The margin of purchase preference shall be 20%.
- 5.0 **ELIGIBILITY OF 'CLASS-I LOCAL SUPPLIER'/'CLASS-II LOCAL SUPPLIER'/'NON-LOCAL SUPPLIERS' FOR DIFFERENT TYPES OF PROCUREMENT**
- (a) In procurement of all goods, services or works in respect of which the Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition, only 'Class-I local supplier', shall be eligible to bid irrespective of purchase value.
  - (b) Only 'Class-I local supplier' and 'Class-II local supplier', shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry/ International Competitive bidding has been issued. In global tender enquiries/ International Competitive bidding 'Non-local suppliers' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'.
  - (c) Works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts
  - (d) HP-HT Operations in upstream oil and gas business activities shall be exempted from this order.
- 6.0 **PURCHASE PREFERENCE METHODOLOGY UNDER PPP-MII (SUBJECT TO QUANTITY DISTRIBUTION APPLICABLE TO MSES AS PER PUBLIC PROCUREMENT POLICY FOR MSE 2012, REFER EXAMPLES GIVEN BELOW):**
- (a) Purchase preference shall be given to 'Class-I local supplier' in procurements in the manner specified here under.
  - (b) In the procurements of goods or works which are cover by para 5 (b) above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
    - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
    - ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.



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- (c) In the procurements of goods or works which are covered by para 5 (b) and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
- Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
  - If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
  - In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
  - "Class-II local supplier" will not get purchase preference in any procurement.
- d) **Applicability in tenders where contract is to be awarded to multiple bidders** - In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise which are covered by para 5 (b), the 'Class-I local supplier' shall get purchase preference over 'Class II- local supplier' as well as 'Non-local supplier', as per following procedure:
- If 'Class-I Local suppliers' qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class -I Local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to the 'Class-I local supplier' over 'Class-II local suppliers'/'Non local suppliers' provided that their quoted rate falls within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the 'Class-I Local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.
  - First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier', does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier', falling within 20% margin of purchase preference, and so on.



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- 7.0 In case a bidder (Class-I Local supplier) is eligible to seek benefit under Policy for Preference under Public Procurement (Preference to Make in India), Order 2017 as well as Public Procurement Policy for MSE 2012 (PPP for MSE 2012), then the bidder should categorically confirm its option to choose benefits against only one of the two policies i.e. either PPP-MII and MSE policy in Form-I. The option once exercised cannot be modified subsequently.

Purchase preference benefits shall be extended to the bidder based on the declared option subject to the bidder meeting the requirements contained in that purchase preference policy.

In case a MSEs bidder opts for purchase preference based on PPP-MII, such bidder shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP-2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to such MSE Bidder.

While for evaluating a particular bid that bidder's option (to avail any one out of two applicable purchase preference policies, i.e., PPP-MII or PPP-2012) will be considered, for price matching opportunities and distribution of quantities among bidders, the precedence shall be in the following order:-

- (i) Public Procurement Policy for MSE 2012
- (ii) Public Procurement (Preference to Make in India), Order 2017

**8.0 Example to deal Various situations in case a bidder is eligible to seek benefit under Public Procurement (Preference to Make in India), Order 2017 as well as Public Procurement Policy for MSE 2012 (PPP for MSE 2012) :**

**(I) Non divisible item**

L1 bidder is non MSE, Non Local supplier/ Class-II local supplier as per PPP-MII

L2 bidder is Class-I Local supplier as per PPP-MII (prices within 20%)

L3 bidder is MSE bidder (prices within 15%)

MSE bidder shall be given preference to match the L1 price. If bidder matches the L1 price, order shall be placed on him, otherwise, option for matching the L1 price shall be given to L2 bidder (PPP-MII).

**(II) Divisible item-Case 1**

L1 bidder is non MSE, Non Local supplier/ Class-II local supplier as per PPP-MII

L2 bidder is Class-I Local supplier as per PPP-MII (within 20%)

L3 bidder is MSE bidder (within 15%)

MSE bidder shall be given preference to match the L1 price. If bidder matches the L1 price, order shall be placed on him for the quantity specified in the bidding document for MSEs (i.e. 25% of the tendered quantity). For 50% of tendered quantity option for matching the L1 price shall be given to L2 bidder (Class-I Local supplier as per PPP-MII). Balance quantity (i.e. 25% of the tendered quantity) shall be awarded to original L1 bidder.

**(III) Divisible item-Case 2**

L1 bidder is non MSE, Non Local supplier/ Class-II as per PPP-MII

L2 bidder is Class-I Local supplier as per PPP-MII (within 20%)

L3 bidder is MSE bidder (within 15%)

L4 bidder is MSE bidder (within 15%)



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MSE bidders shall be given preference to match the L1 price. If bidders matched the L1 price, order shall be placed on each of them for 12.5% of the tendered quantity. In case L3 or L4 bidder refuses, the order shall be placed on remaining MSE bidder who matches the L1 prices for 25% of the quantity. For 50% of tendered quantity option for matching the L1 price shall be given to L2 bidder (Class-I Local supplier as per PPP-MII). Balance quantity (i.e. 25% of the tendered quantity) shall be awarded to original L1 bidder.

- (IV) In case L1 bidder is MSE bidder, the entire work shall be awarded to him without resorting to purchase preference to Class-I Local supplier as per PPP-MII.
- (V) In case L1 bidder is a Local supplier as per PPP-MII, purchase preference shall be resorted to MSE bidder as per PPP 2012 only.

#### 8.0 **VERIFICATION OF LOCAL CONTENT/ DOMESTIC VALUE ADDITION**

- a. The 'Class-I local supplier'/'Class-II local supplier' at the time of tender, bidding or solicitation shall require to indicate percentage of local content and provide **self-certification** (as per proforma at Form-2) that the item offered meets the minimum local content for 'Class-I local supplier'/'Class-II local supplier' as the case may be and shall give details of the location(s) at which the local value addition is made.
- b. In cases of procurement for a value in excess of Rs. 10 crores, in addition to Form-2 'Class-I local supplier'/'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content as per proforma at Form -3.
- c. In case a complaint is received by the procuring agency relating to implementation of this order including the claim of a bidder regarding local content/ domestic value addition, the same shall be referred to Competent Authority who is empowered to look into procurement related complaints.
- d. Nodal Ministry may constitute committees with internal and external experts for independent verification of self-declarations and auditor's/accountant's certificates on random basis and in the case of complaints. A complaint fee of Rs.2 Lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs. 5 Lakh), whichever is higher, shall be paid by Demand Draft to be deposited with BCPL. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.
- e. In case of false declarations, BCPL shall initiate action for banning such manufacturer/supplier/service provider as per as per BCPL's extant "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices"
- f. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other



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procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph g below.

- g. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:
- i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;
  - ii. on a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);
  - iii. in respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurements are not disrupted.

### 9.0 RECIPROCITY CLAUSE

- i. When a Nodal Ministry/Department identifies that Indian suppliers of an item are not allowed to participate and/ or compete in procurement by any foreign government, due to restrictive tender conditions which have direct or indirect effect of barring Indian companies such as registration in the procuring country, execution of projects of specific value in the procuring country etc., it shall provide such details to all its procuring entities including CMDs/CEOs of PSEs/PSUs, State Governments and other procurement agencies under their administrative control and GeM for appropriate reciprocal action.
  - ii. Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/ Department, except for the list of items published by the Ministry/ Department permitting their participation.
  - iii. The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.
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**FORM 1 of Annexure-C**

**UNDERTAKING FOR APPLICABILITY OF POLICY (APPLICABLE ONLY FOR  
BIDDERS WHO ARE MSE AND CLASS-I LOCAL SUPPLIER)**

To,

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

SUB:

TENDER NO:

Dear Sir

We, M/s \_\_\_\_\_ (~~Name of Bidder~~) hereby confirm that following purchase preference to be considered:-

| Description                                                                  | Preference               |
|------------------------------------------------------------------------------|--------------------------|
| <del>Purchase Preference under Public Procurement Policy for MSE</del>       | <input type="checkbox"/> |
| <del>Policy to Provide Purchase Preference (linked with local content)</del> | <input type="checkbox"/> |

Note:

- ~~Please indicate your preference against only one policy.~~
- ~~The above preference shall be extended only after submission of requisite documents (as mentioned in the tender documents).~~
- ~~In case a bidder is eligible to seek benefit under PPP-MII order as well as PPP for MSE 2012, then the bidder should categorically seek benefits against only one of the two policies i.e. either PPP-MII and MSE policy.~~
- ~~In case a MSEs bidder opts for purchase preference based on PPP-MII order, he shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP for MSE 2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to MSE Bidders~~
- ~~The option once exercised cannot be modified subsequently.~~
- ~~In case MSE bidder is opting the PPP-MII policy and emerges other than L1 bidder, then only Purchase Preference as per PPP-MSE policy is not applicable.~~

Place: \_\_\_\_\_ [Signature of Authorized Signatory of Bidder]

Date: \_\_\_\_\_ Name:

\_\_\_\_\_ Designation:

\_\_\_\_\_ Seal:



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**FORM-2 of Annexure-C**

**SELF CERTIFICATION BY BIDDER WHO CLASS-I LOCAL SUPPLIER/ CLASS-II LOCAL SUPPLIER TOWARDS MANDATORY MINIMUM LOCAL CONTENT/ DOMESTIC VALUE ADDITION**

To,

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

SUB:

TENDER NO:

Dear Sir

We, M/s \_\_\_\_\_ (*Name of Bidder*) confirm that as per the definition of policy we are:

Class-I Local supplier [      ]

Class-II Local Supplier [      ]

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

It is to further confirm that M/s \_\_\_\_\_ (*Name of Bidder*) meet the mandatory minimum Local content /Domestic Value Addition requirement for Class-I Local supplier/ Class-II Local supplier (as the case may be) under Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) and has value addition of .....%.

The details of the location (s) at which the local value addition is made is as under:

.....  
.....  
.....

We further confirm that in case we fail to meet the minimum local content/domestic value addition, the same shall be treated false information and BCPL will take action as per provision of tender document.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



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**FORM 3 of Annexure-C**

**CERTIFICATE BY STATUTORY AUDITOR/COST AUDITOR/ CHARTERED  
ACCOUNTANT OF BIDDER TOWARDS MANDATORY MINIMUM LOCAL CONTENT/  
DOMESTIC VALUE ADDITION  
(IN CASE BIDDER IS CLASS I LOCAL SUPPLIER/ CLASS II LOCAL SUPPLIER)**

To,

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

SUB:

TENDER NO:

Dear Sir

"We \_\_\_\_\_ the statutory auditor/ cost auditor/chartered accountant (not an employee of the company) of M/s. \_\_\_\_\_ (**Name of the bidder**) hereby certify that as per definition specified in policy, M/s. \_\_\_\_\_ (**Name of the bidder**) is

Class-I Local supplier [ \_\_\_\_\_ ]

Class-II Local Supplier [ \_\_\_\_\_ ]

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

It is further confirm that M/s \_\_\_\_\_ (**Name of Bidder**) quoted vide offer No. \_\_\_\_\_ dated \_\_\_\_\_ against tender No. \_\_\_\_\_ meet the mandatory minimum Local content/Domestic Value Addition requirement specified for Class-I Local supplier/ Class-II Local supplier (as the case may be) under Policy for Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) and has value addition of .....%.

Name of Audit Firm: \_\_\_\_\_ [Signature of Authorized Signatory]

Name:

Date: \_\_\_\_\_ Designation:

Seal:

Membership no.

**Note:**

- (i) This certificate it to be furnished by the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies)
- (ii) The above format is indicative, the statutory auditor/ cost auditor/ cost accountant can modify the format without changing the intent of certification.



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No.F.1/4/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Public Procurement Division  
\*\*\*\*\*

264-C, North Block, New Delhi.  
18.05.2023.

## **OFFICE MEMORANDUM**

**Subject: Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.**

The undersigned is directed to refer two Preferential Procurement Orders mandated for the Public Procurement in India, namely:

- i. Public Procurement Policy for Micro and Small Enterprises (MSEs) Order dated 23.03.2012 (PPP-MSE Order) issued by Ministry of Micro, Small and Medium Enterprises (MoMSME) in exercise of the powers conferred in Section 11 of the MSME Development Act, 2006. (Last revised on 09.11.2018)
- ii. Public Procurement (Preference to Make in India) Order, 2017 (PPP-MII order), under Rule 153(iii) of the General Financial Rules (GFRs) 2017, approved by the Cabinet. Implementation of this PPP-MII order is monitored by Department for Promotion of Industry and Internal Trade (DPIIT). (Last revised on 16.09.2020.)

2. It has been brought to the notice of this Department that concurrent application of these two orders are creating confusion to the procuring entities and different procuring entities interpret them differently. In order to bring predictability both to the procuring entities as well as bidders, following guidelines are being issued.

### **Guidelines**

3. The Class-I local suppliers, under PPP-MII Order, participating in any government tender, may or may not be MSEs, as defined under the MSME Act. Similarly, MSEs participating in any government tender, may or may not be Class-I local suppliers. Suppliers may be categorised in following four broad categories for consideration or applicability of purchase preference:

| Category                                           | Terminology                          |
|----------------------------------------------------|--------------------------------------|
| Supplier is both MSE & Class-I local supplier.     | "MSE Class-I local supplier"         |
| Supplier is MSE but not Class-I local supplier.    | "MSE but non-Class-I local supplier" |
| Supplier is not MSE but is Class-I local supplier. | "Non-MSE but Class-I local supplier" |
| Supplier is neither MSE nor Class-I local.         | "Non-MSE non-Class-I local supplier" |



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4. The applicability of PPP-MSE Order and PPP-MII Order in various scenarios, involving simultaneous purchase preference to MSEs and Class-I local suppliers under PPP-MSE Order and PPP-MII Order respectively, shall be as under:

- a) *Items covered under Para 3(a) of PPP- MII Order, 2017 for which Nodal Ministry has notified sufficient local capacity and competition:* For these items, only Class-I local suppliers are eligible to bid irrespective of purchase value. Hence, Class-II local suppliers or Non-local suppliers, including MSEs which are Class-II local suppliers/ Non-local suppliers, are not eligible to bid. Possible scenarios can be as under:
  - (i) L-1 is "MSE Class-I local supplier" - 100% of the tendered quantity is to be awarded to L-1.
  - (ii) L-1 is "Non-MSE but Class-I local supplier" - Purchase preference is given to MSEs as per PPP-MSE Order. Balance quantity is to be awarded to the L-1 bidder.
- b) *Items reserved exclusively for procurement from MSEs as per PPP-MSE Order:* These items are reserved exclusively for purchase from MSEs. Hence, non-MSEs are not eligible to bid for these items. Possible scenarios can be as under:
  - (i) L-1 is "MSE Class-I local supplier" - 100% of the tendered quantity is to be awarded to L-1.
  - (ii) L-1 is "MSE non-Class-I local supplier" - Purchase preference is to be given to Class-I local supplier as per PPP-MII Order. Balance quantity, is to be awarded to L-1 bidder.
- c) *If items are neither notified for sufficient local capacity nor reserved for MSEs, then the process will be as follows:*
  - c (a) Items covered under Para 3A(b) of PPP-MII Order are divisible items and both MSEs as well as Class-I local suppliers are eligible for purchase preference. Possible scenarios can be as under:
    - (i) L-1 is "MSE Class-I local supplier" - 100% of the tendered quantity is to be awarded to L-1.
    - (ii) L-1 is "Non-MSE but Class-I local supplier" - Purchase preference is to be given to MSEs, if eligible, as per PPP-MSE Order. Balance quantity is to be awarded to L-1 bidder.
    - (iii) L-1 is "MSE but non-Class-I local supplier" - Purchase preference is to be given to Class-I local suppliers, if eligible, as per PPP-MII Order. Balance quantity is to be awarded to L-1 bidder.
    - (iv) L-1 is "Non-MSE non-Class-I local supplier" - Purchase preference is to be given to MSEs as per PPP-MSE Order. Thereafter, purchase preference is to be given to Class-I local suppliers for "50% of the tendered quantity minus quantity allotted to MSEs



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above" as per PPP- MII Order. For the balance quantity, contract is to be awarded to L-1 bidder. (Kindly refer to the illustrative example in the annexure).

- c (b) Items covered under Para 3A(c) of PPP-MII Order, 2017 are non-divisible items and both MSEs as well as Class-I local suppliers are eligible for purchase preference. Possible scenarios can be as under:
- (i) L-1 is "MSE Class-I local supplier" - Contract is awarded to L-1.
  - (ii) L-1 is not "MSE Class-I local supplier" but the "MSE Class-I local supplier" falls within 15% margin of purchase preference - Purchase preference is to be given to lowest quoting "MSE Class-I local supplier". If lowest quoting "MSE Class-I local supplier" does not accept the L-1 rates, the next higher "MSE Class-I local supplier" falling within 15% margin of purchase preference is to be given purchase preference and so on.
  - (iii) If conditions mentioned in sub paras (i) and (ii) above are not met i.e. L-1 is neither "MSE Class-I local supplier" nor "MSE Class-I local supplier" is eligible to take benefit of purchase preference, the contract is to be awarded/ purchase preference to be given in different possible scenarios as under:
    - A. L1 is "MSE but non-Class-I local supplier" or "Non-MSE but Class-I local supplier" – Contract is awarded to L1.
    - B. L1 is "Non-MSE non-Class-I local supplier" - First purchase preference to be given to MSE as per PPP-MSE Order. If MSE not eligible/ does not accept - purchase preference to be given to Class- I Local supplier as per PPP-MII Order. If Class-I Local supplier also not eligible/ does not accept – contract to be awarded to L-1.
- d) *Items reserved for both MSEs and Class-I local suppliers:* These items are reserved exclusively for purchase from MSEs as well as Class-I local suppliers. Hence, only "MSE Class-I local supplier" are eligible to bid for these items. Non-MSEs/Class-II local suppliers/ Non-local suppliers cannot bid for these items. Hence the question of purchase preference does not arise.
- e) Non-local suppliers, including MSEs falling in the category of Non-local suppliers, shall be eligible to bid only against Global Tender Enquiry.

*(Handwritten signature)*  
(Kanwalpreet)  
Director

Tel.: -223093811; email: - kanwal.irss@gov.in

To

1. Secretaries of all Central Government Ministries/ Departments.
2. Secretary Department of Public Enterprises with a request for issuing suitable instructions to all Central Public Sector Enterprises in this regard.



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### Annexure

#### Example explaining applicability in scenario explained in para 4 c (a)(iv)

(Scenario: Divisible items, both MSEs as well as Class-I local suppliers eligible for purchase preference and L-1 is "Non-MSE non-Class-I local supplier")

Item – Desktop computer

Qty – 50 Nos.

#### Details of bids received

| Sr. No. | Name of bidder | Rates quoted | Price Ranking | Status of bidder                      |
|---------|----------------|--------------|---------------|---------------------------------------|
| 1.      | A              | 100          | L1            | "Non-MSE non- Class-I local supplier" |
| 2.      | B              | 110          | L2            | "Non-MSE but Class-I local supplier"  |
| 3.      | C              | 112          | L3            | "MSE but non- Class-I local supplier" |
| 4.      | D              | 115          | L4            | "Non-MSE but Class-I local supplier"  |
| 5.      | E              | 118          | L5            | "MSE but non- Class-I local supplier" |
| 6.      | F              | 120          | L6            | "MSE Class-I local supplier"          |

1. In this case, first purchase preference is to be given to MSEs as per PPP-MSE Order for 25% of tendered quantity of 50 Nos. i.e. 12.5 Nos. (rounded off to the next whole number say 13 Nos). Accordingly, invite L3 (bidder C), whose quoted rates falls within 15% margin of purchase preference to match L1 price i.e. Rs. 100/- for quantity of 13 Nos. Bidder "E" and "F", although MSEs, will not get purchase preference since their quoted rates don't fall within 15% margin of purchase preference. Bidder C will be considered for order of 13 Nos. on confirmation of reduction of price.
2. For 50% of balance quantity of 37 number (tendered quantity of 50 – 13 awarded to bidder C; assuming bidder C has confirmed to accept L1 rates), purchase preference will be given to lowest Class-I local supplier as per PPP-MII Order. Accordingly, bidder B will be invited to match L-1 price for 50% of 37 Nos i.e. 18.5 (say 19 Nos of computers). If bidder "B" does not accept the L1 price i.e. price of Rs. 100/- per unit, next higher Class-I local supplier falling within 20% margin of purchase preference, i.e. bidder "D", may be invited to match L-1 price for 19 Nos. of computers and so on.
3. For remaining quantity i.e. 18 Nos (50-13-19), the contract will be awarded to lowest quoting bidder i.e. Bidder "A", who is L-1 in the example.

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**Annexure-I**

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

#### **A Definitions:**

- A.1 “Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, anything of value to improperly influence the actions in selection process or in contract execution.
- “Corrupt Practice” also includes any omission for misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- A.2 “Fraudulent Practice” means and include any act or omission committed by an agency or with his connivance or by his agent by misrepresenting/ submitting false documents and/ or false information or concealment of facts or to deceive in order to influence a selection process or during execution of Contract/ order.
- A.3 “Collusive Practice amongst bidders (prior to or after bid submission)” means a scheme or arrangement designed to establish Bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
- A.4 “Coercive practice” means impairing or harming or threatening to impair or harm directly or indirectly, any agency or its property to influence the improperly actions of an agency, obstruction of any investigation or auditing of a procurement process.
- A.5 “Vendor/Supplier/Contractor/Consultant/Bidder” is herein after referred as “Agency” in this Annexure.
- A.6 “Appellate Authority” shall mean Committee of Directors of BCPL consisting of Managing Director, BCPL & Director (Finance).
- A.7 “Competent Authority” shall mean the authority of BCPL, who is competent to take final decision for Suspension of business dealing with an Agency(ies) and Banning of business dealings with Agency(ies) and shall be the “COO”.
- A.8 “Allied Agency” shall mean all concerns which come within the sphere of effective influence of the banned/suspended agency shall be treated as allied agency. In determining this, the following factors may be taken into consideration:
- Whether the management is common;
  - Majority interest in the management is held by the partners or directors of banned/ suspended agency;
  - Substantial or majority shares are owned by the banned/ suspended agency and by virtue of this it has a controlling voice.
  - Directly or indirectly controls, or is controlled by or is under common control with another bidder.
  - All successor agency will also be considered as allied agency.



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

A.10 “Obstructive practice”: materially impede the procuring entity’s investigation into allegations of one or more of the above mentioned practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/ or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding BCPL’s rights of audit or access to information.

### **B Actions against Bidder(s) indulging in corrupt /fraudulent/ collusive/ coercive practice**

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

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

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

#### **B.2 Irregularities noticed after award of Contract**

##### **During execution of Contract:**

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

After conclusion of process and issuance of Speaking order for putting party on banning list, the order (s)/ contract (s) where it is concluded that such irregularities have been committed shall be terminated and Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall also be forfeited. Further such order/ contract will be closed following the due procedure in this regard.

The amount that may have become due to the contractor on account of work already executed by him shall be payable to the contractor and this amount shall be subject to adjustment against any amounts due from the contractor under the terms of the contract. No risk and cost provision will be enforced in such cases.

##### **Suspension of order/ contract:**



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Further, only in the following situations, the concerned order (s)/ contract(s) (where Corrupt/Fraudulent/ Collusive/ Coercive Practices are observed) and payment shall be suspended after issuance of Suspension cum Show Cause Notice:

- (i) Head of Corporate Vigilance Department/CVO based on the investigation by them, recommend for specific immediate action against the agency.
- (ii) Head of Corporate Vigilance Department/CVO based on the input from investigating agency, forward for specific immediate action against the agency.

Suspension cum Show Cause Notice being issued in above cases after approval of the competent authority (as per provisions mentioned under Clause no. D) shall also include the provision for suspension of Order (s)/ Contract (s) and payment. Accordingly, after issuance of Suspension cum Show Cause Notice, the formal communication for suspension of Order (s)/ Contract (s) and payment with immediate effect will be issued by the concerned person of BCPL.

During suspension, Contractor/ Service Providers will be allowed to visit the plant/ site for upkeep of their items/ equipment, BCPL's issued materials (in case custody of same is not taken over), demobilizing the site on confirmation of EIC, etc.

In addition to above, Recovery of payments (other than due payments) including balance advance payments, if any, made by along with interest thereon at the prevailing rate shall be recovered.

#### (ii) **After execution of contract and during Defect Liability Period (DLP)/ Warranty/Guarantee Period:**

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

Further, the CPBG/CPS submitted by Agency against such Order(s)/Contract(s) shall be forfeited.

#### (iii) **After expiry of DLP/ Warranty/Guarantee Period**

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

### **B.2.2 Period of Banning**

The period of banning of agencies indulged in Corrupt/ Fraudulent/ Collusive/Coercive Practices shall be as under and to be reckoned from the date of banning order:



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| S. No. | Description                                                                                                                                                                                                                                                                                                                                                    | Period of banning from the date of issuance of Banning order |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 1      | Misrepresentation/False information other than pertaining to BEC of tender but having impact on the selection process.<br><br>For example, if an agency confirms not being in holiday in BCPL/PSU's PMC or banned by PSUs/ Govt. Dept., liquidation, bankruptcy & etc. and subsequently it is found otherwise, such acts shall be considered in this category. | 06 Months                                                    |
| 2      | Corrupt/Fraudulent (except mentioned at sl. no. 1 above) /Collusive/Coercive Practices                                                                                                                                                                                                                                                                         | 01 year                                                      |
| 2.1    | If an agency again commits Corrupt/Fraudulent (except mentioned at sl. no. 1 above) /Collusive/ Coercive Practices in subsequent cases after their banning, such situation of repeated offense to be dealt with more severity.                                                                                                                                 | 2 years (in addition to the period already served)           |
| 3      | Indulged in unauthorized disposal of materials provided by BCPL                                                                                                                                                                                                                                                                                                | 2 years                                                      |
| 4      | If act of vendor/ contractor is a threat to the National Security                                                                                                                                                                                                                                                                                              | 2 years                                                      |

#### **C Effect of banning on other ongoing contracts/ tenders**

- C.1 If an Agency is put on Banning, such agency should not be considered in ongoing tender(s)/future tender(s).
- C.2 However, if such an Agency is already executing other order(s)/contract (s) where no corrupt/fraudulent/ collusive/coercive practice is found, the Agency should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract.
- C.3 If an Agency is put on the Banning List during tendering and no irregularity is found in the case under process:
- C.3.1 after issue of the Tender Document but before opening of Part-I/Technical Bid, the bid submitted by the Agency shall be ignored.
- C.3.2 after opening Part-I/Technical bid but before opening the Price bid, the Price bid of the Agency shall not be opened and EMD submitted by the Agency shall be returned to the Agency.



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C.3.3 after opening of price (Part-II), EMD made by the Agency shall be returned; the offer of the Agency shall be ignored & will not be further evaluated. In case such agency is lowest (L-1), next lowest bidder shall be considered as L-1.

### **D. Procedure for Suspension of Bidder**

#### **D.1 Initiation of Suspension**

Action for suspension business dealing with any Agency(ies) shall be initiated by Corporate C&P Department, BCPL when :-

- (i) Corporate Vigilance Department, BCPL based on the fact of the case gathered during investigation by them recommend for specific immediate action against the Agency.
- (ii) Corporate Vigilance Department, BCPL based on the input from Investigating agency, forward for specific immediate action against the Agency.
- (iii) Nonperformance of Vendor/Supplier/Contractor/Consultant leading to termination of Contract/Order.

#### **D.2 Suspension Procedure:**

- D.2.1 The order of suspension would operate initially for a period not more than 6 (six) months and is to be communicated to the Agency and also to Corporate Vigilance Department, BCPL. Period of suspension can be extended with the approval of the Competent Authority by 1 (one) month at a time with a ceiling of 6(six) months pending a conclusive decision to put the Agency on banning list.
- D.2.2 During the period of suspension, no new business dealing may be held with the Agency.
- D.2.3 Period of suspension shall be accounted for in the final order passed for banning of business with the Agency.
- D.2.4 The decision regarding suspension of business dealings should also be communicated to the Agency.
- D.2.5 If a prima-facie, case is made out that the agency is guilty on the grounds which can result in banning of business dealings, proposal for issuance of suspension order and show cause notice shall be put up to the Competent Authority. The suspension order and show cause notice must include that (i) the Agency is put on suspension list and (ii) why action should not be taken for banning the Agency for future business from BCPL.

The Competent Authority to approve the suspension will be same as that for according approval for banning.

#### **D 3 Effect of Suspension of business:**

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



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- D.3.1 No enquiry/bid/tender shall be entertained from an Agency as long as the name of Agency appears in the Suspension List.
- D.3.2 If an Agency is put on the Suspension List during tendering process:
  - D.3.2.1 after issue of the enquiry /bid/tender but before opening of Technical Bid, the Bid submitted by the Agency shall be ignored.
  - D.3.2.2 after opening Technical Bid but before opening the Price bid, the Price bid of the Agency shall not be opened and BG/EMD submitted by the Agency shall be returned to the Agency.
  - D.3.2.3 after opening of price, BG/EMD made by the Agency shall be returned; the Offer/Bid of the Agency shall be ignored & will not be further evaluated. In case such agency is lowest (L-1), next lowest bidder shall be considered as L-1.
- D.3.3 The existing contract (s)/ order (s) under execution shall continue.
- D.3.4 Tenders invited for procurement of goods, works and services shall have provision that the bidder shall submit a undertaking to the effect that (i) neither the bidder themselves nor their allied agency/(ies) are on banning list of BCPL/GAIL or the Ministry of Petroleum and Natural Gas and (ii) bidder is not banned by any Government department/ Public Sector.

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

- E.1 The Agency may file an appeal against the order of the Competent Authority for putting the Agency on banning list. The Appeal shall be filed to Appellate Authority of BCPL. Such an appeal shall be preferred within one month from the date of receipt of banning order.
- E.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- E.3 Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- F. Wherever there is contradiction with respect to terms of 'Integrity pact', GCC and 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice', the provisions of 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice' shall prevail.



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Annexure-II

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

#### 26.8 **GENERAL**

A system for evaluation of Vendors/ Suppliers/Contractors/ Consultants and their performance is a key process and important to support an effective purchasing & contracting function of an organization.

Performance of all participating Vendors/ Suppliers/Contractors/ Consultants need to be closely monitored to ensure timely receipt of supplies from a Vendor, completion of an assignment by a Consultant or complete execution of order by a contractor within scheduled completion period. For timely execution of projects and meeting the operation & maintenance requirement of operating plants, it is necessary to monitor the execution of order or contracts right from the award stage to completion stage and take corrective measures in time.

#### 26.8 **OBJECTIVE**

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

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

#### 3.0 **METHODOLOGY**

##### i) **Preparation of Performance Rating Data Sheet**

Performance rating data Sheet for each and every Vendor/ Supplier/Contractor/Consultant for all orders/Contracts with a value of Rs. 50 Lakhs and above is recommended to be drawn up. Further, Performance rating data Sheet for orders/contracts of Vendor/Supplier/Contractor/ Consultant who are on watch list/holiday list/ banning list shall be prepared irrespective of order/ contract value. These data sheets are to be separately prepared for orders/ contracts related to Projects and O&M. Format, Parameters, Process, responsibility for preparation of Performance Rating Data Sheet are separately mentioned.

##### ii) **Measurement of Performance**

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

**Initiation of Measures:**



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

#### Implementation of Corrective Measures:

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

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

#### 4.0 **EXCLUSIONS:**

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

Orders/Contracts below the value of Rs. 50 Lakhs if Vendor/ Supplier/Contractor/ Consultant is not on watch list/ holiday list/ banning list.

- ii) Orders for Misc./Administrative items/ Non stock Non valued items (PO with material code ending with 9).

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

#### 5.0 **PROCESS OF EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS**

##### 5.1 FOR PROJECTS

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

Depending upon the Performance Rating, following action shall be initiated by Engineer-in-charge/Project-in-charge:

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



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- iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.

When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

Where performance rating is “POOR” (as per Performance Rating carried out after execution of Order/ Contract and where no reply/ unsatisfactory reply is received from party against the letter seeking the explanation from Vendor/Supplier/Contractor/ Consultant along with sharing the performance rating)

Recommend such defaulting Vendor / Supplier / Contractor / Consultant for the following action:

1. Poor Performance on account of Quality (if marks obtained against Quality parameter is less than 20):

(a) First Instance: **Holiday (Red Card) for One Year**

Subsequent instance (s) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for Two Years**

2. Poor Performance on account of other than Quality (if marks obtained against Quality parameter is more than 20):

(a) First such instance: **Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor/ Consultant shall be **put on watch list for a period of Two (2) Years.**

(b) Second such instance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Putting on Holiday (Red Card) for a period of One Year**

BCPL Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Putting on Holiday (Red Card) for a period of Two Years.**

- B) Where Poor/Non-Performance leading to termination of contract or Offloading of contract due to poor performance attributable to Vendor/Supplier/ Contractor/Consultant (under relevant clause of GCC- Services)

(a) First instance: **Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor /Consultant shall be **put on watch list for a period of Two (2) Years.**

Further such vendor will not be allowed to participate in the re-tender of the same supply/work/services of that location which has terminated / offloaded. Moreover, it will be ensured that all other action as per



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provision of contract including forfeiture of Contract Performance Security (CPS) etc. are undertaken.

However, such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s).

The Yellow card will be automatically revoked after a period of two years unless the same is converted into Red Card due to subsequent instances of poor/ non-performance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant.

- (b) Second instances in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for period of One Year** and they shall also to be **considered for Suspension**.
- (c) Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for period of Two Years** and they shall also to be **considered for Suspension**.

(C) Where Performance rating is “FAIR”:

Issuance of warning to such defaulting Vendor/ Supplier/Contractor/ Consultant to improve their performance.

#### 5.2 FOR CONSULTANCY JOBS

Monitoring and Evaluation of consultancy jobs will be carried out in the same way as described in para 5.1 for Projects.

#### 5.3 FOR OPERATION & MAINTENANCE

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

| Sl. No. | Performance Rating | Action                                |
|---------|--------------------|---------------------------------------|
| 1       | <b>POOR</b>        | Seek explanation for Poor performance |



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

iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.

v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

A) Where performance rating is “POOR” (as per Performance Rating carried out after execution of Order/ Contract and where no reply/ unsatisfactory reply is received from party against the letter seeking the explanation from Vendor/Supplier/Contractor/ Consultant along with sharing the performance rating)

Recommend such defaulting Vendor / Supplier / Contractor / Consultant for the following action:

1. Poor Performance on account of Quality (if marks obtained against Quality parameter is less than 20):

(a) First Instance: **Holiday (Red Card) for One Year**

(b) Subsequent instance (s) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for Two Years**

2. Poor Performance on account of other than Quality (if marks obtained against Quality parameter is more than 20):

(a) First such instance: **Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor/ Consultant shall be **put on watch list for a period of Two (2) Years.**

(b) Second such instance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Putting on Holiday (Red Card) for a period of One Year**

(c) Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Putting on Holiday (Red Card) for a period of Two Years.**

B) Where Poor/Non-Performance leading to termination of contract or Offloading of contract due to poor performance attributable to Vendor/Supplier/ Contractor/Consultant (under relevant clause of GCC- Services)



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- (a) First instance: **Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor /Consultant shall be **put on watch list for a period of Two (2) Years**.

Further such vendor will not be allowed to participate in the re-tender of the same supply/work/services of that location which has terminated / offloaded. Moreover, it will be ensured that all other action as per provision of contract including forfeiture of Contract Performance Security (CPS) etc. are undertaken.

However, such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s).

The Yellow card will be automatically revoked after a period of two years unless the same is converted into Red Card due to subsequent instances of poor/ non-performance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant.

- (b) Second instances in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for period of One Year** and they shall also to be **considered for Suspension**.
- (c) Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for period of Two Years** and they shall also to be considered for **Suspension**.

(C) Where Performance rating is “FAIR”

Issuance of warning to such defaulting Vendors/Contractors/Consultants to improve their performance.

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

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

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

### 7.0 **EFFECT OF HOLIDAY**

- 7.1 If a Vendor/ Supplier/Contractor/ Consultant is put on Holiday, such Vendor/ Supplier/Contractor/ Consultant shall not be considered in ongoing tenders/future tenders.



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- 7.2 However, if such Vendor/ Supplier/Contractor/ Consultant is already executing any other order/ contract and their performance is satisfactory in terms of the relevant contract, should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract. In such a case CPBG will not be forfeited and payment will be made as per provisions of concerned contract. However, this would be without prejudice to other terms and conditions of the contract.
- 7.3. Effect on other ongoing tendering:
- 7.3.1 after issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the party shall be ignored.
- 7.3.2 after opening Technical bid but before opening the Price bid, the Price bid of the party shall not be opened and BG/EMD submitted by the party shall be returned to the party.
- 7.3.3 after opening of price, BG/EMD made by the party shall be returned; the offer of the party shall be ignored & will not be further evaluated. In case such agency is lowest (L-1), next lowest bidder shall be considered as L-1..
- 8.0 While putting the Vendor/ Supplier/Contractor/ Consultant on holiday as per the procedure, the holding company, subsidiary, joint venture, sister concerns, group division of the errant Vendor/ Supplier/Contractor/ Consultant shall not be considered for putting on holiday list.
- Any bidder, put on holiday, will not be allowed to bid through consortium route also in new tender during the period of holiday.
- 9.0 If an unsuccessful bidder makes any vexatious, frivolous or malicious complaint against the tender process with the intention of delaying or defeating any procurement or causing loss to BCPL or any other bidder, such bidder will be put on holiday for a period of six months, if such complaint is proved to be vexatious, frivolous or malicious, after following the due procedure.
- 10. APPEAL AGAINST THE DECISION OF THE COMPETENT AUTHORITY:**
- (a) The party may file an appeal against the order of the Competent Authority for putting the party on Holiday list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the of receipt of Holiday order.
- (b) Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- (c) Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- (d) “Appellate Authority” shall mean Committee of Managing Director, BCPL & Director (Finance), BCPL
- 11. ERRANT BIDDER**
- In case after price bid opening the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit EMD if



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paid by the bidder and such bidders shall be debarred from participation in retendering of the same job(s)/item(s).

Further, such bidder will be put on Watch List (Yellow Card) for a period of two years after following the due procedure. However, during the period in watch list such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s).

In case of subsequent instances of default in other tender(s) during aforesaid watch list period, the action shall be initiated as per provision of sl. no. 2 of para A of Clause no. 5.1 (v) and 5.3 (v).

The Yellow card will be automatically revoked after specified period unless the same is converted into Red Card.2. In case CBIC (Central Board of Indirect Taxes and Customs)/ any tax authority / any equivalent government agency brings to the notice of BCPL that the Supplier has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from BCPL to the government exchequer, then, that Supplier shall be put under Holiday list of BCPL for period of six months after following the due procedure. This action will be in addition to the right of recovery of financial implication arising on BCPL.



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**Annexure-1**

### Brahmaputra Cracker and Polymer Limited PERFORMANCE RATING DATA SHEET [PRDS] (FOR PROJECTS/ CONSULTANCY JOBS)

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

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

Note:

Remarks (if any)

PERFORMANCE RATING (\*\*)

Note:

- (#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/ sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance.
- (\*) Allocation of marks should be as per enclosed instructions
- (\*\*) Performance rating shall be classified as under:

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

Signature of  
Authorised Signatory:

Name:

Designation:



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### **INSTRUCTIONS FOR ALLOCATION OF MARK**<sup>1</sup>. as under:

Marks are to be allocated

#### **1.1 DELIVERY/ COMPLETION PERFORMANCE 40 Marks**

| <b>Delivery Period/<br/>Completion Schedule</b> | <b>Delay in Weeks</b> | <b>Marks</b> |
|-------------------------------------------------|-----------------------|--------------|
| a) Upto 3 months                                | Before CDD            | 40           |
|                                                 | Delay upto 4 weeks    | 35           |
|                                                 | " 8 weeks             | 30           |
|                                                 | " 10 weeks            | 25           |
|                                                 | " 12 weeks            | 20           |
|                                                 | " 16 weeks            | 15           |
|                                                 | More than 16 weeks    | 0            |
| b) Above 3 months                               | Before CDD            | 40           |
|                                                 | Delay upto 4 weeks    | 35           |
|                                                 | " 8 weeks             | 30           |
|                                                 | " 10 weeks            | 25           |
|                                                 | " 16 weeks            | 20           |
|                                                 | " 20 weeks            | 15           |
|                                                 | " 24 weeks            | 10           |
|                                                 | More than 24 weeks    | 0            |

#### **1.2 QUALITY PERFORMANCE 40 Marks**

|                                                         |                               |             |
|---------------------------------------------------------|-------------------------------|-------------|
| For Normal Cases: No Defects/ No Deviation/ No failure: |                               | 40 marks    |
| i) Rejection/Defects                                    | Marks to be allocated on      | 10 marks    |
| - 98 -ulfillata basis for acceptable                    | quantity as compared to total |             |
|                                                         | quantity for normal cases     |             |
| ii) When quality                                        | Failure of severe nature      | 0 marks     |
| failure endanger                                        | - Moderate nature             | 5 marks     |
| system integration                                      |                               |             |
| and safety of the system                                | - low severe nature           | 10-25 marks |
| iii) Number of deviations                               | 1. No deviation               | 5 marks     |
|                                                         | 2. No. of deviations $\leq 2$ | 2 marks     |
|                                                         | 3. No. of deviations $> 2$    | 0 marks     |



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**1.3 RELIABILITY PERFORMANCE**

**20 Marks**

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



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**Annexure-2**

**Brahmaputra Cracker and Polymer Limited**  
**PERFORMANCE RATING DATA SHEET [PRDS]**  
**(FOR O&M)**

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

| Performance<br>Parameter | Delivery<br>Performance | Quality<br>Performance | Reliability<br>Performance# | Total |
|--------------------------|-------------------------|------------------------|-----------------------------|-------|
| Maximum Marks            | 40                      | 40                     | 20                          | 100   |
| Marks Allocated<br>(*)   |                         |                        |                             |       |

Remarks (if any)

PERFORMANCE RATING (\*\*)

Note:

- (#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-



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vendor/sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance

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

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

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

Signature of  
Authorised Signatory:

Name:

Designation:

**INSTRUCTIONS FOR ALLOCATION OF MARKS (FOR O&M)**1. Marks are to be allocated as under:

### 1.1 DELIVERY/ COMPLETION PERFORMANCE 40 Marks

| Delivery Period/<br>Completion Schedule | Delay in Weeks     | Marks |
|-----------------------------------------|--------------------|-------|
| a) Upto 3 months                        | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 12 weeks         | 20    |
|                                         | " 16 weeks         | 15    |
|                                         | More than 16 weeks | 0     |
| b) Above 3 months                       | Before CDD         | 40    |
|                                         | Delay upto 4 weeks | 35    |
|                                         | " 8 weeks          | 30    |
|                                         | " 10 weeks         | 25    |
|                                         | " 16 weeks         | 20    |
|                                         | " 20 weeks         | 15    |
|                                         | " 24 weeks         | 10    |
|                                         | More than 24 weeks | 0     |

### 1.2 QUALITY PERFORMANCE 40 Marks

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

i) Rejection/Defects Marks to be allocated on 10 marks  
- 101 -ullfillata basis for acceptable  
quantity as compared to total  
quantity for normal cases



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|                                                                               |                                                                                |                                   |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------|
| ii) When quality failure endanger system integration and safety of the system | Failure of severe nature<br>- Moderate nature<br>- low severe nature           | 0 marks<br>5 marks<br>10-25 marks |
| iii) Number of deviations                                                     | 1. No deviation<br>2. No. of deviations $\leq 2$<br>3. No. of deviations $> 2$ | 5 marks<br>2 marks<br>0 marks     |

### 1.3 RELIABILITY PERFORMANCE

20 Marks

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



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**ANNEXURE-III**

**Not Applicable**



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**Annexure-IV to Section-III**

### BIDDING DATA SHEET (BDS)

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

| A. GENERAL                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|----|---|----------------------------|--------------------------------------|---------|------------|---------|-----------------|-------------------|--|
| ITB clause                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 1.1                        | The Employer/Owner is: Brahmaputra Cracker and Polymer Ltd.                                                                                                                                                                                                                                                                                                                                                                                                       |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 2.1                        | The name of the Services to be performed is: <u>HIRING OF CONTRACT OF COMPREHENSIVE UPKEEP SERVICES AT BCPL GUEST HOUSE, BARBARUAH FOR A PERIOD OF 02 YEARS</u>                                                                                                                                                                                                                                                                                                   |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 3                          | BIDS FROM CONSORTIUM/ JOINT VENTURE- NOT APPLICABLE                                                                                                                                                                                                                                                                                                                                                                                                               |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| B. BIDDING DOCUMENT        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| ITB clause                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 8.1                        | For <b>clarification purposes</b> only, the communication address is:<br>M J BORAH, SM(C&P)<br><a href="mailto:manosh.borah@bcplindia.co.in">manosh.borah@bcplindia.co.in</a><br>9435384778<br>Brahmaputra Cracker and Polymer Limited, C and P Department,<br>Administrative Building, PO_Lepetkata,<br>Dist_DIBRUGARH, Assam, Pin Code_786006                                                                                                                   |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| C. PREPARATION OF BIDS     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| ITB clause                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 11.1.1 (q)                 | Additional documents to be submitted by the Bidder with its Part-I (Techno-commercial/ Unpriced bid): SCC/Scope of Work refers                                                                                                                                                                                                                                                                                                                                    |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 12                         | Additional Provision for Schedule of Rate/ Bid Price are as under:<br><br><br>                                                                                                                                                                                                                                                                                                                                                                                    |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 12 & 13                    | Whether BCPL will be able to avail input tax credit in the instant tender <table border="1"> <tr> <td>YES</td><td>✓</td></tr> <tr> <td>NO</td><td>×</td></tr> </table><br>Details of Buyer: <table border="1"> <tr> <td>Services to be rendered at</td><td>Brahmaputra Cracker and Polymer Ltd.</td></tr> <tr> <td>PAN No.</td><td>AADCB2356E</td></tr> <tr> <td>GST no.</td><td>18AADCB2356E1ZY</td></tr> <tr> <td>BCPL Bank details</td><td></td></tr> </table> | YES | ✓ | NO | × | Services to be rendered at | Brahmaputra Cracker and Polymer Ltd. | PAN No. | AADCB2356E | GST no. | 18AADCB2356E1ZY | BCPL Bank details |  |
| YES                        | ✓                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| NO                         | ×                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| Services to be rendered at | Brahmaputra Cracker and Polymer Ltd.                                                                                                                                                                                                                                                                                                                                                                                                                              |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| PAN No.                    | AADCB2356E                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| GST no.                    | 18AADCB2356E1ZY                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| BCPL Bank details          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 14                         | The currency of the Bid shall be INR                                                                                                                                                                                                                                                                                                                                                                                                                              |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 15                         | The bid validity period shall be 3 months from final 'Bid Due Date'.                                                                                                                                                                                                                                                                                                                                                                                              |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |
| 16.1, 16.10                | In case 'Earnest Money / Bid Security' or "Contract Performance Security" is                                                                                                                                                                                                                                                                                                                                                                                      |     |   |    |   |                            |                                      |         |            |         |                 |                   |  |



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| and 38.6            | <p>in the form of 'Demand Draft' or 'Banker's Cheque'/Insurance Surety Bond' / 'Fixed Deposit Receipt', the same should be favor of <b>Brahmaputra Cracker and Polymer Ltd.</b> , payable at Lepetkata/Dibrugarh</p> <p>In case of submission through online banking transaction i.e. IMPS / NEFT / RTGS / SWIFT, etc, the details of BCPL's Bank account are as under:</p> <p>Account Holder Name :Brahmaputra Cracker and Polymer Limited<br/>Bank Name: State Bank of India<br/>Branch Address :CAG II, New Delhi<br/>Account No.:35662071729<br/>IFSC:SBIN0017313</p> <p>Bidder to mention reference no. "CPS/....." in narration while remitting the CPS amount in BCPL's Bank Account.<br/><i>BG issuance message is to be transmitted through SFMS to beneficiary's bank as below:</i></p> <p>Account Holder Name :     Brahmaputra Cracker and Polymer Limited<br/>Bank Name:                     ICICI Bank<br/>Branch Address :             HS Road, Dibrugarh<br/>IFSC:                             ICIC0000839</p> <p><i>The issuing bank while issuing/amending the BG, should ensure that the below information is correctly captured in the message i.e. IFN 760COV/ IFN 767COV:</i></p> <table border="1"> <thead> <tr> <th><u>Field Number</u></th><th><u>Particulars (to be mentioned in Row 1)</u></th></tr> </thead> <tbody> <tr> <td>7037</td><td>BCPL566911048</td></tr> </tbody> </table> | <u>Field Number</u> | <u>Particulars (to be mentioned in Row 1)</u> | 7037 | BCPL566911048 |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------|------|---------------|
| <u>Field Number</u> | <u>Particulars (to be mentioned in Row 1)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                                               |      |               |
| 7037                | BCPL566911048                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                                               |      |               |

### D. SUBMISSION AND OPENING OF BIDS

| ITB clause | Description                                                                                                                                                                                                                                                                                                                                                                              |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.0 of IFB | <p>For the submission of physical document as per clause no. 4.0 of IFB, the Owner's address is:<br/>M J BORAH, SM(C&amp;P)<br/><a href="mailto:manosh.borah@bcplindia.co.in">manosh.borah@bcplindia.co.in</a><br/>9435384778<br/>Brahmaputra Cracker and Polymer Limited, C and P Department,<br/>Administrative Building, PO_Lepetkata,<br/>Dist_DIBRUGARH, Assam, Pin Code_786006</p> |

### E. EVALUATION, AND COMPARISON OF BIDS

| ITB clause | Description                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 32         | <p>Evaluation Methodology is mentioned in Section-II.</p> <p>Tie-breaker methodology available on GeM portal will be followed.</p>                             |
| 34         | <p>The following Purchase Preference Policy will be applicable as per provisions mentioned in tender:</p> <p>i)       Micro &amp; Small Enterprises (MSEs)</p> |



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|                             |                                                                                                                                                                                                                                                                                                                                                    |            |   |                |   |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|----------------|---|
|                             | ii) Policy to Provide Purchase Preference as per Public Procurement (Preference to Make in India), Order 2017                                                                                                                                                                                                                                      |            |   |                |   |
| <b>F. AWARD OF CONTRACT</b> |                                                                                                                                                                                                                                                                                                                                                    |            |   |                |   |
| <b>ITB clause</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                 |            |   |                |   |
| 37                          | State of India which stamp paper is required for Contract Agreement:<br>.....                                                                                                                                                                                                                                                                      |            |   |                |   |
| 38                          | <p>Contract Performance Security/ Security Deposit</p> <table border="1"> <tr> <td>APPLICABLE</td><td>✓</td></tr> <tr> <td>NOT APPLICABLE</td><td>✗</td></tr> </table> <p>The value/ amount of Contract Performance Security/ Security Deposit CPS/SD @ 5% of Annualized Order / Contract value in case contract period is more than one year.</p> | APPLICABLE | ✓ | NOT APPLICABLE | ✗ |
| APPLICABLE                  | ✓                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| NOT APPLICABLE              | ✗                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| 40                          | <p>Whether tendered item is non-split able or not-divisible:</p> <table border="1"> <tr> <td>YES</td><td>✓</td></tr> <tr> <td>NO</td><td>✗</td></tr> </table>                                                                                                                                                                                      | YES        | ✓ | NO             | ✗ |
| YES                         | ✓                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| NO                          | ✗                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| 41                          | <p>Provision of AHR Item :</p> <table border="1"> <tr> <td>APPLICABLE</td><td>✓</td></tr> <tr> <td>NOT APPLICABLE</td><td>✗</td></tr> </table>                                                                                                                                                                                                     | APPLICABLE | ✓ | NOT APPLICABLE | ✗ |
| APPLICABLE                  | ✓                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| NOT APPLICABLE              | ✗                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| 44.1                        | <p>Quarterly Closure of Contract</p> <table border="1"> <tr> <td>APPLICABLE</td><td>✓</td></tr> <tr> <td>NOT APPLICABLE</td><td>✗</td></tr> </table>                                                                                                                                                                                               | APPLICABLE | ✓ | NOT APPLICABLE | ✗ |
| APPLICABLE                  | ✓                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| NOT APPLICABLE              | ✗                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| 49                          | <p>Applicability of provisions relating to Startups:</p> <table border="1"> <tr> <td>APPLICABLE</td><td>✓</td></tr> <tr> <td>NOT APPLICABLE</td><td>✗</td></tr> </table>                                                                                                                                                                           | APPLICABLE | ✓ | NOT APPLICABLE | ✗ |
| APPLICABLE                  | ✓                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| NOT APPLICABLE              | ✗                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| 54                          | <p>Applicability of provisions relating to Order Transmittal System:</p> <table border="1"> <tr> <td>APPLICABLE</td><td>✗</td></tr> <tr> <td>NOT APPLICABLE</td><td>✓</td></tr> </table>                                                                                                                                                           | APPLICABLE | ✗ | NOT APPLICABLE | ✓ |
| APPLICABLE                  | ✗                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |
| NOT APPLICABLE              | ✓                                                                                                                                                                                                                                                                                                                                                  |            |   |                |   |



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**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**  
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# **FORMS & FORMAT**



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**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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**LIST OF FORMS & FORMAT**

| Form No. | Description                                                                         |
|----------|-------------------------------------------------------------------------------------|
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| F-2A     | DECLARATION FOR BID SECURITY                                                        |
| F-2      | PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY DEPOSIT / BID SECURITY"             |
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| F-4      | PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" |
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| F-13     | INTEGRITY PACT                                                                      |
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**F-1**  
**BIDDER'S GENERAL INFORMATION**

To,  
M/s Brahmputra Cracker and Polymer Ltd.

|    |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                              |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Bidder Name                                                                                                                                                                                                                                                                                                                            | M/s.....                                                                                                                                                                                                                                                                     |
| 2  | Status of Firm                                                                                                                                                                                                                                                                                                                         | Proprietorship Firm/Partnership firm/ Limited Liability Partnership (LLP) firm/ Public Limited/ Pvt. Limited/ Govt. Dept. / PSU/ Others<br><br>If Others Specify: _____<br><br>[Enclose relevant certificates / partnership deed/certificate of Registration, as applicable] |
| 3a | Name of Proprietor/ Partners/ Directors of the firm/company including their Father's Name and residential address, Aadhaar No., Pan Card Details & DIN Nos.<br><br>[As per clause for 'One Bid Per Bidder' under Section-III of Tender Document]<br><br>If required, a separate sheet may be enclosed for providing the above details. | 1.<br>2.<br>3.                                                                                                                                                                                                                                                               |
| 3b | Name of Power of Attorney holders of bidder                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                              |
| 4  | Number of Years in Operation                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                              |
| 5  | Address of Registered Office:                                                                                                                                                                                                                                                                                                          | City:<br>District:<br>State:<br>PIN/ZIP:                                                                                                                                                                                                                                     |
| 6  | Bidder's address where order/contract is to be placed *                                                                                                                                                                                                                                                                                | City:<br>District:<br>State:<br>PIN/ZIP:                                                                                                                                                                                                                                     |



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|    |                                                                                                                                                                                                                               |                                                                                               |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 7  | Address from where Goods/ Services are to be dispatched/ provided along with GST no.<br><br>(In case supply of Goods / Services are from multiple locations, addresses and GST no. of all such locations are to be provided). | City:<br>District:<br>State:<br>PIN/ZIP:<br>GST No.:                                          |
| 8  | Telephone Number & Contact Information address where order is to be placed                                                                                                                                                    | _____<br>(Country Code) (Area Code) (Telephone No.)<br>Mobile No.: .....<br>e-mail ID: .....  |
| 9  | Website                                                                                                                                                                                                                       |                                                                                               |
| 10 | Mobile Number:                                                                                                                                                                                                                | _____                                                                                         |
| 11 | ISO Certification, if any                                                                                                                                                                                                     | [If yes, please furnish details]                                                              |
| 12 | PAN No.                                                                                                                                                                                                                       |                                                                                               |
| 13 | GST No. (refer sl. no. 7 above)                                                                                                                                                                                               |                                                                                               |
| 14 | Whether Micro or Small Enterprise                                                                                                                                                                                             | Yes / No<br>(If Yes, Bidder to submit requisite documents as specified in ITB: Clause No. 40) |
|    | Whether MSE is owned by SC/ST Entrepreneur(s)                                                                                                                                                                                 | Yes / No<br>(If Yes, Bidder to submit requisite documents as specified in ITB: Clause No. 40) |
|    | Whether MSE is owned by Women                                                                                                                                                                                                 | Yes / No<br>(If Yes, Bidder to submit requisite documents as specified in ITB: Clause No. 40) |
|    | Whether payment is required through TReDS                                                                                                                                                                                     | Yes / No<br>If Yes, please provide the name of portal<br>.....                                |
| 15 | Whether Bidder is Startup or not                                                                                                                                                                                              | Yes / No<br>(If Yes, Bidder to submit requisite documents as specified in ITB: Clause No. 49) |
|    | In case of Start-up confirm the following:<br><br>(i) Date of its incorporation/ registration<br>[The certificate shall only be valid for the entity upto ten years                                                           |                                                                                               |



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|      |                                                                                                      |  |
|------|------------------------------------------------------------------------------------------------------|--|
|      | from the date of its incorporation/ registration]                                                    |  |
| (ii) | Whether turnover for any financial years since incorporation/ registration has exceed Rs.100 Crores. |  |

Note: \*BCPL intent to place the order/contract directly on the address from where Goods are produced/dispatched. In case, bidder wants order/ contract at some other address or supply of Goods from multiple locations, bidder is required to provide the address on which order is to be placed at sl.no.6 above.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



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**FORMAT F-2A**

**DECLARATION FOR BID SECURITY**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LTD.  
\_\_\_\_\_

Dear Sir

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

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

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

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

Place:  
Date:

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



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**OR**  
**FORMAT F-2**

**PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY DEPOSIT/  
BID SECURITY"**

(To be stamped in accordance with the Stamp Act)

|                                                                |                                                                                                                                          |  |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--|
| To,<br>M/s Brahmputra Cracker and<br>Polymer Ltd.<br><br>_____ | <b>Bank Guarantee No.</b>                                                                                                                |  |
|                                                                | <b>Date of BG</b>                                                                                                                        |  |
|                                                                | <b>BG Valid up to (Expiry date)</b>                                                                                                      |  |
|                                                                | <b>Claim period up to (indicate date of<br/>expiry of claim period which<br/>includes minimum three months<br/>from the expiry date)</b> |  |
|                                                                | <b>Stamp Sl. No./e-Stamp Certificate<br/>No.</b>                                                                                         |  |

**Dear Sir(s),**

In accordance with Tender Document under your reference No \_\_\_\_\_ M/s.

\_\_\_\_\_ having their Registered / Head Office at \_\_\_\_\_ (hereinafter called the Tenderer/Bidder), wish to participate in the said tender for \_\_\_\_\_

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

We, \_\_\_\_\_ the \_\_\_\_\_ Bank \_\_\_\_\_ at \_\_\_\_\_ having \_\_\_\_\_ our \_\_\_\_\_ Head \_\_\_\_\_ Office \_\_\_\_\_ (Local \_\_\_\_\_ Address)

guarantee and undertake to pay immediately on demand without any recourse to the Bidder by Brahmputra Cracker and Polymer Ltd., the amount \_\_\_\_\_ without any reservation, protest, demur and recourse. Any such demand made by Brahmputra Cracker and Polymer Ltd., 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 two (02) months beyond the validity of the bid]. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from Bidder M/s. \_\_\_\_\_ on whose behalf this guarantee is issued.

Notwithstanding anything contained herein:



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- a) The Bank's liability under this Guarantee shall not exceed (currency in figures) . . . . .  
. . . . . (currency in words only) . . . . .
- b) This Guarantee shall remain in force upto \_\_\_\_\_ (this expiry date of BG should be two months beyond the validity of bid) and any extension(s) thereof; and
- c) The Bank shall be released and discharged from all liability under this Guarantee unless a written claim or demand is issued to the Bank on or before the midnight of .....(indicate date of expiry of claim period which includes minimum three months from the expiry of this Bank Guarantee) and if extended, the date of expiry of the last extension of this Guarantee. If a claim has been received by us within the said date, all the rights of BCPL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof the Bank, through its authorized officer, has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.

Details of next Higher Authority of the Officials who have issued the Bank Guarantee:

Name .....

Designation .....

WITNESS:

(SIGNATURE)

(NAME)

(SIGNATURE)

(NAME)

Designation with Bank Stamp

E-Mail ID:

Telephone/Mobile No. :

Attorney as per

Power of Attorney No. \_\_\_\_\_

Date: \_\_\_\_\_

(OFFICIAL ADDRESS)

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

1. The Bank Guarantee by Bidders will be given on non-judicial stamp paper as per "Stamp Duty" applicable. The non-judicial stamp paper should be in the name of the issuing Bank.
2. The expiry date should be arrived at in accordance with "ITB: Clause-16.1".
3. The Bank Guarantee by bidders will be given from Bank as specified in "ITB: Clause-16.3".
4. A letter from the issuing Bank of the requisite Bank Guarantee confirming that said Bank Guarantee / all future communication relating to the Bank Guarantee shall be forwarded to the Purchaser at its address as mentioned at "ITB".



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5. Bidder must indicate the full postal address of the Bank along with the Bank's E-mail / Fax / Phone from where the Earnest money Deposit has been issued as per proforma provided below.
6. If a Bank Guarantee is issued by a commercial Bank, then a letter to be submitted to Purchaser confirming its net worth is more than Rs. 1,000,000,000.00 [Rupees One Hundred Crores] or equivalent alongwith documentary evidence or in the Bank Guarantee itself.

### MATTER TO BE MENTIONED IN COVERING LETTER TO BE SUBMITTED BY VENDOR ALONG WITH BANK GUARANTEE

|     |                                           |          |                            |                  |      |         |
|-----|-------------------------------------------|----------|----------------------------|------------------|------|---------|
| 1   | BANK GUARANTEE NO                         | :        |                            |                  |      |         |
| 2   | VENDOR NAME / VENDOR CODE                 | :        | NAME                       |                  |      |         |
|     |                                           |          | VENDOR CODE                |                  |      |         |
| 3   | BANK GUARANTEE AMOUNT                     | :        |                            |                  |      |         |
| 4   | TENDER NO                                 | :        |                            |                  |      |         |
| 5   | NATURE OF BANK GUARANTEE                  | :        |                            |                  |      |         |
|     | (Please Tick (√) Whichever is Applicable) |          | PERFORMANCE BANK GUARANTEE | SECURITY DEPOSIT | EM D | ADVANCE |
| 6   | BG ISSUED BANK DETAILS                    | (A)      | EMAIL ID                   | :                |      |         |
| (B) |                                           | ADDRESS  | :                          |                  |      |         |
| (C) |                                           | PHONE NO | :                          |                  |      |         |
|     |                                           |          |                            |                  |      |         |



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**E-3**

**LETTER OF AUTHORITY**

[Proforma for Letter of Authority for Attending 'Pre-Bid Meetings' / 'Un-priced Bid Opening' / 'Price Bid Opening']

Ref:

Date:

To,

M/s Brahmputra Cracker and Polymer Ltd.

**Dear Sir,**

I/We, \_\_\_\_\_ hereby authorize the following representative(s) for attending Pre-Bid Meeting', against the above Tender Document:

[1] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: ..... @ .....

[2] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: ..... @ .....

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Note:

- (i) This "Letter of Authority" should be on the "**letterhead**" of the Firm / Bidder and should be signed by a person competent and having the 'Power of Attorney' to bind the Bidder. Not more than 'two [02] persons per Bidder' are permitted to attend "Pre-Bid Meetings' / 'Un-priced Bid Opening' / 'Price Bid Opening'.
- (ii) Bidder's authorized representative is required to carry a copy of this authority letter while attending the 'Pre-Bid Meetings' / 'Un-priced Bid Opening'.



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F-4

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

|                                                              |                                                                                                                              |  |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--|
| To,<br>M/s Brahma Putra Cracker and<br>Polymer Ltd.<br>_____ | <b>Bank Guarantee No.</b>                                                                                                    |  |
|                                                              | <b>Date of BG</b>                                                                                                            |  |
|                                                              | <b>BG Valid up to (Expiry date)</b>                                                                                          |  |
|                                                              | <b>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</b> |  |
|                                                              | <b>Stamp Sl. No./e-Stamp Certificate No.</b>                                                                                 |  |

**Dear Sir(s),**

M/s. \_\_\_\_\_ having registered office at \_\_\_\_\_ (herein after called the "contractor/supplier" which expression shall wherever the context so require include its successors and assignees) have been placed/ awarded the job/work of \_\_\_\_\_ vide PO/LOA /FOA No. \_\_\_\_\_ dated \_\_\_\_\_ for Brahma Putra Cracker and Polymer Ltd. having registered office at 7th Floor, NRL Centre 122A G.S Road, Christian Basti Guwahati, Assam Pin - 781005 (herein after called the "BCPL" which expression shall wherever the context so require include its successors and assignees).

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

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

1. We \_\_\_\_\_ hereby undertake to give the irrevocable & unconditional guarantee to you that if default shall be made by M/s. \_\_\_\_\_ in performing any of the terms and conditions of the tender/order/contract or in payment of any money payable to BRAHMAPUTRA CRACKER AND POLYMER LTD. we shall on first demand pay without demur, contest, protest and/ or without any recourse to the contractor to BCPL in such manner as BCPL may direct the said amount of Rupees \_\_\_\_\_ only or such portion thereof not exceeding the said sum as you may require from time to time.
2. You will have the full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the order/contract with the said \_\_\_\_\_ M/s.



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- \_\_\_\_\_ and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said M/s. \_\_\_\_\_ and such postponement forbearance would not have the effect of releasing the bank from its obligation under this debt.
3. Your right to recover the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from us in manner aforesaid is absolute & unequivocal and will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s. \_\_\_\_\_ and/or that any dispute or disputes are pending before any officer, tribunal or court or arbitrator or any other authority/forum and any demand made by you in the bank shall be conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission or commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the said supplier/contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee shall continue to be enforceable until it is discharged by BCPL in writing. However, if for any reason, the supplier/contractor is unable to complete the supply/work within the period stipulated in the order/contract and in case of extension of the date of delivery/completion resulting extension of defect liability period/guarantee period of the supplier/contractor fails to perform the supply/work fully, the bank hereby agrees to further extend this guarantee at the instance of the supplier/contractor till such time as may be determined by BCPL. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving \_\_\_\_\_ instruction from \_\_\_\_\_ M/s. \_\_\_\_\_ (contractor) on whose behalf this guarantee is issued.
6. Bank also agrees that BCPL at its option shall be entitled to enforce this Guarantee against the bank (as principal debtor) in the first instant, without proceeding against the supplier/contractor and notwithstanding any security or other guarantee that BCPL may have in relation to the supplier's/contractor's liabilities.
7. The amount under the Bank Guarantee is payable forthwith without any delay by Bank upon the written demand raised by BCPL. Any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the exclusive jurisdiction of courts at Dibrugarh.
8. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Supplier/Contractor up to a total amount of \_\_\_\_\_ (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier/Contractor to be in default under the order/contract and without caveat or argument, any sum or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.
9. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney, dated \_\_\_\_\_ granted to him by the Bank.



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10. Notwithstanding anything contained herein:

- a) The Bank's liability under this Guarantee shall not exceed (currency in figures) . . . . .  
..... (currency in words only ) . . . . .
- b) This Guarantee shall remain in force upto \_\_\_\_\_ (this date should be expiry date of defect liability period of the Contract) and any extension(s) thereof; and
- c) The Bank shall be released and discharged from all liability under this Guarantee unless a written claim or demand is issued to the Bank on or before the midnight of .....(indicate date of expiry of claim period which includes minimum three months from the expiry of this Bank Guarantee) and if extended, the date of expiry of the last extension of this Guarantee. If a claim has been received by us within the said date, all the rights of BCPL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

Details of next Higher Authority of the Officials who have issued the Bank Guarantee:

Name .....

Designation .....

Yours faithfully,

Bank by its Constituted Attorney

Signature of a person duly  
Authorized to sign on behalf of the  
Bank

INSTRUCTIONS FOR FURNISHING

"CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK  
GUARANTEE"

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in name of the issuing bank.
2. The Bank Guarantee by Bidders will be given from bank as specified in cl.no. 38.2 of ITB [Section-III] of Tender Document.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Purchaser.
4. If a Bank Guarantee is issued by a commercial bank, then a letter to Purchaser and copy to Consultant (if applicable) confirming its net worth is more than Rs. 100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency alongwith documentary evidence or in the Bank Guarantee itself.
5. Supplier shall submit attached cover letter (Annexure) while submitting Contract Performance Security / Security Deposit.



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MATTER TO BE MENTIONED IN COVERING LETTER TO BE SUBMITTED BY VENDOR ALONG WITH BANK GUARANTEE

|     |                                            |          |                                  |                     |     |         |
|-----|--------------------------------------------|----------|----------------------------------|---------------------|-----|---------|
| 1   | BANK GUARANTEE NO                          | :        |                                  |                     |     |         |
| 2   | VENDOR NAME / VENDOR CODE                  | :        | NAME                             |                     |     |         |
|     |                                            |          | VENDOR CODE                      |                     |     |         |
| 3   | BANK GUARANTEE AMOUNT                      | :        |                                  |                     |     |         |
| 4   | PURCHASE ORDER/ LOA NO                     | :        |                                  |                     |     |         |
| 5   | NATURE OF BANK GUARANTEE                   | :        |                                  |                     |     |         |
|     | (Please Tick ( √ ) Whichever is Applicable |          | PERFORMANCE<br>BANK<br>GUARANTEE | SECURITY<br>DEPOSIT | EMD | ADVANCE |
| 6   | BG ISSUED BANK DETAILS                     |          |                                  |                     |     |         |
| (A) |                                            | EMAIL ID | :                                |                     |     |         |
| (B) |                                            | ADDRESS  | :                                |                     |     |         |
| (C) |                                            | PHONE NO | :                                |                     |     |         |



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**E-5**

**AGREED TERMS & CONDITIONS**

This Format duly filled in, signed & stamped must form part of Bidder's Bid and must be submitted in Part –I (Un-priced Bid). Clauses confirmed hereunder need not be repeated in the Bid.

| Sl. | DESCRIPTION                                                                                                                                                                                                                                                                                 | BID'ER'S<br>CONFIRMATION                           |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1   | Bidder's name, Vendor Code of BCPL (if any) and address<br><br>(FOA/Order shall be released in this name)                                                                                                                                                                                   | Bidder's name :<br>BCPL's Vendor Code:<br>Address: |
| 2.  | Bidder confirms the currency of quoted prices is in Indian Rupees.                                                                                                                                                                                                                          |                                                    |
| 3.  | Bidder confirms quoted prices will remain firm and fixed till complete execution of the order (except where price escalation/variation is allowed in the Tender).                                                                                                                           |                                                    |
| 4   | Bidder confirms that they have quoted <b>GST (CGST &amp; SGST/ UTGST or IGST )</b> in Price Schedule/ SOR of Price bid.                                                                                                                                                                     |                                                    |
| 4.1 | Whether in the instant tender services/works are covered in reverse charge rule of <b>GST (CGST &amp; SGST/UTGST or IGST)</b><br><br>If yes, Bidder confirms that they have quoted /included applicable GST (CGST & SGST/ UTGST or IGST) in Price Schedule / Schedule of Rates of Price Bid | Yes/ No<br><br>.....                               |
| 4.2 | Bidder confirms that they have mentioned Harmonized System Nomenclature (HSN)/Service Accounting Code (SAC) in Price Bid                                                                                                                                                                    |                                                    |
| 4.3 | Bidder hereby confirms that the quoted prices are in compliance with the Section 171 of CGST Act/ SGST Act as mentioned as clause no. 13.10 of ITB (Anti-profiteering clause).                                                                                                              |                                                    |
| 4.4 | Whether bidder is liable to raise E-Invoice as per GST Act.<br>If yes, bidder will raise E-Invoice and confirm compliance to provision of tender in this regard.                                                                                                                            |                                                    |
| 5.  | Bidder confirms acceptance of relevant Terms of Payment as <b>“The payment shall be made within 15 (fifteen) days of submission of bill to ENGINEER-IN-CHARGE after statutory deductions as applicable.”</b>                                                                                |                                                    |
| 6.  | Bidder confirms that Contract Performance Security will be furnished as per Bid Document within 30 days of FOA in case of successful bidder.                                                                                                                                                |                                                    |



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| Sl. | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | BID'ER'S<br>CONFIRMATION |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 7.  | Bidder confirms that Contract Performance Security shall be from any Indian scheduled bank (excluding Co-operative banks and Regional Rural bank) or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. Also, please confirm acceptance to clause 38.1 of the ITB. |                          |
| 8.  | Bidder confirms compliance to Contract period as <b>“two years (24 months) from the date mentioned in FOA/LOA and may be extended by BCPL for further period of 06 months on the same rate, terms &amp; condition.”</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |
| 9.  | Bidder confirms acceptance of Penalty clause as specified in the SCC of Bid document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |
| 10. | a) Bidder confirms acceptance of all terms and conditions of Bid Document (all sections).<br>b) Bidder confirms that printed terms and conditions of bidder are not applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
| 11. | Bidder confirms their offer is valid for period specified in BDS from Final/ Extended bid due date of submission of bids.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| 12. | Bidder furnishes EMD/Bid Security details as under:<br>a) EMD/ Bid Security No. & date<br>b) Value<br>c) Validity<br>d) Bank Address/e-mail ID/Mobile no. [in case of BG]<br><b>OR</b><br>Bidder furnishes bid security declaration [applicable for bidders as per cl.no.16.8 of Section-III].                                                                                                                                                                                                                                                                                                                                                               |                          |
| 13. | (i) Bidder confirms that none of Directors (in Board of Director) of bidder is a relative of any Director (in Board of Director) of BCPL<br><br>or<br>(ii) The bidder is not a firm in which any Director (in Board of Director) of BCPL or their relative is a partner.                                                                                                                                                                                                                                                                                                                                                                                     |                          |
| 14. | <b>Bidder confirms that they have not quoted '0' Zero or '-' Negative in the contractor's profit margin.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |
| 15. | The contents of this Tender Document have not been modified or altered by Bidder. In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by them shall be liable for rejection.                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |



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| Sl. | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | BID'ER'S<br>CONFIRMATION |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 16. | Bidder confirms that all Bank charges associated with Bidder's Bank regarding release of payment etc. shall be borne by Bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |
| 17. | <u>No Deviation Confirmation:</u><br>It may be note that any 'deviation / exception' in any form may result in rejection of Bid. Therefore, Bidder confirms that they have not taken any 'exception / deviation' anywhere in the Bid. In case any 'deviation / exception' is mentioned or noticed, Bidder's Bid may be rejected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |
| 18. | If the Bidder becomes a successful Bidder pursuant to the provisions of the Tender Document, the following Confirmation shall be automatically become enforceable<br>"We agree and acknowledge that the Employer is entering into the Contract/Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood & agreed that the Government of India is not a party to the Contract/Agreement and has no liabilities, obligations or rights thereunder. It is expressly understood and agreed that the Purchaser is authorized to enter into Contract/Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Purchaser is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement." |                          |
| 19. | Bidder to ensure all documents as per tender including clause 11 of Section III and all Formats are included in their bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |
| 20. | Bidder understands that Tender Document is not exhaustive. In case any activity though specifically not covered in description 'f 'Schedule of Rates' but is required to complete the work as per Scope of Work, Conditions of Contract, or any other part of Bidding document, the quoted rates will be deemed to be inclusive of cost incurred for such activities unless otherwise specifically excluded. Bidder confirms to perform fulfillment of the contract and completeness of the supplies in all respect within the scheduled time frame and quoted price.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |



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### BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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| Sl. | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | BID'ER'S CONFIRMATION |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 21. | <p>Bidder hereby confirms that they are not on 'Holiday' by BCPL /GAIL or Public Sector Project Management Consultant (like EIL, Mecon only due to "poor performance" or "corrupt and fraudulent practices") or banned by Government department/ Public Sector on due date of submission of bid.</p> <p>Further, Bidder confirms that neither they nor their allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of BCPL /GAIL or the Ministry of Petroleum and Natural Gas.</p> <p>Bidder also confirms that they are not under any liquidation, court receivership or similar proceedings 'r 'bankrup'cy'.</p> <p>In case it comes to the notice of BCPL that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices' and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practices.</p> <p>Further, Bidder also confirms that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to BCPL by them.</p> |                       |
| 22. | <p>Bidder confirms that they have read and understood the General Conditions of Contract - Services enclosed at Section-IV &amp; 'o 'exception / deviation' anywhere has been taken in the same and that they shall abide by provisions of relevant GCC- Services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| 23. | <p>Bidder certifies that they <del>would adhere to the Fraud Prevention Policy of BCPL [available on BCPL's website (<a href="http://www.bcplonline.co.in">www.bcplonline.co.in</a>)]</del> and shall not indulge themselves or allow others (working in BCPL) to indulge in fraudulent activities and that they would immediately apprise BCPL of the fraud/suspected fraud as soon as it comes to their notice.</p> <p>Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of BCPL is liable to be treated as crime and dealt with by the procedures of BCPL as applicable from time to time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
| 24. | <p>Bidder confirms that (i) any variation in GST at the time of supplies for any reasons, other than statutory, including variations due to turnover, shall be borne by them and (ii) any error of interpretation of applicability of rate of GST (CGST &amp; SGST/ UTGST or IGST) on components of an item and/or various items of tender by them shall be to bidder's account.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |
| 25. | <p>Bidders confirm to submit signed copy of Integrity Pact (wherever included in tender).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |



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| Sl. | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | BID'ER'S<br>CONFIRMATION |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|     | If Bidder is a partnership concern or a consortium, this agreement must be signed by all partners or consortium members.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |
| 26. | Bidder confirms that there is no conflict of interest with other bidders, as per clause no. 4.2 of Section-III (ITB) of Tender Document.                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |
| 27. | In case of any variance in the terms and conditions between GeM Contract and SAP PO/LOA, the terms and conditions of SAP PO/LOA shall prevail.                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |
| 28. | Bidder confirms that as specified in tender that evaluation bids will be based on the confirmations & documents submitted by bidders in their bid and methodology specified in Section II of tender document irrespective of the status/evaluation on GeM portal and BCPL's decision in this regard shall be final.                                                                                                                                                                                                                                                             |                          |
| 29. | As per GEM policy/guidelines, MSE bidders have to update their status in their Profile and declare whether they are participating as MSE on GeM Portal (including updating their status in Profile) while submitting the bid on GeM tender. Further, MSE are required to upload relevant documents in bid as per provision of tender. However, evaluation and applicability of EMD exemption will be based on the confirmations & documents submitted by the bidder in their bid irrespective of selection/option made on GeM portal. <b>(Applicable only for MSE Bidders).</b> |                          |
| 30  | Bidder confirms that, in case of contradiction between the confirmations provided in this format and to the terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.                                                                                                                                                                                                                                                                                                                                                          |                          |
| 31  | Bidder confirms bidder has submitted Form-2 of Annexure-C to Section-III as per POLICY TO PROVIDE PURCHASE PREFERENCE AS PER PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA), ORDER 2017                                                                                                                                                                                                                                                                                                                                                                                       |                          |
| 32  | <b>Bidder confirms that they have considered and accepted all the terms and conditions of the Special Conditions of Contract/Scope of work and quoted accordingly.</b>                                                                                                                                                                                                                                                                                                                                                                                                          |                          |

Place:  
Date:

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



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**COMMERCIAL BID ANALYSIS (CBA) - SERVICE CONTRACT**

|                                                  |                                                                                                                                            |                                                                                                                                                                      |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TENDER SUBJECT</b>                            |                                                                                                                                            |                                                                                                                                                                      |
| <b>TENDER DOCUMENT NUMBER &amp; DESCRIPTION:</b> |                                                                                                                                            |                                                                                                                                                                      |
| <b>S.NO</b>                                      | <b>NAME OF BIDDER</b>                                                                                                                      | <b>M/s.</b>                                                                                                                                                          |
|                                                  |                                                                                                                                            | .....                                                                                                                                                                |
| <b>1.0</b>                                       | <b>PARTICULARS</b>                                                                                                                         |                                                                                                                                                                      |
| 1.1                                              | ADDRESS OF REGISTERED OFFICE                                                                                                               |                                                                                                                                                                      |
| 1.2                                              | ADDRESS WHERE CONTRACT TO BE PLACED                                                                                                        |                                                                                                                                                                      |
| 1.3                                              | ADDRESS FROM WHERE SERVICES ARE TO BE RENDRED ALONG WITH GST REGISTRATION NO.                                                              | ADDRESS:<br>GST NO:                                                                                                                                                  |
| 1.4                                              | PHONE NO.                                                                                                                                  |                                                                                                                                                                      |
| 1.5                                              | E-MAIL                                                                                                                                     |                                                                                                                                                                      |
| 1.6                                              | NAME, DESIGNATION & CONTACT DETAILS OF CONTACT PERSON AS PER FORM F-3 (LETTER OF AUTHORITY)                                                |                                                                                                                                                                      |
| 1.7                                              | OFFER NUMBER & DATE                                                                                                                        |                                                                                                                                                                      |
| 1.8.1                                            | STATUS OF BIDDER (MSE or Others)<br>In case of MSE, specify the type of MSE i.e. Micro-SC/ST/WOMEN/others OR Small-SC/ST/WOMEN/others      |                                                                                                                                                                      |
| 1.8.2                                            | In case of MSE, submitted valid Udyam Registration Certificate duly certified by Chartered Accountant and Notary Public with Legible stamp | Submitted/ Not Submitted                                                                                                                                             |
| 1.9.1                                            | STATUS OF BIDDER<br>Specify the type of bidder along with documents submitted.                                                             | (Start-Up / Non-Start-up)                                                                                                                                            |
| 1.9.2                                            | In case of Start-Up, submitted relevant documents duly certified by Chartered Accountant and Notary Public with Legible stamp              | Submitted/ Not Submitted                                                                                                                                             |
| <b>2.0</b>                                       | <b>EMD DETAILS (WHEREVER APPLICABLE)</b>                                                                                                   |                                                                                                                                                                      |
| 2.1                                              | Item/ Section/ Group / Part Quoted                                                                                                         |                                                                                                                                                                      |
| 2.2                                              | Required EMD for Quoted Items                                                                                                              |                                                                                                                                                                      |
| 2.3                                              | EMD Amount submitted by the bidder                                                                                                         |                                                                                                                                                                      |
| 2.4                                              | Details of EMD / Bid Security                                                                                                              | specify DD/ BG No, DD/BG date, issuing bank, BG validity, Banker cq., Insurance Security Bond, Fixed Deposit Receipt or a letter of credit, online bank transaction. |



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|      |                                                                                                                                                                                            |                          |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 3.0  | <b>FORMS &amp; FORMATS</b>                                                                                                                                                                 |                          |
| 3.1  | <u>FORMAT F-1:</u><br>BIDDER'S GENERAL INFORMATION                                                                                                                                         | Submitted/ Not Submitted |
| 3.2  | <u>Status of Firm/ Company:</u> Proprietorship Firm / Partnership Firm/ Company (Private or public) (As per Format F-1) (mention the details of documents submitted to justify the status) |                          |
| 3.3  | Name of Proprietor/Partners/Directors (As per Format F-1)                                                                                                                                  |                          |
| 3.4  | <u>PAN No.</u> (As per Format F-1)                                                                                                                                                         |                          |
| 3.5  | <u>GST Registration No.</u> (As per Format F-1)                                                                                                                                            |                          |
| 3.6  | EPF Registration No.                                                                                                                                                                       |                          |
| 3.7  | ESI code No.                                                                                                                                                                               |                          |
| 3.8  | FORMAT F-2A: DECLARATION FOR BID SECURITY [applicable for bidders who are exempted from submission of EMD/Bid Security]                                                                    | Submitted/ Not Submitted |
| 3.9  | <u>FORMAT F-3</u> LETTER OF AUTHORITY [ON LETTER HEAD]                                                                                                                                     | Submitted/ Not Submitted |
| 3.10 | <u>FORMAT-F-5:</u> AGREED TERMS & CONDITIONS (ATC)                                                                                                                                         | Submitted/ Not Submitted |
| 3.11 | Acceptance of Bid validity                                                                                                                                                                 | Accepted/ Not Accepted   |
| 3.12 | Acceptance of payment terms                                                                                                                                                                | Accepted/ Not Accepted   |
| 3.13 | Acceptance of Contract Performance Security                                                                                                                                                | Accepted/ Not Accepted   |
| 3.14 | Acceptance of Contract Period / Completion Schedule                                                                                                                                        | Accepted/ Not Accepted   |
| 3.15 | Acceptance of Price Reduction Schedule                                                                                                                                                     | Accepted/ Not Accepted   |
| 3.16 | Whether bidder is liable to raise E-Invoice as per GST Act.                                                                                                                                | Yes/No                   |
| 3.17 | If yes, bidder will raise E-Invoice and confirm compliance to provision of tender in this regard.                                                                                          | Accepted/ Not Accepted   |
| 3.18 | Whether in the instant tender services/works are covered in reverse charge rule of GST (CGST & SGST/UTGST or IGST)                                                                         | Yes/No                   |
| 3.19 | If yes, Bidder confirms that they have quoted rate of applicable GST (CGST & SGST/ UTGST or IGST) in Price Schedule / Schedule of Rates of Price Bid                                       | Yes/No                   |
| 3.20 | <u>FORMAT F-9:</u><br>CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE/NEGATIVE                                                                                             | Submitted/ Not Submitted |
| 3.21 | <u>FORMAT F-10:</u><br>FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER                                                                                  | Submitted/ Not Submitted |
| 3.22 | <u>FORMAT F-12:</u> E-BANKING MANDATE FORM                                                                                                                                                 | Submitted/ Not Submitted |



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|      |                                                                                                                                                                                                               |                                                                                                                                                        |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.23 | FORMAT-F-13: [IF APPLICABLE]<br>INTEGRITY PACT (ON PLAIN PAPER)                                                                                                                                               | Submitted/ Not Submitted                                                                                                                               |
| 3.24 | POWER OF ATTORNEY & NAME OF PERSON                                                                                                                                                                            |                                                                                                                                                        |
| 3.25 | NAME OF DIGITAL SIGNATORY                                                                                                                                                                                     |                                                                                                                                                        |
| 4.0  | <b>IBID DOCUMENT / GCC / REPLY TO BIDDERS<br/>QUERIES / PRICE SCHEDULE (WITH PRICES<br/>BLANKED OUT)</b>                                                                                                      |                                                                                                                                                        |
| 4.1  | ACCEPTANCE & SUBMISSION OF COMPLETE BID<br>DOCUMENT WITH IFB, ITB, FORMS & FORMATS,<br>GCC, VENDOE PERFORMANCE ETC.                                                                                           | Accepted/ Not Accepted AND Submitted/Not<br>Submitted                                                                                                  |
| 4.2  | ACCEPTANCE & SUBMISSION OF REPLY TO BIDDER<br>QUERIES                                                                                                                                                         | Accepted/ Not Accepted AND Submitted/Not<br>Submitted                                                                                                  |
| 4.3  | ACCEPTANCE & SUBMISSION OF CORRIGENDUM                                                                                                                                                                        | Accepted/ Not Accepted AND Submitted/Not<br>Submitted                                                                                                  |
| 4.4  | SUBMISSION OF COPY OF "SCHEDULE OF RATES"<br>WITH PRICES BLANKED OUT                                                                                                                                          | Submitted/Not Submitted                                                                                                                                |
| 4.5  | Name of the bidder is not appearing in Holiday/ Banning list<br>as per provisions of tender                                                                                                                   | Yes/No                                                                                                                                                 |
| 6.0  | <b>LAND BORDER SHARING</b>                                                                                                                                                                                    |                                                                                                                                                        |
| 6.1  | Submission of certificate as Form-IA, Form-IB & Form-II of<br>Annexure-B to Section-III w.r.t Provisions of 'Procurement<br>from a Bidder which shares a land border with India'                              | Submitted/Not Submitted                                                                                                                                |
| 7.0  | <b>PPP-MII POLICY</b>                                                                                                                                                                                         |                                                                                                                                                        |
| 7.1  | Undertaking as per Form 2 of Annexure-C to Section-III has<br>been submitted.                                                                                                                                 | Submitted/Not Submitted                                                                                                                                |
| 7.2  | Class-I Local supplier or Class-II Local Supplier                                                                                                                                                             |                                                                                                                                                        |
| 8    | <b>BEC FINANCIAL</b>                                                                                                                                                                                          |                                                                                                                                                        |
| 8.1  | <b>The Average Annual Turnover:</b> of the Bidder as per<br>their audited financial results in any one of the<br>immediately three preceding financial years shall be not<br>less than <b>Rs. 46.36 lakhs</b> | <b>FY: 2025-26: Rs. _____</b><br><b>2024-25: Rs. _____</b><br><b>2023-24: Rs. _____</b><br><br><b>The Average Annual Turnover:</b><br><b>Rs. _____</b> |
| 8.2  | <b>Net worth:</b> Net worth of the Bidder shall be positive as<br>per the last audited financial statement.                                                                                                   | Positive/ Negative (Enter the net worth as per<br>Form F-10.)                                                                                          |
| 8.3  | <b>Working capital:</b> The minimum working capital of the<br>Bidder as per the last audited financial statement shall<br>not be less than <b>Rs. 9.27 lakhs</b>                                              | <b>Working capital:</b>                                                                                                                                |



ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड

**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

|     |                                                                                                                                                                                                                                                                                                                                   |                                                             |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|     | <b>Note:</b><br>If the bidder's working capital is inadequate, the bidder should supplement this with a letter from the bidder's bank, having net worth not less than Rs.100 Crores (or equivalent in USD), as per provisions of Tender Document.                                                                                 | <b>FY: 2025-26: Rs. _____</b>                               |
| 8.5 | Deficiency of Working Capital Amount, if any                                                                                                                                                                                                                                                                                      | Yes/No (specify amount (if any))                            |
| 8.6 | Working Capital letter from the bank as per Format F-9                                                                                                                                                                                                                                                                            | Details of the letter (Amount, Bank, date etc.)             |
| 8.7 | Submitted copy of Audited Annual Financial Statement [including Auditor's Report, Balance Sheets, Profit and Loss Accounts statements, Notes & schedules etc.] of three (3) preceding Financial Year(s) . Copy of the audited annual financial statements shall be duly certified / attested by Notary Public with legible stamp. | Submitted / Not Submitted with appropriate remarks (if any) |



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**F-6**

**ACKNOWLEDGEMENT CUM CONSENT LETTER**

(On receipt of Tender Document/information regarding the tender, Bidder shall acknowledge the receipt and confirm his intention to bid or reason for non-participation against the enquiry /tender through e-mail/fax to Purchase Officer in BCPL who issued the Tender Document, by filling up the Format)

To,  
M/s Brahmputra Cracker and Polymer Ltd.

Dear Sir,

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

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

Postal Address with Pin Code: .....

Telephone Number : .....

Fax Number : .....

Contact Person : .....

E-mail Address : .....

Mobile No. : .....

Date : .....

Seal/Stamp : .....

- We are unable to bid for the reason given below:

Reasons for non-submission of bid:

Agency's Name : .....

Signature : .....

Name : .....

Designation : .....

Date : .....

Seal/Stamp : .....



ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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F-7

**BIDDER'S EXPERIENCE**

To,

M/s Brahma Putra Cracker and Polymer Ltd.

| Sl. No | Description of the Supply/ Services | PO/ Contract No. and date | Full Address & phone nos. of Client. | Postal & nos. of | Value of Contract /Order (Specify Currency Amount) | Date of Commencement | Scheduled Completion/Delivery Period (Months) | Date of Actual Completion | Reasons for delay in execution, if any |
|--------|-------------------------------------|---------------------------|--------------------------------------|------------------|----------------------------------------------------|----------------------|-----------------------------------------------|---------------------------|----------------------------------------|
| (1)    | (2)                                 | (3)                       | (5)                                  | (6)              | (7)                                                | (8)                  | (9)                                           | (10)                      |                                        |
|        |                                     |                           |                                      |                  |                                                    |                      |                                               |                           |                                        |
|        |                                     |                           |                                      |                  |                                                    |                      |                                               |                           |                                        |
|        |                                     |                           |                                      |                  |                                                    |                      |                                               |                           |                                        |
|        |                                     |                           |                                      |                  |                                                    |                      |                                               |                           |                                        |

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

**Note: As per Section-II, only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.**



**ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड**  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

**F-8 (A)**  
**CHECK LIST**

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

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

| S. No. | DESCRIPTION                                                                                                                                                                    | CHECK BOX | REFERENCE PAGE NO. OF THE BID SUBMITTED |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------|
| 1.0    | Signing and Stamping on each sheet of offer, original bidding document including SCC, ITB, GCC, SOR drawings, corrigendum (if any)                                             |           |                                         |
| 2.0    | Confirm that the following details have been submitted in the Un-priced part of the bid                                                                                        |           |                                         |
| i      | Covering Letter, Letter of Submission                                                                                                                                          |           |                                         |
| ii     | EMD/Bid Security / Declaration for Bid Security as per provisions of Tender                                                                                                    |           |                                         |
| iii    | signed & stamped tender document along with drawings and addendum (if any)                                                                                                     |           |                                         |
| iv     | Power of Attorney in the name of person signing the bid.                                                                                                                       |           |                                         |
| v      | Confirm submission of document alongwith unpriced bid as per bid requirement (including cl.no.11.1.1 of Section-III).                                                          |           |                                         |
| 3.0    | Confirm that all format duly filled in are enclosed with the bid duly Signed and Stamped by authorised person(s)                                                               |           |                                         |
| 4.0    | Confirm that the price part is uploaded in GeM portal.                                                                                                                         |           |                                         |
| 5.0    | Confirm that Undertaking as per <i>Form-2 to Annexure-III to Section-III</i> is submitted (Applicable for all bidders including MSEs bidders).                                 |           |                                         |
| 6.0    | Confirm that Undertaking as per Form-IA, IB & II to Section-II have been submitted by the bidder (Guidelines from Procurement from a Country sharing a Land Border with India) |           |                                         |
| 7.0    | Confirm submission of Checklist against Bid Evaluation Criteria as per format F-8(B)                                                                                           |           |                                         |

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



**ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड**  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

**F-8(B)**

**CHECKLIST FOR BID EVALUATION CRITERIA (BEC) QUALIFYING DOCUMENTS**  
**(refer Section II of Tender document)**

| BEC Clause No. | Description                                                              | Documents required for qualification                                                                                                                                                       | Documents Submitted by Bidder              | Documents attested as per Section-II of Tender | Reference Page No. of the Bid submitted |
|----------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------|-----------------------------------------|
|                | <b>Technical BEC</b>                                                     |                                                                                                                                                                                            |                                            |                                                |                                         |
| 1.             | <b>Experience</b>                                                        | <b>(a) Work order &amp; completion certificate as per BEC</b>                                                                                                                              |                                            | Yes/No                                         |                                         |
| 2.             | <b>Job executed for Subsidiary / Fellow subsidiary/ Holding company.</b> | 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. |                                            | Yes/No                                         |                                         |
|                | <b>Financial BEC</b>                                                     |                                                                                                                                                                                            |                                            |                                                |                                         |
| 1.             | <b>Average Annual Turn Over</b>                                          | Audited Financial Statements [including Auditor's Report, Balance sheet, Profit & Loss Accounts statements, Notes & schedules etc.] for preceding three Audited Financial Years            | Submitted<br>(Mention specific year..... ) | Yes/No                                         |                                         |



**ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड**  
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|    |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                         |        |  |
|----|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|--|
| 2. | <b>Net Worth</b>                                            | Audited Financial Statements [including Auditor's Report, Balance sheet, Profit & Loss Accounts statements, Notes & schedules etc.] for last Audited Financial Year.                                                                                                                                                                                                                                                                                                                | Submitted<br>(Mention specific year<br>.....)                                                                                           | Yes/No |  |
| 3. | <b>Working Capital</b>                                      | <p>Audited Financial Statements [including Auditor's Report, Balance sheet, Profit &amp; Loss Accounts statements, Notes &amp; schedules etc.] for last Audited Financial Year.</p> <p>If the bidder's working capital is negative or inadequate, the bidder shall submit a letter (in prescribed format) from their bank having net worth not less than Rs.100 Crores, confirming the availability of line of credit for at least working capital requirement as stated above.</p> | <p>Submitted<br/>(Mention specific<br/>year..... )</p> <p>Submitted/ Not<br/>Applicable<br/>(Bidder to tick<br/>appropriate option)</p> | Yes/No |  |
| 4. | <b>Format for Details of financial capability of Bidder</b> | Bidder shall submit "Details of financial capability of Bidder" in prescribed format duly signed and stamped by a chartered accountant / Certified Public Accountant (CPA).                                                                                                                                                                                                                                                                                                         | Submitted                                                                                                                               |        |  |

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

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ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

**F-9**

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

(To be provided on Bank's letter head)

Date:

To,  
M/s. Brahma Putra Cracker and Polymer Ltd.

Dear Sir,

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

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

Accordingly M/s ..... (name of the Bank with address) confirms availability of line of credit to M/s ..... (name of the Bidder) for at least an amount of Rs. \_\_\_\_\_

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

Yours truly

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

(Authorized signatory)

Name of the signatory:

Designation :

Email Id :

Contact No. :

Stamp

**Note:**

This Declaration Letter for line of credit shall be from single bank only. Letters from multiple banks shall not be applicable. However, banking syndicate will be acceptable wherein a group of banks can jointly provide line of credit to the bidder.



# ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड

## BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

### F-10

Page 1 of 2

### **FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE/ CERTIFIED PUBLIC ACCOUNTANT (CPA) FOR FINANCIAL CAPABILITY OF THE BIDDER**

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

**A. AVERAGE ANNUAL FINANCIAL TURNOVER\* DURING THE LAST THREE FINANCIAL YEARS**

| Year                                                                          | Amount (Currency) |
|-------------------------------------------------------------------------------|-------------------|
| Year 1:                                                                       |                   |
| Year 2:                                                                       |                   |
| Year 3:                                                                       |                   |
| Total (A)                                                                     |                   |
| Average Annual Financial Turnover during the last three financial years (A/3) |                   |

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

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

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

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

**\*Refer Instructions on page 2 of 2**

**Note:**

- 1.0 It is further certified that the above-mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]
- 2.0 We confirm that above figures are after referring instructions at page 2 of 2 of F-10.
- 3.0 Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them

Name of Audit Firm:  
Chartered Accountant/CPA  
Date:

[Signature of Authorized Signatory]  
Name:  
Designation:  
Seal:  
Membership No.:  
UDIN:



ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

Page 2 of 2

**Instructions for Format F-10:**

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non- responsive.
3. For the purpose of this Tender document:
  - (i) **Annual Turnover** shall be “Revenue from Operations” as per Profit & Loss account of audited annual financial statements. In case the date of constitution/incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution/ incorporation shall be taken into account for minimum Average Annual Financial Turnover criteria.
  - (ii) **Working Capital** shall be “Current Assets less Current liabilities” and
  - (iii) **Net Worth** shall be Paid up share capital plus Free Reserves & Surplus less accumulated losses, deferred expenditure and miscellaneous expenditure not written off, if any.
4. **Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.**
5. This certificate is to be submitted on the letter head of Chartered Accountant/CPA.



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

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

To,  
M/s Brahmputra Cracker and Polymer Ltd.

| SL.<br>NO. | REFERENCE OF TENDER DOCUMENT |          |            |         | BIDDER'S QUERY | BCPL'S REPLY |
|------------|------------------------------|----------|------------|---------|----------------|--------------|
|            | SEC. NO.                     | Page No. | Clause No. | Subject |                |              |
|            |                              |          |            |         |                |              |

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

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

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



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

F-12

**E-Banking Mandate Form**

(To be issued on vendors letter head)

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

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

(Signature of vendor/customer)

**BANK CERTIFICATE**

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

Bank stamp

Date

(Signature of authorized officer of bank)

Name:

Designation:

Emp. ID:



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

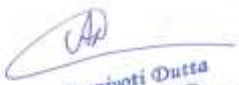
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**F-13**

# **INTEGRITY PACT**

*For and on behalf of BCPCL  
for Integrity Pact*

  
**Anurajyoti Dutta**  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISPURGAH-TOWN (ASSAM)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

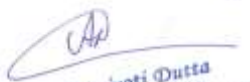
## INTEGRITY PACT INTRODUCTION:

BCPL as one of its endeavour to maintain and foster most ethical and corruption free business environment, have decided to adopt the Integrity Pact, a tool developed by the Transparency International, to ensure that all activities and transactions between the Company (BCPL) and its Counterparties (Bidders, Contractors, Vendors, Suppliers, Service Providers/Consultants etc.) are handled in a fair and transparent manner, completely free of corruption.

Considering the above, the details mentioned at attached Annexure-1 are applicable as stated in Instruction to Bidders of Bid Document in addition to the existing stipulation regarding Corrupt and Fraudulent Practices.

The attached copy of the Integrity Pact at Annexure- 2 shall be included in the Bid submitted by the bidder (to be executed by the bidder for all tenders of value Rs. 1 (One) crore and above). In case a bidder does not sign the Integrity Pact, his bid shall be liable for rejection.

*For and on behalf of BCPL  
for Integrity Pact*

  
Arunjoyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISPURGAH-786001 (ASSAM)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

## ANNEXURE-1

**Bidder is required to sign the Integrity Pact with BCPL as per format & terms and conditions enclosed with tender. In case a bidder does not sign the Integrity Pact, his bid shall be liable for rejection.**

### **I COMMITMENTS AND OBLIGATIONS OF THE “COUNTERPARTY”**

- a) The Counterparty, directly or indirectly (through agent, consultant, advisor, etc.), shall not pay any bribe/ influence or give undue/ unlawful benefit to anyone to gain undue advantage in dealing with BCPL.
- b) The Counterparty will not engage in collusion of any kind including price fixation etc. with other Counterparts.
- c) The counterparty will not pass BCPL's confidential information to any third party unless specifically authorized by BCPL in writing.
- d) The Counterparties shall promote and observe best ethical practices within their respective organizations.
- e) The Counterparty shall inform the Independent External Monitor.
  - i) If it received any demand, directly or indirectly, for a bribe/ favour or any illegal gratification/ payment / benefit.
  - ii) If it comes to know of any unethical or illegal payment / benefit.
  - iii) If it makes any payment to any BCPL associate.
- f) The Counterparty shall not make any false or misleading allegations against BCPL or its associates.

### **II VIOLATIONS & CONSEQUENCES:**

- a) If a Counterparty commits a violation of its Commitments and Obligations under the Integrity Pact Programme during bidding process, their entire Earnest Money Deposit/ Bid Security, would be forfeited and in addition, action shall be taken as per **“Procedure for action in case Corrupt /Fraudulent/ Collusive/Coercive Practices”**
- b) In case of violation of the Integrity pact by Counterparty after award of the Contract, BCPL shall be entitled to terminate the Contract. Further, BCPL would forfeit the security deposits/ Contract Performance Bank Guarantee and in addition, action shall be taken as per **“Procedure for action in case Corrupt /Fraudulent/ Collusive/Coercive Practices”**

*For and on behalf of BCPL  
for Integrity Pact*

*AP*  
Anujyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DEBISARAH THANA (ASSAM)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

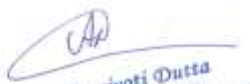
## INDEPENDENT EXTERNAL MONITORS (IEMS)

Presently the panel consisting of the following Independent External Monitors (IEMs) has been appointed by BCPL, in terms of Integrity Pact (IP) which forms part of BCPL Tenders / Contracts.

- i) Sh. Rajendra Prasad Sharma [email: drsharmarp5@gmail.com]
- ii) Sh. Bam Bahadur Singh [email: bbsinghbeml@gmail.com]

This panel is authorized to examine / consider all references made to it under this tender/ contract. The bidder(s) , in case of any dispute(s) / complaint(s) pertaining to this tender may raise the issue either with the designated tender/contract issuing officer or Nodal Officer (presently Sh. Arunjyoti Dutta, CM (C&P)- Email [ajdutta@bcplindia.co.in](mailto:ajdutta@bcplindia.co.in)) in BCPL or directly with the IEMs on the panel or IEM c/o Chief Vigilance Officer, GAIL ( India) Limited, GAIL Bhawan, 16, Bhikaiji Cama Place, R.K. Puram, New Delhi – 110066.

*For and on behalf of BCPL  
for Integrity Pact*

  
Arunjyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISRUPTIVE THINKING (ASSAM)



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

**ANNEXURE-2**

**INTEGRITY PACT**  
(To be executed on plain paper)

**Between Brahmputra Cracker and Polymer Ltd., a Government of India Public Sector, (here-in-after referred to as “Principal”).**

**AND**

\_\_\_\_\_ (here-in-after referred to as “The Bidder/ Contractor”).

**(Principal and the Bidder / Contractor are here-in-after are referred to individually as “Party” or collectively as “Parties”).**

**PREAMBLE**

The Principal intends to award under laid down organizational procedures, contract/s for \_\_\_\_\_. The Principal values full compliance with all relevant laws of land rules, regulations, and economic use of resources and of fairness /transparency in its relations with its Bidder (s) and/or Contractor (s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 – Commitments of the Principal**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following Principles:-
  - i) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or for a third person, any material or immaterial benefit which the person is not legally entitled to.
  - ii) The Principal will, during the tender process treat all Bidder(s) with equity and reasons. The Principal will in particular, before and during the tender process, provide to all Bidder (s) the same information and will not provide to any Bidder (s) confidential / additional information through which the Bidder (s) could obtain an advantage in relation to the tender process or the contract execution.
  - iii) The Principal will exclude from the process all known prejudiced persons.

*For and on behalf of BCPZ  
for Integrity Pact*

*AP*  
Anurajyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISPURAH-786013 (ASSAM)



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड

## BRAHMAPUTRA CRACKER AND POLYMER LIMITED

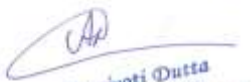
(भारत सरकार का उपक्रम)/ (A Government of India Enterprise)

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/ Prevention of Corruption Act (PC Act), or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officers and in addition can initiate disciplinary actions.

### Section 2 – Commitments of the Bidder (s)/Contractor (s)

1. The Bidder (s) / Contractor (s) commits themselves to take all measures necessary to prevent corruption. The Bidder (s)/ Contractor (s) commits themselves to observe the following principles during participation in the tender process and during the contract execution:
- The Bidder (s) / Contractor (s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - The Bidder (s) / Contractor (s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other action to restrict competitiveness or to introduce cartelization in the bidding process.
  - The Bidder (s) / Contractor (s) will not commit any offence under the relevant IPC/PC Act; further, the Bidder (s) / Contractor (s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - The Bidder (s)/ Contractor (s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder (s)/ Contractor (s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/ representative have to be in India Rupees only.
  - The Bidder (s) / Contractor (s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - Bidder(s) / Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
2. The Bidder(s)/ Contractor(s) shall not instigate third person to commit offences outlined above or be an accessory to such offences.

For and on behalf of BCP  
for Integrity Pact

  
Arunjoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISPURA-TRIPURA (INDIA)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड

## BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

### Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder (s) / Contractor (s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder (s) / Contractor (s) from the tender process or take action as per provisions of **“Procedure for action in case Corrupt /Fraudulent/ Collusive/Coercive Practices”**.

### Section 4 – Compensation for Damages

1. If the Principal has disqualified the Bidder (s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit / Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equal to the Contract Value or the amount equivalent to Performance Bank Guarantee.

### Section 5 – Previous transgression

1. The Bidder declares that no previous transgression occurred in the last three years, with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or actions can be taken as per provisions of **“Procedure for action in case Corrupt /Fraudulent/ Collusive/Coercive Practices”**

### Section 6 – Equal treatment to all Bidders / Contractors / Subcontractors

1. In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the Principal contractor shall be solely responsible for the adherence to the provisions of IP by the sub-contractor(s).
2. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

*For and on behalf of BCPZ  
for Integrity Pact*

  
Anurajyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DEBRIGARH, TOWN (ASSAM)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

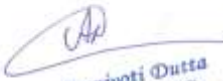
## Section 7 – Criminal charges against violating Bidder (s) / Contractor (s) / Sub-contractor (s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

## Section 8 –Independent External Monitor / Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/records/information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/ her to treat the information and documents of the Bidders/ Contractors as confidential. He/she reports to the MD, BCPL.
4. The Bidder (s)/ Contractor (s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or to take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the MD, BCPL within 30 days from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

*For and on behalf of BCPL  
for Integrity Pact*

  
Anurajyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISPURA, THIRU (ASSAM)



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड

## BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

8. If the Monitor has reported to the MD, BCPL, a substantiated suspicion of an offence under relevant IPC/PC Act, and the MD, BCPL has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, then only in case of very serious issue having a specific, verifiable Vigilance angle, the matter should be reported directly to the Central Vigilance Commission.
9. The word 'Monitor' would include both singular and plural.
10. In case of any complaints referred under IP Program, the role of IEMs is advisory and would not be legally binding and it is restricted to resolving the issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidder.
11. After award of contract, the IEMs shall look into any issue relating to execution of contract, if specifically raised before them. As an illustrative example, if a contractor who has been awarded the contract, during the execution of contract, raises issue of delayed payment etc. before the IEMs, the same shall be examined by the panel of IEMs.

### Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded. Any violation to the same would entail disqualification of the bidders and exclusion from future business dealing.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the MD, BCPL.

### Section 10 – Miscellaneous provisions

1. This agreement is subject to Indian Law. Place of performance and exclusive jurisdiction is the Registered Office of the Principal, i.e. Guwahati.
2. Changes and supplements as well as termination notices, if any, need to be made in writing. Side agreements have not been made.
3. If the Contractor / Bidder is a Joint Venture or a partnership concern or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several of the provisions of this agreement turn out to be invalid, the remainder of this agreement shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions in such a case.
5. Issues like warranty / guarantee, etc. shall be outside the purview of IEMs.
6. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in Integrity Pact will prevail.

*For and on behalf of BCPL  
for Integrity Pact*

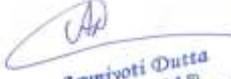
  
Arunjoyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISBURSING THRU JASSAM



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

For and on behalf of BCP  
for Integrity Pact

  
Arunjyoti Dutta  
Chief Manager (C & P)  
BRAHMAPUTRA CRACKER AND POLYMER LIMITED  
DISKHAHATHI (ASSAM)

-----  
(For & on Behalf of Principal)

(Office Seal)

-----  
(For & on Behalf of Bidder / Contractor)

(Office Seal)

Place -----

Date -----

Witness 1:

(Name & Address)

.....  
.....  
.....

Witness 2:

(Name & Address)

.....  
.....  
.....



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

**FREQUENTLY ASKED QUESTIONS (FAQs)**

| SL.NO. | QUESTION                                                          | ANSWER                                                                                                                                                                             |
|--------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0    | Can any vendor quote for subject Tender?                          | Yes. A Vendor has to meet Bid Evaluation Criteria given under Section II of Tender document in addition to other requirements.                                                     |
| 2.0    | Should the Bid Evaluation Criteria documents be attested?         | Yes. Please refer Section II of Tender document                                                                                                                                    |
| 3.0    | Is attending Pre Bid Meeting mandatory.                           | No. Refer Clause No. 17 of Instruction to Bidders of Tender Document. However attending Pre Bid Meeting is recommended to sort out any issue before submission of bid by a Bidder. |
| 4.0    | Can a vendor submit more than 1 offer?                            | No. Please refer Clause No. 4 of Instruction to Bidders of Tender Document.                                                                                                        |
| 5.0    | Is there any Help document available for GeM portal.              | Refer training module presentations and FAQs as available on GeM portal.                                                                                                           |
| 6.0    | Are there any MSE (Micro & Small Enterprises) benefits available? | Yes. Refer Clause No. 40 of Instructions to Bidders of Tender Document.                                                                                                            |
| 7.0    | Are there any benefits available to Startups?                     | Refer Clause No. 49 of Instructions to Bidders of Tender Document.                                                                                                                 |

All the terms and conditions of Tender remain unaltered.



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**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

**F-15**

**UNDERTAKING REGARDING SUBMISSION OF ELECTRONIC INVOICE (E-INVOICE  
AS PER GST LAWS)**

**(to be submitted on letter head along with documents for release of payment)**

To,  
M/s. Brahma Putra Cracker and Polymer Ltd.  
-----

SUB: .....  
PO NO: .....

**Dear Sir,**

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

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

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

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

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



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**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

F-16

**NO CLAIM CERTIFICATE**  
**(TO BE SUBMITTED BEFORE RELEASE OF CPS/SECURITY DEPOSIT)**

***[On the Letter-head of Contractor]***

We, \_\_\_\_\_, a company incorporated under the laws of India/ a Consortium between \*\_\_\_\_ and \*\_\_\_\_ (*name of Consortium partners to be inserted*)/ a Partnership Firm consisting of \*\_\_\_\_ and \*\_\_\_\_ (*name of Partners to be inserted*)/ a Sole Proprietorship (as the case may be), having its registered office at \_\_\_\_\_ and carrying on business under the name and style M/s. \_\_\_\_\_ were awarded the contract by Brahmputra Cracker and Polymer Ltd. in reference to Tender No. \_\_\_\_\_ dated \_\_\_\_\_ (“Order/Contract”).

After completion of the above-said items/job under the Order/Contract, we have scrutinized all our claims, contentions, disputes, issues and we hereby confirm that after adjusting all payments received by us against our R.A. Bills and final bill, we have no claims, dues, issues and contentions from Brahmputra Cracker and Polymer Ltd.

We further absolve Brahmputra Cracker and Polymer Ltd. from all liabilities present or future arising directly or indirectly out of the Contract.

There is no economic duress or any other compulsion on us for submission of this no claim certificate.

|        |                                                         |
|--------|---------------------------------------------------------|
| Place: | [Signature of Authorized Signatory of Service Provider] |
| Date:  | Name:                                                   |
|        | Designation:                                            |
|        | Seal:                                                   |



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

F-17

**THIRD PARTY DEPOSIT CONFIRMATION LETTER**

**(To be submitted on letter head of the FDR issuing bank along with original FDR)**

Date: \_\_/\_\_/\_\_\_\_

To,

**BRAHMAPUTRA CRACKER & POLYMER LIMITED**  
**BCPL Project Site,**  
**Lepetkata, Dibrugarh,**  
**786007, Assam.**

Dear Sir / Madam

**Sub: Issuance of Cumulative FDR..... amounting to ₹.....valid till.....**

It is hereby certified that Cumulative Fixed Deposit Receipt (FDR) bearing number.....dated..... amounting to ₹..... (Amount in figure and words) has been issued by ..... (Name of the Bank) branch address..... The maturity value is ₹..... on dated.....

This FDR has been issued on the request of M/s.....(Name of the contractor) under the PO no. / W.O. No/Tender no.. ....This FDR can be encashed/ redeemed without any consent/ letter from the contractor M/s.....(Name of the contractor) on the demand by M/s Brahmputra Cracker & Polymer Limited and the payment will be made to M/s Brahmputra Cracker & Polymer Limited excluding the interest earned thereon. The Contractor cannot encash/ premature above FDR unless above original FDR is accompanied by the discharge letter/NOC/approval of BCPL.

If the FDR is not withdrawn, till date of maturity, it may be renewed or treated as instructed by the Contractor & BCPL for renewal.

This FDR has been issued by authorized signatory of the Bank.

For or on behalf of ..... [Name of the Bank & Branch details (Including IFS Code)]

Signature.....

Name:.....

Designation:.....

Contact no. ....

Email Id. ....

Stamp of Bank.....

**Note:**

**(i) This letter forms an integrated part of FDR**



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

(ii) In case confirmation is required, the communication can be sent to the following:

**Contact Person:** Sh. Manosh J. Borah, SM (C&P)

**Address:** BRAHMAPUTRA CRACKER & POLYMER LIMITED

Contract & Procurement(C&P) Department

Admin Building Ground Floor PO Lepetkata

Dist Dibrugarh Assam

Pin Code: 786006

**Contact No:** +91- 9435384778

**Email:** [manosh.borah@bcplindia.co.in](mailto:manosh.borah@bcplindia.co.in)



# SECTION-IV

## GENERAL CONDITIONS OF CONTRACT [GCC]



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

---

Dear Sir,

In reference to this particular tender, I / we have read the following Conditions of Contract as per the list below which is available in the BCPL website and I / We have agreed to all the conditions as printed in the Contract/s in entirety unconditionally.

GCC: [https://bcplonline.co.in/UploadFiles/GCC\\_Services.pdf](https://bcplonline.co.in/UploadFiles/GCC_Services.pdf)

Thanking you,

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

Name:

Designation:

Company Seal:



# **SECTION – V**

## **SPECIAL CONDITIONS OF CONTRACT [SCC] & SCOPE OF WORK [SOW]**



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड

## BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

### SPECIAL CONDITIONS OF CONTRACT (SCC)

#### OF

### CONTRACT OF HIRING OF COMPREHENSIVE UPKEEP SERVICES AT BCPL GUEST HOUSE, BARBARUAH

**Brahmaputra Cracker and Polymer Limited (BCPL)** has set up a Petrochemical Complex at Lepetkata. The complex is spread over 3000 Bighas of land at Lepetkata, and it is situated at approximately 15 Kilometers away from Dibrugarh, Assam. It is desirable that BCPL engages a specialized agency to provide specialized Catering, Housekeeping & Maintenance services.

### STANDARD HR CONDITIONS – PART-A

#### Chapter-1

#### Compliances under various Labour Laws /Code on Wages-2019

The contractor must fully adhere and comply with all applicable Labour Laws and rules thereunder passed, modified, and notified from time to time by the Central, State and Local Government agencies/authorities. Specific attention of the Contractor is drawn to the following obligations amongst others:

##### 1.0 The Contract Labour (R&A) Act, 1970

- a) The Contractor is required to obtain Labour license under the provisions of the Contract Labour(R&A) Act, 1970 from the office of Licensing Officer, Central Labour Authority (i.e., Regional Labour Commissioner (Central) for Lepetkata, Duliajan & Lakwa, Ministry of Labour and Employment, Govt. of India having jurisdiction of the Region.
- b) The Contractor shall discharge obligations as provided under the Contract Labour (R&A) Act, 1970 rules and regulations framed under the same and enforced from time to time.
- c) The Contractor shall ensure regular and effective supervision and control over the resources deployed for which a supervisor / representative of the Contractor should be available at all the times for giving suitable direction for undertaking the Contractual Obligations.
- d) The Contractor is solely responsible for payment of wages to each resource deployed at BCPL worksites and such wages shall be paid on or before 7<sup>th</sup> /10<sup>th</sup> day of the subsequent month as may be prescribed in the Act.
- e) It shall be the duty of the Contractor to ensure the disbursement of wages to resource(s) through e-banking/digital mode. In case the resource does not have a bank account, the disbursement of wages may be made in cash in the presence of the Engineer-in-charge / authorized representative of BCPL or Principal Employer initially and Contractor shall simultaneously arrange for opening the bank account of each contract labour deployed by him.
- f) In case, the Contractor fails to make payment of wages and deposit of PF contribution within the prescribed period or makes short payment of wages / short deposit of PF contribution, **it shall be treated as FAILURE and action as per the provisions of the Contract shall be taken. Further, BCPL, as Principal Employer, will make payment of wages in full or the unpaid balance due, as the case may be, to the resource(s) deployed by the Contractor under the provisions of Section 21 (4) of the Contract Labour (Regulation & Abolition) Act. 1970 and may deposit the PF contribution with PF authorities (if permissible by EPF authorities). Such amounts will be recovered from the Contractor either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor.**



# ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड

## BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

- g) Contractor to issue Employment Card to all their contract workers as per the FORM XIV (See Rule 76) of Contract Labour (Regulation & Abolition) Act. 1970.
- h) Contractor shall issue wage slip to their respective contract workers in "Form XIX" under Rule 78 (1) (b) of the Contract Labour (Regulation & Abolition) Act. 1970.

### 2.0 Minimum Wages & other benefits.

- a) During the tenure of the contract, the Contractor to ensure the payment of minimum wages to all the contract workers deployed at BCPL worksite as notified by Ministry of Labour and Employment, Central Government including payment of VDA as amended /notified from time to time by Central Government.
- b) Wage period and monthly wages: Wage period shall be monthly and wages for a month shall be calculated /determined by "Number of days of work performed multiplying by Daily rate of Minimum Wages. The daily rate of minimum wages includes the wages of the Weekly Rest Day as applicable. Payment to the contract workers will be made only for the present days in a month.

### c) Financial Benefits under applicable Memorandum of Settlements (MoS) dated 08/04/2022.

#### 3.0 Payment of Bonus:

Contractor shall ensure payment of bonus as per the provisions of the Payment of Bonus Act, 1965 & subsequent amendment in 2015. Present minimum rate of payment of Bonus as per the Payment of Bonus Act, 1965 and subsequent amendment in 2015 is 8.33% of minimum wages or minimum Rs.7,000/- whichever is higher. The rate shall be subject to amendments made from time to time to the legislation.

#### 4.0 Leaves/ Leave with wages/ Holidays:

- a) The Contractor shall comply with granting Annual Leave with Wages i.e., one (1) day for every 20 days of work performed by a worker as per the provisions of Factories Act. 1948 (as applicable).
- b) The Contractor shall grant three (3) national holidays of one whole day each on the 26<sup>th</sup> January 15<sup>th</sup> August and 2<sup>nd</sup> October as per the Industrial Establishment (National & Festival Holidays) Act. 1965.
- c) The Contractor shall grant eight (8) Festival Holidays including International Labour Day (1<sup>st</sup> May) in a Calander year to their workers as per the applicable MoS at BCPL. However, the list of holidays may be decided mutually by the contractor and their workers as per the convenience of the work. (MoS dated 01/07/2017).
- d) The Contractor shall grant three (3) days Special Emergency Leave to their workers in a Calander year considering various emergent situations arising out of medical or others as per applicable MoS dated 08/04/2022.
- e) The contractor in consultation with EIC will finalize the HOLIDAY LIST as per applicable Memorandum of Settlement before commencement of the contract and same will be communicated to their respective contract workers. However, in case of a National Holiday (Republic Day -26th January, Independence Day-15th Aug and Gandhi Jayanti-2nd October ) falls on a Sunday, for which no alternative /compensatory holiday/s will be generated or given. In case of urgent plant requirement, general shift workers may be called for duty on a Sunday for which their attendance will be counted like in a normal working day.



## ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड

### BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

#### 5.0 The Employees' Provident Fund & Miscellaneous Provisions Act 1952:

- a) The Contractor shall have independent PF code no. with the respective RPFC as required under the Employees' PF & Misc. Provisions Act, 1952. Contractors undertaking contract/s at Lepatkata, Lakwa and Duliajan mandatorily take PF code or Sub-code at RPFC Tinsukia, Assam.
- b) The Contractor has to ensure compliance (as per prevailing rates) and extend benefits under the Employees' Provident Fund Scheme 1952, the Employees' Pension Scheme 1995 & the Employees' Deposit Linked Insurance Scheme, 1976 to the resources deployed by him. Contractor shall ensure activation of UAN number with Bank Account for the contract workers engaged at BCPL worksites.
- c) The Contractor is required to submit copies of **separate e-Challans / ECR along with proof of payment receipt** in respect of resources engaged through this contract only on monthly basis. **Common challans would not be acceptable in BCPL**. The Contractor should submit copies of previous months EPF e-Challans / ECR along with RA bill/s. The TRRN. No. of the ECR would be verified online from EPFO portal by the Engineer-in-charge to confirm the status of payment and names of the resources deployed.
- d) PF is mandatory of the resource deployed by the Contractor as per the applicability of the Employees Provident Fund & Misc. Provisions Act. 1952. PF membership and deposition of contribution is also mandatory for all the resources deployed by Contractor at BCPL worksites if the contractor is registered under EPF as per applicability of the Act. In case the wage payment to the resource exceeds the prescribed monthly wage (basic +DA or VDA) ceiling (Rs. 15000/-) under the Employees' PF & Misc. Provisions Act, 1952, in such cases the liability of the Contractor towards PF contribution shall be limited to the prescribed monthly wage ceiling notified from time to time (i.e., presently Rs. 15000/-).
- e) The contractor shall ensure the KYC of contract workers in EPFO portal at all time during the period of contract and submit proof of the same to the Engineer-in-charge.
- f) The contractor shall ensure that the nomination of contract workers deployed by him under the said contract is duly updated in the EPFO Portal.

#### 6.0 The Employees' State Insurance Act, 1948

- a) The Contractor shall have his own ESI code No. allotted by Employees' State Insurance Corporation (ESIC) as required / applicable under the Employees' State Insurance Act, 1948.
- b) The Contractor has to arrange **Smart Cards (i.e. ESI Identity Card) / e-Pehchan Card** for the resource(s) engaged by him from the ESIC.

#### Employees' Compensation Act. 2010 & Workmen Compensation Act. 1923

In case, the workplace is out of the notified coverage area under ESIC i.e. ESIC is not implemented in the area **OR** in case of excluded employees under ESIC (above the gross wage ceiling of Rs. 21000/- currently), the Contractor is required to take Employee Compensation / Workmen Compensation Policy from IRDAI approved Insurance Company taking into consideration the **maximum compensation liability** as per provisions of Employees' Compensation Act, 2010 & Workmen Compensation Act. 1923.



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Accordingly, all such contract workers engaged by the contractor must cover through Employee Compensation Policy, to meet the **Compensation Liability** under **Employee's Compensation Act, 2010 & Workmen Compensation Act, 1923.**

**NB: ESIC contribution in respect of the contractual workers shall be paid by the Contractor. The same shall be reimbursed by the Company to the Contractor on an actual basis, subject to submission of the requisite supporting documents.**

#### 7.0 Payment of Gratuity Act, 1972

In case of Death or permanent disablement of a resource during execution of work under the contract, the Contractor must pay the Gratuity as per the provision under the Payment of Gratuity Act, 1972 to the nominee (s) of the resource as per the details maintained in the duly signed Nomination Form maintained by the Contractor. The proof of disbursement may be submitted to the EIC for claiming reimbursement of amount paid towards death Gratuity from BCPL.

#### 8.0 Overtime Payment: Overtime as applicable under Factories Act, 1948 and Assam Factories Rule 1950 or of respective State. Disbursement of Overtime should be maintained in Overtime Register as prescribed under Contract Labour (Regulation & Abolition) Act, 1970.

Overtime to be avoided to the extent possible. However, in exceptional cases against plant requirement Overtime may be allowed which will be governed as per the provisions of Assam Factories Rules 1950. Prior written permission to be obtained from Competent Authority for Overtime.

#### 9.0 Maternity Benefit Act, 1961

Every women worker shall get Maternity Benefit as per the provision of the Maternity Benefit Act 1961 & Rules thereunder and amended from time to time. Maternity Act is not applicable to Insured Person (IP) under ESI.

#### 9.1 The Contractor is required to comply with all applicable labour laws / Code on Wages-2019 (after it come into force) and regulations including, but not limited to the following.

- The Factories Act, 1948 / The Shop & Establishment Act, 1948 (whichever is applicable),
- The Contract Labour (Regulation & Abolition) Act, 1970,
- The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1979 & Building and Other Construction Workers Welfare Cess Act, 1996.
- The Inter State Migrant Workmen (RECS) Act, 1979 (if applicable).
- Minimum Wages Act, 1948,
- Payment of Wages Act, 1936,
- Payment of Bonus Act, 1965,
- Employees' Provident Fund & Misc. Provisions Act, 1952,
- Employees' State Insurance Act, 1948,
- Employees Compensation Act, 1923, rev. 2010
- Payment of Gratuity Act., 1972
- Industrial Dispute Act, 1947.

**Note:** Above mentioned Labour Laws subject to refer under Code on Wages-2019 (after it come into force)

#### 10. Component of monthly cost for deployment of resources: (As per latest MoS dated 08/04/2022)

The contractor shall ensure payment of the following wage components / statutory payments/obligation to the persons engaged by him against this contract in BCPL. Subsequently, the contractor will take



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reimbursement from BCPL upon submission of requisite documentary evidence against proof of payment. However, the same is subject to change in line with any modification/amendment of acts/laws/rules and statutory compliances.

| Sl.No. | Wage components                                                                                                                                                       | Rates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Minimum wage                                                                                                                                                          | <p>That all the contractors undertaking various contractual jobs across all operational locations of BCPL, will pay applicable minimum wages as notified by Central Government from time to time.</p> <p>Note: The Minimum rate of wages include the wages for weekly day of rest/weekly off.</p> <p>That contractor will ensure disbursement of monthly earned wages of the contract workers latest by 7th /10<sup>th</sup> day of the succeeding month as per the provisions of the Act.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.     | Provident Fund contribution including Employee Deposit Linked Insurance (EDLI) & Administrative charges as per Employees Provident Funds & Misc. Provision Act. 1952. | <p><b>Employees Contribution:</b><br/>Contractor to deduct 12% of the earned Basic &amp; Dearness Allowance (Basic +VDA = Minimum Wages) from the monthly wages of the contract worker/s as Employees Contribution towards Employees Provident Fund and deposit to EPF Authority.</p> <p><b>Employer Contribution:</b><br/>Contractor to deposit 13% of the earned Basic &amp; Dearness Allowance (Basic +VDA = Minimum Wages) as Employer Contribution towards Employees Provident Fund, EDLI &amp; Misc. Charges to EPF Authority against each contract worker.</p> <p>Contractor to abide by the provisions, revision/amendments of the Employee Provident Fund &amp; Miscellaneous Provisions Act-1952 during the tenure of the contract.</p> <p>Contractor shall take EPF Sub-code at EPFO, Tinsukia (Assam) and ensure activation of UAN number with Bank Account for all the contract workers engaged by them in their respective worksite.</p> |
| 3.     | Employee State Insurance (ESI) contribution or Insurance policy coverage under Employee's Compensation Act, 1923                                                      | <p><b>Employees Contribution:</b><br/>Contractor to deduct 0.75% of the earned monthly gross wages (Minimum Wages &amp; all other allowances being paid regularly) as Employees Contribution towards ESIC and deposit to ESIC Authority.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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|    |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                | <p><b>Employer Contribution:</b><br/>Contractor to deposit 3.25% of the earned monthly gross wages (Minimum Wages &amp; all other allowances being paid regularly) to ESIC Authority every month against every contract worker.<br/>Contractor to abide by the all the provisions, amendments &amp; revisions of Employee State Insurance Act 1965 during the tenure of the contract.<br/>Where ESI is not applicable, contractor to take suitable Workman Compensation Insurance (WC) policy extending coverage of their workman as per the provisions of <b>Employees Compensation Act. 2010.</b></p> <p><b>NB: ESIC contribution in respect of the contractual workers shall be paid by the Contractor. The same shall be reimbursed by the Company to the Contractor on an actual basis, subject to submission of the requisite supporting documents.</b></p> |
| 4. | Bonus                          | Minimum bonus @ 8.33% as per payment of Bonus Act (Amendment) Act 2015. Minimum bonus payable is rupees seven thousand only or minimum wages whichever is higher. Payment of bonus to be disbursed within 8 months from the financial year ending.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6. | Gratuity/ Death Gratuity       | Payment of Gratuity will be made by the contractor on completion of each contract as per the calculation of Payment of Gratuity Act. 1972. (In case of extension of services Gratuity may be calculated for the extended period of contract at actual).<br>Death gratuity to be paid by the contractor in cases of death or permanent disablement of a contract worker during the currency of the contract as per the provisions of Payment of Gratuity Act, 1972, which will be reimbursed to the contractor on submission of copy of proof of disbursement of gratuity to the family members of the deceased contract employee. Nomination form as prescribed under Payment of Wages Act must be kept on record and should be considered for extending benefit.                                                                                                 |
| 7. | Annal Leave /Leave with Wages. | One day leave for every 20 days' work performed. Register of leave to be maintained by the contractor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8. | Non-statutory allowance        | Non-statutory allowance @ 33.33% of the applicable Minimum Wages to be paid to the contract workers engaged under O&M contracts as per MOS dated.08.04.2022. Contract workers engaged on SOR basis (i.e., as and when required basis) will not be paid the benefits of non-statutory allowances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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|     |                                                                                                                               |                                                                                                                                                                                                                                                                                  |
|-----|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | Special allowance                                                                                                             | Special allowance @ 16% of the applicable Minimum Wages to be paid to the contract workers engaged under O&M contracts as per MOS dated.08.04.2022. Contract workers engaged on SOR basis (i.e., as and when required basis) will not be paid the benefits of special allowances |
| 10  | Shift Allowance (to be paid to the workers works perform their duties in A, B and C shifts)                                   | For A and B Shift = Rs. 40/- per shift<br>For C Shift = Rs. 50/- per shift.                                                                                                                                                                                                      |
| 11  | Annual Increment                                                                                                              | @ Rs. 10/- per day for all the contract workers irrespective of any skill category (effective w.e.f. 1 <sup>st</sup> April every subsequent year). This component to be paid as an allowance without any financial impact on other components.                                   |
| 12  | Overtime for working extra work                                                                                               | As per the provisions of Factories Act 1948 and Assam Factories Act 1950 and rules thereunder. Overtime registers to be maintained as per the prescribed format defined under CL (R&A) Act.                                                                                      |
| 13  | Cost of safety kit & liveries in terms of safety provisions under Factories Act, 1948 (for workers working in factories only) | The contractor has to provide safety kit and liveries (2 pairs of shirts, trousers, socks and one pair of safety shoes) per year. The quality of the Safety Kit /Uniform to be approved as per safety norms of BCPL.                                                             |
| 134 | Maternity Benefit to women contract worker under Maternity Benefit Act, 1961 where ESI Act, 1948 is not applicable            | Maternity Benefit shall be regulated as per ESI act 1948. If ESI act is not applicable, the same will be regulated as per Maternity Benefit Act 1961.                                                                                                                            |
| 15  | Paid Holidays                                                                                                                 | Every contract worker will get three National Holidays and eight Festival Holidays in a calendar year, for which no payment will be deducted by the contractor.                                                                                                                  |
| 16  | Special Emergency Leave                                                                                                       | Every contract worker will get three days Special Emergency Leave every calendar year, for which no payment will be deducted by the contractor.                                                                                                                                  |
| 17  | Medical tests                                                                                                                 | Contractor has to carry out medical test as per Assam Factory Rules 1950. (An amount of maximum Rs. 749/- per contract worker will be reimbursed towards each health check-up)                                                                                                   |
| 18  | Other insurances                                                                                                              | Contractor has to obtain the following insurance policies of workers at his own cost<br>i) Pradhan Mantri Suraksha Bima Yojana (PMSBY) of workers.<br>ii) Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) of workers.                                                           |

In case of, any upward revision in Minimum Wages as notified by appropriate government during the tenure of contract, BCPL will reimburse only the additional financial implication arising out of such revision in minimum wages including financial implication of associate components. However, BCPL will not



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reimburse any financial implications towards Income Taxes. Contractors is required to submit documentary proof for reimbursement of such additional financial implication. The arrears (if any) due to time gap between the date of notification and actual date of claim by the contractor shall also be paid.

Bidder is required to make his own assessment regarding deployment of resources, and supervisors etc. required for ensuring satisfactory service as per terms of contract and also take into account of all other applicable costs, if any, while quoting the rates /services.

### Chapter -II (Responsibilities of the Contractor)

1. The Contractor shall be solely responsible and indemnify BCPL against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of resources/ contract workers, if any, deployed by him.
2. The Contractor shall indemnify BCPL against all losses or damages, if any, caused to it on account of acts of the resource(s) / contract workers deployed by him.
3. The Contractor shall indemnify BCPL from all claims, demands, actions, cost, and charges etc. brought by any court, competent authority / statutory authorities against BCPL.
4. The Contractor shall also indemnify BCPL for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.
5. All resources deployed by the Contractor are deemed to be on the payroll of the Contractor.
6. **Age:** No resource/ contract worker under the age of 18 years and 60 years and above shall be deployed by the contractor for the execution of the contractual job.

The maximum age of resources deployed under the contract would be 60 years. No contract workers/ resources will be allowed to engage in BCPL worksites for more than 60 years.

Contractor must deposit AADHAR card of the contract workers towards age proof of applying Gate Pass. No Gate Pass shall be issued to contract workers less than 18 years and 60 years and above.

7. The personnel to be deputed by the contractor shall observe all security, fire & safety rules of BCPL while at the site/ work. His work/ services will be supervised by the supervisor of the contractor.
8. The contractor must be strictly adhering to guidance and instructions whenever required. While conforming to any of these conditions, the contractor should ensure that no law of state regarding labour, their welfare, conduct etc. is violated.
9. 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.
10. **Appointment/Nomination of supervisor:**
  - 10.1 The contractor is required to nominate /appoint a supervisor (s) who will supervise, control, and give directions to the resource(s) / contract workers for discharging the contractual obligations. It may be noted that the nominated "Supervisor" of the contract cannot be a contract worker under any contract at BCPL. Accordingly, the Contractor has to give in writing the name and contact details of the supervisor (s) to the EIC. A copy of the same is also to be sent to HR In-charge and Security In-charge for records.



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- 10.2 A copy of the Letter of Acceptance (LOA) should be submitted to the Security Department by the Contractor / his representative or supervisor for facilitating the movement of resource(s) including machine & materials involved in the contract.
- 10.3 The resources to be deputed/ deployed by the Contractor shall observe all security, fire and safety rules of BCPL while at the site/work. All existing and amended safety / fire rules of BCPL are to be followed at the work site by the Contractor and his deployed resource(s) /contract workers.
- 10.4 The attendance and leave record of the contract workers deployed by the contractor shall be maintained by the designated supervisor/site in charge of the Contractor whose contact details like mobile phone no, office address shall be communicated by the contractor to Engineer In-charge of the Contract. He should visit the BCPL premises on all working days to attend to the contractual obligations, interact with the personnel deployed by the Contractor and manage the workforce of contractor deployed in the contract e.g. the monthly attendance, leave details, Identity cards, police verification of contractor's personnel etc.
11. Personal Protective Equipment (PPE) / Safety Kit and Liveries: Contractor shall ensure adequate supply of personal protective equipment / Safety Kit and Liveries as mentioned in the Scope of Work to all such resources deployed.
12. In case of accident, injury or death caused to the resource(s) while executing the work under the contract, the Contractor shall be solely responsible for required medical support, payment of adequate compensation, insurance money etc. as per the provisions of the applicable Labour Laws and contract to the next kith & kin of injured / diseased. The contractor shall indemnify BCPL from such liabilities.
13. No mobile phone is allowed inside the battery limit of BCPL plant. Therefore, the Contractor's personnel are barred from carrying mobile phones in their workplaces.
14. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his personnel/staff.
15. Transportation of contract workers to the site and back shall be the responsibility of the contractor. The personnel deployed against this contract shall not be used for any other contract except without specific clearance from the EIC of the contract.
16. No accommodation will be provided to the contractor/contracting firm.
17. BCPL reserves the right to obtain Contractor's services on holidays as well as beyond the specified working hours, as per requirement and directions of the Engineer-In-Charge.
18. The Contractor's personnel shall not do any private work other than their normal duties within the BCPL Premises. In case the deployed personnel / manpower for assistance services of the Contractor are absent, a replacement should be provided.
19. Contractor shall be responsible for any loss that occurs to BCPL on account of execution of work due to negligence/lack of knowledge etc. Damages if any, to the structures /equipment during execution of work will be made good by the contractor without any claim and therefore should take utmost care while working.



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20. The contractor/contracting firm shall not employ any person suffering from any contagious, loathsome or infectious disease. The contractor/contracting firm shall get his employees / workers examined by a Government Doctor before deployment.
21. No personnel of contractor/contracting firm and contractor himself shall be allowed to consume alcoholic drinks or any narcotics within the plant premises. No contract workers deployed by the contractor to create any nuisance or indulge in anti-social and criminal activities. If found under the influence of above, the contractor/contracting firm shall have to change/replace him, failing which BCPL may terminate the contract.
22. The contractor shall get the police verification done, of the character and antecedents of workers/manpower for assistance services 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.
23. The dismantled parts of the equipment are to be kept in a clean place covered properly and the safe keeping of the parts/equipment from damage, theft; pilferage is the responsibility of the contractor.
24. All ladders, Safety-belts are to be securely fixed to avoid slipping or falling while working at heights.
25. Carrying/striking of matches, lighters or smoking or other such acts which may cause fire hazards in the plant is strictly prohibited.
26. Principal Employer reserves the right to fix up priorities which will be conveyed by Engineer-in-charge and the contractor shall plan and execute the work accordingly.
27. The contractor shall be responsible for the proper behaviour of all staff and workmen under his control. The contractor shall be bound to prohibit and prevent any workman from acting in anyway, which is detrimental or prejudicial to the interests of the community or of the properties or occupiers of the land and properties in the neighbourhood and in the event of the such employee so tress passing, the contractor shall be responsible thereof and immediately remove the workmen concerned and return the gate pass to the owner.
28. The following acts shall be considered as acts of indiscipline and sabotage, requiring immediate discharge of the workman from the work and cancellation of the gate pass.
  - i. Smoking within BCPL premises/work place.
  - ii. Being under the influence of intoxication at work place.
  - iii. Gambling during at work place.
  - iv. Deliberate Damage to BCPL machinery, tools & tackles and property.
  - v. Use of abusive language with supervisory staff, owner's employees & their family members and vendors, suppliers, visitors of the owner.
  - vi. Sit in/Dharna/Gherao/Manhandling at or around the work sites.
  - vii. Instigating fellow worker not to work and resort to disruption in work.
  - viii. Resorting to meeting with other workers at work sites.
29. The Contractor shall not deploy any resource suffering from any contagious or infectious disease. Contractors shall undertake Periodical Health Check-up of all resources /contract workers as per the provisions of the Factories Act. 1948 and Assam Factories Rules 1950 and rules made thereunder & submit health check-up report to HR Department.



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**A) Category A contract (plant related work executed in battery limit):**

All the Contract Workers under the contract must undergo health-check up every 6 months (The first round of medical test to be done within 03 (three) months and second within 09 (nine) months, 3rd 15 (fifteen) and 4th round within 21 (twenty-one) months from the date of commencement of the contract) and Minimum Tests to Conduct: 1. BRE, 2. ECG, 3. PFT, 4. Audiometry. For drivers minimum test also include the Eye Examination apart from the above tests. Contractor has to submit the relevant forms (Format for Health Check-up duly filled & Attested by the Doctor Concerned and Form no. 28).

- Format of Health Check-up and Form No. 28 is as per format attached with the SCC.
- Contractor has to submit the following to the EIC towards compliance of the same on or before 25th March and 25th September (may vary based on start date of contract) every year:
  - i) Format of Health Check-up
  - ii) Form No. 28
  - iii) Original reports of examination
  - iv) Any other documents/form/format as prescribed by act/rule or as advised by HR department of BCPL from time to time.

**B) Category B contract (Non-plant related work executed outside battery limit):**

All the Contract Workers under the contract must undergo health-check up every 12 months (The first round of medical test to be done within six (06) months and second round to be conducted within eighteen (18) months from the date of commencement of the contract) and Minimum Tests to Conduct: 1. BRE, 2. ECG, 3. PFT, for drivers minimum test also include the Eye Examination apart from the above tests. Contractor has to submit the relevant forms (Format for Health Check-up duly filled & Attested by the Doctor Concerned and Form no. 28).

**30.** No resource(s) or representatives of Contractor (including Contractor) be allowed to consume alcoholic drinks or any narcotics within the premises of BCPL (including Plant, Office and Residential Township area etc.). If found under the influence of above, the Contractor shall immediately replace that resource(s) /contract workers with intimation to the EIC.

**31.** The Contractor is required to maintain all Registers and other records in an office within the premises of BCPL or at a place within a radius of three kilometers.

**32.** Contractor shall abide by all necessary licenses/permissions from the concerned authorities as applicable & provisioned under the various labour legislations.

**33.** Contractor to display Abstract of the Acts as applicable under various Labour Laws.

**34.** Engagement of resources /contract workers:

- a) Contractor shall deploy adequate number of qualified and experienced personnel to discharge the contractual obligations effectively.
- b) While engaging / deploying the resources / contract workers, “Contractor will ensure engagement of local persons in Un-skilled category of work .  
So far as engagement of Semi-Skilled and Skilled category of manpower in the said work is concerned, the contractor will give preference to local persons fulfilling the technical requirement of the job/work.



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c) Contractor required to make efforts to provide opportunities. of engagement to the people belonging to Scheduled Castes and weaker sections for the society also in order to have a fair representation of these sections.”

**35. Gate/ Entry Pass or Authorization:**

Entry to the premises of BCPL is restricted and is subject to appropriate entry authorization in the prescribed format of a Gate Pass or any other entry authorization as per instruction of Security department from time to time. Similarly, entry for material/ equipment's/ tools/ tackles etc. is restricted & subject to entry authorization by security department.

**36. The Contractor shall issue Identity cards in his firm's name to the resource deployed. Contractor shall not use the LOGO of BCPL in their I Cards or any other documents.**

**37. Discipline of the resource(s) during discharge of duties must be regulated by the Contractor himself or by his representative.**

- a. The Contractor (including his sub-Contractors/Petty Contractors etc., if allowed) will undertake police verification in respect of the resource(s)/contract workers engaged by him in BCPL worksites. Such verification will have to be carried out from concerned police station of their permanent place of residence/present place of residence.
- b. Contractor(s) required to install Bio-matric system at his own cost to monitor attendance /movements of contract workers.
- c. Further, the Contractor is advised not to deploy any resource/contract workers having past criminal records.
- d. In the event of violation of the above clauses at (a) and (b), the Contractor will be solely responsible for the same.
- e. If any such resource(s)/ contract workers having criminal record is deployed by the Contractor in the premises of BCPL and has come to the notice of BCPL at any point of time, the Contractor shall immediately replace that resource(s), failing which that resource(s) of the Contractor will not be allowed to enter the premises of BCPL.

**38. The contractor has to deploy one supervisor at his own cost for daily supervision of work at site.**

**39. The contractor has to ensure compliance of labour laws / labour statutes and implementation of MoS and any changes thereof during the currency of the contract.**



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### Chapter -III (Compliance of Government of India Directives)

#### 1. Pradhan Mantri Suraksha Bima Yojna (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)

Contractor shall, ensure that all its resources /contractor workers deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of BCPL. The Contractor shall submit evidence / proof to BCPL in this respect. Both the schemes are to be regulated continuously on a yearly basis and the same should be renewed on each successive relevant date in subsequent years during the period of the contract.

#### 2. Labour Identification Number (i.e. LIN) Registration (Mandatory)

The Unified Shram Suvidha Portal, developed by Government of India, facilitates reporting of Inspections & submission of Returns and has also been envisaged as a single point of contact between employer, resources and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement Agencies, the Contractor, as an inspectable unit, is required to register and obtain Labour Identification Number (i.e. LIN) from Shram Suvidha Portal and submit the same in BCPL.

#### 3. Pradhan Mantri Rojgar Protsahan Yojna (PMRPY) / Aatmanirbhar Bharat Rozgar Yojana (ABRY)/ Pradhan Mantri Garib Kalyan Yojana- if applicable

In order to support the Govt. of India's Initiative on Employment Generation, the Contractor must register for Pradhan Mantri Rojgar Protsahan Yojna (PMRPY) Scheme / Aatmanirbhar Bharat Rozgar Yojana (ABRY) /Pradhan Mantri Garib Kalyan Yojana (as applicable). In service contracts, the Contractor shall inform BCPL/Engineer in Charge about the benefit availed, if any, against the scheme for adjustment against the invoice(s) / bill(s).



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### Chapter -IV

(Records and Registers under various applicable Labour Laws /(Code on Wages -2019 (after it come into force)

**1. Maintenance of records and registers**

The Contractor is required to maintain statutory records and registers for applicable labour laws as prescribed under Ease of Compliance to Maintain Registers under the various Labour Laws, 2017

**2. The Contractor has to maintain the following (but not limited to) Registers/ Forms/ Reports / Returns at all times:**

- a) Employee Register/Muster Roll
- b) Wage Register
- c) Register of Loan & Advance / Recoveries
- d) Accident Book
- e) Attendance Register / Muster Roll
- f) Register of Overtime
- g) Register of rest/leave/leave wages in

**II Copies of Wage Slips in FORM XIX**

**g) Copies of Employment Card in FORM XII**

**h) Contractor to file Half Yearly return to Regional Labour Commissioner (Central) in Form - XXIV within 30 days from the end of half year.**

**3. Documents to be submitted by the Contractor to EIC at various stages during the currency. of the contract**

**a) Immediately after issuance/receiving of Letter of Acceptance (LOA)**

- i. Details as required for issuance of FORM - VII (Notice of Commencement of Work)
- ii. Application for issuance of FORM —III (Form of Certificate by Principal Employer) for obtaining Labour License from Licensing Authority for engaging 20 or more resources.
- iii. Copy of FORM - VI (License) before commencement of work if 20 or more resources are engaged.
- iv. Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner as per the provisions of EPF &MP Act. 1952.
- v. Copy of ESI Registration Certificate issued by concerned ESIC as per the provisions of ESI Act. 1965.
- vi. Copies Insurance Policies such as WC, GPA etc.
- vii. Copy of Labour Identification Number (i.e., LIN) Registration done in Shram Suvidha Portal of Govt. of India.
- viii. Copy of registration under the Building and Other Construction Workers (RE&CS) Act, 1996 in case he employs ten or more building workers in any building or other construction work.

**4. Document to be submitted along with Monthly RA Bills.**

- a) Muster Roll / Attendance Register
- b) Wage Register
- c) ECR Challan with TRN Number towards deposition of EPF.
- d) ESI Challan
- e) Proof of deposit of Cess under Building and Other Construction Workers “Welfare Cess” (as per applicability)
- f) Statement in support of RA Bills.



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### SCOPE OF WORK (SOW)

1. The Guesthouse consists of four **[04] VIP-Suites** [with attached toilets] and **twelve (12)** rooms for **double-occupancy** [attached toilet], Dining Hall, Kitchen, [03] Storerooms, Refreshment Room, Gymnasium, Conference Room/Meeting Room, Outside toilets, Peripheral Drains, Rest Room for Service Boy, Washing Area etc.
2. Provision of catering of Guesthouse and other-facilities including reception (**front-desk**), facilitating its allied services for employees/participants/official guests of BCPL, National & International trainees/participants and faculty selected by BCPL for trainings, or conducting trainings at BCPL coming on residential & non-residential basis are the major activities of this Contract. **Arrangement and service of food from Bed-tea to dinner should be done regularly on 24 hours basis.**
3. Regular maintenance and cleaning/dusting of furniture, fixtures, mopping of rooms/ toilet, washing of curtains, washing of door mattress under the scope of this contract by using proper tools, tackles, equipment are also major parts of this contract.
4. Arrangements for Special Events: There may be special arrangements organized besides regular activities in which the contractor may be asked to provide the services. *For such arrangements, if any, of food-menu is different or in addition (if any), the rates shall be mutually decided prior to the event takes place.*
5. The Contractor should be equipped to provide catering to approximately '**forty-five [45] persons**' **at one time within a short notice of three hours.**
6. The Contractor must operate from kitchen for providing meals & snacks during any programme or other events for the guests/ BCPL employees staying in the Guesthouse/Township, or employees working at Lepatkata on 24 hours basis.
7. Properly trained head-cook and other cooks should cook food in most hygienic conditions; and presentable, well-mannered and trained waiters / servicing-staff should execute the services.
8. Cleaning of Kitchen, Guesthouse-rooms, Gymnasium, Refreshment Room, Common washroom, Outside Toilets, Conference Room, Dining Hall, attached rooms to kitchen, store(s) and equipment used by the Contractor etc. will be the responsibility of the Contractor. Cleaning will be done with approved material manually or by using mechanized equipment like vacuum-cleaners, scrubbing machines, etc.
9. Furniture, fixtures, kitchen equipment, exhaust fans, fly catchers etc. to be cleaned daily in such a manner that these items should not affect resulting in scratches. The sofa set kept in the lobby/reception area should be cleaned **every week.**
10. Proper regular care for the safe maintenance of fittings, fixtures, TV-equipment, Gym equipment and furniture will be the sole responsibility of the Contractor. Any damage and or loss caused to the above either by the Contractor himself or by any of his employees shall be rectified / replaced by the Contractor at his own cost immediately.
11. The payments towards room rent & food charges etc. from the guests staying in guesthouse will be collected directly by the Contractor, unless the contractor is instructed otherwise by the EIC/Dealing Officer.



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12. Washing and ironing charges for cloths of the guest(s) shall be collected from the concerned guest(s) by the Contractor/his representative(s), **as per rates displayed in the rooms**. Items, which are not covered in the list, will be washed/ironed after getting the consent of guests about the rates to be charged.
13. Front-Desk/Office: Front-Desk/Office is one of the most important functions of Guesthouse-operation, and being in the forefront of guest interaction, it is expected that the experience of the guests starts on a good note. Therefore, to ensure **uninterrupted service** at Guesthouse, the Contractor shall provide reception facilities at Guesthouse starting from 6 AM to 10 PM every day in general circumstances. However, on emergent and/or urgent requirement the service to be provided on **24 hours basis**. The main responsibility of 'Front-Desk/Office' is to assign/allot rooms to the guests, maintenance of properties of guesthouse and guests, security of guests and their properties, proper upkeep of VIP Rooms, Executive Rooms, Lobby Area, Conference Room, Dining Hall, Common passage & Surrounding areas, and ensuring ultimate guest-satisfaction.
14. Provision for Toiletries: The Contractor will provide Bath Soap, Toilet Soap, Shampoos, Toilet paper, Toothbrush, Toothpaste & paper-napkins of standard brands as specified in **Annexure "D"** of SCC. Selection of brands will be done with the approval of the "Engineer-in-Charge [EIC]".
15. Contractor shall arrange washing/dry-cleaning of towels, bed sheet, bed cover, blankets/quilts, quilt covers, curtains etc. as desired by EIC from time to time. The contractor will get reimbursement of the payment as per actual within the maximum ceiling of quoted rate of laundry charges.
16. Readiness of Rooms for Guests:
  - a. Contractor shall be responsible to keep rooms ready in all respect within **one [01] hour of vacating the rooms by guests**.
  - b. Contractor shall ensure that linens of rooms shall be changed on alternate day/new occupant basis and towel/ hand towel shall be changed on daily basis.
  - c. Contractor shall be responsible for replacing linen of rooms in case room remains vacant for more than 'three [03] days'.
  - d. Contractor will also ensure that linen is changed as & when it is requested by the guests/ as advised by EIC/dealing officer.
17. Washing/Dry-cleaning of Linens:
  - a. The contractor shall be responsible for washing/dry-cleaning of linen. Washing/cleaning of linen shall be done outside BCPL-premises in most hygienic conditions but not engaging contractual workers of guest house. The representative of BCPL (EIC/Dealing Officer) may visit the place/address which will be provided by the Contractor in advance, for ensuring hygiene of linen washed/dry-cleaned.
  - b. The Contractor with mutual consent of the "EIC" shall decide the Standard Operating Procedure [procedure of cleaning], with time schedule, of each linen item to be washed/cleaned before the commencement of the Contract if required by EIC. If the time schedule of washing/dry-cleaning of any item is found inadequate with requirement, the same shall be reviewed and decided with mutual consent of the Contractor and the "EIC".



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18. The payment from the guests for the stay in guesthouse rooms at the applicable rates, will be collected by the Contractor or his representatives by issuing proper receipts on behalf of BCPL, and the collected amount will have to be deposited by the Contractor to BCPL on monthly basis **within succeeding month**. In this regard the Contractor is required to maintain a proper room-rent register or/and computer-generated report. Contractor will submit payment details and mail communication to the EIC/Dealing Officer accordingly on monthly basis.
19. The Contractor shall always keep the Guesthouse properly and adequately lit. **The consumables and maintenance of lighting of Guesthouse shall be in the scope of BCPL.**
20. All equipment and items handed over to the contractor shall remain at the risk and in the sole charge of the Contractor. The Contractor shall be responsible for any loss or damage thereto, arising from any cause other than the accepted risks and shall deliver in its proper condition at the time of expiry of the agreement. **An inventory of these items will be prepared in an interval of every 6 months** and signed by the Contractor/Contractor's Representative and submit to the EIC/BCPL's representative for signature and also at the time of initiation and expiry of contract while taking over/handing over.
21. The Contractor shall keep a **Feedback Register / online feedback system** and also **Guest Feedback form** at a pre-designated place to record complaints/suggestions on services rendered by the Contractor and such complaints shall be taken note of and acted upon immediately, where and whenever required.
22. No alcohol or any new item [i.e. item(s) not covered under '**Annexure-E**' of SOW] shall be introduced or served to the guests/BCPL-employees without obtaining prior permission and getting the rates fixed thereof by EIC.
23. All eatables, soft drinks, etc. shall be served on the buffet at dining hall/rooms only. Used crockery, empty bottles, etc. shall be collected back from the tables/rooms immediately within 30 minutes of completion of food taking by the guest.
24. Sufficient stock of items (15 days) such as consumable raw materials, packed and bottled items shall always be maintained so as to meet normal requirement and any immediate needs of guests/BCPL-employees. The Contractor shall not be permitted to stop supply of any item for any reason whatsoever.
25. The eatables served by the contractor to the Guests/BCPL-employees shall be completely hygienic, free from any adulteration, unwanted ingredients such as stones, soil, eggshell, human hair, pieces of ropes of jute bag, glass or crockery chips, paper, wood, insects, flies etc. Non-usable liquids, ingredients etc. not to be used in the preparation of the dishes. Dishes containing such things shall be rejected. Any item found sub-standard adulterated or of poor quality shall be rejected.
26. Non-vegetarian dishes shall be made of fresh and good-quality chicken or fish, etc. The pieces of non-vegetarian items shall be **two pieces for one guest at least** and it should not be too small or too big. Unnecessary shreds and small bone-pieces will be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
27. All vegetables, fruits, etc. used shall be fresh and shall not be rotten or overripe. The Contractor shall be responsible for their hygienic condition. Milk and milk products such as curd, yogurt, cheese, cream, butter etc. shall be of good standard and should be prepared and served fresh.



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28. If any of the above-mentioned items are found to be of substandard quality, the same shall be rejected outright. If any authorized representative of BCPL finds such adulterated/rotten or poor-quality raw material or items cooked out of such items, he/she shall have the right to destroy such items on the spot without any compensation to the contractor, whatsoever.
29. Raw materials like tea, coffee, spices (masalas), ghee, refined oils [loose oil shall not be used] and eatables like bread, butter, jam, etc. to be served to the guests/ BCPL-employees shall be fresh and of good quality and manufactured by well-known manufactures. Lists of a few branded items have been mentioned at '**Annexure-A**'
30. The Contractor shall ensure that beverages and eatables prepared in the Guesthouse are not sub-standard. BCPL reserves the right to reduce the prices or refuse the payment of such items already served/supplied.
31. The used cups, saucers, teapots, utensils are washed with good-quality, utensil cleaning powders/liquid. Used utensils/bowls are to be additionally washed in hot water.
32. The Dining hall, Kitchen, Kitchen Stores, Linen Bed sheet stores and working place will be maintained with proper hygiene, systematically organized and the area to be cleaned hygienically.
33. Tea leaves, left-over food, and other discarded items will be collected in proper bins; separately e.g. degradable and non-degradable, glass bottles etc. and disposed of immediately on the same day as prescribed by EIC.
34. The Contractor shall exclusively manage catering arrangements like supply of tea/snacks, meals, etc. as & when demanded on the specified rates fixed by BCPL.
35. Guesthouse-catering will not be closed or the Contractor will not suspend services for any reason, whatsoever. The services should be as per the menu and time schedule.
36. BCPL shall not be responsible for any amount due to the Contractor arising out of supply of foodstuffs delivered by him to any person/individuals.
37. Only meals and light refreshments, including tea, coffee and other soft-drinks shall be made available on payment to the guest(s) and the Contractor immediately and prior to their checking out from the Guesthouse should submit the bill at front-desk/office of Guesthouse for collection of the payment from the guests. BCPL will not take any responsibility of bill submitted after the departure of guests.
38. The Contractor shall maintain the Guesthouse-premises **properly in hygienic condition** as per the satisfaction of BCPL's representatives/EIC.
39. Disposal of Garbage: It shall be the responsibility of the Contractor to dispose-off garbage by **segregating degradable and non-degradable, accumulated during the operation of this Contract, at least twice in a day and/or** at any time when garbage is accumulated in quantities more than the capacity of the dustbin/garbage-drum. The Contractor shall ensure that garbage should **never be kept overnight** in the premises of Guesthouse.



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40. The Contractor shall provide alternate fuel at his own cost in case of non-availability of LPG without affecting catering or deterioration of quality and services. The maintenance of usable LPG in Guest House is the responsibility of the contractor in any condition.
41. The Contractor shall always keep the Guesthouse and Dining Hall/ Common Area properly and adequately lit.
42. **Food-Menu:** Menu / types of food-items have been listed under '**Annexure- E**'. BCPL shall in its discretion order for any of the food items. The contractor shall **print a Menu Card** indicating the approved rates of items on discussion with EIC/Dealing Officer.
43. The quantities mentioned in the Schedule of Rates (SOR) are indicative in nature. Bills shall be raised based on actual consumption. Similarly, the manpower deployment indicated in the SOR (Highly Skilled – 2, Skilled – 3, Semi-Skilled – 6, and Unskilled – 6) is only indicative. The actual deployment of manpower shall be as per site requirements and as directed by the Engineer-in-Charge (EIC).

### 44. Penalty:

Penalty shall be imposed as per the following:

| SN. | VIOLATIONS                                                                                                                                                                                                                                                                | PENALTY per occasion/ instance                                                        |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1   | In case, up-keeping/cleaning is not found satisfactory inside the premises of the guesthouse such as rooms, balcony, kitchen, washing area, toilet, conference room, gym room, dining hall including furniture / fixtures, TV, AC, Room heater, utensils, crockeries etc. | Rs. 2000/-                                                                            |
| 2   | In case, the Contractor procures/supplies food materials which is of substandard quality/expired/non-branded and not approved by the "EIC" or his authorized representative of BCPL                                                                                       | Rs. 2000/-                                                                            |
| 3   | In case, peace/decorum is disturbed due to any lapse on the part of the Contractor                                                                                                                                                                                        | Rs. 1000/-                                                                            |
| 4   | In case, the items provided by BCPL are found to be misused by the contractor or any other representative of contractor.                                                                                                                                                  | Rs. 1000/-                                                                            |
| 5   | In case, any personnel found without proper uniform or uniform is found poorly maintained                                                                                                                                                                                 | Rs. 500/-                                                                             |
| 6   | In case, the successful bidder/Contractor is not able to mobilize within the time specified above                                                                                                                                                                         | Rs. 500/- per day                                                                     |
| 7   | In case, the percentage of 'Composite Hygiene Score' as mentioned in Annexure – F is achieved less than 96% for consecutively 3 months [minimum acceptable 'Hygiene Score']                                                                                               | Rs. 1000/-                                                                            |
| 8   | In case, Contractor fails to provide dental kit, soap, shampoo, comb mosquito repellent, slippers in each room of Guesthouse (branded / approved by the 'EIC' at check-in of the guests or as per requirement.                                                            | Rs. 500/-                                                                             |
| 9   | In case, the amount collected from guests towards room-rent is not deposited within the specified period [ <b>within the succeeding month</b> ].                                                                                                                          | The collected rent will be deducted from the RA bill along with penalty of Rs. 1000/- |
| 10  | In case, any other lapse is found by "EIC" or his authorized representative of BCPL which has not been specified in the above list and is considered as gross misconduct on the part of Contractor/his personnel                                                          | Rs. 1000/-                                                                            |



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45. ALL OTHER TERMS & CONDITIONS OF THE CONTRACT SHALL BE AS PER 'GENERAL CONDITIONS OF CONTRACT (GCC)' AND 'SPECIAL CONDITIONS OF CONTRACT (SCC)' OF THIS TENDER DOCUMENT.

**PRIOR TO SUBMISSION OF 'OFFER/BID', BIDDER MUST VISIT THE 'SITE OF WORKS' TO ASSESS THE 'NATURE & QUANTUM OF WORK' ACTUALLY INVOLVED**

### "ANNEXURE-A"

#### BRANDS OF RAW MATERIALS TO BE USED/SERVED

|     |                                    |                                                                                           |
|-----|------------------------------------|-------------------------------------------------------------------------------------------|
| 1.  | Cooking Oil                        | Dhara/Engine/Fortune/Saffola/Patanjali                                                    |
| 2.  | Masala                             | MDH/Everest/Catch/Sunrise                                                                 |
| 3.  | Ice cream                          | Mother Dairy/Amul/Quality                                                                 |
| 4.  | Salt                               | Annapurna/Tata/Patanjali                                                                  |
| 5.  | Wheat Flour                        | Pillsbury/ Golden Harvest/Ashirwad                                                        |
| 6.  | Ghee                               | Milkmaid/Mother dairy/Amul/Manorama/Annapurna                                             |
| 7.  | Jam/Ketchup                        | Kisan/Maggi                                                                               |
| 8.  | Butter Cube                        | Britannia/Amul (10gm)                                                                     |
| 9.  | Tea Bag                            | Tata/TajMahal/Twinings                                                                    |
| 10. | Coffee                             | Nescafe                                                                                   |
| 11. | Pickle                             | Nilons/Pachranga/Mothers                                                                  |
| 12. | Sugar                              | Mawana/Daurala                                                                            |
| 13. | Sugar cubes                        | Daurala/Sugar free                                                                        |
| 14. | Cornflakes                         | Kellogg's                                                                                 |
| 15. | Bread                              | Harvest/ Britannia (Gold)                                                                 |
| 16. | Biscuits                           | Haldiram/<br>Brown/Frontier/Nirulas/Britania/Parle/Horlicks/Patanjali/Bisk<br>Farm/Sufest |
| 17. | Maida/Suji/Besan                   | Rajdhani/Fortune/Shakti Bhoh                                                              |
| 18. | Soya Souce/Vineger/Chille<br>sauce | Tops/Nutrela                                                                              |
| 19. | Rice (Basmati)                     | Ripuraj/KRT/Lalqilla/Davat/Kohinoor/Sartaj                                                |
| 20. | Sugar Free                         | Any Standard Brand                                                                        |
| 21. | Papad                              | Lijjat/Rajdhani/Bikner                                                                    |
| 23. | Soft drinks                        | Pepsi/Coca Cola/Branded Fruit Juice                                                       |
| 24. | Potato chips                       | Uncle Chips/Lays/Haldirams/Parle                                                          |

**Note:** In addition to above, "EIC" may suggest any brand, which shall be adhered to by the Contractor.

Mr.



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**“ANNEXURE-B”**

**DRESS CODE FOR WORKERS OF GUEST HOUSE FOR A PERIOD OF 2 YEARS**

|                                 |                                                                                                                                                                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manager / Supervisor:           | White Full Shirt (4 Nos.), Black Trousers (4 Nos.), Black Blazer (1 No.), Black Shoe (1 Pair), Black Socks (2 Pairs) and Badge-metallic (1 No. on the scope of contractor)                                                         |
| Head Cook / Cook / Cook Helper: | Sky Blue Full Shirt (4 Nos.), Black Trousers (4 Nos.), Sky Blue Sweeter (1 No.), Black Shoe (1 Pair), Black Socks (2 Pairs), Apron (2 Nos. on the scope of contractor) and Badge- plastic (1 No. on the scope of contractor)       |
| Service boys:                   | White Full Shirt (4 Nos.), Black Trousers (4 Nos.), Black Sweeter (1 No.), Black Shoe (1 Pair), Black Socks (2 Pairs), and Badge-plastic (1 No. on the scope of contractor)                                                        |
| Housekeeper/Dishwasher:         | Bottle Green Full Shirt (4 Nos.), Bottle Green Trousers (4 Nos.), Bottle Green Sweeter (1 No.), Black Shoe (1 Pair), Black Socks (2 Pairs) and Badge – plastic (1 No. on the scope of contractor)                                  |
|                                 | For Ladies: Bottle Green Sari and Blouse (4 Nos.) / Bottle Green Salwar Suit with Dupatta (4 Nos.), Bottle Green Sweeter (1 No.), Black Shoe (1 Pair), Black Socks (2 Pairs), and Badge-plastic (1 No. on the scope of contractor) |



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### “ANNEXURE-C”

#### QUALIFICATIONS OF THE STAFF AND WORKERS OF GUESTHOUSE

|                         |                                                                                                                                                                                                                                |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisor:             | Any Graduate with 6 years of experience in guest house / training institute of Govt. Organization/PSU or 4 years' experience in hospitality industry / big hotels. He/ She should be fluent in English/ Hindi/ Local Language. |
| Manager:                | Any Graduate with 4 years of experience in guest house / training institute of Govt. Organization/PSU or 4 years' experience in hospitality industry / big hotels. He/ She should be fluent in English/ Hindi/ Local Language. |
| Head Cook:              | Excellent cooking skills in South/North Indian Dishes, Continental Dishes, Chinese Dishes and various other Dishes with at least 12 years' experience in a good hotel/guest house/training institute.                          |
| Cook:                   | Excellent cooking skills in South/North Indian Dishes, Continental Dishes, Chinese Dishes and various other Dishes with at least 6 years' experience in a good hotel/guest house/training institute.                           |
| Cook Helper:            | Excellent cooking skills in South/North Indian Dishes, Continental Dishes, Chinese Dishes and various other Dishes with at least 4 years' experience in a good hotel/guest house/training institute.                           |
| Service boys:           | Should be courteous, well behaved, intuitive and polite with at least 8 years' experience in a good hotel/guest house/training institute.                                                                                      |
| Housekeeper/Dishwasher: | Should be courteous, well behaved, intuitive and polite with at least 2 years' experience in a good hotel/guest house/training institute.                                                                                      |



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### "ANNEXURE-D"

#### SUPPLY OF MATERIAL

A broad list of items is indicated below, which are required to be procured by the Contractor under the Contract. The list is indicative only, and by no means exhaustive. The Contractor shall also supply material, which is not indicated below, but may be required during the entire scope of work.

#### DETAILS OF MAINTENANCE MATERIAL REQUIRED TO BE PROVIDED BY THE CONTRACTOR FOR 4 VIPROOMS AT BCPL GUESTHOUSE, DIBRUGARH

| SN | Particulars                                      | Brand                                                    |
|----|--------------------------------------------------|----------------------------------------------------------|
| 1  | Shaving Kit (on chargeable basis)                | Gillette Presto Razor, Shave Gel Pack and Shaving Brush  |
| 2  | Dental Kit: Toothbrush & Toothpaste Tube (small) | Colgate/Pepsodent/Oral-B/Close-up                        |
| 3  | Shoe Brush and Liquid Shoe Shiner                | Cherry Blossom or equivalent                             |
| 4  | Toilet Soap                                      | (28 gram) Pears / Dove / Johnson & Johnson or equivalent |
| 5  | Shampoo-sachets                                  | Clinic / Sunsilk or equivalent                           |
| 6  | White Comb (medium size)                         | Standard make                                            |
| 7  | Hair Oil: 20 ml                                  | Bajaj/Dabur/Nihar/Parachute/Hair& Care                   |
| 8  | Naphthalene Cake/Balls                           | Standard make                                            |
| 9  | Face Cream (small): 9 grams                      | Lakme/Ponds/Garnier/Nivea                                |
| 10 | Mosquito Repellant machine With refill           | Baygon /Goodnight/ All Out                               |
| 11 | Bathroom Slipper (2 Pairs)                       | Bata/Liberty/Flite or equivalent                         |

#### DETAILS OF MAINTENANCE MATERIAL REQUIRED TO BE PROVIDED BY THE CONTRACTOR FOR 12 EXECUTIVE ROOMS AT BCPL GUESTHOUSE, DIBRUGARH

| SN | Particulars                                       | Brand                             |
|----|---------------------------------------------------|-----------------------------------|
| 1  | Dental Kit: Tooth Brush & Toothpaste Tube (small) | Colgate/Pepsodent/Oral-B/Close-up |
| 4  | Bath Soap (30 gram)                               | Hamam/ Lux/ Margo                 |
| 5  | Shampoo-sachets (2 Numbers)                       | Clinic / Sunsilk or equivalent    |
| 6  | Naphthalene Cake/Balls                            | Standard make                     |
| 7  | Mosquito Repellant machine With refill            | Baygon/Goodnight/All Out          |
| 9  | Bathroom Slipper (2 Pairs)                        | Bata/Liberty/Flite or equivalent  |

- The Contractor shall assess the quantity of material required independently as per the quantum, scope of work and experience for excellent up-keeping services of the buildings and its furnishings/assets. Brands are to be changed with the consent of "EIC" at no extra cost to BCPL.
- All the above-mentioned items are to be replaced by Contractor as and when existing ones are exhausted/during the change of guests.
- 50% of the total daily requirement of cleaning materials should be kept by the contractor at site in excess, as inventory.**



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

### “ANNEXURE – E” MENU RATES

| General Items |                                                                                  |                                    |              |
|---------------|----------------------------------------------------------------------------------|------------------------------------|--------------|
| SN            | Item                                                                             | Quantity                           | Amount (Rs.) |
| 1             | Breakfast (Roti/Paratha + Sabji + Chutney)                                       | Roti -4 Nos./Paratha-2 Nos.        | 50           |
| 2             | Breakfast (Bread Toast + Jam + Butter + Milk)                                    | Bread-4 Nos. & 200 ml Milk         | 50           |
| 3             | Breakfast (Cornflakes + Milk)                                                    | 200 ml Milk                        | 40           |
| 4             | Tea (Black/Milk)                                                                 | 100 ml                             | 7/10         |
| 5             | Coffee (Black/Milk)                                                              | 100 ml                             | 10/20        |
| 6             | Veg Lunch/Dinner<br>(Rice, Roti, Salad, Papad, Chutney, Dal, Dry Veg, Gravy Veg) | Buffet                             | 100          |
| 7             | Paneer Masala                                                                    | Paneer 4 Piece (Approx. 50 gm)     | 50           |
| 8             | Egg Curry                                                                        | Egg 2 Piece                        | 35           |
| 9             | Fish Curry (Chalani)                                                             | Fish 1 Piece (Approx. 100 gm)      | 50           |
| 10            | Chicken Curry                                                                    | Chicken 2/3 Piece (Approx. 100 gm) | 50           |

| Snacks Items |                                |                           |              |
|--------------|--------------------------------|---------------------------|--------------|
| SN           | Item                           | Quantity                  | Amount (Rs.) |
| 1            | Veg Pakora                     | 8 Piece (Approx. 100 gm)  | 35           |
| 2            | Veg Cutlet                     | 1 Piece                   | 20           |
| 3            | Veg Chop                       | 1 Piece                   | 20           |
| 4            | Boiled Sprout                  | Approx.150 gm             | 30           |
| 5            | Veg Chowmein                   | 1 Plate                   | 50           |
| 6            | Egg Chowmein                   | 1 Plate                   | 60           |
| 7            | Paneer Chowmein                | 1 Plate                   | 80           |
| 8            | Chicken Chowmein               | 1 Plate                   | 80           |
| 9            | Chicken Stew                   | Approx 200                | 120          |
| 10           | French Fry                     | Approx. 150 gm            | 50           |
| 11           | Chilly Chicken (with bone)     | 8 Piece (Approx. 200 gm)  | 100          |
| 12           | Chilly Chicken (boneless)      | 8 Piece (Approx. 200 gm)  | 150          |
| 13           | Chicken Lollipop               | 8 Piece                   | 120          |
| 14           | Egg Bhurji                     | Double Egg                | 30           |
| 15           | Peanut Masala                  | Approx. 120 gm            | 35           |
| 16           | Fish Chilly                    | 8 Piece                   | 100          |
| 17           | Boiled Kabuli Chana            | Approx. 150 gm            | 30           |
| 18           | Salad (Tomato+Onion+Cucumber)  | Approx. 200 gm            | 25           |
| 19           | Crispy Chilly Baby Corn (CCBC) | Approx. 150 gm            | 75           |
| 20           | American Sweet Corn            | Approx. 150 gm            | 75           |
| 21           | Paneer Pakora                  | 8 Piece (100 gm uncooked) | 70           |
| 22           | Chilly Paneer                  | 8 Piece (100 gm uncooked) | 90           |
| 23           | Fish Finger                    | 8 Piece                   | 120          |

| Soup Items |                      |          |              |
|------------|----------------------|----------|--------------|
| SN         | Item                 | Quantity | Amount (Rs.) |
| 1          | Tomato Soup          | 200 ml   | 30           |
| 2          | Mix-veg Soup         | 200 ml   | 30           |
| 3          | Veg Clear Soup       | 200 ml   | 30           |
| 4          | Hot and Sour Soup    | 200 ml   | 30           |
| 5          | Cream of Tomato Soup | 200 ml   | 30           |
| 6          | Sweet Corn Soup      | 200 ml   | 30           |



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| Special Items on Sunday |                              |                                                                                                  |              |
|-------------------------|------------------------------|--------------------------------------------------------------------------------------------------|--------------|
| SN                      | Item                         | Quantity                                                                                         | Amount (Rs.) |
| 1                       | Special Breakfast            | (Aloo Onion Paratha - 2 Pc. + Dahi 100 gm + Chutney)                                             | 60           |
| 2                       | Special Veg Lunch/Dinner     | [Veg Biryani + Paneer (Uncooked quantity of 50 gm) + Dal + Salad + Chutney + Papad + Sweet Dish] | 140          |
| 3                       | Special Non-Veg Lunch/Dinner | [Veg Biryani + Chicken (2 piece) + Dal + Salad + Chutney + Papad + Sweet Dish]                   | 140          |

| Special Items for VVIP/VIP and Party |                                         |                                                |              |
|--------------------------------------|-----------------------------------------|------------------------------------------------|--------------|
| SN                                   | Item                                    | Quantity                                       | Amount (Rs.) |
| 1                                    | Paneer Butter Masala                    | Paneer 4 Piece (75gm Uncooked)                 | 80           |
| 2                                    | Kadai Paneer                            | Paneer 4 Piece (75gm Uncooked)                 | 80           |
| 3                                    | Paneer Do Pyaza                         | Paneer 4 Piece (75gm Uncooked)                 | 80           |
| 4                                    | Matar Paneer (Seasonal)                 | Paneer 4 Piece (75gm Uncooked)                 | 80           |
| 5                                    | Palak Paneer (Seasonal)                 | Paneer 4 Piece (75gm Uncooked)                 | 80           |
| 6                                    | Chilli Mushroom                         | 100 gm uncooked                                | 70           |
| 7                                    | Fish Sarsoo (Chalani Fish: Rahu/Bahu)   | 1 Piece (Approx. 100 gm)                       | 60           |
| 8                                    | Fish Sarsoo (Local Fish: Rahu/Bahu)     | 1 Piece (Approx. 100 gm)                       | 100          |
| 9                                    | Fish Sarsoo (Local Small Fish: Bhangan) | 1 Piece/2 Piece of Small Fish                  | 100          |
| 10                                   | Fish Tenga (Chalani Fish: Rahu/Bahu)    | 1 Piece (Approx. 100 gm)                       | 60           |
| 11                                   | Fish Tenga (Local Fish: Rahu/Bahu)      | 1 Piece (Approx. 100 gm)                       | 100          |
| 12                                   | Fish Tenga (Local Small Fish: Bhangan)  | 1 Piece/2 Piece of Small Fish                  | 100          |
| 13                                   | Fish Fry (Chalani Fish: Rahu/Bahu)      | 1 Piece (Approx. 100 gm)                       | 40           |
| 14                                   | Fish Fry (Local Fish: Rahu/Bahu)        | 1 Piece (Approx. 100 gm)                       | 80           |
| 15                                   | Fish Fry (Local Small Fish: Bhangan)    | 1 Piece/2 Piece of Small Fish                  | 80           |
| 16                                   | Steam Fish (Rahu/Bahu/Ari)              |                                                | 80/180       |
| 17                                   | Omelette (Single/Double)                | Single Egg                                     | 20/30        |
| 18                                   | Ari Fish Curry                          | 1 Piece                                        | 160          |
| 19                                   | Hilsha Fish Curry                       | 1 Piece                                        | 250          |
| 20                                   | Pomfret Fish Curry                      | 1 Piece                                        | 400          |
| 21                                   | Prawn Curry                             | 4 Pieces                                       | 250          |
| 22                                   | Chicken Butter Masala                   | 2 Pieces (Approx. 100 gm)                      | 80           |
| 23                                   | Kadai Chicken                           | 2 Pieces (Approx. 100 gm)                      | 80           |
| 24                                   | Chicken Do Pyaza                        | 2 Pieces (Approx. 100 gm)                      | 80           |
| 25                                   | Til Chicken                             | 2 Pieces (Approx. 100 gm)                      | 80           |
| 26                                   | Local Chicken Curry                     | 1 Full Chicken (Minimum 1Kg undressed chicken) | 800          |
| 27                                   | Mutton Curry (Medium size)              | 3 Pieces (Approx. 150 gm)                      | 200          |

| South Indian Dishes |                                             |            |              |
|---------------------|---------------------------------------------|------------|--------------|
| SN                  | Item                                        | Quantity   | Amount (Rs.) |
| 1                   | Masala Dosa with Sambar and Coconut Chutney | 1 Dosa     | 80           |
| 2                   | Uttapam with Sambar and Coconut Chutney     | 2 Uttapams | 60           |
| 3                   | Idli with Sambar and Coconut Chutney        | 4 Idlis    | 60           |
| 4                   | Vada with Sambar and Coconut Chutney        | 4 Vadas    | 60           |



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| Special Breakfast |                  |                                                                                                                                                                                                                                                                                                     |              |
|-------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| SN                | Particulars      | Item                                                                                                                                                                                                                                                                                                | Amount (Rs.) |
| 1                 | Deluxe Breakfast | Cut Fruits, Packed Fruit Juice, Braed Jam, Bread Butter, Bread Toast, Milk Cornflakes, Roti/Puri/Paratha, Aloo Paratha, Sabji, Chola/Lubia, Biled Egg, Omelette, Egg pouch, curd, tea, coffee, biscuit.                                                                                             | 200          |
| 2                 | VIP Breakfast    | Cut Fruits, Fresh Fruit Juice, Coconut Water, Braed Jam, Bread Butter, Bread Toast, Milk Cornflakes, Roti/Puri/Paratha/Bhatura, Aloo Paratha, Sabji, Chola/Lubia, Biled Egg, Omelette, Egg pouch, Egg sunny side up, Assamese Pitha, Til/coconut Laddu, Komal Chawl and Curd, tea, coffee, biscuit. | 320          |

| Special Lunch/Dinner |                     |                                                                                                                                                                                                                                                                              |              |
|----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| SN                   | Particulars         | Item                                                                                                                                                                                                                                                                         | Amount (Rs.) |
| 1                    | Deluxe Lunch/Dinner | (Rice, Roti, Salad, Papad, Chutney, Dal, Dry Veg, Gravy Veg) + Soup, Paneer Item, Chilli Mushroom, Local Fish Tenga, Local Small Fish Fry, Local Chicken Curry / Mutton Curry, Gulab Jamun / Rasgulla, Curd                                                                  | 550          |
| 2                    | VIP Lunch/Dinner    | (Rice, Roti, Salad, Papad, Chutney, Dal, Dry Veg, Gravy Veg) + Soup, Saag, Khotura, Kaldil, Paneer Item, Chilli Mushroom, Local Fish Tenga, Local Small Fish Fry, Ari/ Local Bahu Fish Kalia, Local Chicken Curry, Mutton Curry, Rasmalai, Gulab Jamun, Curd, Baked Rasgulla | 950          |

| Dessert Items |                 |               |              |
|---------------|-----------------|---------------|--------------|
| SN            | Item            | Quantity      | Amount (Rs.) |
| 1             | Rasgulla        | 1 Piece       | 20           |
| 2             | Gulab Jamun     | 1 Piece       | 25           |
| 3             | Malai Cham Cham | 1 Piece       | 30           |
| 4             | Curd (Normal)   | Approx 100 gm | 20           |
| 5             | Curd (Sweet)    | Approx 100 gm | 25           |
| 6             | Baked Rasgulla  | 1 Piece       | 70           |



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### ANNEXURE - F

### COMPOSITE HYGIENE SCORE: GUEST HOUSE

#### A. General Information:

1. Name of the Work Centre/Office: **Guest House, BCPL Township, Barbaruah, Dibrugarh**
2. Name of the HR Executive looking after Guest House service:
3. Month & year: \_\_\_\_\_
4. Name of the Guest House contractor:

#### B. Hygiene Parameters:

| SN  | Aspects/ Parameters                                                                                                                                                                                                                                                                                                                | Reply |    |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|
| I   | <b>Quality Raw Material</b>                                                                                                                                                                                                                                                                                                        |       |    |
| 1.  | Whether the cereals (rice, wheat, flour with choker, pulses etc.) being used are of proper quality?                                                                                                                                                                                                                                | YES   | NO |
| 2.  | Whether the ingredients being used for cooking including the edible oil, ghee, spices etc. are 'Agmark' rated?                                                                                                                                                                                                                     | YES   | NO |
| 3.  | Whether the vegetables, fruits, milk, curd, paneer, butter, non-vegetarian items, and all perishable items being used are fresh?                                                                                                                                                                                                   | YES   | NO |
| II  | <b>Storage and Shelf-life of Ingredients/Products</b>                                                                                                                                                                                                                                                                              |       |    |
| 4.  | Whether the ingredients like cereals (rice, wheat, pulses etc.), edible oil & ghee, spices etc. are being stored in a clean and hygienic manner?                                                                                                                                                                                   | YES   | NO |
| 5.  | Whether the vegetables, fruits, curd, milk, paneer, non-vegetarian items, and all perishable items being stored in a clean and hygienic manner?                                                                                                                                                                                    | YES   | NO |
| 6.  | Whether the tea/coffee is stored properly in airtight containers at a clean and dry place.                                                                                                                                                                                                                                         | YES   | NO |
| 7.  | Whether the packaged items such as bread, butter, sauces (tomato, soya, and chili), mineral water, soft drinks, juices, etc. being used are within their expiry date?                                                                                                                                                              | YES   | NO |
| III | <b>Kitchen Utensils/ Cook-ware and Electrical Appliances.</b>                                                                                                                                                                                                                                                                      |       |    |
| 8.  | Whether the utensils, cook-ware, crockery, tea containers, etc. are being washed properly with cleaning material/ detergents after every use and are kept clean, dry and hygienic?                                                                                                                                                 | YES   | NO |
| 9.  | Whether the conditions of the utensils, cook-ware, crockery items, tea containers etc. are inspected regularly & replaced immediately, whenever required.                                                                                                                                                                          | YES   | NO |
| 10. | Whether maintenance of all electrical appliances like air conditioners, refrigerators, deep freezer, bain marie, grinders, potato peelers, water heaters, insect repellents, exhaust fans, tea/coffee vending machines, water coolers/ RO Plants, etc. is being carried out regularly and are in clean and safe working condition? | YES   | NO |
| IV. | <b>Food Preparation and Hygiene</b>                                                                                                                                                                                                                                                                                                |       |    |
| 11. | Whether <b>First-In-First-Out (FIFO)</b> principle is applied for consumption of raw materials/ food items?                                                                                                                                                                                                                        | YES   | NO |
| 12. | Is the weekly menu displayed at the counter?                                                                                                                                                                                                                                                                                       | YES   | NO |
| 13. | Are vegetables, rice, pulses, etc. are washed and cleaned properly before cooking?                                                                                                                                                                                                                                                 | YES   | NO |
| 14. | Are the prepared food items including cut fruits and vegetables stored hygienically in clean & washed containers and kept covered?                                                                                                                                                                                                 | YES   | NO |
| 15. | Are salads and cut fruits used within 2 to 3 hours of washing and cutting?                                                                                                                                                                                                                                                         | YES   | NO |
| 16. | Whether the cooking oil, ghee, etc. after using once are not reused and disposed off properly?                                                                                                                                                                                                                                     | YES   | NO |

|     |                                                                                                                |     |    |
|-----|----------------------------------------------------------------------------------------------------------------|-----|----|
| V   | <b>Kitchen/ Canteen/ Pantry Hygiene</b>                                                                        |     |    |
| 17. | Is the entry to cooking area restricted to canteen staff only?                                                 | YES | NO |
| 18. | Do the cooks/servers/helpers use apron and caps while cooking and serving food?                                | YES | NO |
| 19. | Are the areas like cooking counters, washing area and kitchen floor cleaned regularly with disinfectants?      | YES | NO |
| 20. | Are walls, roof and furniture kept dust free and cleaned regularly?                                            | YES | NO |
| 21. | Is disposal of garbage done on daily basis?                                                                    | YES | NO |
| 22. | Is drainage system in kitchen working properly?                                                                | YES | NO |
| 23. | Whether white washing/ painting of entire canteen area and pantries is being done at least once in six months? | YES | NO |
| 24. | Whether de-pesting of entire canteen area and pantries is being done at least once in a week?                  | YES | NO |



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|                                                                                       |                                                                                              |     |    |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----|----|
| VI                                                                                    | <b>Food Handler's Health and Hygiene</b>                                                     |     |    |
| 25.                                                                                   | Whether annual health check-up of canteen/kitchen/pantry staff is carried out?               | YES | NO |
| 26.                                                                                   | Canteen staff members are having their nails and hairs well-trimmed and cleaned regularly?   | YES | NO |
| 27.(*)                                                                                | Do the staff members clean their hands with liquid soap:                                     |     |    |
|                                                                                       | a) Before handling raw as well as cooked food items; &                                       | YES | NO |
|                                                                                       | b) After returning from Wash/Rest Rooms                                                      | YES | NO |
| VII                                                                                   | <b>Food Quality</b>                                                                          |     |    |
| 28.                                                                                   | Palatability of food is tasted by the representative authorized by the management committee? | YES | NO |
| 29.                                                                                   | Potable drinking water is readily available?                                                 | YES | NO |
| 30.                                                                                   | Is breakfast/tea/lunch/dinner available at notified timings?                                 | YES | NO |
| <b>Total Score Obtained (out of 30)*</b>                                              |                                                                                              |     |    |
| <b>Composite Hygiene Index (calculated as percentage-Total Score Obtained/30*100)</b> |                                                                                              |     |    |

\*1 mark for each 'Yes' and 0 marks for each 'No' except point no. 27 (where half mark for each "Yes" and 0 marks for each "No").

Any other information: \_\_\_\_\_

Note:

- Minimum Acceptable Score is 90%;
- Suggestions book in the dining area to be kept for further improvements.

Date: \_\_\_\_\_ name and sign of HR Executive/EIC

Date: \_\_\_\_\_ MS



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**SECTION-VI**

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



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### SECTION-VI

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

##### 1.0 SCOPE

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

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

- 2.1 Preferably, the Contract should have a documented 'HSE Policy' to cover commitment of their organization to ensure health, safety and environment aspects in their line of operations.
- 2.2 The Contractor shall ensure that the BCPL's 'Health, Safety and Environment [HSE]' requirements are clearly understood and faithfully implemented at all level, at sites.
- 2.3 Contractor shall promote & develop consciousness for health, safety & environment among all personnel working for the Contractor. Regular work-site meetings shall be arranged on 'HSE' activities to cover hazards involved in various operations during executing their jobs, location of First Aid Box, trained personnel to give First Aid, Assembly Points, standby Ambulance or vehicle and fire protection measures such as fire hydrant, water and fire extinguishers, etc.
- 2.4 Non-conformance of 'HSE' by Contractor [including his sub-Contractors] as brought out during review/audit by BCPL / external agency authorized by BCPL, shall be complied by Contractor and its report to be submitted to BCPL.
- 2.5 Contractor shall adhere consistently to all provisions of 'HSE' requirements. In case of non-compliance of continuous failure in implementation of any of the 'HSE' provisions, BCPL may impose stoppage of work and a suitable penalty for non-compliance. The decision of imposing work-stoppage, its extent & monetary penalty shall rest with BCPL.
- 2.6 All fatal accidents and other personnel accidents shall be investigated for root cause by BCPL and Contractor shall extend all necessary help and cooperation in this regard. Recommend corrective and preventive actions of findings will be communicated to Contractor for taking suitable actions should be taken by the Contractors to avoid recurrence of such incidences.
- 2.7 Contractor shall ensure that all their staffs and workers, including their sub-Contractor(s), shall wear 'Personal Protective Equipments [PPEs]' such as safety helmets, safety shoes, safety belts, protective goggles, gloves, etc., as per job requirements. All these gadgets shall conform to relevant IS specifications or equivalent.
- 2.8 Contractor shall assign competent & qualified personnel for carrying out various tasks/jobs as per requirement.
- 2.9 All equipments should be tested and certified for its capacity before use.
- 2.10 Contractor shall ensure storage and utilization methodology of materials that are not detrimental to the environment. Where required, Contractor shall ensure that only the environment-friendly materials are used.
- 2.11 All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules and regulations relating to the hazardous material substances and waste. Contractor shall not dump release or otherwise discharge or dispose off any such materials without the express authorization of BCPL.
- 2.12 Contractor should obtain all work permits before start of activities [as applicable] like hot work, confined space, work at heights, storage of chemicals/explosive materials and its use & implement all precautions mentioned therein.



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

### 1.0 RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'

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



# SECTION-VII

## SCHEDULE OF RATES [SOR]

### UN-PRICED BID

**SUB: “HIRING OF CONTRACT OF COMPREHENSIVE UPKEEP SERVICES AT BCPL GUEST HOUSE, BARBARUAH FOR A PERIOD OF 02 YEARS”**

**TENDER NO.: BCPL/C&P/LE26W080MB/3813**



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TENDER No.: BCPL/C&P/LE26W080MB/3813

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

**SECTION VII**

**NAME OF WORK: *HIRING OF CONTRACT OF COMPREHENSIVE UPKEEP SERVICES AT BCPL GUEST HOUSE, BARBARUAH FOR A PERIOD OF 02 YEARS***

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

| Sn  | Description                                                                                                   | UOM     | Qty | Unit Rate<br>(excl. GST) (Rs.) | Amount<br>(excl. GST) (Rs.) |
|-----|---------------------------------------------------------------------------------------------------------------|---------|-----|--------------------------------|-----------------------------|
| (a) | (b)                                                                                                           | (c)     | (d) | (e)                            | (f)= (e) x (d)              |
| 1   | Payment Towards Basic Minimum Wages & VDA: HS-02                                                              | Mandays | 624 | 1836.00                        | 1145664.00                  |
| 2   | Payment Towards Basic Minimum Wages & VDA: S-03                                                               | Mandays | 624 | 2343.00                        | 1462032.00                  |
| 3   | Payment Towards Basic Minimum Wages & VDA: SS-06                                                              | Mandays | 624 | 3900.00                        | 2433600.00                  |
| 4   | Payment Towards Basic Minimum Wages & VDA: US-06                                                              | Mandays | 624 | 3336.00                        | 2081664.00                  |
| 5   | Non Statutory Allowance @33.33%                                                                               | Mandays | 624 | 3804.63                        | 2374089.12                  |
| 6   | Special Allowance @16%                                                                                        | Mandays | 624 | 1826.40                        | 1139673.60                  |
| 7   | Payment against Bonus @ 8.33%                                                                                 | Mandays | 624 | 950.88                         | 593349.12                   |
| 8   | Payment against Paid Annual Leave with Wage                                                                   | Mandays | 624 | 818.18                         | 510544.32                   |
| 9   | Payment against Festival Holidays 08 days & National Holidays 03<br>(Total paid holiday = 11 days in a year). | Mandays | 624 | 600.97                         | 375005.28                   |



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| Sn | Description                                                                                                                                                                                                                                                                               | UOM           | Qty | Unit Rate<br>(excl. GST) (Rs.) | Amount<br>(excl. GST) (Rs.) |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----|--------------------------------|-----------------------------|
| 10 | Provision for Annual increment @ Rs 10/- (w.e.f. 1st April 2023), Rs. 20/- (w.e.f. 1st April 2024), Rs. 30/- (w.e.f. 1st April 2025), Rs. 40/- (w.e.f. 1st April 2026) & Rs. 50/- (w.e.f. 1st April 2027).                                                                                | Mandays       | 624 | 821.61                         | 512684.64                   |
| 11 | Payment against deposition of Employee Provident Fund @ 13%                                                                                                                                                                                                                               | Mandays       | 624 | 1258.62                        | 785378.88                   |
| 12 | Gratuity @ 4.81% as per MoS dated 8th April 2022 (Calculation to be done as per Payment of Gratuity Act. 1972.<br><br>CALCULATION OF GRATUITY:<br>Last 03 months Average Wages (Minimum Wages) X 15/26 X No. of year of service.                                                          | Mandays       | 624 | 549                            | 342576.00                   |
| 13 | Shift Allowance as per MoS dated 8th April 2022 (Rs. 40/- for A-shift, Rs. 40/- for B-shift & Rs. 50/- for C-shift) - as applicable (Shift Allowance is not applicable for General Shift). To be estimated by indenter as per requirement.                                                | Mandays       | 624 | 680.00                         | 424320.00                   |
| 14 | Workmen Compensation Insurance Policy (WC Policy) - extending coverage to their workman as per the provisions of Employees Compensation Act. 1923 & 2010. WC policy will be applicable to the workmen who are not covered under ESIC drawing gross wages more than Rs. 21000/- per month. | LS            | 2   | 30600.00                       | 61200.00                    |
| 15 | Payment towards 02 sets of Uniform, 01 pair of Safety Shoe, 02 pairs of Socks. The same shall be released upon submission of documentary proof against purchase & distribution.                                                                                                           | 3000 per year | 2   | 51000.00                       | 102000.00                   |
| 16 | Payment towards Medical Check up (Considering Rs 749/- per worker per year)                                                                                                                                                                                                               | LS            | 2   | 12733.00                       | 25466.00                    |



**ब्रह्मपुत्र क्रेकर और पॉलीमर लिमिटेड**  
**BRAHMAPUTRA CRACKER AND POLYMER LIMITED**

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

| Sn                                                                                                                   | Description                                                                                                                                                                                       | UOM | Qty | Unit Rate<br>(excl. GST) (Rs.)               | Amount<br>(excl. GST) (Rs.)                                   |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------------------------------------------|---------------------------------------------------------------|
| <b>TOTAL CONTRACT VALUE - FOR THE ABOVE SOR ITEMS 1 to 16 (Excluding GST) = (P)</b>                                  |                                                                                                                                                                                                   |     |     |                                              | 1,43,69,246.96                                                |
| <b>Q = GST@18% on (P)</b>                                                                                            |                                                                                                                                                                                                   |     |     |                                              | 25,86,464.45                                                  |
| <b>TOTAL CONTRACT VALUE - FOR THE ABOVE SOR ITEMS 1 to 16 (Including GST) = (R)</b>                                  |                                                                                                                                                                                                   |     |     |                                              | <b>1,69,55,711.41</b>                                         |
| 17                                                                                                                   | (A) = Estimated Contractor's profit Margin<br>(bidder cannot quote '0' Zero or '-' Negative)<br>(Amount to be quoted by the bidder and to be considered on the overall rate quoted in GeM portal) | MON | 24  | To be considered while quoting in GeM portal | To be considered while quoting in GeM portal                  |
| 18                                                                                                                   | (B) = Housekeeping materials per month<br>(Amount to be quoted by the bidder and to be considered on the overall rate quoted in GeM portal)                                                       | MON | 24  | To be considered while quoting in GeM portal | To be considered while quoting in GeM portal                  |
| 19                                                                                                                   | (C) = Laundry charge per month<br>(Amount to be quoted by the bidder and to be considered on the overall rate quoted in GeM portal)                                                               | MON | 24  | To be considered while quoting in GeM portal | To be considered while quoting in GeM portal                  |
| <b>TOTAL VALUE - FOR THE SOR ITEMS 17 to 19 (Excluding GST) (A) + (B) + (C) = (D)</b>                                |                                                                                                                                                                                                   |     |     |                                              | To be considered while quoting in GeM portal                  |
| <b>E = GST@18% on (D)</b>                                                                                            |                                                                                                                                                                                                   |     |     |                                              | To be considered while quoting in GeM portal                  |
| <b>TOTAL CONTRACT VALUE - FOR THE ABOVE SOR ITEMS 17 to 19 (Including GST) = (F)</b>                                 |                                                                                                                                                                                                   |     |     |                                              | To be considered while quoting the overall rate in GeM portal |
| <b>Total Gross Amount including GST = (R) + (F)<br/>(this amount to be incorporated in the financial bid of GEM)</b> |                                                                                                                                                                                                   |     |     |                                              | <b>To be quoted in GeM portal</b>                             |



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| Sn | Description                                                                 | UOM | Qty | Unit Rate<br>(excl. GST) (Rs.) | Amount<br>(excl. GST) (Rs.) |
|----|-----------------------------------------------------------------------------|-----|-----|--------------------------------|-----------------------------|
|    | Name of authorized person submitting the tender on behalf of the Bidder(s): |     |     |                                |                             |
|    | Designation of authorized person:                                           |     |     |                                |                             |
|    | Name of Firm / Contractor/Owner:                                            |     |     |                                |                             |
|    | Address of Firm / Contractor/Owner:                                         |     |     |                                |                             |
|    | Date:                                                                       |     |     |                                |                             |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE: | Bidders are requested to provide price break up as per above format in the financial bid only. The components that are not mentioned above in the SOR shall be paid at actuals, if applicable during execution of the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|       | This is a protected worksheet and any other copy of the worksheet if uploaded with modification shall not be acceptable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|       | Price break up as provided shall not be a part of L1 evaluation. However, the instant document/format uploaded by the bidder will be considered as part of the contract. In case of any mismatch in the amount quoted in the financial bid and the above format, the figures/amount of financial bid will be considered as final. Further in case of any contradiction between Price Quoted by the Bidder on landed cost basis (financial bid in GeM-Portal) and Price Break-up (instant document), Price Quoted by the Bidder on landed cost basis (financial bid in GeM-Portal) shall prevail and Break-up Prices shall be modified on pro-rata basis limited to Price quoted on landed cost basis. |
|       | For billing through SAP, the rates in BOQ will be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |