



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprises]

BID DOCUMENT No.: BCPL/DIB/C&P/SER/20130160/BB

Date: 01.05.2014

To,

**BID DOCUMENT FOR CONTRACT FOR ANNUAL MAINTENANCE
CONTRACT FOR AIR CONDITIONING UNITS OF BCPL SITES/TOWNSHIP
FOR A PERIOD OF TWO YEARS AND EXTENDABLE FOR A FURTHER OF 6
MONTHS OR PART THEREOF.**

LIMITED DOMESTIC COMPETITIVE BIDDING

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

Contact Person:

Sh. Bhaskar Barman

SO(C&P)

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Regd. Office: Hotel Brahma Putra Ashok, MG Road, Guwahati-781001, Assam: Tel: 0361-2733554, 0361-2733556(Fax)

Project Site Office: Main Fire Station Building, BCPL-Project Site, A.T.Road, PO-Lepetkata, Dibrugarh-786 006, Assam Tel: 0373-2914611/609/608/606/604/603/600, Fax: 0373-2371052(Fax)

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

CIN: L40200DL1984G01018976, Website : www.bcplonline.co.in

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SECTION IA

REQUEST FOR QUOTATION (RFQ)

Dear Sir(s),

Brahmaputra Cracker & Polymer Ltd., stands for BCPL Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under two bid system for providing services for contract for annual maintenance contract for Air Conditioning units of BCPL sites/township for a period of two years and extendable for a further of 6 months or part thereof as detailed below in complete accordance with enclosed tender document:

1) SALIENT FEATURES OF BID DOCUMENT:

1.2.1	Type of Enquiry, Mode of bid submission	Limited Domestic Competitive Bidding Basis (Bid to be sent by post / courier or hand delivered).
1.2.2	Bid Document No.:	BCPL/DIB/C&P/SER/20130160/BB
1.2.3	Bid documents available on Website & BCPL office	From 11.00hrs on 01/05//2014 on www.bcplonline.co.in and CPP portal
1.2.3	Delivery schedule	REFER SPECIAL CONDITION OF CONTRACT-PART B of SECTION III of tender
1.2.4	Pre-Bid Meeting	07/05/2014 on 15.00 hrs (IST)
1.2.5	Last date and time for Submission of bid	20/05/2014 up to 14.30 hrs (IST)
1.2.6	Date and time for opening of un - priced bid at BCPL, Lepetkata	20/05/2014 on 15.00 hrs (if the particular day is a HOLIDAY at BCPL, Lepetkata the un-priced bids shall be opened on next working days
1.2.7	Place of submission of bid	OFFICE OF THE DY. GENERAL MANAGER (C&P) BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMIN. BUILDING, C&P DEPARTMENT P.O. – LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.8	Earnest Money Deposit / Bid Security (Refundable)	Rs 56,000/- (Rupees Fifty Six thousand Only)
	Tender Fees (non-refundable)	Not Applicable in this tender
1.2.9	Security Deposit	Successful bidder shall have to deposit Security Deposit (SD)/Contract Performance Security @7.5% of Annualized Contract Value in form of Bank Demand Draft or Bank Guarantee Security Deposit (SD)/Contract Performance .There is no exemption Security Deposit to Micro and Small Enterprises (MSME) and SSI units registered with NSIC under single point registration scheme and PSU/Govt Departments.

1.2.10	Venue for Opening of Un-priced bids	OFFICE OF THE DY. GENERAL MANAGER (C&P) BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMIN. BUILDING, C&P DEPARTMENT P.O. – LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.11	Contact Person	Bhaskar Barman ,Sr. Officer (C&P) E-mail: bhaskar.barman@bcplindia.co.in Ph. No. +91-373-2914609/635

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

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

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

i) EMD/Bid security.

ii) Power of Attorney.

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

2) EARNEST MONEY DEPOSIT/BID SECURITY

[Refer clause no. 5 of RFQ of Tender Document]

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

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

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

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

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

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

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

3) BIDDER'S ELIGIBILITY CRITERIA:

3.1 Technical BEC:

a) Bidder should have executed at least one single work order for repair/maintenance of Package AC/ Split AC/ Tower AC for a value not less than Rs 7.0 Lacs in preceding seven years reckoned from final due date of bid opening.

b) Bidder must submit the following documents in support of meeting the experience criteria during the preceding 07 years as detailed above

- i. Copies of Work Order /Service orders issued by client duly attested by Notary Public/Gazetted Officer.
 - ii. Completion/Execution Certificate in respect of work/service order mentioned above duly attested by Notary Public/Gazetted Officer.
- c) For running similar service contracts, if the actual executed value is equal to or more than the value indicated above as on un-priced bid opening date, the same shall also be considered as meeting the single order value criteria.

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

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

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

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

3.4 A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However jobs executed for a subsidiary /Fellow Subsidiary /Holding company will be considered as experience for the purpose of meeting BEC subject to submission of Tax paid invoice (s) duly certified by Statutory Auditor of the bidder towards payment of Statutory tax in support of the job executed for subsidiary/Fellow subsidiary/Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.

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

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

4) EARNEST MONEY DEPOSIT / BID SECURITY:

Rs 56,000/-. For details refer point no. 6 of General Condition of Contract -**SECTION IV** of tender In case envelope containing Part-I (Un-priced bid / Techno-commercial Bid) does not contain the bid security / EMD as per tender condition the un-priced bid of such bidder shall be treated as non responsive & shall be rejected.

- However, PSUs & SSI are exempted from payment of EMD.

The Earnest Money Deposit (EMD) for the amount as mentioned above shall be submitted in the form of crossed Bank Demand Draft drawn on any Nationalized/Scheduled bank in favour of BCPL, payable at Dibrugarh (Assam). Alternatively, Earnest Money deposit may also be submitted through Bank Guarantee from any Indian Scheduled Bank or a branch of an International Bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in the proforma attached with the Tender Document. However, other than the Nationalized Indian Banks, the banks whose BGs are furnished must be commercial banks having net worth in excess of Rs. 100 crores and a declaration to this effect should be made by such commercial bank either in the bank guarantee itself or separately on a letter head.

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

5) PUBLIC PROCUREMENT POLICY (PPP), 2012

Bid submitted by MSEs shall be processed as under subject to availability of the item(s) in the notified Gazette published by Government of India from time to time:

- i) In Tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their prices to L-1 price in a situation where L-1 price is from someone other than a micro small enterprises and such micro and small enterprises shall be allowed to supply up to 20% of the total tendered value. In case of more than one such Micro and small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case non-availability of MSEs owned by SC/ST entrepreneurs.
- ii) The quoted prices against various items shall valid in case of splitting of quantities of the items as above.
- iii) In case bidder is a Micro or Small Enterprise under Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following:
 - a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regards.

The above documents submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a practicing Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law.

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

In case of MSEs, Tender fees & EMD/Bid Security is not applicable.

- c) If against an order placed by BCPL, successful bidder(s) (other than Micro/Small Enterprise) is procuring material/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts

and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises with prior consent in writing of the purchasing authority/Engineer-in-charge, the details like Name, Registration No., Address, Contact No. details of material & value of procurement made etc. of such Enterprises shall be furnished by the successful bidder at the time of submission of invoice/Bill.

d) Implementation of above provision is at the discretion of BCPL.

6) PRE-BID MEETING:

- a) The Bidder(s) or his official representatives are invited to attend a pre-bid meeting on date, time and venue specified above.
- b) The bidder is requested to submit their queries /clarifications in the **Format F7** of **SECTION IIB** of tender document through e-mail/ courier so as to reach BCPL at least one week before the Pre-bid meeting. These questions shall be replied during the Pre-bid meeting.
- c) Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder. If the last date happens to be a Holiday/Sunday, the next working day will be considered as for pre-bid meeting.

7) PERIOD OF CONTRACT

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

8) VALIDITY PERIOD OF OFFER:

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

9) VAT / CST No.: Please provide VAT/CST/ST no.

10) GENERAL

- No extension in the bid due date/time shall be considered on account of delay in receipt of any document
- **Tender Fee:** NIL
Bidder may download the tender documents from GAIL's or BCPL's website. In that case bidder must furnish the tender fees in the form of DD along with the un-priced bid.
- Bid document is non-transferable.
- BCPL reserves the right to carry out capability assessment of the bidder including referral to in-house information.
- BCPL will not be responsible or liable for cost incurred in preparation & delivery of bids, regardless of the conduct or conduct or outcome of the bidding process.
- Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.
- BCPL reserve the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- Bidder should not be under liquidation, court receivership or similar proceedings.
- Bidders should not be black listed with any PSU /Govt. establishment.
- Bid sent through other than Courier/post/personal delivery shall not be accepted.

11) TERMS OF PAYMENT:

Please refer Clause No 10 of Special Condition of Contract (Part -B) of SECTION-III.

12) PRICE REDUCTION SCHEDULE: As per GCC.

13) FIXED PRICE:

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

14) JURISDICTION OF COURT:

The purchase order shall be governed by and constructed according to the laws in force in India. The Supplier hereby submits to the jurisdiction of the courts situated at Guwahati (Assam) for the purpose of disputes, actions and proceedings arising out of the contract, the courts at Guwahati (Assam) only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

15) ARBITRATION:

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

16) FORCE MAJEURE:

Shall mean and be limited to the following:

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

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

17) REJECTION CRITERIA:

The following conditions/ clauses shall constitute REJECTION CRITERIA for this tender and the bid/offer of such bidders taking deviations to these criteria will be liable for rejection-

- i) Firm Price
- ii) EMD
- iii) Scope of work
- iv) Special Conditions of Contract
- v) Price Schedule
- vi) Period of Contract
- vii) Period of Validity of bid
- viii) Price Reduction Schedule/ Demurrages /Penalty
- ix) Performance Bank Guarantee / Security Deposit
- x) Force Majeure
- xi) Applicable Laws
- xii) Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

18) ORDER OF PRECEDENCE:

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

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

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

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

Consignee Address:

Office of the Dy. General Manager (C&P)
 Administrative Building
 Brahmaputra Cracker and Polymer Limited,
 PO: Lepatkata,
 District - Dibrugarh, Assam, India PIN - 786006
 Tel-0373-2914609/635

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

Yours faithfully,

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

B J BARMAN

Sr. Officer(Contracts & Procurement)

E-Mail: bhaskar.barman@bcplindia.co.in

Ph no: 0373-2914609/635

CUT-OUT SLIP

(Quotation – Do Not Open)

Bid Document no.: BCPL/DIB/C&P/SER/20130160/BB

Item: BID DOCUMENT FOR CONTRACT FOR ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONING UNITS OF BCPL SITES/TOWNSHIP FOR A PERIOD OF TWO YEARS AND EXTENDABLE FOR A FURTHER OF 6 MONTHS OR PART THEREOF.

Due Date & Time of bid submission: Up-to 14.30 hrs (IST) on 20/05/2014

Date and time for opening of bids: 15.00 hrs (IST) on 20/05/2014

From:

to:

	OFFICE OF THE DY. GENERAL MANAGER(C&P) M/S. BRAHMAPUTRA CRACKER & POLYMER LIMITED (BCPL), LEPETKATA ADMINISTRATIVE BUILDING, BCPL-PROJECT SITE, P.O. LEPETKATA DIST: DIBRUGARH, PIN – 786006 ASSAM PH NO.:0373-2914609/635
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(To be pasted on the outer envelope containing envelopes Part -I, Part-II)

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CUT-OUT SLIP

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

INSTRUCTIONS TO BIDDERS

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A. General

1. Scope of Bid

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

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

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

2. Eligible Bidders

2.1 This invitation for bid is open to any bidder.

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

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

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

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

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

3. Bid Evaluation Criteria

Please refer clause 3.0 of RFQ.

4. One Bid per bidder

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

5. Cost of Bidding

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

6. Site Visit

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

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

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

7. Service Tax

Please Refer Preamble to SOR.

7.1. Abnormally High Rates (AHR)

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

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

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

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

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

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

7.3. Road Permit

NOT APPLICABLE

B. BIDDING DOCUMENTS

8. Content of Bidding Document

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

Section I. Request for quotation (RFQ)

Section II. Instructions to Bidders (ITB)

Section III. Special Conditions of Contract, Scope of Work

Section IV. General Conditions of Contract and

Section V. Schedule of Rates (SOR)

8.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. The Request for quotation (RFQ) together with all its attachments thereto, shall be considered to be read, understood and accepted by the bidders. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at bidder's risk and may result in the rejection of his bid.

9. Clarification of Bidding Document

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

10. Amendment of Bidding Document

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

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

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

C. PREPARATION OF BIDS

11. Language of Bid

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

12. Documents Comprising the Bid

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

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

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

ii) Covering Letter as per format "Submission of tender" enclosed with GCC

iii) Bidder's general details/information as per format F-1.

iv) Power of Attorney in favour of person(s) signing the bid that such person (s) is/are authorized to sign the bid on behalf of the bidder and any consequence resulting due to such signing shall be binding on the bidder.

v) A Bid Form as per format F-2.

vi) Copies of documents as required in F-3

vii) A confirmation that prices in requisite formats, strictly complying with the requirement, are in envelope number II "Price Bid".

viii) Documents establishing the eligibility and conformity to the Bid Documents services, which the bidder proposes to provide.

ix) Bid security in accordance with Clause no 4 of RFQ & Clause 16 of ITB to be furnished either in the form of Banker's cheque / Bank Draft payable to BCPL at Lepetkata / Bank Guarantee as per format F-4/ Letter of Credit as per format.

xi) Letter of authority in favour of anyone or two of bidder's executives having authority to attend the un-priced and price bid opening on specified dates and venue as per format F-5.

xii) Confirmation of no deviation as per Format F-6.

xiii) Specific Experience and other details as called for in qualifying requirements. Copy of work order and completion certificates should be enclosed.

xiv) Current commitments strictly as per format F-8.

xv) Agreed Terms & Conditions duly filled-in at F-13.

xvi) Bidder's declaration that they are not under liquidation, court receivership or similar proceedings.

xvii) Organization details:

(a) In case of a proprietorship firm, the name and address of proprietor, and certified copy of 'Certificate of registration of firm' .

(b) In case Bidder is a partnership firm, certified copy of the partnership deed.

(c.) In case of company (whether private or public), certified copy of the 'Certificate of Incorporation' together with certified Memorandum / articles of Association

xvii) Any other information/details required as per bid document.

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

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

Part-II price Bid

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

13. Bid Prices

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

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

13.3 Bidder shall quote for all the items of Schedule of Rates after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under 'Schedule of Rates' but is required to complete the works as per Scope of Work, Scope of supply, Specifications, Standards, Drawings, General Conditions of Contract, Special Condition of Contract or any other part of Bidding Document, the prices quoted shall

deemed to be inclusive of cost incurred for such activity. Items against which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the SOR.

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

13.5 Prices quoted by the bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.

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

13.7 Alternative bids shall not be considered.

13.8 Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.

In case, it is observed that any of the bidder(s) has/have mentioned Discount/Rebate separately, the same shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest bidder, the Discount/Rebate offered by the bidder shall be considered for Award of Work and the same will be conclusive and binding on the bidder.

14. Bid Currencies

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

15. Bid Validity

15.1 Bids shall be kept valid for 3 months from the final bid due date. A bid valid for a shorter period may be rejected by BCPL as non-responsive.

15.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by fax / e-mail. A bidder may refuse the request without forfeiture of his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of its bid security for the period of the extension and in accordance with Clause 16 in all respects.

16. Bid Security

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

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

16.3 BCPL shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.

In case Bid Security is in the form of a Bank Guarantee or irrevocable Letter of Credit, the same shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank in case of Indian bidder and from any reputed International bank or Indian scheduled bank in case of foreign bidder. However, in case of Bank Guarantee from banks other than the Nationalized Indian banks, the bank must be commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. Bid Security shall be valid for two months beyond the validity of the Bid.

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

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

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

16.7 The bid security may be forfeited:

a) If a bidder withdraws his bid during the period of bid validity.

b) in the case of a successful bidder, if the bidder fails:

i) to accept the Notification of Award/Fax of Intent (FOI) or

ii) to furnish Contract Performance Security in accordance with Clause-40.

iii) to accept arithmetical corrections.

16.8 The Bid security shall be submitted in the form of crossed Bank Demand Draft drawn on any Nationalized/Scheduled bank in favour of BCPL , payable at State Bank of India, Dibrugarh . In case Bid Security is in the form of Bank Guarantee or Letter of Credit, the same must indicate the Bid Document and the work for which the bidder is quoting. This is essential to have proper co-relation at a later date. The Bid Security shall be in the form provided at F-4 (Bank Guarantee) .

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

17. Pre-Bid Meeting

Refer Clause no 6 of RFQ --SECTION IA of tender document.

18. Format and Signing of Bid

18.1 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. The name and position held by each person signing, must be typed or printed below the signature. All pages of the bid except for un-amended printed literature where entries or amendments have been made shall be initialed by the person or persons signing the bid.

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

19. Zero Deviation

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

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

19.2.1 Firm and Fixed Price.

19.2.2 Bid Price as per clause-13.0 of ITB.

19.2.3 Scope of Work.

19.2.4 Specifications.

19.2.5 Schedule of Rates.

19.2.6 Completion Schedule/Contract period.

19.2.7 Period of Validity of bid.

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

19.2.9 Performance bank Guarantee.

19.2.10 Arbitration / Resolution of Dispute

19.2.11 Force Majeure

19.2.12 Guarantee of Work

19.2.13 Applicable Laws

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

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

20. E-Payment

Not applicable

21. Agent/consultant/Representative/ Retainer/Associate

Not applicable

D. SUBMISSION OF BIDS

22. Sealing and Marking of Bids

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

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

Part II - Priced Bid

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

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

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

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

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

23. Deadline for Submission of Bids

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

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

24. Late Bids

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

25. Modification and Withdrawal of Bids

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

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

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

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

25.5 In case after price bid opening the lowest evaluated bidder (L-I) is not awarded the Job for any mistake committed by him in bidding or withdrawal of bid or varying any term in regard thereof leading to re-

tendering, BCPL shall forfeit Earnest Money paid by the bidder and such bidders shall be debarred from participating in re-tendering of the same job(s)/item(s).

E. BID OPENING AND EVALUATION

26. Bid Opening

26.1 Un-priced Bid Opening:

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

26.2 Priced Bid Opening:

26.2.1 BCPL will open the price bids of those bidders who meet the qualification requirement and whose bids are determined to be technically and commercially responsive. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the opening. The bidders' representatives, who are present, shall sign a register evidencing their attendance.

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

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

27. Process to be Confidential

27.1 Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of a contract, shall not be disclosed to bidders or any other persons officially concerned with such process. Any effort by a bidder to influence the Employer's processing of bids or award decisions may result in the rejection of the bidder's bid.

28. Contacting the Employer

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

28.2 Any effort by the bidder to influence the Employer in the Employer's bid evaluation, bid comparison, or Contract award decisions may result in the rejection of the bidder's bid.

29. Examination of bids and Determination of Responsiveness

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

- (c) meets the Bid Evaluation Criteria;
- (d) has been properly signed;
- (e) is accompanied by the required securities;
- (f) is substantially responsive to the requirements of the bidding documents; and
- (g) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to Sub-Clause 29.2.

29.2 A substantially responsive bid is one, which conforms to all the terms, conditions and specifications of the bidding documents without material deviations or reservations.

A material deviation or reservation is one

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

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

30. Correction of Errors

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

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

(b) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the contractor (by multiplying the quantity and rate) shall be taken as correct.

(c) When the rate quoted by the contractor in figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount corrected.

(d) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted and the amount worked out, for comparison purposes.

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

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

31. Conversion to Single Currency for Comparison of Bids

NOT APPLICABLE

32. Evaluation and Comparison of Bids

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

33 Preferences for Domestic Bidders

NOT APPLICABLE

34. Purchase Preference

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

35. Compensation for extended stay

NOT APPLICABLE

F. AWARD OF CONTRACT

36. Award of work

36.1 Subject to Clause 29, BCPL will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest, is determined to be qualified to satisfactorily perform the contract.

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

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

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

38. Notification of Award

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

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

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

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

39. Signing of Agreement

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

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

40. Contract Performance Security

40.1 Within 15 days of the receipt of the notification of award / Fax of Intent from BCPL, the successful bidder shall furnish the contract performance security in accordance with Clause no 33 of Special Condition of Contract & Article 24 of General Conditions of The Contract in the form provided in the bidding documents. The Contract Performance Security shall be in the form of either Demand Draft or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract.

40.2 The Bank Guarantee/DD/Letter of Credit shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period as stated in Article-24 of General Conditions of The Contract.

40.3 Failure of the successful bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event BCPL may award the order to the next lowest evaluated bidder or call for new bids.

41. Corrupt or Fraudulent Practices

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

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

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

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

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

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

41.2 Bidder is required to furnish the complete and correct information/documents required for evaluation of their bids. If the information / documents forming basis of evaluation is found to be

false/forged, the same shall be considered adequate ground for rejection of Bids and forfeiture of Earnest Money Deposit (Bid Security).

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

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

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

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

43. Misc.

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

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

FORMS AND FORMATS

BIDDER'S GENERAL INFORMATION

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

1-1 Bidder Name: _____

1-2 Number of Years in Operation: _____

1-3 Address of Registered Office: _____

City _____ District _____

State _____ PIN/ZIP _____

1-4 Operation Address
 if different from above: _____

City _____ District _____

State _____ PIN/ZIP _____

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

City _____ District _____

State _____ PIN/ZIP _____

1-6 Telephone Number: _____

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

1-7 E-mail address: _____

1-8 Website: _____

1-9 Fax Number: _____

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

1-11 Bid Currency _____

1-12 Place of dispatch _____

1-13 Whether Supplier /
 Manufacturer _____

Dealer/Trader/Contractor _____

(Country
 Code)

1-14 Type of Material Supplies : _____

1-15 Banker's Name : _____

1-16 Branch : _____

1-17 Branch Code : _____

1-18 Bank account number : _____

ONLY FOR INDIAN BIDDERS

1-19 Excise Registration number : _____

1-20 Excise Range : _____

1-21 Excise Division : _____

1-22 Excise Collectorate : _____

1-23 Local ST No. : _____

1-24 CST No. : _____

1-25 PAN No. : _____

1-26 Whether SSI Registrant Or not : _____

Place:
Date:

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

BID FORM

F2

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

Dear Sir,

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

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

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

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

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfilment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

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

SEAL AND SIGNATURE

DATE:

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

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

LIST OF ENCLOSURES

F3

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

Dear Sir,

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

1. Power of Attorney of the signatory to the Bidding Document.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

(SEAL AND SIGNATURE OF BIDDER)

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

Ref.:-----

Bank Guarantee No.:-----

Date-----

To

BRAHMAPUTRA CRACKER & POLYMER LTD.
 "MAIN FIRE STATION BUILDING" LEPETKATA,
 NH-37, P.O. LEPETKATA, DIBRUGARH,
 ASSAM, PIN - 786 006

Dear Sir (s),

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

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

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

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

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

In Witness whereof the Bank, through its authorized officer, has set its hand and stamp on this -----
 -----day of -----200 ----- at -----

WITNESS:

(SIGNATURE)

(NAME) :

(OFFICIAL ADDRESS):

Power of Attorney No.

(SIGNATURE)

(NAME)

Designation with Bank Stamp

Attorney as per _____

Date: _____

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

Ref: No.

Date:

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

Dear Sir,

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

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

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

Place:
Date:

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

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

NO DEVIATION CONFIRMATION

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

Dear Sir,

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agreed that if any deviation/exception is mentioned or noticed, our bid may be rejected.

Place:

(Signature of Authorized Signatory of Bidder)

Date:

Name:

Designation:

Seal:

BIDDER'S QUERIES FOR PRE BID MEETING

To,
 Dy. General Manager (C&P)
 Brahmaputra Cracker and Polymer Limited
 Lepetkata, Dibrugarh, Assam (India)
 Phone: +91 373 291461

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

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

SIGNATURE OF BIDDER: _____ NAME OF BIDDER : _____

PRESENT COMMITMENTS OF THE BIDDER

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

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

SEAL AND SIGNATURE OF BIDDE

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

To:

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

Dear Sirs,

M/s _____ have been awarded the work of _____ for Brahmaputra Cracker & Polymer Limited, Dibrugarh - 786006, Assam. The Contracts conditions provided that the CONTRACTOR shall pay a sum of Rs----- (Rupees as Initial / full Security Deposit in the form therein mentioned). The form of payment of Security Deposit includes guarantee executed by Nationalized Bank, undertaking full responsibility to indemnify Brahmaputra Cracker & Polymer Limited, in case of default.

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

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

Yours faithfully,

 Bank
 By its Constituted Attorney

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

DECLARATION

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

Dear Sir,

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

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

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

Place:

Date :

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

ACKNOWLEDGEMENT CUM CONSENT LETTER

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

To,

Dy. Manager (C&P)

BRAHMAPUTRA CRACKER & POLYMER LTD.

"CENTRAL WAREHOUSE BUILDING", P.O.LEPETKATA

DIBRUGARH, ASSAM, PIN - 786006

FAX: 0373 - 2914611 / 2914609

SUBJECT:

Dear Sir,

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

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

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

(i) Postal Address	:	_____

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

B) Details of Contact person:

(i) Postal Address	:	_____

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

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

Reasons for non-submission of bid	:	
Agency's Name	:	_____
Signature	:	_____
Name	:	_____
Designation	:	_____
Date	:	_____
Seal/Stamp	:	_____

PROFORMA FOR CONTRACT AGREEMENT

LOA No. BCPL /

Dated -----

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

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

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

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

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

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

1. In consideration of the payment to be made to the CONTRACTOR for the WORK to be executed by him, the CONTRACTOR hereby covenants with EMPLOYER that the CONTRACTOR shall and will duly provide, execute and complete the said work and shall do and perform all other acts and things in the CONTRACT mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said WORK and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract.

2. In consideration of the due provision execution and completion of the said WORK, EMPLOYER does hereby agree with the CONTRACTOR that the EMPLOYER will pay to the CONTRACTOR the respective amounts for the WORK actually done by him and approved by the EMPLOYER at the Schedule of Rates

and such other sum payable to the CONTRACTOR under provision of CONTRACT, such payment to be made at such time in such manner as provided for in the CONTRACT. and

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

BRAHMAPUTRA CRACKER & POLYMER LIMITED

(NAME OF THE CONTRACTOR)

Date : _____

Place: _____

Date : _____

Place: _____

IN PRESENCE OF TWO WITNESSES

1. _____

1 . _____

2. _____

2. _____

BRIEF SUMMARY OF AGREED TERMS & CONDITIONS

Bidder M/s .

Offer Ref .

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

Sl. No.		Description	Bidder's Confirmation
1		It is noted that deviations to Terms & Conditions shall lead to Rejection of offer, as specified in the Bid Document.	
2		Confirm Bid has been submitted as per Instructions to Bidders in bid document.	
3		Confirm that the offer shall remain valid for acceptance up to 3 (Three) months from Final Bid Due Date /Date of Opening of Bids	
4		Confirmed that the documents submitted are true and genuine and in case of any discrepancy noticed or observed at any stage, bidder shall be personally responsible for the damages or loss to BCPL	
5		Confirmed that PF registration certificate shall be provided before commencement of work (if awarded).	
6		Confirmed that Power of Attorney in favour of person who has signed the offer is submitted	
7		Confirmed that the contents of the Tender Document have not been modified or altered. In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by us shall be liable for rejection.	
8		Confirmation towards submission of EMD/Bid Bond of requisite value & its details.	
	a	Bid Security No. & Date	
	b	Value & validity	
	c	Name & address of Bank Issuing Bid Security	
9		Provide PAN number.	
10		Provide Service Tax Registration number.	
11		Confirmation towards submission of duly filled, signed and stamped copy of complete tender documents (ITB, SCC, SCOPE OF WORK, GCC and all Annexure & Forms).	
12		Confirmation towards submission of duly signed & stamped copy of blank SOR (Schedule of Rates) showing that rate is quoted in same format.	
13		Confirmation towards submission of duly signed and stamped copy of No Deviation Confirmation as per F-6	
14		Confirmation of compliance to tender terms & condition without any deviation such as Scope of work, Specification, contract period &	

		time of job completion, Terms of Payment, PRS/compensation for delay, PBG/ security deposit, Arbitration, Force Majeure, Guarantee of work, applicable laws, etc.	
15		Confirmed that all terms and conditions of the tender are acceptable in totality	
16		Confirm that the prices are quoted as per clause 13.0 of ITB.	
17		Bidder's name and address	
18		Confirm acceptance of Price Reduction Schedule (PRS)/Demurrage / Penalty for delay & Penalty clause as specified in the Bid Document.	
19		Confirm acceptance of Terms of Payment as specified in the Bid Document.	
20		Confirm quoted prices will remain firm and fixed till complete execution of the order. Fax of Intent shall be placed within offer validity as 'Notification of Award of Contract'.	
21		Confirm acceptance in totality of the Terms & Conditions contained in:	
	I	Instructions to Bidders	
	ii	General Conditions of Contract (GCC)	
	iii	Special Conditions of Contract (SCC)	
	Iv	Scope of Work	
	v	All other commercial documents/attachments of Bid Document	
22		Confirm that bidder has understood Schedule of Rates (SOR) completely and bidder has quoted accordingly	
23		Indicate Name & Contact E-Mail/ Telephone/Mobile/Fax No. Of person(s) to whom queries, if any, are to be addressed against your bid	

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

Signature _
Name-----
Designation _
Tel No.
E-mail -----
Fax No-. -----
Office St-am-p -----_

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

(To be provided on Bank's letter head)

Bidder's Name:

Date:

Tender No.:

To
Brahmaputra Cracker and Polymer Limited
Lepetkata , Dibrugarh-786006

Dear Sir,

Certified that M/s.....(Name of the bidder with address) is an existing customer of our Bank.

It is confirmed that against tender No: _____ dated.....
.....2013 for

....."name of job/supply) ,
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.....Lakh.

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores.

Yours truly

For.....

(Authorized signatory)

Name of the signatory :

Designation :

ANNEXURE-I

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

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

	4. Certification from competent person on their letter head (in case of PSU/Govt. Department) 5. Documentary evidence towards MSME .			
--	---	--	--	--

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

Item: BID DOCUMENT FOR CONTRACT FOR ANNUAL MAINTENANCE FOR AIR CONDITIONING UNITS OF BCPL SITES/TOWNSHIP FOR A PERIOD OF TWO YEARS AND EXTENDABLE FOR A FURTHER OF 6 MONTHS OR PART THEREOF.

TENDER NO: BCPL/DIB/C&P/SER/20130160/BB

1.0 GENERAL:

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

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

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

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

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

2.0 LOCATION:

Refer SCC-Part B of SECTION III

3.0 SCOPE OF WORK:

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

4.0 TIME OF COMPLETION / PERIOD OF CONTRACT:

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

5.0 TERMS OF PAYMENT:

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

6.0 EARNEST MONEY:

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

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

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

7.0 INCOME TAX/SALES TAX/WORKS CONTRACT TAX:

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

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

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

8.0 SERVICE TAX:

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

9.0 SECURITY DEPOSIT:

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

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

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

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

10.0 TECHNICAL SPECIFICATION:

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

11.0 TESTS AND INSPECTION:

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

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

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

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

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

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

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

12.0 MEASUREMENT OF WORK:

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

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

13.0 DEFECT LIABILITY PERIOD:

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

14.0 CONSTRUCTION EQUIPMENT AND SITE ORGANIZATION:

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

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

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

15.0 MOBILIZATION ADVANCE (M.A.):

No mobilization advance is payable for this work.

16.0 COMPENSATION FOR EXTENDED STAY:

No compensation for extended stay is payable to contractor.

17.0 ABNORMALLY HIGH RATED ITEMS (AHR ITEMS):

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

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

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

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

18.0 MISCELLANEOUS:

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

19.0 SUBMISSION OF TENDER DOCUMENTS:

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

20.0 SCHEDULE OF RATES:

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

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

21.0 COMPENSATION FOR DELAY:

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

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

22.0 TERMINATION OF CONTRACT:

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

23.0 CONTRACT AGREEMENT:

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

24.0 SUPERVISION OF WORK:

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

25.0 CLEARANCE OF SITE:

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

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

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

26.0 ADHERENCE TO SAFETY REGULATIONS:

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

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

28.0 OWNER NOT BOUND BY PERSONAL REPRESENTATION:

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

29.0 CARE OF WORKS:

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

30.0 DEFENCE OF SUITS:

If any action in court is brought against the owner or an officer or agent of the owner, for the failure, omission or neglect on the part of the contractor to perform any acts, matters, convenient or things under

the contract or damage or injury caused by the alleged omission or negligence on the part of the contractor, his agents, representative or his subcontractors or in connection with any claim based on lawful demand of sub-contractor, shall in such cases indemnify and keep the owner and/or their representatives harmless from all lesson, damages, expenses or decrease arising out of such action.

31.0 ARBITRATION CLAUSE:

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

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

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

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

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

31.6 The venue of arbitration shall be Guwahati.

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

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

32.0 JURISDICTION:

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

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

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

33.2 In case, the information/document furnished by the contractor forming basis of evaluation of his bid is found to be false/forged after the award of the contract, BCPL shall have full right to terminate the

contract and get the remaining job executed at the risk & cost of such contractor without any prejudice to other rights available to BCPL under the contract such as forfeiture of Security Deposit, withholding of payments etc.

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

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

34.0 SUBMISSION OF ATTESTED COPIES OF CERTIFICATES/DOCUMENTARY EVIDENCES

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

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

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

35.0 SUB LETTING OF WORK:

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

36.0 AFFIDAVIT:

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

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

- A) The Contractor shall have his own PF code no. with the RPFC as required under EPF Misc. Provisions Act, 1952.
- B) The Contractors shall periodically submit the proof of depositing PF contribution with RPFC.
- C) The Contractor is responsible for obtaining the labour license under the provisions of the Contract Labour (R&A) Act, 1970 from the Office of ALC (Central), Ministry of Labour, Govt. of India, Dibrugarh.
- D) The Contractor is liable to abide by all necessary licenses/permissions from the concerned authorities as provided under the various labour legislations.

- E) The Contractor shall discharge obligations as provided under various statutory enactment including the Employees Provident Fund and Miscellaneous Provisions Act, 1952, Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948, , the payment of Wages Act, 1936, the Workmen Compensation Act, 2010 and other relevant Acts, Rules and Regulations enforced from time to time.
- F) The Contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him latest by 7th day of the subsequent month.
- G) The Contractor shall be solely responsible and indemnify the BCPL against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him.
- H) The Contractor shall indemnify BCPL against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- I) The Contractor shall ensure regular and effective supervision and control of the personnel, if any, deployed by him and give suitable direction for undertaking the contractual obligations.
- J) The Contractor is required to maintain registers and records as required under different laws.
- K) The Contractor shall ensure to obtain Employees Compensation Insurance policy covering the risks of accident at the work place and injury sustained out of and in course of and out of employment in respect of personnel deployed by the contractor as per Workmen's Compensation Act, 1923 and rules framed there under.
- L) The Vendor shall take care of the health insurance of all their employees and workmen deputed for this work.
- M) The party will deploy adequate number of qualified & experienced personnel to discharge the contractual obligations effectively.

COMPLIANCE TO STATUTORY AND LEGAL REGULATIONS.

1. The Contractor/contracting firm shall obtain comprehensive insurance policy (CAR policy) covering all risks such as accidents, injuries and death likely to be caused to his workers or to a third person including loss to the properties of Owner/BCPL or to some other agency. The premium amount should be deposited with the insurance agency by the contractor regularly and without any delay.
2. In case of any accident resulting in injury or death in respect of the personnel deployed by the contractor during the execution of the work, the contractor shall be solely responsible for payment of adequate compensation through Employee Compensation policy, insurance amount etc. to the person injured/ next kith and kin of the deceased. Contractor shall indemnify BCPL from all such liabilities.
3. The Contractor/contracting firm shall not employ any person suffering from any contagious, loathsome or infectious disease. The Contractor/contracting firm shall get examined his employees/workers through a Government Doctor before deployment.
4. No worker of Contractor/contracting firm and Contractor himself shall be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the influence of above, the Contractor/contracting firm shall have to change/replace him, failing which, BCPL may terminate the contract.
5. The Contractor/contracting firm shall indemnify BCPL against all claims, demands actions, cost and charges etc. brought by any Court, Competent Authority/Statutory Authorities against any act or acts of the Contractor/contracting firm or his workers.
6. The Contractor should get the police verification done; of the character and antecedents of workers/manpower to be deployed in the BCPL premises, from the place of present residence/domicile.

In case, any worker is found having criminal record, he shall have to be replaced immediately without assigning any reasons.

7. The persons to be deployed should be on rolls of the Contractor/contracting firm.
8. The Contractor/contracting firm shall issue proper identity cards to all the workers who are to be engaged for the job. The identity cards shall be signed by the contractor or his authorized representative. The Contractor/contracting firm shall also be responsible for obtaining the gate passes from CISF in respect of all their personnel.
9. The supervision of the personnel shall be done by the Contractor/contracting firm through their authorized representative and the name of the supervisor shall be invariably intimated to Engineer-In-Charge at the time of commencement of contract.
10. The Contractor shall be solely responsible for disciplining the personnel deployed by him. Further, he shall ensure that none of his workers create any nuisance or indulge in anti-social and criminal activities during the entire period of contract. In case, anybody is found indulging in such activities, then he will have to be immediately removed without any prejudice to further necessary action as deemed fit.
11. The Contractor shall be required to furnish proof/copies of forms/returns as per the check-list attached here to every month along with the monthly bills to the Engineer-In-Charge. The checklist is indicative for monthly bills only and the other forms/returns as required under various acts shall be required to be filed/maintained by the Contractor himself regularly.
12. The Contractor(s) are required to submit copies of Electronic Challan cum Return (ECR)/Electronic challan along with online uploaded list of contract workers/members/subscribers for the proof of remittance of Provident Fund (PF) contributions with PF Authorities for the contract workers engaged by him in BCPL while submitting monthly bills.
13. No contract worker/manpower/labour below the age of 18 years shall be deployed on work at BCPL site.
14. While conforming to any of these conditions, the contractor should ensure that no law of state regarding labour, their welfare, conduct etc. is violated the contractor shall indemnify BCPL for any action brought against him for violation, non compliance of any Act rules and regulations of center/state/local statutory authorities.
15. The Contractor and the manpower/workers deployed by him, have to strictly comply and adhere to the fire prevention/protection, safety rules, regulations and policies of BCPL in force from time to time.
16. No accommodation will be provided to the Contractor/contracting firm by BCPL.

SECTION III

SCC: Part -B

SPECIAL CONDITION OF CONTRACT/SCOPE OF WORK

Item: BID DOCUMENT FOR CONTRACT FOR ANNUAL MAINTENANCE FOR AIR CONDITIONING UNITS OF BCPL SITES/TOWNSHIP FOR A PERIOD OF TWO YEARS AND EXTENDABLE FOR A FURTHER OF 6 MONTHS OR PART THEREOF.

1.0 GENERAL INFORMATION:

The special conditions of contract shall be read in conjunction with the general conditions of contract (GCC), schedule of rates, scope of work and any other document forming part of contract, wherever context so requires. Notwithstanding, the sub clauses of the documents in to separate sections every part of each shall be deemed to be supplementary of every other part and shall be read with and into the contract so far as it may be practicable to do so. Where any portion of the special conditions of the contract (SCC) is repugnant to or at variance with any provision of the general conditions of the contract then provision of SCC shall be deemed to override the provisions of the general conditions of contract (GCC) only to the extent of such repugnance or variations. In case of any contradictions the decisions of the Engineer-In-Charge (EIC) will be final and binding on the contractor.

2.0 SITE INFORMATION:

2.1 It is understood that before quoting the rates, the contractor has visited the work site and has acquainted himself fully and with the nature and quantum of the job to be carried out by him. Ignorance of this will not be considered after award of work. The contractor will be responsible to complete the entire job in all respects and any of the work necessary to complete job though specifically not covered in the scope of work.

2.2 Site Conditions:

Maximum Ambient Temperature : 39.8°C.

Minimum Ambient Temperature : 1°C.

Design Temperature : 40°C.

Max Relative Humidity : 93%

Environment : Humid.

Location : BCPL Project Site Lepetkata/ BCPL Township / GDU Duliajan.

2.3 Utilization Voltages and Operating Philosophy

(i) Receiving Substation : 33 KV.

(ii) HT distribution : 6.6 KV.

(iii) PCC/ MCC/ Lighting Panel/ Power Panel

Incoming power supply : 3 phase 415 V±6% AC, 50 Hz.

(iv) Lighting & Convenience outlets : 240 V±6% AC, 50 Hz

3.0 WORK SPECIFICATION AND STANDARDS:

3.1 All the specification for the work shall be as per Scope of Work & Schedule of Rates which are self-explanatory. However, wherever required concerned Bureau of Indian Standards shall be referred and the decision of the EIC shall be final and binding on the contractor.

3.2 The job shall conform to the Indian Electricity Rules- 1956, Various Indian Electricity Acts, Relevant standard/Code of BIS and CPWD specifications as applicable. Any other standard not mentioned above put otherwise considered necessary for the satisfactory performance of the job shall also be applicable.

4.0 CONTRACT VALUE

The value of work under this contract shall be as per attached schedule of quantities. Actual work may vary to any extent plus or minus to the attached schedule of rates, minimum value of work is not guaranteed and also quantities indicated in schedule of quantity is only tentative.

5.0 CONTRACT PERIOD:

The contract period shall be valid for period of 24(**Twenty Four**) months from the date of issue of work order & can be further extended by another six months.

6.0 CONTRACT PERFORMANCE BANK GUARANTEE:

The successful bidder has to submit a contract performance bank guarantee (BG) for an amount of 10% of the contract value with BCPL as per the relevant clause of GCC. The BG should be valid for a period of 03 months beyond defect liability period (DLP). The contract performance BG (CPBG) shall be refunded after 03 months of the expiry of contract and on completion of DLP. The contractor may submit CPBG in the form of Bank guarantee, valid at least 03 months after the expiry of contract period in the format attached in the tender document. The EMD shall be released after submission of CPBG.

7.0 VALIDITY OF QUOTED RATES:

The rates once quoted/ accepted shall remain valid for the entire contract period and no escalation whatsoever shall be permissible after award of the contract.

8.0 TAXES AND DUTIES:

The quoted rates shall include all taxes, duties, service tax, employer's contribution share of P.F, insurance charges and all other levies etc. as applicable. BCPL shall not entertain any such claim, whatsoever, on this account.

9.0 MEASUREMENT AND BILLING:

9.1 All the works in progress shall be jointly measured by the representative of BCPL and contractor and shall be recorded in the measurement book by the concerned contractor, engineer in charge or his authorized representative.

9.2 The contractor will submit monthly bill in quadruplicate in approved proforma to the engineer in Charge giving abstract and detailed measurement for the various items executed.

9.3 Payment shall be made for actual quantity executed.

10.0 TERMS OF PAYMENT:

10.1 Payment for monthly running account bill shall be made to the contractor within 15 days from the date of submission of the bill by the contractor subject to submission of proof of deposition of employees as well as employer's PF contribution as per norms.

10.2 All taxes duties, levies shall be deducted from the bill as per the applicable rules, regulations and amendments of the government.

10.3 The basis for payment against various items shall be below:

10.3.1 For Supply Items:

- 90% on receipt of material at site and inspection.
- 5% on installation, testing & pre-commissioning.
- 5% after completion of all works in all respect and acceptance thereof.

10.3.2 All Other Work/ Services

- 95% on completion of individual items of work on prorata basis as certified in monthly progress bill.
- 5% after completion of all works in all respect and acceptance thereof.

11.0 RECOVERY

11.1 Cost of any damage/loss of the property of BCPL, by the contractor or its employees during execution of work shall be recovered from the RA bill/security deposit of the contractor and decision of BCPL / Engineer-In-Charge in this regard shall be final, binding and conclusive.

11.2 Contractor shall be responsible for safe custody of any equipment handed over to him. In case of loss / theft, the purchase cost of the equipment as per BCPL's record plus 30 % overhead charges shall be recovered from the contractor. BCPL's decision in this regard shall be final, binding and conclusive.

11.3 If BCPL is provide electricity to the contractor for its office/others work, electricity bill will be recovered from contractor RA Bill.

12.0 RATES OF ADDITIONAL WORK AND HOURS OF DUTY.

12.1 Rates for additional altered or substituted work shall be determined by the Engineer-In-Charge and the same shall be binding on the contractor.

12.2 If the rate for any altered, additional or substituted item of work is not specified in the said schedule of quantities, the rate for that item shall be from the rate for the nearest similar item specified therein or prevailing market rate.

12.3 The normal working hour is 8hours in a day.

14.0 DEFECT LIABILITY:

Defect liability period shall be six months from the date of issue of completion certificate. Any defect or damage discovered / observed in the work done material supplied by the contractor within this period due to poor workmanship / material shall be rectified / replaced by the contractor free of cost or in case of default BCPL may get the same rectified / replaced by other agency and the expenses so incurred shall be deducted from the contractor's bill / security deposit for which certificate of Engineer-In-Charge shall be final.

15.0 AGREEMENT

Contractor shall have to execute an agreement with BCPL in prescribed agreement form on non-judicial stamp paper of requisite value within 10 days after award and acceptance of the work. The cost of stamp paper shall be borne by the contractor.

16.0 TERMINATION OF THE CONTRACT:

16.1 In case the contractor's performance is not found satisfactory as per the opinion of Engineer-In-Charge, at any point of time during contract period, **the contract may be terminated by giving a 15days' notice**. Any loss incurred by the company on this account shall be recovered from the contractor. BCPL may engage another agency to complete pending jobs under this contract at the risk and cost of the contractor.

16.2 Without prejudice to any rights under this contract if the contractor dies, the Engineer-In-Charge on behalf of the BCPL shall have the option of terminating the contract without compensation to the contractor.

17.0 SERVICES CARRIED OUT THROUGH OTHER AGENCIES

BCPL reserves the right to get the work done through any other party at the risk and cost of the contractor plus 15% extra towards BCPL's overhead, in case the contractor fails to fulfill his contractual obligation.

18.0 SUB-LETTING AND ASSIGNMENT OF CONTRACT:

The contractor shall not sub-let, transfer; assign the contract to any other party without prior permission of BCPL. However, any such permission consent by BCPL shall not relieve the contractor from any official obligation, duties or responsibilities under the agreement.

19.0 COMPLIANCE OF VARIOUS LABOUR & INDUSTRIAL LAWS:

19.1 The contractor firm concern should be an independent business establishment having its own registration for Provident Fund Account Numbers with the concerned Regional Provident Fund Commissioner (RPFC) under the Employees Provident Fund and Miscellaneous Provisions Act 1952. The contractor will submit the proof of depositing the employees as well as employer's PF contribution periodically. All incidental expenses such as administrative charges, Inspection charges etc. shall be the contractor's liability.

19.2 It shall be the sole liability of the contractor (including the Contracting firm company) to obtain and to abide by all necessary certificates licenses permissions from the concerned authorities as provided under the various labour legislation's including the Labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970. No work shall be allowed to start without a proper Labour License, if applicable. License should be obtained for maximum number of labours to be deployed on any one day.

19.3 The contractor shall discharge obligations as provided under various applicable statutory enactments' including the Employee Provident Fund & Miscellaneous Provident Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation and Abolition) Act, 1970. The inter State Migrant workmen (Regulation of employment & conditions of Service) Act, 1979, the Minimum Wages Act, 1948 the payment of Wages Act, 1936, the Workmen's Compensation Act 1923 ,payment of bonus act 1965 and other relevant Acts, Rules and Regulations enforced from time to time. The contractor shall be liable for all payments etc. arising out of enforcement of the said legislation. Further, the contractor should maintain records etc. as required under the Legislation and produce the same for inspection whenever asked for.

19.4 The contractor shall be responsible for required contributions towards P.F. Pension, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service to BCPL and shall deposit these amounts on or before the prescribed dates.

19.5 The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the subsequent month. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him. The wages should be disbursed to the contract labours by the contractor only in the presence of Engineer-In-Charge or his authorized representative. The contractor shall maintain proper records of his employees / workmen attendance, wages & over time etc. besides other payments made to them from time to time.

19.6 The contractor shall indemnify the Company against all losses or damages, if any caused to it on account of acts of the personnel deployed by him.

19.7 The contractor / contracting firm should have separate ESI code allotted under the Employees' State Insurance Act 1948. In case ESI is not applicable, contractor before commencement of work shall submit accident insurance Policy under workman's Compensation Act, 1923 covering all his employees to be deployed for execution of the contract to cover the insurance in course of employment at work place. The contractor shall ensure regular and effective supervision and undertaking the contractual obligations.

19.8 The contractor shall take insurance coverage of all his workmen to be deployed at work and submit the copy of the insurance policy (Workmen compensation) to the EIC.

19.9 The contractor shall carry out annual health checkup of his employees and submit health record/Register as prescribed in factory rule and submit to EIC every year

19.10 The contractor shall indemnify BCPL and every member / officers and employees of BCPL also the officers in charge and his staffs against all actions proceedings claims, demands, costs and expenses which may be made against BCPL or Government for in respect of or arising out of any failure by the contractor in the performance of his obligations under the contract. BCPL shall not be liable for or in respect of or in consequence of any accidents or injury to any workmen or other person in the employment of the contractor or his sub-contractor and the contractor shall indemnify and keep indemnified BCPL against costs, charges and whatsoever in respect there of relation their to.

19.11 The contractor labour to be engaged for the contract by the contractor / contracting firm should be on the roll of the contractor's firm.

19.12 The contractor should issue photo-identity and card to all his employees as per prescribed format.

19.13 The contractor should arrange for C & A verification of the personnel deployed by him for the contract.

19.14 The contractor shall engage sufficient no of experienced and qualified manpower to discharge the contractual obligations effectively.

20.0 QUALIFICATION AND EXPERIENCE OF CONTRACT PERSONNEL:

20.1 For the smooth execution of the services contracted out herein, the contractor has to deploy personnel with proper qualification as per statutory requirements. The contractor has to deploy qualified and experienced electrician to carry out electrical jobs.

20.2 The contractor shall deploy one experienced supervisor having Diploma in Engineering for day-to-day monitoring job.

20.3 All the Electricians engaged by the contractor must have Electrical License issued by statutory body to carry out Electrical Jobs.

20.4 Contractor has to submit the copy of the educational certificates & Electrical Licenses to the Engineer-in-Charge within 15 days from the award of contract.

21.0 MOBILISATION / DEMOBILISATION

21.1 All expenses towards mobilization at site and de-mobilization of equipment, workforce, material and clearing the site etc. shall be deemed to be included in the price quoted by the contractor and no extra payment on such expenses shall be entertained.

21.2 The contractor shall make his own arrangement for removal of old as well as unused material from work site to the place indicated by the EIC, after completion of work.

24.0 SUPERVISION OF WORK:

24.1 It is mandatory to depute one qualified supervisor having Diploma in Engineering at site for all working days and Sundays / holidays also if necessary. The supervisor should be able to manage site activities while executing job at site and guide his personnel to carry out the work with proper safety.

24.2 All the personnel engaged by the contractor shall have to report to the Contractor's supervisor daily for allocation of job.

25.0 BOARDING & LODGING : Boarding and lodging of contractor personnel during execution of the job shall be provided by the contractor at his own cost.

26.0 TRANSPORTATION:

Transportation of materials / contractor personnel during execution of the job shall be provided by the contractor at his own cost. If vehicle is required for shifting of materials then the same shall be provided by the contractor.

27.0 SAFETY AND SECURITY:

27.1 The personnel to be deputed by the contractor shall follow security, fire and safety guidelines/ rules of BCPL while at site.

27.2 No contractor's personnel shall be allowed on duty without wearing applicable safety shoe, safety helmet and belt. Contractor has to arrange helmet, safety belt, safety shoe etc for its employees.

27.3 Contractor shall comply with all applicable safety laws and other laws including but not limited to contract labour (R&A) Act, 1970 etc. Contractor should be conversant with labour laws and regulations in practice and shall keep the BCPL, harmless and indemnified against any action brought against it for any violation non-compliance of any Act etc.

28.0 PENALTY

28.1 Not Providing Safety Gears: Rs 5,000/- as penalty per month shall be imposed on monthly running bill in each case if the contractor fails to provide safety gears (Safety helmet, safety shoes, safety belt, safety gloves and safety goggles etc) to the person employed by him under this contract.

28.2 Not Providing General Tools and tackles: Contractor has to provide general tools and tackles as per attached list within 30 days from the date of LOA/FOI at site failing which an amount of Rs. 5,000/- per month as penalty will be imposed to the contractor and deducted from monthly RA Bill. These tools and tackles will be available at site for 24 Hours basis and cannot be shifted from O & M site to other sites of contractor.

28.3 Non-payment of Minimum Wages: Contractor has to provide minimum wages as per circular issued time to time from the office of Labor Commissioner failing which Rs. 5,000/- per month as penalty shall be imposed and the same will be deducted from monthly RA Bill.

28.4 Non-operation of DG Sets due to shortage of Diesel: If DG does not run due to shortage of diesel then Rs. 5,000/- per hour per DG will be imposed as penalty to the contractor.

29.0 GATE PASS/IDENTITY CARDS

29.1 The contractor shall issue photo entry pass for their personnel to be deployed inside plant, which they shall be required to display prominently during the period of their stay within the company premises.

29.2 The contractor shall obtain proper gate pass for entries and exits of all materials and equipments inside the plant.

30.0 ENGINEER-IN-CHARGE (EIC):

30.1 EIC will be authorized to stop the work of the contractor, whenever such stoppage may be necessary to ensure proper execution of the contract. He shall also have authority to reject all work, which do not confirm to the specification.

30.2 The Engineer-in-Charge reserves the right to suspend the work or part thereof of the contractor at any time and no claim whatsoever on this account shall be entertained. In case of any dispute, the contractor may appeal to the Engineer-In-Charge whose decision shall be final and binding.

30.3 The decision of Engineer-In-Charge for determining the category of work with reference to material of an item not mentioned in scope of work shall be final.

31.0 COMPLETION CERTIFICATE & FINAL BILL

31.1 The Engineer-In-Charge shall normally issue to the contractor the completion certificate within one month after receiving an application thereof from the contractor after verifying from the completion documents and satisfying himself that the work has been completed in all respect in accordance with the instructions, specifications of the contract documents.

31.2 The contractor after obtaining the completion certificate is eligible to present the final bill for the work executed by him. The final bill shall be prepared on the basis of the final measurement entered in the measurement book sheets. The final bill shall be prepared in the prescribed format for total work covered by the contract, such bill to be drawn up by applying the applicable rates, specified in the schedule or rates to the relative measured quantities. The final bill shall also include all additional claims of the contractor if any will be considered as conclusive.

32.0 FINAL CERTIFICATE:

Within fifteen days of the contractor's application after the expiry of the period of defect liability provided in the contract, the Engineer-in-Charge shall issue final certificate to the contractor certifying that the contractor has performed his obligations in respect of the defect period and until, issue of such final certificate, the contractor shall be deemed not to have performed such liabilities notwithstanding issue of the completion certificate or payment of the final bill by BCPL.

33. SCOPE OF WORK:

1) **Name of job:**

AMC for Split Air conditioners, Tower Air conditioners and Packaged Air Conditioners installed at BCPL Plant at Lepetkata/Duliajan, BCPL Township etc.

2) **Period of Contract:** Period of contract shall be 24 months from the date of award of contract and is further extendable for a period of six months on the same rates, terms and conditions at the sole discretion of BCPL.

3) **Mobilization Period:** Mobilization period shall be within 07 days from the date of LOI/LOA

4) **Locations and quantity of Split/ Tower and Packaged Air conditioners:**

AS PER ANNEXURE-A.

Quantities shown in the Details of ACs are only indicative and may vary.

5) **Scope of works:**

5.1 Wet servicing of 1.5/2.0 TR Split & 4.0 TR Tower Air conditioners - The party shall carry out wet service of ACs off-season and mid-season or as per instruction of EIC.

5.1.1) 1st wet servicing: This wet service shall be carried out in off- season or as per instruction of EIC and the works as defined below but not limited to:-

Checks to be done before servicing:

- > Checking the working of AC before start up the servicing.
- > Checking of the voltage & current.
- > Checking the healthiness of earthing.
- > Checking air temperature at the following location (Dry Bulb & Wet Bulb Temp.):
 - I. Supply air grill.
 - II. Return air grill.

Jobs to be done during wet servicing:

- Cleaning of filter & front grill.
- Cleaning of cooling & condenser coil with standard recommended solution.
- Cleaning of compressor & cooling fan.
- Cleaning of AC cabinet with water & dry cloth.
- Application of anti corrosion & water proof paint (As per the approved make by EIC) on both side of compressor base Plate after dismantling of cooling unit, condenser, cooling-fan, Compressor, etc.
- Minor repair/ denting work for the AC body as per requirement.

Jobs to be done after wet servicing

After fixing of all parts, check the compressor & blower mounting grommets, check the compressor terminal connections check the wiring, check the working of ACs after completion of servicing and check the cut-in cut-out of compressor based on thermostat, check for voltage, current, earthing, check the supply & return grill temperature. Fill up the maintenance format as given by EIC for wet servicing along with signature of user.

5.1.2) 2nd wet service: This wet service shall be carried out in mid season or as per instruction of EIC and scope of work will remain same as mentioned in clause no 5.1.1

5.2) Attending complaint & rectifying the problem of 1.5/2.0TR Split & 4.0 TR Tower Air conditioners:

On call AMC services shall include attending to any complaint any time of the year, on receipt of verbal/written complaint from the Engineer – In - Charge.

5.3) Dry cleaning of 1.5/2.0TR Split & 4.0 TR Tower Air conditioners: The party shall execute the works as a monthly PM from April to September of running cooling units & not for the units which are under breakdown.

The dry servicing shall include following jobs **but not limited to:-**

1. Visit to the AC sites,
2. Check the working of AC before start up the servicing,
3. Check for voltage, current, and earthing,
4. Check the temperature at grill supply & return air, remove the set and dismantle it,
5. Clean the filters, cooling coils, condenser coils and cabinets by air blower
6. Check the external and internal operation/ noise,
7. Lubricate the fan & blower motor,
8. Check for compressor & blower mounting grommets,
9. Clean the front grill,
10. Check the compressor terminal connections
11. Check the wiring,

12. Check the working of ACs after completion of servicing
13. Check the cut-in cut-out cylinder of compressor based on thermostat,
14. Check for voltage ,current and earthing after completion of servicing,
15. Check the coldness of grill (Grill temp)and return air
16. Fill the maintenance format for dry servicing(Vendor based and as per EIC) and get the signature of user

5.4) Supply & replacement of faulty parts: - The party shall execute the works under replacement of faulty parts during observation of PM or fault rectification time or order by EIC.

5.5)The routine jobs to be carried out included in general but not be limited to the following items for maintenance work of Air Conditioning Plants and packages units.

5.5.1 QUARTERLY:

1. ***Clean air filters:*** A dirty filter can reduce the plant capacity. More the dirt accumulation on the air filter, greater will be the reduction in capacity of the plant. Air filters, if not cleaned regularly will get saturated with dirt and thereafter dirt will pass on to the cooling coil fins, which will affect plant capacity much more and in extreme cases can even lead to liquid flood back to the compressor, which is highly injurious to the compressor. Cooling coils being wet, this dirt/dust will form a crust on the coil. Hence, air filters are to be cleaned regularly. Weekly cleaning has been suggested; but where the plants are installed in dust environments, it may be necessary to clean the filters more often. Air filters should be changed, when it is found that cleaning does not remove all the dust.
2. ***Leak testing for refrigerant leak:*** A halide torch should be used to locate the leaks. Now electronic leak detectors are available. While leak testing, the approach should be to find a leak rather than taking it for granted that there won't be any leak and doing the work of leak test as ritual. Even a minor leakage can lead to lot of problems, such as poor oil return, heating of compressor apart from poor cooling. Further refrigerant is costly and so less leak/no leak becomes a big cost saving centre in the operation of the plant.
3. Check the condensate tray and drain for dirt or moisture build up-clean as necessary. Ensure that condensate drains completely from the tray, drain is not blocked.
4. Check for voltage, current, and earthing.
5. Functionality of pressure gauges and thermometers needs to be checked .
6. Analyze the pressure and temperature readings of the unit from the log book and establish that the unit is working satisfactorily. Corrective action should be taken promptly when reading shows even a minor malfunction.
7. Contractor shall maintain records and log-sheets in the format specified by Engineer- in-charge. Contractor shall submit the progress report scheduled as indicated by EIC.

5.5.2 ANNUAL MAINTENANCE SCHEDULE:

Checks to be done during servicing:

1. Check various pressures, temperature and current and analyze the readings to ascertain the condition of the plant.
2. Ensure that the oil return is proper.
3. Carry out a thorough test for refrigerant leak.
4. Inspect the cleanliness of the filters and replace them if necessary.

5. Check the operation of all safety and operating controls.
6. Check drains for free flow and clean when required.
7. Check for abnormal vibration and noise. Check for tightness of all fasteners.
8. Check cooling coil fins for dirt accumulation. Clean if required.
9. Check fan motor and its connector for proper wiring.
10. Check fan and fan motor bearings. Repair/replace if necessary.
11. Cooling coil: The temperature difference between the canvas temperature and the evaporator, (or water leaving temperature) is the criteria to determine whether the coils require cleaning. Cooling coils are to be cleaned with water under pressure.
12. Lubricate all moving parts.
13. Changing compressor oil if required.
14. Check HP/LP switch for function.
15. Check all sensors (Temp./Pressure etc.)
16. Checking the valve plate assemblies and un-loader assemblies.
17. Checking oil pump.
18. Check all the fuses.
19. Check inner and outer neoprene 'O-'ring of crank shaft. To be replaced if found defective.
20. Cleaning and applying grease for bearings.
21. Shut down interlocks checking.
22. Any other operation not included but required for efficient operation and maintenance of plant.
23. Besides above, the contractor shall attend to all breakdown maintenance jobs promptly. Cold insulation removal and rectification/replacement will be in the scope of the contractor.

6) Minimum Man power:-

The contractor firm shall deploy minimum indicative manpower at site for carrying out all jobs as stipulated in SOR which may also be increased depending upon job volume. The contractor shall deploy qualified & experienced technicians along with 01 no Supervisor to carry out the maintenance work of air conditioners. The technical staff shall have at least 4 years of experience in maintenance of similar air conditioning unit. The contractor shall have detailed Bio-Data of all personnel employed by him and shall submit the copies of qualifications/experience to Engineer-In-Charge.

7) Hours of Duty:

Generally duty time will be of 08 hours from 8.30 AM to 5.30 PM. However, duty hours may be extended in case of emergency/requirement.

8) Time period of attending the complaints.

The contractor shall attend the minor problems of air conditioners within 4 hours such as replacement of thermostat, capacitor, relay etc. and any major problem such replacement of compressors, motors etc within 3 days after receipt of information/complaints.

9) Responsibility for refrigerant gas charging-

After refrigerant gas charging of Split Air Conditioners, Tower Air Conditioners & Packaged AC systems the contractor shall have full responsibility for any leakage in the same unit for six months from date of gas charging. During this period if refrigerant gas charging required; the contractor should be liable for charging of refrigerant gas free of cost.

10) Safety and security:

Contractor shall be liable to perform the work with safety rules. All safety PPE (Personal Protective Equipments) should be provided by Contractor (example: safety gloves, safety shoes, helmets etc.). Contractor shall provide two sets of Cotton Uniform per person every year to all his employees at his own cost during the contract. No technician, helper will be allowed on duty without wearing the uniform and necessary safety wears.

11) Tools & tackles/ equipments: -

The contractor should make his arrangement for refrigerant and maintenance & testing equipments as per **Annexure-B**. Spares and lubricants required shall be provided by Contractor. Contractor shall maintain minimum two cylinders of refrigerant (one large for Packaged AC, one small for split AC in stock all the time at BCPL work site. Consumption of refrigerant is to be monitored monthly by measuring weight of cylinders. Contractor shall submit half-yearly forecast of spares/materials/lube oil to the BCPL EIC and is to be maintained by them at site.

The contractor shall keep the equipments in working conditions at site and will ensure that they remain available at site all the time throughout the contract. Calibration certificate of the entire measuring instrument shall be submitted by the contractor along with the instruments. All the measuring instruments should be adequately calibrated with frequency of one year from the date of last test certificate issued.

The entire contractor's materials, tools and tackles should be marked with the name of the contractor. All such materials will be shown at the factory main gate for entry and certified copy of the material taken inside the plant premises will be submitted to the Engineer-in-charge at least within one week's time.

12) Shifting of Materials-

Contractor shall arrange shifting of all equipments from site to work place and vice versa for repair and maintenance of AC's.

13) Penalty Clause -

An amount of Rs.500 per complaint will be deducted from the contractor RA bill if the delay is beyond 4 hours in case of minor problem (replacement of thermostat, capacitor, relay etc.) and beyond 72 hours in case of major problem (replacement of compressors, motor etc.) after receiving the complaint.

14) Wages -

Contractor would pay minimum wages to each and every contractor workers within the stipulated time period i.e. latest by 10th of subsequent month, at the rates as per the Minimum Wages Act and as notified by the Regional/ Assistant Labour Commissioner (central), Dibrugarh, Assam from time to time.

15) Minimum spares stock will be maintained as per SOR/ instruction of EIC.

16) Terms of Payment: Contractor shall submit running account bill on monthly basis in triplicate as per schedule of rates and actual measurement in prescribed format with the full details of work for the period of billing to the Engineer-In-Charge for certification along with duly signed relevant documents such as measurement sheets in support of the claims.

17) The contractor have to carry out operation and maintenance jobs as per BCPL's requirements on all the days including Sundays and gazetted holidays and the contractor has to take this aspect into consideration while quoting his rates. No extra claim/overtime whatsoever will be paid on this account.

18) Engineer-In-Charge's Status: The Engineer-In-Charge will be authorized to issue guideline to the contractor for the execution of the work wherever such stoppage may be necessary to ensure proper execution of the contract. He shall also have authority to reject all works which do not conform to the specification, the Engineer In-Charge reserves the right to suspend the work or part thereof at any time and no claim whatsoever on this account will be entertained. In case of any dispute, the contractor may appeal to the Engineer-In-Charge whose decision shall be final and binding.

The contractual firm shall supervise the work and execution part under his guidance. The contractor shall ensure the proper supervision of work and on his personnel activities with the premises or execution site.

19) The party should visit the site and get himself acquainted with the operating system and quote accordingly.

20) Utility Supply by BCPL (Power, Water) etc.

20.1) Utility supplies such as power, water in plant shall be supplied free of cost as per requirement.

20.2) BCPL will provide a dedicated space for keeping tools & spare at site.

21) Contractor supplying compressor/condenser unit under the SOR item rate shall produce the proof of its purchase from the manufacturer/ dealer/distributor of the item so that the genuineness of the item is ensured and also shall undertake the responsibility to change/replace the same for any defect during the guarantee period offered on the product by the manufacturer from the date of its successful installation.

Contractor shall be responsible for safe custody of any equipment handed over to him. In case of loss/ theft, the purchase cost or market rate of the equipment plus 25% departmental charges shall be recovered from the contractor. BCPL's decision in this regard shall be final, binding and conclusive.

Any person found unsuitable for the job, will have to be replaced immediately by engaging some other suitable person or within a stipulated time period as notified by EIC.

BCPL shall not be responsible for any loss or damage caused to the persons deputed by the contractor for this contract. No claim shall be imposed on BCPL; due the damages/losses.

The job under this contract shall not be sub-contracted to another party without prior permission of BCPL.

The rates quoted under this tender shall be firm and valid during the contract period and no escalation shall be permissible for any reason, whatsoever, after award of the contract.

Contractor shall be responsible for all acts of their workers. Any loss or damage caused to BCPL's property or to any third party in any form shall be chargeable to the contractor's account. If any liability is thrust upon BCPL which is attributable to contractor's staff it will be charged to contractor's account or recovered from contractor's bills.

Contractor shall comply with all applicable safety laws and other laws including but not limited to contract labour (R&A) Act, 1970 etc. Contractor should be conversant with Labour Laws, Rules and regulation in practice and shall keep BCPL, harmless and indemnified against any action brought against it for any violation/non-compliance of any Act, etc. contractor should be registered with the Labour

Commissioner (Central) - Assam if required as per labour law and such details be submitted to BCPL at contractor's own cost.

The terms and conditions mutually agreed upon with respect to this agreement shall be subject to force major. Neither the contractor nor the company shall be considered negligent in the performance of its obligations here under if such performance is prevented or delayed because of war, epidemic, accidents, fire wind, flood or because of any law & order proclamation regulation or ordinance of Government or act of God should one or both parties be prevented from fulfilling their contractual obligations by a state of force major lasting continuously for a period of one week, the two parties should consult each other regarding future implication of the contract.

Boarding, Lodging and transportation facilities for contractor's personnel for carrying out the work at site is to be made and borne by the contractor at his own cost.

The decision of Engineer-In-Charge for determining the category of work with reference to material of an item not mentioned in scope of work shall be final.

All tools and materials shall be brought by the contractor to the work site through a covering note to be submitted in 3 copies. One copy of the covering note will be delivered to the security staff at plant main gate, one copy to the Engineer-in-charge and the third copy shall be retained by contractor after verification by security staff at the main gate.

22) Signing of Contract-

The successful bidder shall be required to execute an agreement with BCPL within 07 days after receiving the LOI/work order. The agreement to be executed will be in prescribed agreement form.

23) In case of any accident, injuries, death caused to the any employee of contractor while executing the work under the contract, the contractor shall solely be responsible to pay the adequate compensation, insurance money etc. to the next kith & kin of injured/deceased contractor labour/ employees. The contractor undertakes and indemnify owner BCPL from such liabilities.

The contractor also under take to obtain necessary insurance cover policy covering all risk for his employees/labour & agent third party, the policy will insure all risk which may arises out of the execution of works. The contractors at his own cost will bear and pay the insurance premium from time to time against the insurance policy taken for his employees including third party. A copy of insurance policy will be submitted with 1st R.A. Bill and thereafter on each renewal by the contractor.

The contractor must obtain labour license if the labour engaged are more then 19 in any day under the contractor. The license shall be issued by the ALC (Central), Dibrugarh, Assam & submit a copy of license to the Engineer-in-Charge. Contractor will submit a copy of labour license with 1st R.A. Bill.

In case of any dispute which may arise out of any meaning, interpretation of any terms and condition of tender documents/contract, the same shall be refer to sole arbitrator i.e. Officers In-Charge, BCPL/Lepetkata for adjudication or the nominee of OIC. The decision of the sole arbitrator or its nominee shall be final and binding on both the parties. The arbitration proceeding shall be governed under the Indian arbitration and conciliation act, 1996; the value of arbitration shall be at BCPL, Lepetkata.

In case of dispute resulting into a court case, district & sessions judge court of Dibrugarh shall only have the jurisdiction to entertain and try such matter.

The contractor shall be solely responsible to abide by the various labour legislation, laws as amended from time to time such as payment and wages Act, minimum wages Act, employers PF & more provision set,

workmen compensation Act etc. The contractor also undertake to indemnify owner from all or any claim of its labours/vendor/supplier etc. & court cases.

The contract shall solely be responsible for safety rules. Contractors must supply and to its labour employees the adequate tools and safety apparatus required to execute work under the contract to any avoid untoward accident.

The contractor must ensure the discipline of its labour/employees during the contract. Any nuisance of its labours/employees shall not be tolerated and in such circumstances, the consequence of the same shall be at the cost of the contractor.

The contractor shall not engage or deploy any person having a criminal record. If at any stage found such person executing the work, the owner will terminate the contract or advice the contractor to change that labour.

In case expiry of validity of contract license during the contract, contractor shall submit the proof of application for license renewal to EIC and submit the renewed license within 2 months from the date of expiry.

24) Replacement of wiring inside and out side of the equipment shall be in scope of the contractor. Replacement of any component / execution of any job not mentioned above but required for maintenance and smooth operation of air conditioner shall be also in the scope of contractor.

In case, the contractor leaves any job incomplete or fails to complete it in stipulated time or not up to satisfaction of the Engineer-In-Charge, BCPL shall have the liberty to get the job done through other agencies at the cost of contractor.

On expiry of the contract, the contractor shall handover all the package air conditioner units being maintained by the contractor in perfect running condition. Similarly at the time of commencement of the job, all units shall be handed over to the contractor in perfectly running condition.

The contractor shall provide proper identity card for its personnel to be sent from time to time for the subject job, duly signed by the contractor or an authorized person on behalf of the contractor.

The contract is for a period of Two years i.e 24 months, from the date of award of work. This may be extended further on mutual discussion and agreement. BCPL reserves the right to terminate the contract without assigning any reason during the prevalence of the tender period by giving 30 days notice to the contractor.

22) Defect Liability period.

Defect liability period of the contract shall be 3 months which shall be reckoned from the date of completion of the work. During defect liability period contractor stands responsibility for rectifying all defects that may appear in the work executed by the contractor in pursuance of the contract and includes against work executed against the defects in the workmanship.

23) Contractor should produce necessary EPF code before commencement of work.

24) Contractor should produce necessary ESIC code before commencement of work or workmen who are not covered under ESI Act, the contractor should take appropriate Workmen Compensation Insurance Policy and submit a copy of the same to BCPL.

25) BCPL reserves the right to extend the Contact period up to 6 months from the date of completion of contact without variation in rates and terms and Conditions of tender

TECHNICAL SPECIFICATION
FOR AC SPARE PARTS

1. All the spare parts (other than compressor) of the Air Conditioner that to be replaced should be supplied from OEM or their authorized dealer.
2. The Compressors to be replaced should be of following make only:
 - Ingersoll Rand
 - Emerson
 - Tecumseh
 - Copeland
 - Kirloskar
 - Make of compressor which is fitted in a particular AC

Details of the make and locations of the ACs installed at BCPL site/Township are attached as Annexure-A.

LIST OF TOOLS & TACKLES / EQUIPMENTS BUT NOT LIMITED TO-

1. Brazing Torch with NRV (ISI Mark) =02 nos.
2. Digital Multi meter suitable for measurement of voltage, line current, Capacitor, temperature, resistance (Make approved by EIC) =4 nos.
3. Hammer (Taparia Make)=4nos.
4. Air Blower/ vacuum cleaner=04nos.
5. Nose pliers (Taparia Make)=4nos.
6. Line tester 500 Volt (Taparia make)=8 nos.
7. Combination pliers (Tapara make)=4 nos.
8. Set of screw drivers (Taparia make)=8 nos.
9. Set of fixed, ring and box spanner (6mm to 32mm)=4 Set nos.
10. Adjustable spanner (Taparia Make)= 08 nos.
11. Set of Allen keys=04 nos.
12. Gas charging kit (Bag) with all tools =04set
13. 5 Kg gas cylinder with cap & valve=04 nos.
14. Vacuum Pump (1/4HP) Two stage rotary pump=02 nos.
15. Full size Oxygen cylinder =02 nos.
16. 5Kg Oxygen cylinder =02 nos.
17. LPG commercial Cylinder=02 nos.
18. 5Kg LPG cylinder =02 nos.
19. Hammering type Drill Machine=02 nos.
20. Gas charging manifolds with discharge & suction gauge=02 nos.
21. Water pipe 20Mtr=03 nos.
22. Cupper Pipe binder set=03 nos.

ANNEXURE-A

Make	No. of ACs	Locations
VIDECON	68	
		i) Central Workshop - 10 nos, 1.5 Ton
		ii) Township Guest House - 29 nos, 1.5 Ton
		iii) Fast Aid Centre - 03 nos, 1.5 Ton
		iv) GDU, Duliajan - 07 nos, 1.5 Ton
		v) MFS - 04 nos, 1.5 Ton
		Vi) Canteen Building - 6 nos, 1.5 Ton
		vii) Central Ware House - 06 nos, 1.5 Ton
		viii) AFS - 02 nos, 1.5 Ton
		ix) Central Lab. Building - 01 no, 1.5 Ton
ONIDA (1.5 ton)	18	
		i) Central workshop - 10 nos, 1.5 Ton
		ii) EIL Site Office - 08 nos, 1.5 Ton
GODREJ (1.5 ton)	33	
		i) EIL Site Office - 10 nos, 1.5 Ton
		ii) CISF co - 01 nos, 1.5 Ton
		iii) Auxiliary Fire Stn. - 05 nos, 1.5 Ton
		iv) Main Fire Stn. - 16 nos, 1.5 Ton
		v) Central Workshop - 01 no, 1.5 Ton
Samsung (1.5 ton)	4	
		i) Central Workshop - 02 nos, 1.5 Ton
		ii) EIL Site Office - 01 nos, 1.5 Ton
		iii) Spare - 01 nos, 1.5 Ton
LG (2.0 ton)	2	
		i) Central Workshop - 02 nos, 2.0 Ton
VOLTAS 1.5 TR	14	
		SRR-01: 11, 1.5 Ton
		UCR: 02, 1.5 Ton
VOLTAS 2.0 TR	8	
		EIL SITE OFFICE: 01, 1.5 Ton
BLUESTAR	AC PACKAGE UNIT (Air cooled condensing unit)	
		SRR-01: 02, 2.0 Ton
		UCR: 02, 2.0 Ton
BLUESTAR	AC PACKAGE UNIT (Air cooled condensing unit)	
		PPU (CHEMICAL STORAGE BUILDING): 9 TR
		PPU (PEROXIDE STORAGE ROOM): 5 TR
		CWH : 8.5 TR
		CATALYST STORAGE BUILDING : 8.5 TR

BLUESTAR	AC PACKAGE UNIT (Air cooled condensing unit)	
		SS-15: 11 TR & 5.5 TR
		132 KV SWITCHYARD: 16.5 TR & 16.5 TR
VOLTAS	AC PACKAGE UNIT (Air cooled condensing unit)	SS-01: 7.5 TR
		SS-02: 8.5 TR
		SS-03: 16.5 TR
		SS-09 A: 7.5 TR
		SS-06: 7.5 TR
		SS-09: 7.5 TR
		ACR: 16.5 TR
AIR PERFECTION	AC PACKAGE UNIT (Air cooled condensing unit)	SS-02: 8.5 TR
VOLTAS	Tower ACs	UCR: 1 no, 4.0 TR
		CCR: 1 no, 4.0 TR
		SRR-1: 2 nos, 4.0 TR
		SRR-2: 2 nos, 4.0 TR
		SRR-3: 2 nos, 4.0 TR

SECTION IV

GENERAL CONDITIONS OF CONTRACT
(GCC)

BCPL

(ATTACHED SEPARATELY)

PREAMBLE TO SCHEDULE OF RATES

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

invoice as per their declared applicable taxes & duties. If the bidder does not pass on the benefit to that extent to BCPL, the differential amount shall be deducted from their bill.

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