



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



# Brahmaputra Cracker and Polymer Limited

(A Government of India Enterprise)  
ADMINISTRATIVE BUILDING, PO: LEPETKATA  
DISTT.: DIBRUGARH, ASSAM  
PIN CODE: 786006  
PHONE NO. 0373 2914636

**e-TENDER NO: BCPL/C&P/CO17W035SD/000417**  
**Dated 05.07.2017**

## TENDER DOCUMENT FOR

**“HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION  
FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR  
A PERIOD OF THREE YEARS.”**

### OPEN DOMESTIC TENDER THROUGH e-MODE

|                               |   |                         |
|-------------------------------|---|-------------------------|
| Tender Submission Date & Time | : | 24.07.2017 at 14:30 Hrs |
| Tender Opening Date & Time    | : | 25.07.2017 at 15:00 Hrs |
| Pre Bid Meeting Date & Time   | : | 12.07.2017 at 15:00 Hrs |

|            |   |             |
|------------|---|-------------|
| EMD Amount | : | Rs 79,000/- |
|------------|---|-------------|

**Contact Person:- SAMRAT DUTTA**

Administrative Building  
BCPL Project Site, Lepetkata  
Dibrugarh-786006, Assam.  
[sdutta@bcplindia.co.in](mailto:sdutta@bcplindia.co.in)  
0373-0373-2914582 / 2914636



## IMPORTANT INSTRUCTIONS

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

"INCOMPLETE BIDS SHALL NOT BE CONSIDERED"

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

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

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



**e-TENDER NO: BCPL/C&P/CO17W035SD/000417 FOR "HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS"**

**FAQ**

**[QUESTIONS AND ANSWERS]**

| SL NO. | QUESTIONS                                                                                                                                                                               | ANSWER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Where the bidder can see the Tender floated by BCPL?                                                                                                                                    | Yes, please visit GAIL's/BCPL's website: <a href="http://www.gailtenders.in">http://www.gailtenders.in</a> ; <a href="http://www.bcplonline.co.in">http://www.bcplonline.co.in</a> and Government portal <a href="https://www.eprocure.gov.in">https://www.eprocure.gov.in</a> for complete details of tender document including qualifying requirements, important dates, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2      | Whether Hard copies of Bids are acceptable?                                                                                                                                             | No, Bids shall be submitted <b>only through e-tender mode</b> in the <b>E-TENDER PORTAL</b> in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) of offer/bid is acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3      | Whether EMD are prerequisite for qualification of bidder in any tender?                                                                                                                 | Yes, as applicable as per tender condition specified in ITB of tender document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4      | Is there any guideline / instructions how to prepare EMD and Security Deposit?                                                                                                          | Yes, Please refer ITB Section of Tender Document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5      | Is there any exemption in submission of EMD and Security Deposit?                                                                                                                       | (i) Yes, there is exemption in submission of EMD.<br>As per Government of India, Gazette No. 503 dated 26.03.2012 for PPP (Public Procurement Policy), Micro and Small Enterprises (MSEs) registered with District Industries Centre or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME (Micro, Small and Medium Enterprises) are exempted on submission of EMD only for procurement of goods & services against submission of Valid NSIC Certificate/DIC <b>The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and Notary Public with Legible stamp.</b> MSEs those having Udyog Aadhaar Memorandum are also eligible for availing the benefits under the Public Procurement Policy".<br>(ii) <b>There is no exemption in submission of SD (Security Deposit).</b> |
| 6      | Whether PSU (Public Sector Undertaking) are exempted from submission of EMD                                                                                                             | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7      | If in e-tendering, a bidder has not uploaded the scanned copy of EMD, however, he has submitted the EMD in hard copy within 7days of bid opening, whether bid will be accepted or not ? | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8      | Whether Late bid can be considered?                                                                                                                                                     | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



|    |                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | Whether Pre-bid Meeting (PBC) is a part of all tenders to clarify the doubts, queries, comments, etc (if any) pertaining to that tender?                                        | Yes, after floating of tender, bidders are open to participate as per the Date, Time and Venue specified in Section-I, IFB of Tender Document to clarify their doubts, queries, comments, etc (if any) pertaining to that particular tender.                                              |
| 10 | Is BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) a part of any tender and a prerequisite of qualification of bidder in any tender?                              | Yes, Bid Evaluation Criteria/Bidder's Eligibility Criteria is a part of tender and a prerequisite of qualification of bidder in any tender.                                                                                                                                               |
| 11 | In which mode of bidding/tendering, BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) a part of tender and a prerequisite of qualification of bidder in any tender? | BEC is included in tenders floated on Open Tender/Limited Tender basis.                                                                                                                                                                                                                   |
| 12 | Is there any Criteria for formulation of BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) which is incorporated in Tender?                                         | Yes, suitable BEC-technical is formulated which is usually incorporated in tender to ascertain the experience & BEC-Financial is also incorporated in tender to ascertain the financial capability of bidder which is a qualifying criteria of tender depending upon the job requirement. |
| 13 | Whether BEC can be relaxed for any bidder after opening of Bids?                                                                                                                | No relaxation is permitted for inclusion of any bidder (s) who do not meet the criteria in entirety for reason only to increase the competition.                                                                                                                                          |
| 14 | Whether BEC can be modified after opening of Bids?                                                                                                                              | Amendment/ modification/ relaxation of BEC is not permitted after opening of the bids.                                                                                                                                                                                                    |
| 15 | In which case mobilization advance is given and incorporated in payment term of tender document?                                                                                | Mobilization advance invariably not allowed in any tender.<br>Only in exceptional cases (like high value tender with specific reason and specific job requirement) are allowed but with interest bearing as per PLR Rate of SBI interest rate of base rate of SBI plus 6.25%.             |



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# SECTION – I

## INVITATION FOR BIDS [IFB]



SECTION – I  
INVITATION FOR BID [IFB]

To,

**Dt. 05.07.2017**

**PROSPECTIVE BIDDERS**

**SUB: “HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS.”**

**E-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

**Dear Sir/Madam,**

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

2.0 The brief details of the tender are as under:

|      |                                              |   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|----------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I    | PERIOD OF CONTRACT/ DELIVERY SCHEDULE/PERIOD | : | Hiring of Consultancy Contract Towards Acquiring IMS Certification for BCPL Lepetkata, Lakwa And Duliajan Units For A Period Of Three (03) Years.                                                                                                                                                                                                                                                                             |
| II   | Tender Fee                                   | : | NOT APPLICABLE                                                                                                                                                                                                                                                                                                                                                                                                                |
| III  | EARNEST MONEY DEPOSIT (EMD)                  | : | <b>Rs 79,000/-</b>                                                                                                                                                                                                                                                                                                                                                                                                            |
| IV   | BID DUE DATE & TIME                          | : | <b>24.07.2017 up to 14:30 Hrs</b>                                                                                                                                                                                                                                                                                                                                                                                             |
| V    | OPENING OF UNPRICED BID                      | : | <b>25.07.2017 at 15:00 Hrs.</b>                                                                                                                                                                                                                                                                                                                                                                                               |
| VI   | VALIDITY OF OFFER UPTO                       | : | <b>90 DAYS from the date of opening of unpriced bid.</b>                                                                                                                                                                                                                                                                                                                                                                      |
| VII  | VENUE FOR OPENING OF UNPRICED BIDS           | : | Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.                                                                                                                                                                                                                        |
| VIII | MODE OF TENDERING                            | : | <b>Open Domestic Competitive Bidding through e-Mode (Under Two Bid System Basis) with uploading in GAIL's/BCPL's Website:</b><br><a href="https://www.gailtenders.in">https://www.gailtenders.in</a> ;<br><a href="http://www.bcplonline.co.in">http://www.bcplonline.co.in</a> ; Govt. Website:<br><a href="https://www.eprocure.gov.in">https://www.eprocure.gov.in</a> (NIC-CPP Portal)<br><b>12.07.2017 at 15:00 hrs.</b> |
| IX   | DATE AND TIME OF PRE- BID CONFERENCE VENUE   | : | Brahmaputra Cracker and Polymer Limited, C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.                                                                                                                                                                                                                                                           |



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

- 3.0 Bids must be submitted strictly in accordance with Clause No. 11 of ITB depending upon Type of Tender as mentioned at Clause no. 2.0 (VIII) of IFB. As this being an online tender, please refer **INSTRUCTIONS FOR PARTICIPATION IN E-TENDER** (Pg. No. : from 56 to 65). The IFB is an integral and inseparable part of the bidding document.
- 4.0 As the instant tender is through Manual Bids, bids complete in all respect should reach at the address specified in Bid Data Sheet (BDS) on or before the due date & time. Bids received after the due date and time is liable to be rejected. – **NOT APPLICABLE**
- 5.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.
- 6.0 Any bidder, who meets the Bid Evaluation Criteria (BEC)/Bidder's Eligibility Criteria(BEC) and wishes to quote against this tender, may download the complete bidding document along with its amendment(s) if any from GAIL's website/BCPL's website (<http://gailtenders.in>; <http://www.bcplonline.co.in> or <http://tenders.gov.in>) and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the due date of bid submission.
- 7.0 Offer(s) received from bidders to whom tender/information regarding tender has been issued as well as offers received from the bidder(s) by downloading tender document from GAIL's web site/BCPL's website shall be taken into consideration for evaluation & award provided that the bidders are found responsive.
- 8.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites.
- 9.0 All the bidders including those who are not willing to submit their bid are required to submit F-11 (Acknowledgement cum Consent letter) duly filled within 7 days from receipt of tender information.
- 10.0 SAP generated RFQ (if any) shall also form an integral part of the Tender Document.
- 11.0 BCPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

A Pre-Bid conference (PBC) is scheduled on **12.07.2017** at **15.00 HOURS** in Conference Room of C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636., to discuss Scope of Work, Terms and Conditions of tender document. For participation contact Dy. Manager (C&P) Phone No. 07896760769 ; Email ID: [sdutta@bcplindia.co.in](mailto:sdutta@bcplindia.co.in).



This is not an Order.

For & on behalf of  
Brahmaputra Cracker and Polymer limited

[Samrat Dutta]  
Dy. Manager [C&P]  
Ph: +91-0373-2914635; E-mail: [sdutta@bcplindia.co.in](mailto:sdutta@bcplindia.co.in);



# SECTION-II

BID EVALUATION CRITERIA [BEC]

AND

PRICE BID EVALUATION METHODOLOGY



## SECTION-II

# 1. BID EVALUATION CRITERIA [BEC]

### 1.0 BID EVALUATION CRITERIA (BEC):

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

1.1.1 The bidder must be registered / having membership with any of the following accreditation bodies for IMS:

- a) Quality Council of India
- b) Bureau of Indian Standards
- c) RVA, UKAS, CAI, EMA
- d) Any other accreditation body registered / having membership with International Accreditation Forum (IAF).

1.1.2 The bidder must have **executed** at least one (01) single order / contract of “similar nature of work/job” in the preceding seven (07) years reckoned from the due date of unpriced bid opening having value not less than value **Rs. 6.58 Lakh** in any Oil-Gas process plant/ Oil-Gas pipeline / Petrochemical plant / Oil refinery / Fertilizer plant/power plant/LPG plant owned by Govt. / Semi Govt. / PSU / MNC / Public limited Company / Private Limited company.

#### **Note:**

- a) ‘Executed’ as mentioned in sl. no. 1.1.1 above, means fully executed or completed.
- b) Definition of “similar nature of work”: Similar nature of work indicates “Consultancy in preparation and implementation of IMS (Integrity Management System) from document preparation to certification”.

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

#### 1.2 BEC- Financial:

**NOT APPLICABLE**

1.3 **Documents/Documentary Evidence required** to be submitted by bidder along with the other bid documents for qualifying the BEC mentioned at **sl. no. 1.1 & 1.2:**

| Sr. No. | BEC Clause no. | Description                                                                                                                | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criteria) |
|---------|----------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|         | 1.1            | <b>Technical Experience Criteria – Document</b><br>[All documents to be submitted must be duly authenticated / attested by |                                                                                         |



| Sr. No. | BEC Clause no. | Description                                         | Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criteria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|----------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                | self]                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.      | 1.1.1          | Registration against accreditation bodies for IMS.  | a) Bidder must submit a copy of registration/ membership certificate to substantiate the criteria as mentioned at sl. no. 1.1.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.      | 1.1.2          | Experience against execution of order/contract/LOA. | a) Bidder must submit the Copy of Order/LOA/Contract/Agreement along with its detail SOR items & scope of work which has been executed for similar nature of jobs as mentioned at sl. no. 1.1.2 of BEC.<br>b) Copy of Completion Certificate or equivalent against the Order/LOA/Contract/Agreement submitted as mentioned at point "a" above, must be submitted. The <u>Completion Certificate or equivalent</u> must contain the detailed information like Order/LOA/Contract/Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, Scheduled date of Work completion and date of Actual work completion etc. The <u>Completion Certificate or equivalent</u> should have been issued by the end-user/owner/ authorized consultant. |

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

- (i) A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting the requirement of BEC of this tender. However, jobs executed for 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 payments 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 document to meet BEC.
- (ii) Bids of Joint Venture/ Consortium and sub-contractors are not acceptable.

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



## 2.0 **EVALUATION METHODOLOGY:**

- 2.1 *BCPL will evaluate and compare the Price bids of the techno-commercially qualified bidders whose bids are previously determined to be substantially responsive pursuant to "ITB: Clause-29".*

*The service tax as applicable and to be borne by BCPL. Bid of techno-commercially acceptable bidder will be evaluated on Overall L1 basis and will be considered for award. Total quoted price excluding Service Tax of all the Techno-Commercially Acceptable Bidder(s) shall be considered for evaluation.*

- 2.2 **CPBG:** Not Applicable.

- 2.3 **PPP Policy 2012:**

*Considering the nature of job, splitting of quantities of any single 'PART' will not be possible in this case and hence the clause for award of 20 % of ordered quantity to MSE as per PPP 2012 is not possible. Therefore, MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/ complete services of tendered value of that particular 'PART' subject to matching of L1 price.*

### NOTE TO "BID EVALUATION CRITERIA [BEC]" **[FOR STRICT COMPLIANCE]**

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

.....



- 1) *Work centre/Project is entitled to avail Tax Credit of GST (CGST & SGST/UTGST or IGST) and there is certainty at the time of bid evaluation about the quantum of input tax credit available for the tendered services/ works:*

*The input credit of GST (CGST & SGST/UTGST or IGST) shall be considered for evaluation of bids.*

- 2) *Work Centre/Project cannot avail/take the credit of GST (CGST & SGST/UTGST or IGST) or there is uncertainty at the time of bid evaluation about the quantum of input tax credit available for the tendered services/ works:*

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

- 3) *In case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST & SGST/UTGST or IGST) during evaluation of bid. Where GAIL is entitled for input credit of GST (CGST & SGST/UTGST or IGST), the same will be considered during evaluation as per evaluation methodology of tender document. In case any cess on GST is applicable same shall also be considered in evaluation.*



# SECTION-III

## INSTRUCTION TO BIDDERS [ITB]

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



### SECTION-III

## INSTRUCTION TO BIDDERS

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**[H] FORMS & FORMATS**

**SECTION-III**



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

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## **INSTRUCTIONS TO BIDDERS [ITB]**



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

**[A] – GENERAL**

**1 SCOPE OF BID**

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

**2 ELIGIBLE BIDDERS**

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

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

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

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

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



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

It shall be the sole responsibility of the bidder to inform BCPL in case the bidder is under any liquidation, court receivership or similar proceedings on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no.39 of ITB.

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

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

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

2.6 Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.

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

2.8 No firm can be a **sub-Contractor** while submitting a bid individually in the same bidding process.

**3 BIDS FROM "JOINT VENTURE"/"CONSORTIUM"- [FOR APPLICABILITY OF THIS CLAUSE REFER BIDDING DATA SHEET (BDS)] – NOT APPLICABLE FOR THIS TENDER**

**4 ONE BID PER BIDDER**

4.1 A Firm/Bidder shall submit only 'one [01] Bid' in the same Bidding Process individually as a Bidder. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.

4.2 Alternative Bids shall not be considered.

**5 COST OF BIDDING & TENDER FEE**

**5.1 COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc.



incurred thereof. Further, BCPL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

## 5.2 **TENDER FEE**

- 5.2.1 Tender Fee, if applicable, will be acceptable in the form of 'crossed payee accounts only' Demand Draft/ Banker's Cheque payable to BCPL. The Tender Fee is to be submitted along with the bid. Offers sent without payment of requisite Tender Fee will be ignored straightaway.
- 5.2.2 SMEs (Small & Micro Enterprises) are exempted from submission of Tender Fee in accordance with the provisions of Public Procurement Policy for MSE- 2012 and Clause 40 of ITB. The Government Departments/PSUs are also exempted from the payment of tender fee.
- 5.2.3 In the event of a particular tender being cancelled, the tender fee will be refunded to the concerned bidders without any interest charges. No plea in this regard shall be entertained by the Owner.

## 6 **SITE VISIT-NOT APPLICABLE**

# **[B] – BIDDING DOCUMENTS**

## 7 **CONTENTS OF BIDDING DOCUMENTS**

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

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

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

## 8 **CLARIFICATION OF BIDDING DOCUMENTS**

- 8.1 A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify BCPL in writing or by fax or email at BCPL's mailing address indicated in the **BDS no later**



than 02 (two) days prior to pre-bid meeting (in cases where pre-bid meeting is scheduled) or 05 (five) days prior to the bid closing date in cases where pre-bid meeting is not held. BCPL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. BCPL may respond in writing to the request for clarification. BCPL's response including an explanation of the query, but without identifying the source of the query will be uploaded on GAIL's/BCPL's tendering web site [<http://gailtenders.in>; <http://www.bcplonline.co.in> and Government Website] / communicated to prospective bidders by e-mail/ fax.

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

## 9 AMENDMENT OF BIDDING DOCUMENTS

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

## [C] – PREPARATION OF BIDS

### 10 LANGUAGE OF BID:

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

### 11. DOCUMENTS COMPRISING THE BID

- 11.1 **Bids are invited under the Manual Two Bid system.** The Bid prepared by the Bidder shall comprise the following components sealed in 2 different envelopes:

- 11.1.1 **ENVELOPE-I: "TECHNO-COMMERCIAL / UN-PRICED BID"** shall contain the following:
- (a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents and Earnest Money Deposit (EMD).
  - (b) 'Bidder's General Information', as per 'Form F-1'.
  - (c) 'Bid Form', as per 'Form F-2'
  - (d) Copies of documents, as required in 'Form F-3'



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

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

#### 11.1.2 ENVELOPE-II: Price Bid

- i) The Prices are to be submitted strictly as per the Schedule of Rate (SOR : Part – II) of the bidding documents. BCPL shall not be responsible for any failure on the part of the bidder to follow the instructions.
- ii) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.
- iii) If any unconditional rebate has been offered in the quoted rate the same shall be considered in arriving at evaluated price. However no cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- iv) In case, it is observed that any of the bidder(s) has/have offered suo-moto Discount/Rebate after opening of unpriced bid but before opening of price bids such discount /rebate(s) shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest evaluated bidder without considering the discount/rebate(s), then such discount/rebate(s) offered by the bidder shall be considered for Award of Work and the same will be conclusive and binding on the bidder.
- v) In the event as a result of techno-commercial discussions or pursuant to seeking clarifications / confirmations from bidders, while evaluating the un-priced part of the bid, any of the bidders submits a sealed envelope stating that it contains revised prices; such bidder(s) will be requested to withdraw the revised prices failing which the bid will not be considered for further evaluation.
- vi) In case any bidder does not quote for any item(s) of "Schedule of Rates" and the estimated price impact is more than 10% of the quoted price, then the bid will be rejected. If such price impact of unquoted items is 10% or less of his quoted price, then the unquoted item(s) shall be loaded highest of the price quoted by the other



bidders. If such bidder happens to be lowest evaluated bidder, price of unquoted items shall be considered as included in the quoted bid price.

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

- 12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer. The prices quoted by the Bidders will be inclusive of all taxes except **GST (CGST & SGST/UTGST or IGST)**.
- 12.2 Prices must be filled in format for "Schedule of Rates [SOR]" enclosed as part of Tender document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.
- 12.3 Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work / Service, Standards, General Conditions of Contract ("GCC"), Special Conditions of Contract ("SCC") or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.
- 12.4 All duties, taxes and other levies [if any] payable by the Contractor under the Contract, or for any other cause except final **GST (CGST & SGST/ UTGST or IGST)** shall be included in the rates / prices and the total bid-price submitted by the Bidder. Applicable rate of **GST (CGST & SGST/ UTGST or IGST)** on the contract value shall be indicated in Agreed Terms & Conditions (Format-F10) and SOR.
- 12.5 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes & Duties, if imposed by the State/ Govt. of India after due date of bid submission but before the Contractual Delivery Date, shall be reimbursed to the contractor on submission of documentary evidence for proof of payment to State/ Govt. Authorities and after ascertaining it's applicability with respect to the contract.
- 12.6 The Bidder shall quote the prices in 'figures' & words. There should not be any discrepancy between the prices indicated in figures and the price indicated in words. In case of any discrepancy, the same shall be dealt as per clause no. 30 of ITB.
- 12.7 **Further, Bidder shall also mention the Service Accounting Codes (SAC) at the designated place in SOR.**

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

- 13.1 Bidders are required to submit copy of the **GST** Registration Certificate while submitting the bids wherever **GST (CGST & SGST/UTGST or IGST)** is applicable.



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

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

- 13.3 In case CBEC (Central Board of Excise and Customs)/ any equivalent government agency brings to the notice of GAIL that the Supplier of Goods / Services (Service Provider) has not remitted the amount towards **GST (CGST & SGST/UTGST or IGST)** collected from BCPL to the government exchequer, then, that Supplier of Goods / Services (Service Provider) shall be put under Holiday list of GAIL for period of six months as mentioned in Procedure for Evaluation of Performance of Vendors/ Suppliers/Contractors/ Consultants.

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

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

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

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

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

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

- 13.5.1 Owner/BCPL will reimburse the **GST (CGST & SGST/UTGST or IGST)** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of GST to enable Owner/BCPL to claim input tax credit of **GST (CGST & SGST/UTGST or IGST)** paid. In case of any variation in the executed quantities,



the amount on which the **GST (CGST & SGST/UTGST or IGST)** is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

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

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

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

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

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

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

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

Where GAIL has the obligation to discharge **GST (CGST & SGST/UTGST or IGST)** liability under reverse charge mechanism and BCPL has paid or is /liable to pay **GST (CGST & SGST/UTGST or IGST)** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to BCPL or ITC with respect to such payments is not available to GAIL for any reason which is not attributable to BCPL, then BCPL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by BCPL to Contractor / Supplier.

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



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

### 13.10 Anti-profiteering clause

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

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

### 14 **BID CURRENCIES:**

Bidders must submit bid in Indian Rupees only.

### 15 **BID VALIDITY**

15.1 Bids shall be kept valid for period specified in BDS from the final 'Bid Due Date'. A Bid valid for a shorter period may be rejected by BCPL as 'non-responsive'.

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

### 16 **EARNEST MONEY/BID SECURITY** - : Rs 79,000/-

(THE ORIGINAL DEMAND DRAFT OR BANK GUARANTEE SHALL BE FORWARDED TO BCPL. THE ORIGINAL HARDCOPY OF DEMAND DRAFT OR BANK GUARANTEE OF EMD HAS TO BE REACHED BCPL ON OR BEFORE 7 DAYS AFTER OPENING OF UN PRICE BID. OTHERWISE THE BID SHALL BE REJECTED.)



- 16.1 Bids must be accompanied with '**Earnest Money / Bid Security**' in the form of '**Demand Draft**' or '**Banker's Cheque**' [in favor of Brahmaputra Cracker & Polymer Ltd., payable at Dibrugarh, Assam] or '**Bank Guarantee**' **as per the format given in Form -4 of the bidding documents**. Bidders shall ensure that 'Bid Security', having a validity of at least 'two [02] months' beyond the validity of the bid, must accompany the Bid in the format(s) made available in the Bidding Document. Bid not accompanied with 'Bid Security', or 'Bid Security' not in requisite form shall be liable for rejection. The Bid Security shall be submitted in Indian Rupees only.
- 16.2 The 'Bid Security' is required to protect BCPL against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture, pursuant to "ITB: Clause-16.7"
- 16.3 BCPL shall not be liable to pay any Bank charges, commission or interest etc. on the amount of 'Bid Security'. In case 'Bid Security' is in the form of a 'Bank Guarantee', the same shall be from any Indian scheduled Bank or a branch of an International Bank situated in India and registered with 'Reserve Bank of India' as Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be commercial Bank having net worth in excess of Rs. 100 Crores [Rupees One Hundred Crores] and a declaration to this effect should be made by such commercial Bank either in the 'Bank Guarantee' itself or separately on its letterhead. 'Earnest Money / Bid Security' shall be valid for 'two [02] months' beyond the 'Bid Validity Period'
- 16.4 Any Bid not secured in accordance with "ITB: Clause-16.1 & Clause-16.3" may be rejected by BCPL as non-responsive.
- 16.5 **Unsuccessful Bidder's 'Earnest Money / Bid Security' will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after finalization of tender.**
- 16.6 The successful Bidder's 'Bid Security' will be discharged upon the Bidder's acknowledging the 'Award' and signing the 'Agreement' and furnishing the 'Contract Performance Security / Security Deposit' pursuant to clause 37 & 38 of ITB.
- 16.7 Notwithstanding anything contained herein, the 'Bid Security' may also be forfeited in any of the following cases:
- (a) If a Bidder withdraws his Bid during the 'Period of Bid Validity'
  - (b) If a Bidder has indulged in corrupt/fraudulent /collusive/coercive practice
  - (c) If the Bidder modifies bids during the period of bid validity (after submission date).
  - (d) Violates any other condition, mentioned elsewhere in the tender document, which may lead to forfeiture of EMD.
  - (e) In the case of a successful Bidder, if the Bidder fails to:



- (i) to acknowledge receipt the "Notification of Award" / "Fax of Intent [FOI]/ Fax of Acceptance[FOA]",
- (ii) to furnish "Contract Performance Security / Security Deposit", in accordance with "ITB: Clause-38"
- (iii) to accept 'arithmetical corrections' as per provision of the clause 30 of ITB.

16.8 In case Bid Security is in the form of 'Bank Guarantee' or 'Letter of Credit', the same must indicate the Bid Document No. and the Work for which the Bidder is quoting. This is essential to have proper correlation at a later date. The 'Bid Security' should be in the form provided at 'Form F-4'/'Form F-4A'.

16.9 **MSEs (Micro & Small Enterprises) are exempted from submission of EMD/Bid Security** in accordance with the provisions of PPP-2012 and Clause 40 of ITB. The Government Departments/PSUs are also exempted from the payment of Bid Security.

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

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

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

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

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

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

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

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

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



- 19.1 **ZERO DEVIATION:** Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. BCPL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note BCPL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 29 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. BCPL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. BCPL reserves the right to raise technical and/or commercial query(s), if required, may be raised on the bidder(s). The response(s) to the same shall be in writing, and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame then its bid shall be evaluated based on the documents available in the bid.
- 19.2 **REJECTION CRITERIA:** Notwithstanding the above, deviation to the following clauses of Tender document shall lead to summarily rejection of Bid:
- (a) Firm Price
  - (b) Earnest Money Deposit / Bid Security
  - (c) Specifications & Scope of Work
  - (d) Schedule of Rates / Price Schedule / Price Basis
  - (e) Duration / Period of Contract/ Delivery Schedule
  - (f) Period of Validity of Bid
  - (g) Price Reduction Schedule
  - (h) Contract Performance Bank Guarantee / Security Deposit
  - (i) Guarantee / Defect Liability Period
  - (j) Arbitration / Resolution of Dispute/Jurisdiction of Court
  - (k) Force Majeure & Applicable Laws
  - (l) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid

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

## 20 **E-PAYMENT**

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

### **[D] – SUBMISSION OF BIDS**

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

- 21.1 In case of manual tendering bid must be submitted in sealed envelope. If the envelope is not sealed & marked as per Clause No. 11 of ITB, the employer will assume no responsibility for misplacement or pre-mature opening of the bid.



- 21.3 All the bids shall be addressed to the owner at address specified in IFB.
- 21.4 Bids submitted under the name of AGENT/ CONSULTANT/ REPRESENTATIVE /RETAINER/ ASSOCIATE etc. on behalf of a bidder/affiliate shall not be accepted.

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

- 22.1 BCPL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids (clause 9 of ITB refers). In which case all rights and obligations of BCPL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended. Notice for extension of bid submission date will be uploaded on GAIL's/BCPL's website/ communicated to the bidders.

## 23 **LATE BIDS**

- 23.1 Any bids received after the notified date and time of closing of tenders will be treated as late bids.
- 23.2 In the instant manual tendering, bids received by BCPL after the deadline for submission of bids shall not be considered. Such late bids shall be returned to the bidder within "10 days" in 'unopened conditions'. The bid bond of such bidders shall be returned along with the unopened bid.
- 23.3 Unsolicited Bids or Bids received to address other than one specifically stipulated in the tender document will not be considered for evaluation/opening/award if not received to the specified destination within stipulated date & time.

## 24 **MODIFICATION AND WITHDRAWAL OF BIDS**

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

### 24.1.1 **FOR MANUAL BIDDING**

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

- 24.2 The modification shall also be prepared, sealed, marked and dispatch in accordance with the provision of the clause 22 of ITB, with the after and inner envelopes additionally marked modification or withdrawal as appropriate. A withdrawal notice may also be sent by e-mail or fax but followed by a signed confirmation copy post not later than the deadline for submission of bids. No bid shall be modified/ withdrawn after the deadline for submission of bids.
- 24.3 **No bid shall be allowed to be withdrawn/ modified/substitute in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form.** Withdrawal/Modification/Substitution of a bid during this interval shall result in the bidder's forfeiture of his bid security pursuant to clause 16 of ITB and rejection of bid.



- 24.4 The latest bid hence submitted shall be considered for evaluation and all other bids shall be considered to be unconditionally withdrawn.
- 24.5 In case after price bid opening the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s). Further, such bidder will be put on holiday for a period of six months after following the due procedure.

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

BCPL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for BCPL's action. However, Bidder if so desire may seek the reason (in writing) for rejection of their Bid to which BCPL shall respond quickly.

**[E] – BID OPENING AND EVALUATION**

**26 BID OPENING**

**26.1 *Unpriced Bid Opening:***

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

**26.2 *Priced Bid Opening:***

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

26.2.2 The price bids of those bidders who were not found to be techno-commercially responsive shall be unopened and returned unopened after opening of the price bids of techno-commercially responsive bidders.

26.3 In case of bids invited under the single bid system, bid shall be opened on the specified due date & time.

**27 CONFIDENTIALITY**



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

## **28 CONTACTING THE EMPLOYER**

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

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

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



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

### **30 CORRECTION OF ERRORS**

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

- (i) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the contractor (by multiplying the quantity and rate) shall be taken as correct.
- (ii) When the rate quoted by the contractor in figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount corrected.
- (iii) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted and the amount worked out, for comparison purposes

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

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

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

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

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



## EVALUATION METHODOLOGY:

**Methodology for Evaluation and Award shall also include price evaluation based on overall lowest evaluated price (L-1) basis.**

### **Notes for dealing officer:**

- 4) Work centre/Project is entitled to avail Tax Credit of GST (CGST & SGST/UTGST or IGST) and there is certainty at the time of bid evaluation about the quantum of input tax credit available for the tendered services/ works:

The input credit of GST (CGST & SGST/UTGST or IGST) shall be considered for evaluation of bids.

- 5) Work Centre/Project cannot avail/take the credit of GST (CGST & SGST/UTGST or IGST) or there is uncertainty at the time of bid evaluation about the quantum of input tax credit available for the tendered services/ works:

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

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

In case any cess on GST is applicable same shall also be considered in evaluation.

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

### 34 **PURCHASE PREFERENCE**

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

## **[F] – AWARD OF CONTRACT**

### 35 **AWARD**

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



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

- 36.1 Prior to the expiry of 'Period of Bid Validity', BCPL will notify the successful Bidder in writing, in the form of "Notification of Award" / "Fax of Intent [FOI]" / "Letter of Intent" through fax/e-mail, that his Bid has been accepted. The notification of award / Fax of Intent/Fax of Acceptance will constitute the formation of the Contract.
- 36.2 Contract period shall commence from the date of "Notification of Award" or as mentioned in the Notification of Award/Fax of Intent [FOI]/Letter of Intent. The "Notification of Award"/"Fax of Intent [FOI]" / "Letter of Intent" will constitute the formation of a Contract, until the Contract has been effected pursuant to signing of Contract as per "ITB: Clause-37".

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

### **37 SIGNING OF AGREEMENT**

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

### **38 CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT**

- 8.1 Within 30 days of the receipt of the notification of award/ Fax of Acceptance from BCPL, the successful bidder shall furnish the Contract Performance Security/Guarantee in accordance with General Conditions of the Contract/as stipulated in Section-II of tender document. The Contract Performance Security/Guarantee shall be in the form of either Banker's Cheque or Demand Draft or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract.
- 38.2 **The contract performance security shall be for an amount equal to 7.5% (*Initial SD to be deposited @2.5% and remaining 5% to be recovered from RA Bills*) of order value (excluding taxes & duties) specified in Bidding Data Sheet (BDS)/as stipulated in Section-II of tender document towards faithful performance of the contractual obligations and performance of equipment.** For the purpose of Contract Performance Security, Contract/order value shall be exclusive of taxes and duties.



Bank Guarantee towards performance security/ security deposit shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank in case of Indian bidder as well as foreign bidder. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having net worth in excess of **Rs 100 crores** and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period of three months beyond the delivery schedule as specified in Bid Data Sheet (BDS).

- 38.3 Failure of the successful bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- 38.4 The CPBG/Security deposit has to cover the entire contract value including extra works/services also. As long as the CPBG/Security deposit submitted at the time of award take cares the extra works/ services executed and total executed value are within the awarded contract price, there is no need for additional security deposit/ Contract Performance Security. As soon as the total executed value is likely to burst the ceiling of awarded contract price, the contractor should furnish additional security deposit/ CPBG.

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

- 39.1 Procedure for action in case Corrupt/ Fraudulent/Collusive/Coercive Practices is enclosed at Annexure-I.
- 39.2 The Fraud Prevention Policy document is available on GAIL's/BCPL's website ([www.gailonline.com/www.bcplonline.com](http://www.gailonline.com/www.bcplonline.com))

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

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

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

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



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

- i) Issue of tender document to MSEs free of cost.
- ii) Exemption to MSEs from payment of EMD/Bid Security.
- iii) In Tender participating Micro and Small Enterprises quoting price within the price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprise and such micro and small enterprises shall be allowed to supply upto 20% of the tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

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

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

40.2 The MSEs owned by SC/ST entrepreneurs shall mean:-

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

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

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

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



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

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

**41 AHR ITEMS**

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

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

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

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

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

**42 VENDOR PERFORMANCE EVALUATION**

Shall be as stipulated Annexure II to ITB herewith.

**43 INCOME TAX & CORPORATE TAX**

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

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

- 43.3 Work Contract tax/VAT as may be applicable shall be deducted as per trade tax.

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

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

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



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

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

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

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

- 45.1 Brahmaputra Cracker and Polymer Limited has framed the Conciliation Rules 2010 in conformity with supplementary to Part – III of the Indian Arbitration and Conciliation Act 1996 for speedier, cost effective and amicable settlement of disputes through conciliation. A copy of the said rules made available on GAIL's web site/BCPL's website: [www.gailonline.com/](http://www.gailonline.com/) [www.bcplonline.com](http://www.bcplonline.com/) for reference. Unless otherwise specified, the matters where decision of the Engineer-in-Charge is deemed to be final and binding as provided in the Agreement and the issues/disputes which cannot be mutually resolved within a reasonable time, all disputes shall be settled in accordance with the Conciliation Rules 2010.
- 45.2 Any dispute(s)/difference(s)/issue(s) of any kind whatsoever between/amongst the Parties arising under/out of/in connection with this contract shall be settled in accordance with the aforesaid rules.
- 45.3 In case of any dispute(s)/difference(s)/issue(s), a Party shall notify the other Party (ies) in writing about such a dispute(s) / difference(s) / issue(s) between / amongst the Parties and that such a Party wishes to refer the dispute(s)/difference(s)/issue(s) to Conciliation. Such Invitation for Conciliation shall contain sufficient information as to the dispute(s)/difference(s)/issue(s) to enable the other Party (ies) to be fully informed as to the nature of the dispute(s)/difference(s)/issue(s), the amount of monetary claim, if any, and apparent cause(s) of action.
- 45.4 Conciliation proceedings commence when the other Party (ies) accept(s) the invitation to conciliate and confirmed in writing. If the other Party (ies) reject(s) the invitation, there will be no conciliation proceedings.
- 45.5 If the Party initiating conciliation does not receive a reply within thirty days from the date on which he/she sends the invitation, or within such other period of time as specified in the invitation, he/she may elect to treat this as a rejection of the invitation to conciliate. If he/she so elects, he/she shall inform the other Party (ies) accordingly.



- 45.6 Where Invitation for Conciliation has been furnished, the Parties shall attempt to settle such dispute(s) amicably under Part-III of the Indian Arbitration and Conciliation Act, 1996 and Brahmaputra Cracker and Polymer Limited Conciliation Rules, 2010. It would be only after exhausting the option of Conciliation as an Alternate Dispute Resolution Mechanism that the Parties hereto shall go for Arbitration. For the purpose of this clause, the option of 'Conciliation' shall be deemed to have been exhausted, even in case of rejection of 'Conciliation' by any of the Parties.
- 45.7 The cost of Conciliation proceedings including but not limited to fees for Conciliator(s), Airfare, Local Transport, Accommodation, cost towards conference facility etc. shall be borne by the Parties equally.
- 45.8 The Parties shall freeze claim(s) of interest, if any, and shall not claim the same during the pendency of Conciliation proceedings. The Settlement Agreement, as and when reached/agreed upon, shall be signed between the Parties and Conciliation proceedings shall stand terminated on the date of the Settlement Agreement.

#### 46 BILLING SYSTEM

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

(a) Top left corner of the envelope

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

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

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

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

(b) Address:

To,

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

#### 47 TRANSPARENCY



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

#### **48 SALE OF BID DOCUMENTS**

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

#### **49 SUBLETTING & ASSIGNMENT**

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

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

#### **50 Direct Payments to Sub-Vendors / Supporting Agencies of Main Contractor**

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

#### **51. CHECK MEASUREMENT**

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

1. Where BCPL Executive is Engineer-In-Charge (EIC) (e.g O&M Contracts)
  - a. Site-In-Charge/Site Engineer will check 100% measurements of executed work.
  - b. EIC will further check measurements at least 15% of bill value. In case, Site-in-Charge/Site Engineer is not available, EIC will check 100% measurements of executed work.
  - c. An officer one level above EIC but not below level of HOD will check measurements of 5% of bill value. In case, HOD is EIC, then he will check measurements of 20% of bill value.
2. Where PMC is EIC (e.g Project Construction):
  - a. PMC will check 100% measurements of executed work.



- a. BCPL Site Engineer will check measurements of at least 15% of bill value, certified by PMC.
  - b. An officer one level above Site Engineer but not below level of DGM will further check measurements of 5% of bill value. However, wherever DGM is not available, an officer of level of CM will check measurements of 5% of bill value.
  3. Where BCPL Executive is EIC and where Third Party Inspector is deployed (e.g ARC type Construction Contracts):
    - a. Third Party Inspector will check 100% measurements of executed work.
    - b. BCPL Site Engineer will check measurements of at least 10% of bill value, certified by Third Party Inspector.
    - c. EIC will further check measurements of 5% of bill value. In case, there is no Site Engineer, EIC himself will check measurements of 15% of bill value.
    - d. An officer one level above EIC but not below level of HOD (for O&M Cases) and DGM (for Project Cases) will check measurements of 5% of bill value. In case, HOD (for O&M Cases) and DGM (for Project Cases) is EIC, then he will check measurements of 10% of bill value or measurement of 20% of bill value, in case there is no Site Engineer.
  4. OIC (or HOD in case of Corporate Office) or an officer of higher level to that of EIC authorized by OIC may carry out random checking of executed items where the executed quantity exceed SOR quantities.
  5. While exercising test check of 5%, 15% level and on random basis as above, it may be ensured that high rate items, AHR items, items exceeding SOR quantity and concealed items have been covered in the items selected for checking.
  6. The Superior officer should preferably check such items/quantities other than those already checked by BCPL executives at lower levels and should also ensure that the subordinate officer/officers have exercised the requisite percentage check as stipulated in the procedure.
  7. All concerned officers should indicate the measurements of SOR items checked by them and marked as "Checked and verified."
52. **PROVISION WITH RESPECT TO CARRIAGE BY ROAD ACT 2007**
- As per the Section 3 of the 'Carriage by Road Act 2007', no person can engage in the business of a common carrier unless granted a certificate of registration to do so and any transportation of goods through unregistered common carrier is illegal. Therefore, goods should be transported through common carriers only and also a specific provision in the tender be made which makes it incumbent on the supplier to transport the contracted material / supplies only through registered common carriers.
53. Wherever any portion of the "GCC" is repugnant to or at variance with any provision(s) of the "SCC", unless a different intention appears, the provision(s) of the "SCC" shall be deemed to override the provision(s) of "GCC", and shall to the extent of such repugnancy or variations prevail.



54. Wherever there is contradiction with respect to terms of 'Integrity pact', GCC and 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice', the provisions of 'Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practice' shall prevail.

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

**A Definitions:**

- A.1 “Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, anything of value to improperly influence the actions in selection process or in contract execution.
- “Corrupt Practice” also includes any omission for misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- A.2 “Fraudulent Practice” means and include any act or omission committed by a agency or with his connivance or by his agent by misrepresenting/ submitting false documents and/ or false information or concealment of facts or to deceive in order to influence a selection process or during execution of contract/ order.
- A.3 “Collusive Practice amongst bidders (prior to or after bid submission)” means a scheme or arrangement designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- A.4 “Coercive practice” means impairing or harming or threatening to impair or harm directly or indirectly, any agency or its property to influence the improperly actions of an agency, obstruction of any investigation or auditing of a procurement process.
- A.5 “Vendor/Supplier/Contractor/Consultant/Bidder” is herein after referred as “Agency”
- A.6 “Appellate Authority” shall mean Committee of Directors consisting of Director (Finance) and Director (BD) for works centers under Director (Projects). For all other cases committee of Directors shall consist of Director (Finance) & Director (Projects).
- A.7 “Competent Authority” shall mean the authority, who is competent to take final decision for Suspension of business dealing with an Agency/ ies and Banning of business dealings with Agency/ ies and shall be the “Director” concerned.
- A.8 “Allied Agency” shall mean all the concerns within the sphere of effective influence of banned/ suspended agencies. In determining this, the following factors may be taken into consideration:



- (a) Whether the management is common;
- (b) Majority interest in the management is held by the partners or directors of banned/suspended firm.
- (c) substantial or majority shares are owned by banned/ suspended agency and by virtue of this it has a controlling voice.

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

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

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

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

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

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

#### **(i) During execution of contract:**

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

The concerned order (s)/ contract(s) where corrupt/fraudulent/collusive practices is observed, shall be suspended with immediate effect by Engineer-in-Charge (EIC)/ Employer whereby the supply/ work/ service and payment etc. will be suspended. The action shall be initiated for putting the agency on banning.

After conclusion of process, the order (s)/ contract (s) where it is concluded that such irregularities have been committed shall be terminated and Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall also be forfeited. The amount that may have become due to the contractor on account of work already executed by him shall be payable to the contractor and this amount shall be subject to adjustment against any amounts due from the contractor under the terms of the contract.

No risk and cost provision will be enforced in such cases.

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

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



Further, the Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall be forfeited.

**(iii) After expiry of Defect liability period (DLP)/ Warranty/Guarantee Period**

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

**B.2.2 Period of Banning**

Banning period shall be reckoned from the date of banning order and shall be 3 years.

In exceptional cases where the act of vendor/ contractor is a threat to the National Security, the banning shall be for indefinite period.

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

- C.1 If an agency is put on Banning, such agency should not be considered in ongoing tenders/future tenders.
- C.2 However, if such an agency is already executing other order (s)/ contract (s) where no corrupt/fraudulent/ collusive/coercive practice is found, the agency should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract.
- C.3 If an agency is put on the Banning List during tendering and no irregularity is found in the case under process:
- C.3.1 after issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.
- C.3.2 after opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.
- C.3.3 after opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. If the agency is put on banning list for fraud/ mis-appropriation of facts committed in the sametender/other tender where errant agency emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.

**D. Procedure for Suspension of Bidder**

**D.1 Initiation of Suspension**

Action for suspension business dealing with any agency/(ies) shall be initiated by Corporate C&P Department when

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

**D.2 Suspension Procedure:**



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

The competent authority to approve the suspension will be same as that for according approval for banning.

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

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

- D.3.1 No enquiry/bid/tender shall be entertained from an agency as long as the name of agency appears in the Suspension List.
- D.3.2 If an agency is put on the Suspension List during tendering:
- D.3.2.1 After issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.
- D.3.2.2 after opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.
- D.3.2.3 after opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. If the agency is put on Suspension list for fraud/ mis-appropriation of facts conducted in the same tender/other tender where errant agency emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.
- D.3.3 The existing contract (s)/ order (s) under execution shall continue.
- D.3.4 Tenders invited for procurement of goods, works and services shall have provision that the bidder shall submit a undertaking to the effect that (i) neither the bidder themselves nor their allied agency/(ies) are on banning list of GAIL/BCPL or the Ministry of Petroleum and Natural Gas and (ii) bidder is not banned by any Government department/ Public Sector.



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

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

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

**1.0 OBJECTIVE**

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

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

**2.0 METHODOLOGY**

i) Preparation of Performance Rating Data Sheet

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

ii) Measurement of Performance

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

iii) Initiation of Measures:

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

iv) Implementation of Corrective Measures:

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

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



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

#### 3.1 FOR PROJECTS

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

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

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

#### Where Performance rating is “POOR”:

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

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

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

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



(B) Where Performance rating is “FAIR”:

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

3.2 FOR CONSULTANCY JOBS

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

3.3 FOR OPERATION & MAINTENANCE

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

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

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

A) Where performance rating is “POOR”

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

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



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

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

(B) Where Performance rating is “FAIR”

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

4.0 **EXCLUSIONS:**

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

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

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

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

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

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

6.0 **EFFECT OF HOLIDAY**

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



- 6.3.1 after issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the party shall be ignored.
- 6.3.2 after opening Technical bid but before opening the Price bid, the Price bid of the party shall not be opened and BG/EMD submitted by the party shall be returned to the party.
- 6.3.3 after opening of price, BG/EMD made by the party shall be returned; the offer of the party shall be ignored & will not be further evaluated. If errant party emerges as the lowest (L1), then such tender shall also be cancelled and re-invited.

- 7.0 While putting the Vendor/ Supplier/Contractor/ Consultant on holiday as per the procedure, the holding company, subsidiary, joint venture, sister concerns, group division of the errant Vendor/ Supplier/Contractor/ Consultant shall not be considered for putting on holiday list.

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

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

**9. APPEAL AGAINST THE DECISION OF THE COMPETENT AUTHORITY:**

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

**10. ERRANT BIDDER**

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

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



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



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

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

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

Note:

Remarks (if any)

**PERFORMANCE RATING (\*\*)**

Note:

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

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

Signature of  
Authorised Signatory:

Name:

Designation:

**Instructions for allocation of marks**



1. Marks are to be allocated as under:

**1.1 DELIVERY/ COMPLETION PERFORMANCE 40 Marks**

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

**1.2 QUALITY PERFORMANCE 40 Marks**

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

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

**1.3 RELIABILITY PERFORMANCE 20 Marks**

| A.  | FOR WORKS/CONTRACTS                                                                      |         |
|-----|------------------------------------------------------------------------------------------|---------|
| i)  | Submission of order acceptance, agreement, PBG, Drawings and other documents within time | 4 marks |
| ii) | Mobilization of resources as per Contract and in time                                    | 4 marks |



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

**ANNEXURE-III**



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

**(Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC)**

**1. General:**

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

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

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

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

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

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

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

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

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

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



resources) and also refer Trouble Shooting (go to <https://eprocure.gov.in/eprocure/app> → click bidder Manual kit → click Trouble shooting).

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

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

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

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

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

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

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

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

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

Login E-Mail ID cannot be changed.

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

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

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is



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

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

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

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

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

Valid Digital Certificate (class 3b) can be obtained from Certifying Agency (C.A). Information about CA's can be obtained through CCA India website (<http://www.cca.gov.in>).

Digital Signatures can be obtained using following steps:

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

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

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

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

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

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



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

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

### 8.0 Content of Bid:

#### 8.1 Un-Priced Bid:

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

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

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

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

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

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

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

Note:

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



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

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

## **8.2 Priced Bid:**

The Priced Bid (i.e. Part II – Price Bid, refer ITB for details) to be uploaded using “FINANCE ATTACHMENTS” and NOT using link “TECHNICAL DOCUMENT”. Bidders are advised not to upload any other documents and same shall be ignored. For detailed instructions, refer tender document and Ready Reckoner.

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

## **9. E-Tender demo during pre-bid conference:**

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

## **10. Submission of documents:**

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

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

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

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

## **12. Internet connectivity:**

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

## **13. Help to Contractors:**



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

**14. FAQ:**

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

**15. e-Brochure:**

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

**16. DSC for Foreign Bidders:**

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

**17. System Malfunction Procedure:**

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

**18. IT Resources:**

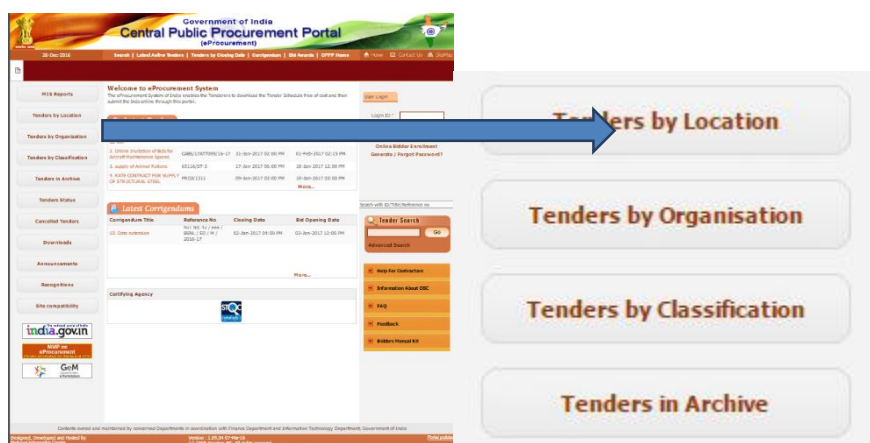
For various IT resources Please visit → <https://eprocure.gov.in/eprocure/app> → click Downloads --- Resources required. (Download Java for system compatibility).

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

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

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

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





## 21. Check list / Quick View Summary:

|                         |   |                                                                                                                     |            |                                                                                                           |           |                                                                                                                                                                                           |                                                                                                                                                                                |
|-------------------------|---|---------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| one<br>time<br>activity | 1 | GET THE DIGITAL SIGNATURE<br>CERTIFICATE                                                                            | plz. Refer | Please refer clause 3.6 of<br>Ready reckoner to<br>participate in e-tender<br>available in BCPL website   | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp">https://eprocure.gov.in/cpp</a><br>pl --- click e-procure ---<br><b>click Information<br/>about DSC.</b>                                 |                                                                                                                                                                                |
|                         | 2 | GET THE HARDWARE / IT<br>RESOURCES:-<br>Computer/laptop, Internet<br>etc                                            | plz. Refer | Refer clause 3.1, 3.2, 12 of<br>Ready reckoner to<br>participate in e-tender<br>available in BCPL website | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp">https://eprocure.gov.in/cpp</a><br>pl --- click e-procure ---<br>click downloads --- <b>click<br/>resources required</b>                 | ROUTE:-<br><a href="https://eprocure.gov.in/cpp">https://eprocure.gov.in/cpp</a><br>pl --- click e-procure ---<br>click bidder manual kit ---<br><b>click trouble shooting</b> |
|                         | 3 | GET ENROLLED WITH BCPL e-<br>tender THROUGH CPP<br>PORTAL OF NIC AND TO GET<br>USERID & PASSWORD FOR<br>NEW VENDORS | plz. Refer | Refer Guideline for<br>Bidder enrolment<br>process available in<br>BCPL website                           | also refe | ROUTE:-<br><a href="https://eprocure.gov.in/cpp">https://eprocure.gov.in/cpp</a><br>pl --- click e-procure ---<br>click bidder manual kit ---<br><b>click Registration of<br/>Bidders</b> |                                                                                                                                                                                |



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

|   |                                                                                           |            |                                                                                                                                     |            |                                                                                                                                                              |
|---|-------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | UPLOADING OF MY DOCUMENTS                                                                 | plz. Refer | Bidder can upload their regular documents like PAN, BALANCE SHEET, VAT/CAT and other certificate                                    | also refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click bidder manual kit --- <b>click. Uploading of my documents</b>                     |
| 5 | SEARCH BIDS                                                                               | plz. Refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click tender by location / by organization / by classification | also refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click bidder manual kit --- <b>click. Clarifications (Tender Status, My Archive...)</b> |
| 6 | ON LINE e-BID SUBMISSION involved EMD/FEE, technical bid (part I) & finance bid (part II) | plz. Refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click bidder manual kit --- go through online e-bid submission | also refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click bidder manual kit --- <b>Online e-Bid Submission</b>                              |
| 7 | FINANCE BID/PRICE BID/PART II Preparation guidelines                                      | plz. Refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click bidder manual kit --- go BoQ Preparation Guidelines      |            |                                                                                                                                                              |
| 8 | ON LINE e-BID WITHDRAWAL                                                                  | plz. Refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click bidder manual kit --- go Online Bid Withdrawal           |            |                                                                                                                                                              |
| 9 | ON LINE e-BID Re-SUBMISSION                                                               | plz. Refer | ROUTE:-<br>https://eprocure.gov.in/cpp<br>pl --- click e-procure --- click bidder manual kit --- go Online Bid Re-submission        |            |                                                                                                                                                              |

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

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

The screenshot shows the 'Help For Contractors' section of the eProcurement Portal. It includes links to 'Information About DSC', 'FAQ', 'Feedback', and 'Bidders Manual Kit'. A large blue arrow points towards the 'Bidders Manual Kit' link.

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

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

**e-TENDER NO: BCPL/C&P/CO17W035SD/000417 FOR "HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS"**



# In FAQ user will get various FAQ related to:

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

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

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

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

### **HELP DESK (BCPL)**

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

Mobile : 8811017320

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

### **HELP DESK (NIC)**

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

Mobile : 8826246593

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



**ANNEXURE-IV**

**BIDDING DATA SHEET (BDS)**

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

| A. GENERAL             |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                 |                |                                  |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------|----------------|----------------------------------|
| ITB clause             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                 |                |                                  |
| 1.2                    | The Invitation for Bids/ E-TENDER NO is :<br><b>E-TENDER NO.: BCPL/C&amp;P/CO17W035SD/000417</b>                                                                                                                                                                                                                                                                                                                                                      |            |                                 |                |                                  |
| 1.1                    | The Employer/Owner is: <b>M/s Brahmputra Cracker &amp; Polymer Limited</b>                                                                                                                                                                                                                                                                                                                                                                            |            |                                 |                |                                  |
| 2.1                    | Name of the Contract: <b>HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS</b>                                                                                                                                                                                                                                                                                             |            |                                 |                |                                  |
| 3                      | BIDS FROM CONSORTIUM/ JOINT VENTURE<br><table border="1"><tr><td>APPLICABLE</td><td><input type="text" value="NO"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="text" value="YES"/></td></tr></table>                                                                                                                                                                                                                                        | APPLICABLE | <input type="text" value="NO"/> | NOT APPLICABLE | <input type="text" value="YES"/> |
| APPLICABLE             | <input type="text" value="NO"/>                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                 |                |                                  |
| NOT APPLICABLE         | <input type="text" value="YES"/>                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                                 |                |                                  |
| B. BIDDING DOCUMENT    |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                 |                |                                  |
| ITB clause             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                 |                |                                  |
| 8.1                    | For <b><u>clarification purposes</u></b> only, the communication address is:<br>Attention:<br>SH. SAMRAT DUTTA, DY. MANAGER (C&P) /<br>Street Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a> ; |            |                                 |                |                                  |
| C. PREPARATION OF BIDS |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                 |                |                                  |
| ITB clause             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                 |                |                                  |
| 11.1.1 (u)             | The Bidder shall submit with its Techno-commercial/ Unpriced bid the following additional documents (SCC Refers):<br><u>NIL</u>                                                                                                                                                                                                                                                                                                                       |            |                                 |                |                                  |



|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 12                                           | Additional Provision for Schedule of Rate/ Bid Price are as under:<br><br><hr/> <hr/>                                                                                                                                                                                                                                                                                                                                                             |
| 14                                           | The currency of the Bid shall be INR                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15                                           | The bid validity period shall be three months from final 'Bid Due Date'.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>D. SUBMISSION AND OPENING OF BIDS</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ITB clause</b>                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 18                                           | In addition to the original of the Bid, the number of copies required is one.                                                                                                                                                                                                                                                                                                                                                                     |
| 22                                           | The e-TENDER NO. of this bidding process is:<br><b>BCPL/C&amp;P/CO17W035SD/000417</b>                                                                                                                                                                                                                                                                                                                                                             |
| 22.3                                         | For <b><u>bid submission purposes</u></b> only, the Owner's address is :<br>Attention:<br>SH. SAMRAT DUTTA, DY. MANAGER (C&P) /<br>Street Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a> ; |
| 26                                           | <b>The bid opening shall take place at:</b><br>Address:<br><b>Brahmaputra Cracker and Polymer Limited</b> (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Dibrugarh, Assam, Pin Code:786006, Phone no. 0373 2914636.Email id: <a href="mailto:sdutta@bcplindia.co.in">sdutta@bcplindia.co.in</a> ;<br><b>Date: 25.07.2017</b><br><b>Time: 15:00 Hrs.</b>                                      |
| <b>E. EVALUATION, AND COMPARISON OF BIDS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ITB clause</b>                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 32                                           | Evaluation Methodology is mentioned in Annexure-II.                                                                                                                                                                                                                                                                                                                                                                                               |
| 33                                           | Compensation for Extended Stay:                                                                                                                                                                                                                                                                                                                                                                                                                   |



|                                   |                                                                                                                                                                                                                                                                                                                                                                                                         |            |                          |                |                          |     |                          |    |                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|----------------|--------------------------|-----|--------------------------|----|--------------------------|
|                                   | <table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/></td></tr></table>                                                                                                                                                                                                                                                | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input type="checkbox"/> |     |                          |    |                          |
| APPLICABLE                        | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| NOT APPLICABLE                    | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| <b>F. AWARD OF CONTRACT</b>       |                                                                                                                                                                                                                                                                                                                                                                                                         |            |                          |                |                          |     |                          |    |                          |
| <b>ITB clause</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                      |            |                          |                |                          |     |                          |    |                          |
| 37                                | State of which stamp paper is required for Contract Agreement: [Not applicable in this tender]<br><b>State: Assam</b>                                                                                                                                                                                                                                                                                   |            |                          |                |                          |     |                          |    |                          |
| 38                                | Contract Performance Security/ Security Deposit<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/></td></tr></table><br><b>Applicable: As specified in Section –II of tender document.</b>                                                                                                                       | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input type="checkbox"/> |     |                          |    |                          |
| APPLICABLE                        | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| NOT APPLICABLE                    | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| 40                                | Public Procurement Policy for MSEs :<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/></td></tr></table><br>Whether tendered item is non-split able or not-divisible :<br><table border="1"><tr><td>YES</td><td><input type="checkbox"/></td></tr><tr><td>NO</td><td><input type="checkbox"/></td></tr></table> | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| APPLICABLE                        | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| NOT APPLICABLE                    | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| YES                               | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| NO                                | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| 41                                | Provision of AHR Item :<br><table border="1"><tr><td>APPLICABLE</td><td><input type="checkbox"/></td></tr><tr><td>NOT APPLICABLE</td><td><input type="checkbox"/></td></tr></table>                                                                                                                                                                                                                     | APPLICABLE | <input type="checkbox"/> | NOT APPLICABLE | <input type="checkbox"/> |     |                          |    |                          |
| APPLICABLE                        | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| NOT APPLICABLE                    | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                |            |                          |                |                          |     |                          |    |                          |
| <b>Clause no.<br/>27.3 of GCC</b> | Bonus for Early Completion:                                                                                                                                                                                                                                                                                                                                                                             |            |                          |                |                          |     |                          |    |                          |



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



# **FORMS & FORMAT**



## **LIST OF FORMS & FORMAT**

| <b>Form No.</b> | <b>Description</b>                                                                          |
|-----------------|---------------------------------------------------------------------------------------------|
| F-1             | BIDDER'S GENERAL INFORMATION                                                                |
| F-2             | BID FORM                                                                                    |
| F-3             | LIST OF ENCLOSURES                                                                          |
| F-4             | PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY / BID SECURITY"                             |
| F-5             | LETTER OF AUTHORITY                                                                         |
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| F-8             | CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA                                            |
| F-9             | PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT"         |
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| F-11            | ACKNOWLEDGEMENT CUM CONSENT LETTER                                                          |
| F-12            | UNDERTAKING ON LETTERHEAD                                                                   |
| F-13            | BIDDER'S EXPERIENCE                                                                         |
| F-14            | CHECK LIST                                                                                  |
| F-15            | FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE (NOT APPLICABLE) |
| F-16            | FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER          |
| F-17            | BIDDER'S QUERIES FOR PRE BID MEETING                                                        |
| F-18            | E-BANKING FORMAT                                                                            |



**BIDDER'S GENERAL INFORMATION**

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

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



|    |                                                                              |                                                                                                                                                                                                      |
|----|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | E-mail address                                                               |                                                                                                                                                                                                      |
| 10 | Website                                                                      |                                                                                                                                                                                                      |
| 11 | Fax Number:                                                                  | (Country Code) (Area Code)<br>(Telephone No.)                                                                                                                                                        |
| 12 | ISO Certification, if any                                                    | {If yes, please furnish details}                                                                                                                                                                     |
| 13 | Bid Currency                                                                 |                                                                                                                                                                                                      |
| 14 | Banker's Name                                                                |                                                                                                                                                                                                      |
| 15 | Branch                                                                       |                                                                                                                                                                                                      |
| 17 | Bank account number                                                          |                                                                                                                                                                                                      |
| 18 | PAN No.                                                                      | [Enclose copy of PAN Card]                                                                                                                                                                           |
| 19 | We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act | Yes / No<br>(If the response to the above is 'Yes", Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM) filled with the authority specified by the respective State Government.) |
| 20 | Whether Micro/Small Enterprise                                               | (Bidder to submit documents as specified ITB)                                                                                                                                                        |
| 21 | Type of Entity                                                               | Corporate/ Non-Corporate (As per Service tax / GST Act).<br>(In case of Non-Corporate Entity, bidder will submit documentary evidence for same).                                                     |
| 22 | GST IN                                                                       | (Please submit GST registration Certificate )                                                                                                                                                        |
| 23 | Vendor Classification                                                        | Registered / Un-registered / Compound Scheme / PSU , GOVT / SEZ                                                                                                                                      |

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



**BID FORM**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

Dear Sir,

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

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

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

Until a final Agreement/Letter of Award is prepared and executed, the tender document (including addenda/ corrigenda) together with the "Notification of Award" shall constitute a binding Agreement between us.

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

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

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

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

[Signature of Witness]

Name of Witness:

Address:



**LIST OF ENCLOSURES**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

**Dear Sir,**

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

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

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



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

Ref.:-----

Bank Guarantee No.:-----

Date-----

**To**

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

Dear Sir (s),

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

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

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

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

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

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

WITNESS:

(SIGNATURE)

(NAME) :

(OFFICIAL ADDRESS):

(SIGNATURE)

(NAME)

Designation with Bank Stamp

Attorney as per \_\_\_\_\_

Power of Attorney No.

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



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

1. The Bank Guarantee by Bidders will be given on non-judicial stamp paper as per "Stamp Duty" applicable. The non-judicial stamp paper should be in the name of the issuing Bank. In case of foreign Bank, the said Bank's Guarantee to be issued by its correspondent Bank in India on requisite non-judicial stamp paper
2. The expiry date should be arrived at in accordance with "ITB: Clause-15.1".
3. The Bank Guarantee by bidders will be given from Bank as specified in "ITB".
4. A letter from the issuing Bank of the requisite Bank Guarantee confirming that said Bank Guarantee / all future communication relating to the Bank Guarantee shall be forwarded to the Employer at its address as mentioned at "ITB".
5. Bidders must indicate the full postal address of the Bank along with the Bank's E-mail / Fax / Phone from where the Earnest Money Bond has been issued.
6. If a Bank Guarantee is issued by a commercial Bank, then a letter to Employer confirming its net worth is more than Rs. 1,000,000,000.00 [Rupees One Hundred Crores] or equivalent alongwith documentary evidence.

.....



**LETTER OF AUTHORITY**

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

Ref:

Date:

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

**Dear Sir,**

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

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

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

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

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

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



**"NO DEVIATION" CONFIRMATION**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS.**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

**Dear Sir,**

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



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

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

**Dear Sir,**

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

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

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

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

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

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



CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

Dear Sir,

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

"We agree and acknowledge that the Employer is entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood & agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights thereunder. It is expressly understood and agreed that the Employer is authorized to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Employer is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement."

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



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

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

PERFORMANCE GUARANTEE No.

**Dear Sir(s),**

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

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

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

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



- \_\_\_\_\_ and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said \_\_\_\_\_ and such postponement forbearance would not have the effect of releasing the bank from its obligation under this debt.
3. Your right to recover the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s. \_\_\_\_\_ and/or that any dispute or disputes are pending before any officer, tribunal or court and any demand made by you in the bank shall be conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission our commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the said contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. This guarantee shall be irrevocable and shall remain valid upto \_\_\_\_\_ (this date should be 90 days after the expiry of defect liability period) \_\_\_\_\_. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee. However, if for any reason, the contractor is unable to complete the work within the period stipulated in the contract and in case of extension of the date of completion resulting extension of defect liability period of the contractor fails to perform the work fully, the bank hereby agrees to further extend this guarantee at the instance of the contractor till such time as may be determined by the owner. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. \_\_\_\_\_ (contractor) on whose behalf this guarantee is issued.
6. The Bank Guarantee's payment of an amount is payable on demand and in any case within 48 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest of 18% per annum shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the jurisdiction of **Guwahati Courts**.
7. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Contractor up to a total amount of \_\_\_\_\_ (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the contract and without caveat or argument, any sum



or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

8. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney, dated \_\_\_\_\_ granted to him by the Bank.

Yours faithfully,

Bank by its Constituted Attorney

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

**INSTRUCTIONS FOR FURNISHING**  
**"CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK**  
**GUARANTEE"**

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in name of the issuing bank. In case of foreign bank, the said Bank Guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of Bid to be considered as Delhi.
2. The Bank Guarantee by Bidders will be given from bank as specified in Tender.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Employer.
4. If a Bank Guarantee is issued by a commercial bank, then a letter to Employer and copy to Consultant (if applicable) confirming its net worth is more than Rs. 100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency along with documentary evidence.

.....



**AGREED TERMS & CONDITIONS**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

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

| Sl. | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | BIDDER'S CONFIRMATION |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1.  | Bidder's name and address.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| 2.  | Please confirm the currency of quoted prices is in Indian Rupees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| 3.  | Confirm quoted prices will remain firm and fixed till complete execution of the order.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |
| 4.  | Rate of applicable GST rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
| 5.  | i) Confirm acceptance of relevant Terms of Payment specified in the Bid Document.<br>ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.                                                                                                                                                                                                                                                                                                                                                |                       |
| 6.  | Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NA                    |
| 7.  | Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. |                       |
| 8.  | Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| 9.  | Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
| 10. | a) Confirm acceptance of all terms and conditions of Bid Document (all sections).<br>b) Confirm that printed terms and conditions of bidder are not applicable.                                                                                                                                                                                                                                                                                                                                                                          |                       |
| 11. | Confirm your offer is valid for 3 months from Final/Extended due date of opening of Techno-commercial Bids.                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
| 12. | Please furnish EMD/Bid Security details :<br>a) EMD/ Bid Security No. & date                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |



| Sl. | DESCRIPTION                                                                                                                                                                                             | BIDDER'S<br>CONFIRMATION |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|     | b) Value<br>c) Validity                                                                                                                                                                                 |                          |
| 13. | Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).                                                                                                              |                          |
| 14. | Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.                                                                                              |                          |
| 15. | Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail. |                          |
| 16. | Confirm that none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ BCPL or his relative is a partner.                              |                          |
| 17. | All correspondence must be in ENGLISH language only.                                                                                                                                                    |                          |
| 18. | Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.                                                                     |                          |
| 19. | Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.                                                                                                                   |                          |

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



**ACKNOWLEDGEMENT CUM CONSENT LETTER**

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

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

Dear Sir,

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

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

Postal Address with Pin Code : .....  
Telephone Number : .....  
Fax Number : .....  
Contact Person : .....  
E-mail Address : .....  
Mobile No. : .....  
Date : .....  
Seal/Stamp : .....

- We are unable to bid for the reason given below:  
Reasons for non-submission of bid:

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



**UNDERTAKING ON LETTERHEAD**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS.**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

Dear Sir

We hereby confirm that “The contents of this Tender Document No. \_\_\_\_\_ have not been modified or altered by M/s. ....( Name of the bidder with complete address). In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by M/s.....(Name of the bidder) shall be liable for rejection”.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



**BIDDER'S EXPERIENCE**

To,

M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

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

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



### **CHECK LIST**

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

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

| S. No. | DESCRIPTION                                                                                                                                                                                    | CHECK BOX | REFERENCE PAGE NO. OF THE BID SUBMITTED |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------|
| 1.0    | Signing (manual / digital) and Stamping on each sheet of offer, original bidding document including SCC, ITB, GCC ,SOR drawings, addendum (if any) as a token of acceptance to the conditions. |           |                                         |
| 2.0    | Confirm that the following details have been submitted in the Un-priced part of the bid                                                                                                        |           |                                         |
| i      | Covering Letter, Letter of Submission                                                                                                                                                          |           |                                         |
| ii     | Signed (manual / digital) and stamped original copy of bidding document along with drawings and addendum (if any)                                                                              |           |                                         |
| iii    | <b>Power of Attorney in the name of person signing the bid.</b>                                                                                                                                |           |                                         |
| iv     | Copies of documents defining constitution or legal status, place of registration and principal place of business of the company                                                                |           |                                         |
| v      | Bidders declaration that regarding, Holiday/ Banning, liquidation court receivership or similar proceedings in Format 7.                                                                       |           |                                         |
| vi     | Details and documentary proof required against qualification criteria along with complete documents. (Also fill the documents & certification checklist given below)                           |           |                                         |
| vii    | Confirm submission of document along with techno-commercial bid as per bid requirement.                                                                                                        |           |                                         |
| 3.0    | Confirm that all forms & formats duly filled in are enclosed with the bid duly signed by authorized person(s)                                                                                  |           |                                         |
| 4.0    | Confirm that the price part as per Price Schedule format submitted with Bidding Document                                                                                                       |           |                                         |
| 5.0    | Confirm that annual reports for last three financial years & duly filled in Form 16 are enclosed in the offer for financial assessment (where financial criteria of BEC is applicable).        |           |                                         |



## DOCUMENTS & CERTIFICATION CHECKLIST

| S NO | DESCRIPTION                                                                                                                                                                                                                                                               | CHECK LIST                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES/NA | NO |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----|
| 1.   | EMD Value                                                                                                                                                                                                                                                                 | Rs 79,000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |    |
| A    | DD                                                                                                                                                                                                                                                                        | DD No. _____ dated For Rs. _____                                                                                                                                                                                                                                                                                                                                                                                                                              | YES/NA | NO |
| B    | BG                                                                                                                                                                                                                                                                        | BG VALIDITY BEYOND 3 THREE MONTHS FROM BID VALIDITY PERIOD OF 90 DAYS                                                                                                                                                                                                                                                                                                                                                                                         | YES/NA | NO |
| C    | NSIC/DIC CERTIFICATE/<br>UDYOG ADHAR                                                                                                                                                                                                                                      | <b>Duly certified by the Chartered Accountant</b> (not being an employee or a Director or not having any interest in the bidder's company/firm) <b>AND Notary Public</b> with Legible stamp as MENTIONED IN CLAUSE NO.40 OF ITB.                                                                                                                                                                                                                              | YES/NA | NO |
| 2.   | BID VALIDITY UPTO THREE MONTHS                                                                                                                                                                                                                                            | ACCEPTED                                                                                                                                                                                                                                                                                                                                                                                                                                                      | YES    | NO |
| 3.   | <i>Experience against Completion/ Execution of order/ contract (As Stipulated in BEC 1.1.1)</i>                                                                                                                                                                           | <i>Bidder must submit copies of relevant "Work Order(s)/ Contract(s)" and "Completion Certificates(s)/Proof of successful execution of the same "Work Order(s)/ Contracts" issued by client / end user / owner. Copy of Completion Certificate / Execution Certificate must indicate reference no. of work order &amp; date, actual date of contract started &amp; completed and actual executed quantity of work order, etc along with the unpriced bid.</i> | YES    | NO |
| A    | ORDER COPY                                                                                                                                                                                                                                                                | <del>Duly CERTIFIED by CHARTERED ENGINEER with LEGIBLE stamp</del> – SELF ATTESTATION REQ.                                                                                                                                                                                                                                                                                                                                                                    | YES    | NO |
| B    | ORDER COPY                                                                                                                                                                                                                                                                | <del>Duly NOTARISED by Notary Public with legible stamp</del> – SELF ATTESTATION REQ.                                                                                                                                                                                                                                                                                                                                                                         | YES    | NO |
| C    | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                                                                                                                          | <del>Has been issued by the End User / Owner / Authorized Consultant of Owner</del> - SELF ATTESTATION REQ.                                                                                                                                                                                                                                                                                                                                                   | YES    | NO |
| D    | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                                                                                                                          | <del>Duly CERTIFIED by CHARTERED ENGINEER with LEGIBLE stamp</del> – SELF ATTESTATION REQ.                                                                                                                                                                                                                                                                                                                                                                    | YES    | NO |
| E    | COMPLETION/EXECUTION CERTIFICATE                                                                                                                                                                                                                                          | <del>Duly NOTARISED by Notary Public with legible stamp</del> – SELF ATTESTATION REQ.                                                                                                                                                                                                                                                                                                                                                                         | YES    | NO |
| 4.   | <b>FINANCIAL CRITERIA AS STIPULATED IN BEC (NOT APPLICABLE)</b>                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |    |
| 5.   | Successful bidder shall have to submit Security Deposit (SD)/Contract Performance Security @7.5% ( <i>Initial SD to be deposited @2.5% and remaining 5% to be recovered from RA Bills</i> ) of Annualized Contract Value excluding taxes & duties (valid up to 3 months). |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | YES    | NO |
| 6.   | Tender Document signed (manual / digital) & stamped as a token of acceptance to the conditions.                                                                                                                                                                           | Signed & stamped all pages ALONGWITH UNPRICED BID.                                                                                                                                                                                                                                                                                                                                                                                                            | YES    | NO |
| 7.   | SOR (BLANK without price) MENTIONING WORD "QUOTED/NOT QUOTED" IN EACH ITEM RATE                                                                                                                                                                                           | Signed copy of SOR filled QUOTED/NOT QUOTED, ALONGWITH UNPRICED BID.                                                                                                                                                                                                                                                                                                                                                                                          | YES    | NO |



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

|                                                                                                                                                                                                           | COLUMN.                                                                   |                                                        |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------|-----|----|
| 8.                                                                                                                                                                                                        | FORM 1 TO 18 ATTACHED TO TENDER.                                          | FILLED AS APPLICABLE, SIGNED, STAMPED & SUBMITTED ALL. | YES | NO |
| 9                                                                                                                                                                                                         | Compliance of Anti – profiteering clause (As per Clause no. 13.10 of ITB) |                                                        | YES | NO |
| <b>Non-submission of the attested copies of the requisite certificates/ documents as specified above and/or in tender document shall render the bid non-responsive and shall be liable for rejection.</b> |                                                                           |                                                        |     |    |

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

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



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

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

**NB:**

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

| Sl. No.  | List of Order Details               | Description                                                                                                                                                                                                                                                             | Details [to be mentioned by the bidder]                |
|----------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>A</b> | 1 <sup>st</sup> Order/ LOI/Contract |                                                                                                                                                                                                                                                                         |                                                        |
| A1       |                                     | Name of Order issuing Agency/Client/Owner/Company                                                                                                                                                                                                                       | :                                                      |
| A2       |                                     | Order No. & Date                                                                                                                                                                                                                                                        | :                                                      |
| A3       |                                     | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                   | :                                                      |
| A4       |                                     | Contract/Order Value (in Rs.)                                                                                                                                                                                                                                           | :                                                      |
| A5       |                                     | Period of Contract/ Order                                                                                                                                                                                                                                               | :                                                      |
| A6       |                                     | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed Value<br>vi. Executed Qty, etc | <br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <b>B</b> | 2 <sup>nd</sup> Order/ LOI/Contract | Description                                                                                                                                                                                                                                                             | Details [to be mentioned by the bidder]                |
| B1       |                                     | Name of Order issuing Agency/Client/Owner/Company                                                                                                                                                                                                                       |                                                        |
| B2       |                                     | Order No. & Date                                                                                                                                                                                                                                                        |                                                        |



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

|          |                                           |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B3       |                                           | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| B4       |                                           | Contract/Order Value (in Rs.)                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| B5       |                                           | Period of Contract/ Order                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| B6       |                                           | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed value<br>vi. Executed Qty, etc | <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> |
| <b>C</b> | <b>3<sup>RD</sup> Order/ LOI/Contract</b> | <b>Description</b>                                                                                                                                                                                                                                                      | <b>Details [to be mentioned by the bidder]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| C1       |                                           | Name of Order issuing Agency/Client/Owner/Company                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C2       |                                           | Order No. & Date                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C3       |                                           | Brief Details/Name (Nature) of Supply                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C4       |                                           | Contract/Order Value(in Rs.)                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C5       |                                           | Period of Contract/ Order                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C6       |                                           | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Period of Contract/ Order<br>iv. Actual Date of Completion/Execution<br>v. Executed value<br>vi. Executed Qty, etc | <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> |

|          |                                           |                                                   |                                                |
|----------|-------------------------------------------|---------------------------------------------------|------------------------------------------------|
| <b>D</b> | <b>4<sup>th</sup> Order/ LOI/Contract</b> | <b>Description</b>                                | <b>Details [to be mentioned by the bidder]</b> |
| D1       |                                           | Name of Order issuing Agency/Client/Owner/Company |                                                |
| D2       |                                           | Order No. & Date                                  |                                                |
| D3       |                                           | Brief Details/Name (Nature) of Supply             |                                                |
| D4       |                                           | Contract/Order Value                              |                                                |

**e-TENDER NO: BCPL/C&P/CO17W035SD/000417 FOR "HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS"**



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

|    |  |                                                                                                                                                                                                                                                                                                      |                                                                                          |
|----|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| D5 |  | Period of Contract/ Order                                                                                                                                                                                                                                                                            |                                                                                          |
| D6 |  | Completion /Execution Certificate (as applicable) to contain the following:<br>i. Date of issue<br>ii. Brief Details/Name (Nature) of Supply<br>iii. Contract/Order Value<br>iv. Period of Contract/ Order<br>v. Actual Date of Completion/Execution<br>vi. Executed value<br>vii. Executed Qty, etc | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> |



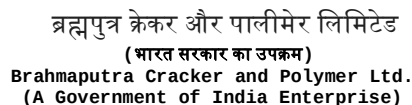
**THIS FORMAT TO BE FILLED BY THE BIDDER**  
**FINANCIAL CRITERIA AS STIPULATED IN BEC (NOT APPLICABLE)**

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

**NB:**

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

| 1.2   | FINANCIAL CRITERIA                                                             |   | Document Details submitted for the below Financial Year:                                                                                                                                                                                                                                                                                                                                     | DOCUMENT WHETHER SUBMITTED/UPLOADED      |           |
|-------|--------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------|
|       |                                                                                |   |                                                                                                                                                                                                                                                                                                                                                                                              | Option                                   | Tick Mark |
| 1.2.1 | Financial Documents – Turn Over as per applicability of relevant clause of BEC | : | Uploaded / Submitted Audited financial statements Balance Sheet and Profit & Loss Account statement of any of the three (3) preceding Financial Year(s), i.e <b>FY: FY: 2015-2016, 2014-2015 &amp; 2013-2014</b> [to be reckoned from bid due date] along with un-price bid <b>uploaded /submitted</b> .<br><br><b>FY: 2015-2016</b><br><br><b>FY: 2014-2015</b><br><br><b>FY: 2013-2014</b> | Yes / No<br><br>Yes / No<br><br>Yes / No |           |



**e-TENDER NO: BCPL/C&P/CO17W035SD/000417 FOR “HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS”**



**F-15**

**FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE (NOT APPLICABLE)**

(To be provided on Bank's letter head)

Date:

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

-----  
-----  
-----

Dear Sir,

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

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

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

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

Yours truly

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

(Authorized signatory)

Name of the signatory :

Designation :

Stamp



**F-16**

**FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER (NOT APPLICABLE)**

We have verified the Annual Accounts and other relevant records of M/s..... (Name of the bidder) and certify the following

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

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

**B. FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR :**

| Description                                                      | Year ____         |
|------------------------------------------------------------------|-------------------|
|                                                                  | Amount (Currency) |
| 1. Current Assets                                                |                   |
| 2. Current Liabilities                                           |                   |
| 3. Working Capital (Current Assets- Current liabilities)         |                   |
| 4. Net Worth (Paid up share capital and Free Reserves & Surplus) |                   |

Name of Audit Firm:  
Chartered Accountant  
Date:

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

**Instructions:**

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



**F-17**

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

To,  
M/s BRAHMAPUTRA CRACKER AND POLYMER LIMITED

**SUB: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS..**

**e-TENDER NO.: BCPL/C&P/CO17W035SD/000417**

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

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

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



**E-Banking Mandate Form**

(To be issued on vendors letter head)

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

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

(Signature of vendor/customer)

**BANK CERTIFICATE**

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

Bank stamp

Date

(Signature of authorized officer of bank)



# SECTION-IV

## GENERAL CONDITIONS OF CONTRACT [GCC]

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



NIT/RFQ NUMBER:

Dated:

Dear Sir,

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

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

**1. General Conditions of Contract.**

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

Thanking you,

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

Name:

Designation:

Company Seal:



# SECTION – V

## SPECIAL CONDITIONS OF CONTRACT [SCC]



## **SPECIAL CONDITIONS OF CONTRACT [SCC]**

**WORK: HIRING OF CONSULTING SERVICE FOR IMS CERTIFICATION FOR BCPL LEPETKATA, LAKWA AND DULIAJAN UNITS, FOR A PERIOD OF THREE YEARS.**

### **1. Introduction**

- 1.1. The Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Special Conditions of Contract, Schedule of rates, Detail Scope of Work, and any other documents forming part of the contract, wherever the context so requires.
- 1.2. The proposed work (as detailed in scope of work) is to be executed at BCPL Lepetkata Distt.-Dibrugarh, Assam-786006, situated about 15 KM from Dibrugarh. BCPL Lakwa, Distt. Shivasagar, Assam-785688, situated about 70 KM from Dibrugarh. BCPL Duliajan, Distt. Dibrugarh, Assam-786602, situated about 42 KM from Dibrugarh.
- 1.3. It is understood that before quoting the rates, the bidder 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 bidder will be responsible to complete the entire job in all respects and any of the work necessary to complete the job though specifically not covered in the scope of work.
- 1.4. For any clarification and on the assessment of the subject job the Bidder if desired may visit site during working hours on any working days before submitting the bid.
- 1.5. The contract shall be executed by single party only.
- 1.6. The bidder shall be responsible to complete the entire work in all respects including the work though specifically not covered / mentioned in the scope of work, but is necessary to complete the job, as above.

### **2. Scope of work of the Bidder**

- 2.1. The Bidder shall be accredited from the international body for carrying out the above works and shall submit the copy of the same along with the bid.
- 2.2. The Scope of Work shall include the QEHS-MS certification of BCPL at Lepetkata, Lakwa, Duliajan and its surveillance audits (each after one year). The quoted price shall include all the expenses as mentioned in Scope of Work & SOR.
- 2.3. Relevant ISO procedures shall be followed for ISO certifications & surveillance audits.



- 2.4. The Bidder shall arrange for the certified auditors which must possess the prerequisite qualifications for conducting audits as per norms.
- 2.5. Once the job is started, it shall be continued till its completion.
- 2.6. After completing the subject works the party shall give a presentation regarding their observations and recommendations. The observations and non-compliance shall be supported with relevant standards and guidelines.
- 2.7. The subject works shall be carried out by personnel who are experts in this field. The party must submit the Bio Data of the persons who will be associated with the job, either directly or indirectly. In addition, the party must furnish the name of the persons who will visit the site and carry out the study.
- 2.8. On award of subject work, the successful bidder shall submit the tentative schedule to BCPL for acceptance.
- 2.9. In general the scope of work consists of activities, as per the requirements detailed in tender document and to be completed as per instruction of Engineer-in-Charge (Technical Services). Any other work not specifically mentioned above but required to complete the work as per instruction of Engineer-in-Charge (Technical Services), shall also be responsibility of the bidder.
- 2.10. Boarding, lodging and local conveyance facilities for Auditors/ trainers nominated as per standards to conduct certification/recertification/surveillance audits of BCPL and internal auditor training will be in bidder's scope. While quoting schedule of rate (SOR), this aspect is to be taken into consideration.

### **3. Scope of BCPL Utility Supply**

- 3.1. To conduct the audits at BCPL Lepetkata, Lakwa, Duliajan units, office space would be provided to carry out the prescribed jobs. All the technical information required for the job will be furnished to the agency without any cost implication. This technical information shall not be used anywhere or published in any form under any circumstances.
- 3.2. During plant hours bidder may use BCPL canteen facility for meal in principle with paid basis.

### **4. Time of Completion/Contract period**

- 4.1. The normal duration of the contract shall be THREE YEARS (8 months + 4 Months + 2yrs) from the date of issuing the LOI/ WORK ORDER including the mobilization period.
- 4.2. The decision of the "Engineer-in-Charge (Technical Services)" regarding extension of the contract, due to the delay attributable to the causes of Force Majeure, extra work or due to the reasons attributable to the BCPL, shall be final and binding on the bidder.



4.3. If required, the contract may be extended for a further period of six months with the same rates, terms & conditions of the existing contract. The bidder shall be abiding by all the terms & conditions of the contract for the extended period.

4.4. The successful bidder shall commence the works within 2-3 weeks, on mutually agreed date. The period of completion given includes the time required for certification, periodic audits and on awareness program.

## 5. Mobilization Period

Mobilization period for the bidder will be ONE-TWO WEEKS from the date of issue of Letter of Intent / Work Order whichever is earlier.

## 6. Payment Terms and Conditions

6.1. The bill shall be submitted in duplicate (two copies with bill/invoice highlighted on the envelope) to the following:

Administrative Building  
BCPL Project Site, Lepetkata  
Dibrugarh-786006, Assam.

Tel: 0373- 2914604, Fax: 011-66173653

(Name of Engineer-in-Charge (Technical Services) shall be mentioned on the envelope.)

6.2. Payment schedule & conditions with respect to amounts quoted separately for IMS Certification shall be as per the schedule given below:

| Milestones for payment on completion of deliverables as per Scope of Work.                                                                                                    | Payment |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. On completion of IMS Awareness Training, Internal Review and Site assessment and report submission.                                                                        | 10%     |
| 2. Preparation of Documents, System implementation, Internal Audits, On-Site Support and submission of mutual acceptance by bidder conforming readiness of certificate audit. | 30%     |
| 3. On completion of Certification Audit by Certification Body                                                                                                                 | 30%     |
| 4. On completion of 1st Surveillance Audit by Certification Body                                                                                                              | 15%     |
| 5. On completion of 2nd Surveillance Audit by Certification Body                                                                                                              | 15%     |
| Total                                                                                                                                                                         | 100%    |



- a. BCPL has initiated payments to suppliers and bidders electronically and to facilitate the payments electronically through RGTS & NEFT, the bidder should have an account with any Bank so that the payment through e-banking be made to the bidder, in case work is awarded to him. Further, the bidder should give the details of his bank account in any banks to facilitate payment through e-banking in case of award of work on him.
- b. BCPL shall be entitled to deduct Income tax/Work contract tax or any other applicable tax at source from the payment made to the bidder against the running bills in accordance with the relevant Indian Income Tax laws or any other law as applicable from time to time. BCPL shall furnish necessary certificates of deduction of Income tax/ Work contract tax to the bidder as per provisions of the said law.
- c. Final bill along with Indemnity Bond & No claim certificate shall be submitted within 30 days of completion of contract period.
- d. No mobilization advance shall be paid and no advance payment is permissible.
- e. In no case, payment of the bills shall be made, if the jobs are not certified from time to time.

## **7. Penalty Clause for Non Performance (If any)**

- a. If some shortcoming is observed then bidder has to resolve it free of cost and no payment will be made. If the bidder fails to rectify the deficiency or give no response then BCPL will get the same rectified through other agencies at the risk & cost of the bidder and incurred amount will be adjusted in the security deposit.
- b. In case of consistent non-performance of contractual obligations, BCPL reserves the right to get the work done from alternative source at the risk and cost of the bidder without prejudice to other rights available to owner including termination of the contract.
- c. Nothing, contained herein, shall restrict the owner from accepting similar services from other agencies, at its discretion.
- d. If the bidder fails to mobilize the required resources within reasonable time as decided by Engineer-in-Charge (Technical Services), BCPL may get the work done through other Agency at the risk and cost to the bidder and the security deposit of the bidder shall be forfeited.
- e. In case of delay in completion beyond completion time period specified in the Work Order, Price Reduction Schedule (PRS) shall be applicable @ ½ % of the work order value per week or part thereof for delay in work subject to a maximum of 5% of work order value.

## **8. Specific Instruction to carry out jobs**



- a. Bidder shall deploy auditors having suitable qualification and adequate experience in Integrated Management System related work. BCPL reserves the right to reject any of the persons deployed by the bidder found unsuitable for the work.
- b. Employees of the bidder should have required knowledge and relevant experience of ISO: 9001, ISO: 14001 and OHSAS: 18001 related jobs.
- c. The personnel engaged by the bidder should be well qualified and experienced to discharge the contractual obligations effectively.
- d. All the jobs have to be carried out on top priority basis and to be completed in all respect with in the time specified by the Engineer-in-Charge (Technical Services).
- e. In case the bidder leaves any job incomplete or fails to complete it in stipulated time or not up to the satisfaction of Engineer-in-Charge (Technical Services) then that job will be done through any other agency at the cost of the bidder.
- f. Bidder shall provide proper identification card for his employees to be deputed by him for the work, duly signed by the bidder or any authorized person on behalf of the bidder. Also the bidder should obtain entry passes from office reception through Engineer-in-Charge (Technical Services) for his employees.
- g. The personnel to be deputed by the bidder should also meet the following requirement:
  - Should be medically fit to work at site
  - Should possess good conduct and discipline
- h. The bidder shall be solely responsible and indemnify BCPL against all charges dues, claim etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him.
- i. While confirming to any of these conditions, the bidder should ensure that no law of state regarding labor, their welfare, conduct etc, is violated. The bidder shall indemnify BCPL for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local authorities.

## 9. Confidentiality of Documents

All the documents to be provided by BCPL relevant to this contract / exercise are highly confidential in nature and shall not be shared with any unauthorized person in any form of communication or be used in any research, publication etc. under any circumstances. The concerned party will have to sign non-disclosure agreement with BCPL prior to commencement of the job as per the proforma placed in tender.

## 10. Adherence to Security & Safety Regulations

- 11.1. The bidder shall ensure that all security & safety instructions / regulations of BCPL/Consumers of BCPL required to be observed at all times during the execution of the job are to be followed by his representatives.



11.2. Bidder shall ensure compliance of necessary instructions concerning discipline, decorum, work performance; safety etc. to the persons engaged by his and the persons engaged shall comply with all such instructions strictly.

11.3. Bidder shall ensure the safety of the person working. For any accident /incident happening during the work because of lapse of safety, bidder shall be held responsible. BCPL shall not make any compensation.

#### **11. Care of Work**

From the commencement to completion of the work, the bidder shall take full responsibility for the care for all works including all temporary works and in case of damages, loss or injury, the total responsibility will lie upon the bidder.

#### **12. Compliance of Instructions**

Whenever the Bidder fails to comply with the instructions of the Engineer-in-Charge (Technical Services) it shall be lawful for Engineer-in-Charge (Technical Services) to have work done through other bidder or departmentally by giving 7 days' notice to the bidder. In case bidder fails to execute specified job in the time limit specified, BCPL reserves the right to execute such job through other agency at the risk and cost of the bidder and excess amount incurred by BCPL will be recovered from the payment of the bidder for such failure including 30% supervision charges of BCPL.



# SECTION – VI

## SCOPE OF WORK



## SCOPE OF WORK

### INTRODUCTION:

BCPL is intending to obtain QEHS – MS (ISO 9001:2015, ISO 14001:2015, ISO 18001:2007) Certification for BCPL Lepetkata, Lakwa and Duliajan as given in SOR.

BCPL Lepetkata petrochemical complex having Gas Sweetening Unit, Ethylene cracking Unit, LLDPE / HDPE and PP units with captive power plant has approximately 1600 nos. of BCPL manpower including all regular and Contractual employees work force coming in general shift and rotational shift for round the clock operation.

BCPL Lakwa having Gas Processing Unit has approximately 300 nos. of BCPL manpower including all regular and Contractual employees work force coming in general shift and rotational shift for round the clock operation.

BCPL Duliajan having Gas Dehydration Unit has approximately 160 nos. of BCPL manpower including all regular and Contractual employees work force coming in general shift and rotational shift for round the clock operation.

BCPL Lepetkata plant is connected with other two sites (Duliajan & Lakwa) via underground pipe line to transport Natural Gas from Duliajan & C2+ Liquid Hydrocarbon from Lakwa. BCPL has completed the laying of 4.5" C2+ Hydrocarbon Pipelines from Lakwa-Lepetkata and total length of the pipeline is 48.8 KM. Another twin Pipe line connecting Duliajan-Lepetkata to carry Natural Gas (to & fro) of size 18" each and total length of the pipeline is 97.32 KM (48.6 KM X 2). Both Pipe lines are operational and vital for Lepetkata plant operation.

Railway siding is located 15 KM away from the Lepetkata is for unloading Naphtha which is raw material for ethylene cracking.

**The Scope of Work for the Certification Agency would cover at least, but not be limited to the following:**

**1. Introductory training and awareness program to BCPL core team of QEHS – MS (ISO 9001:2015, ISO 14001:2015, ISO 18001:2007) by Bidder to BCPL core team.**

- Bidder shall be given Introductory training for ISO 9001:2015, ISO 14001:2015, ISO 18001:2007 to BCPL core team.
- The provision of reading material, stationary, etc shall be Bidder responsibility. BCPL shall provide conference room, computer and projector system as training aid.
- The training program shall be conducted at BCPL's site.

**2. Internal Review and Site assessment**

- Bidder shall be conducted initial documentation review in order to comprehend the existing practices/systems which can be utilized to develop and integrate the QEHS – MS.
- Some of the documents, that (but not limited to) would be reviewed during this initial QEHS like Policies, Objectives & Targets, List of processes, Roles & Responsibilities, Competence Awareness & Training, Documentation Information Process, Internal Audits, Management Reviews, Corrective



Actions, Regulatory Requirements applicable for the facility and Risk Assessment.

- Bidder would conduct a desk-based gap assessment by review of above mentioned documents to identify areas where the systems can be integrated.
- Bidder shall complete the above task within 2-3 weeks from the date of LOI.

### 3. Preparation of Documents

- Development of documented information, as per the requirements of ISO 9001; 2008, ISO 14001:2015 and OHSAS 18001:2007 and integrated with the existing documentation.
- Bidder shall work closely with the BCPL core team in order to develop documented information pertaining to the integrated QEHS-MS that would be easy to implement at the respective site.
- Bidder shall prepare documents, forms and formats for integrated QEHS-MS. The documentation (but not limited to) will include the following:
  1. Process to identify and understand organization context;
  2. Process to evaluate risks and opportunities;
  3. Scope of integrated QEHS-MS;
  4. Integrated QEHS policy;
  5. Organogram reflecting QEHS organizational structure including defined roles and responsibilities;
  6. Reporting information to assess the performance of QEHS-MS;
  7. Documented information to identify QEHS issues;
  8. QEHS risks and opportunity matrix;
  9. Hazard Identification and Risk Assessment (HIRA) and Aspect Impact (AI) register;
  10. Register on compliance obligation;
  11. Documented information on QEHS objectives;
  12. Documented information to evaluate and monitor QEHS objectives;
  13. Competence matrix;
  14. QEHS training matrix and QEHS training materials;
  15. Documented information for internal and external communication;
  16. Forms and Formats for operational records, monitoring records, analysis records and evaluation results etc.;
  17. Documented information for emergency drills and testing;
  18. Emergency preparedness and response procedure;
  19. Compliance evaluation matrix;
  20. Documented information for internal audit;
  21. Documented information for management review;
  22. Documented information to track the result of the corrective action;
- Based on the above Bidder shall develop QEHS-MS draft documentation and hand over soft-copies of the documents to BCPL's for feedback. On receipt of feedback and comments (one consolidated set), Bidder will address the comments and will finalize the documents.
- Bidder shall develop training materials and proposes to deliver training for Capacity building of the core team members to ensure effective implementation of the QEHS-MS. Bidder shall provide trainings to the core team on final documents so as to enable implementation at each facility
- Site level technical advisory support will be undertaken by one suitably qualified and experienced professional from Bidder.



#### **4. System implementation, Gap Assessment, Internal Audits and On-Site Support**

- Bidder shall provide on-site advisory support to BCPL in collection and collation of required QEHS data and will facilitate to maintain appropriate data in a documented manner by using forms and formats to ensure suitable, adequate, consistent and effective QEHS – MS. To conduct internal audits to assess the conformance to ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007.
- Bidder along with the members of the core team and all departments of BCPL shall accumulate applicable QEHS information per services and activities pertaining to the BCPL. The information to be collected and documented (but are not limited to) will include the following:
  1. Information on issues in context to the organization;
  2. Identification of hazards- risks and environmental aspects and impacts per services and activities of BCPL;
  3. Applicable obligatory requirement and any update on the same;
  4. Information on training and other competency and awareness program;
  5. Internal and external commination with interested parties etc.
- Bidder along with members of the core team shall undertake internal audits of each of the department facilities as per defined audit criteria and scope to assess whether the QEHS-MS conforms to:
  1. BCPL's own requirements for its QEHS - MS;
  2. The requirements of ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007;
- Bidder shall assist the BCPL in closure of identified gaps as per internal audits.
- Maintenance of all QEHS documents (forms and formats) in an updated and informed manner.
- Site level technical advisory support will be undertaken by one suitably qualified and experienced professional from Bidder over a period of six days per month for four months (6X4=24 Days).

#### **5. Issue of Certificate**

- Bidder shall Identify, engage an accredited Certification Body for audit and certification of for IMS that includes ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standards. Ensure audit by the Certification body and fully assist in the same.
- Bidder shall ensure availability of their representative during the Certification Audit of IMS for taking suitable actions on all the Non Conformities (NC), Minor NC's (MNC), Observations (OBS) and Opportunity for Improvements (OFI) raised during the audits.

#### **6. Periodical Annual Surveillance Audit**

- Bidder shall conduct Internal Audits along with certified Internal Auditors to ensure compliances of ISO 9001:2015, ISO 14001:2015 and OHSAS



18001:2007 standards. Internal audits to be conducted once in a year for 2 years after the Certification Audit.

- Bidder shall prepare Compliance reports to be submitted to the management soon after completion of services like Internal Audit, Corrective Action Plan, Closure of Non Conformity (NC's)/ Observation/ Areas for Improvement and Prepare Agenda items for Management Review Meetings in detail.
- Bidder shall ensure Surveillance audits by the engaged Certification body for IMS that includes ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standards. Surveillance Audit to be conducted once in a year for 2 years after the Certification Audit. Annual Surveillance Audits of the system throughout the certificate's validity period (one surveillance audit per year for 02 years), in order to verify that the system is being maintained. Upon completion of each stage as described above a report is issued to the audittee.
- Ensure availability of Bidder representative during the Surveillance Audits of IMS for taking suitable actions on all the Non Conformities (NC), Minor NC's (MNC), Observations (OBS) and Opportunity for Improvements (OFI) raised during the audits.
- This will include issuance of report on conformity after every surveillance audit.
- The periodicity of IMS Certification Audit & Surveillance audit shall be 12 months. Thus within a span of contract period of three years, there shall be in total 3 audits (2 surveillance audits and 1 Certification Audit). However Bidder should be carried out two internal audits in two years during surveillance audit period.

#### **Desired scope of QEHS MS certification**

#### **Following general condition will be applied to the contract:**

1. Works contract includes all charges for carrying out the job with report including Lodging, boarding and local conveyance of auditors.
2. The work is to be carried out at BCPL Lepetkata, Lakwa and Duliajan site.
3. The Consultancy Organization shall deploy such sufficient number of trustworthy, skillful and experienced Team leader and Team members.
4. All personal protective equipment's like Helmet & Safety Shoes etc. and personal insurance are Bidder's responsibility and are compulsory.
5. The Bidder shall submit the Organization Chart and details of the team they propose to deploy for BCPL Lepetkata along with the bid document.
6. Bidder shall have an experience of the similar nature of job and shall submit completion certificate of at least one such job. Petrochemical plant certification experience will be added additional advantage.
7. The Bidder shall have valid registration from the National Accreditation Board from Certification Bodies for all the three standards, and shall submit the same with the Bid.

#### **BCPL's Scope:**

1. Gate passes for auditors and other officials from bidder to be provided for entry to BCPL Premises.
2. Meeting will be organized & Audit coordination will be carried out by Engineer In Charge (Technical Services).



**Contract Period:** Contract period shall be divided into two phases-

1. Maximum duration 8 months for preparation works from the date of issuing the LOI/ WORK ORDER
2. Afterward 4 months (without any break from point no -1) for registration and certification and maintenance of IMS that includes ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standard.
3. Afterward two years (without any break from point no -2) for maintenance of IMS that includes ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standards, by Internal & Surveillance Audits

It can be terminated at any point of time without assigning reason, in case performance is not up to the expectation. Decision of Engineer-in-Charge (Technical Services) shall be final and binding.

## General Information

### **Main Activities performed at BCPL Lepetkata, Duliajan and Lakwa.**

Brahmaputra Cracker and Polymer limited (A Government of India Enterprise) registered as a Joint Venture Company (Promoted by GAIL India Limited, NRL, Oil India Ltd and Assam Government) on 8th Jan'2007, The plant was successfully commissioned on 2nd January 2016 and Hon'ble Prime Minister, Shri Narendra Modi dedicated BCPL Petrochemical Complex to the Nation on 5th Feb'2016. GAIL (India) Limited is the main promoter having 70% of equity participation and the rest 30% is equally shared by Oil India Ltd (OIL), Numaligarh Refinery Limited (NRL) and Government of Assam. Information of BCPL work stations, Operations, and average employees working in a day as below.

| Location                          | Address                                                                                           | Operation                                                                                                                      | Average working employees (both Regular and Contractual, All shifts including General Shift) / Day |
|-----------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Lepetkata (Main Plant)</b>     | Bramhaputra Cracker and Polymer Limited, Lepetkata, Dibrugarh- 786006, ASSAM.                     | Gas sweetening, Ethylene cracking and production of (Polymers) LLDPE / HDPE and PP products along with by-products HPG and PFO | Approximately regular employees 600,<br>Approximately Contractual employees 1000.                  |
| <b>Duliajan (Work station- 1)</b> | Gas Dehydration Unit and Compressor Station, BCPL, Near Madhuban Tea Estate, Duliajan. Dibrugarh- | Natural Gas Dehydration & Compressing Process before transporting the gas in pipeline to Lepetkata.                            | Approximately regular employees 40,<br>Approximately Contractual employees 120.                    |



|                               |                                                                           |                                                                          |                                                                                     |
|-------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                               | 786602, ASSAM.                                                            |                                                                          |                                                                                     |
| <b>Lakwa (Work Station-2)</b> | C2 + Recovery Plant, BCPL, P.O.: Lakwa - 785688, DIST.: Sivasagar (ASSAM) | C2+ Recovery Plant before transporting the gas in pipeline to Lepetkata. | Approximately regular employees 50,<br><br>Approximately Contractual employees 250. |



# SECTION-VII

## HEALTH, SAFETY ENVIRONMENT [HSE] SPECIFICATIONS



## SECTION-VIII

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

#### 1.0 SCOPE

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

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

- 2.1 Preferably, the Contract should have a documented 'HSE Policy' to cover commitment of their organization to ensure health, safety and environment aspects in their line of operations.
- 2.2 The Contractor shall ensure that the BCPL's 'Health, Safety and Environment [HSE]' requirements are clearly understood and faithfully implemented at all level, at sites.
- 2.3 Contractor shall promote & develop consciousness for health, safety & environment among all personnel working for the Contractor. Regular work-site meetings shall be arranged on 'HSE' activities to cover hazards involved in various operations during executing their jobs, location of First Aid Box, trained personnel to give First Aid, Assembly Points, standby Ambulance or vehicle and fire protection measures such as fire hydrant, water and fire extinguishers, etc.
- 2.4 Non-conformance of 'HSE' by Contractor [including his sub-Contractors] as brought out during review/audit by BCPL / external agency authorized by BCPL, shall be complied by Contractor and its report to be submitted to BCPL.
- 2.5 Contractor shall adhere consistently to all provisions of 'HSE' requirements. In case of non-compliance of continuous failure in implementation of any of the 'HSE' provisions, BCPL may impose stoppage of work and a suitable penalty for non-compliance. The decision of imposing work-stoppage, its extent & monetary penalty shall rest with BCPL.
- 2.6 All fatal accidents and other personnel accidents shall be investigated for root cause by BCPL and Contractor shall extend all necessary help and cooperation in this regard. Recommend corrective and preventive actions of findings will be communicated to Contractor for taking suitable actions should be taken by the Contractors to avoid recurrence of such incidences.
- 2.7 Contractor shall ensure that all their staffs and workers, including their sub-Contractor(s), shall wear 'Personal Protective Equipments [PPEs]' such as safety helmets, safety shoes, safety belts, protective goggles, gloves, etc., as per job requirements. All these gadgets shall conform to relevant IS specifications or equivalent.
- 2.8 Contractor shall assign competent & qualified personnel for carrying out various tasks/jobs as per requirement.
- 2.9 All equipments should be tested and certified for its capacity before use.
- 2.10 Contractor shall ensure storage and utilization methodology of materials that are not detrimental to the environment. Where required, Contractor shall ensure that only the environment-friendly materials are used.
- 2.11 All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules and regulations relating to the hazardous material substances and waste. Contractor shall not dump release or otherwise discharge or dispose off any such materials without the express authorization of BCPL.
- 2.12 Contractor should obtain all work permits before start of activities [as applicable] like hot work, confined space, work at heights, storage of chemicals/explosive materials and its use & implement all precautions mentioned therein.



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

1.0 RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'

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



# SECTION-VIII

## SCHEDULE OF RATES [SOR]

(TO BE SUBMITTED IN e-MODE IN NIC CPP  
PORTAL)

<https://eprocure.gov.in>

- **BIDDER MAY REFER INSTRUCTIONS FOR PARTICIPATION IN e-TENDER –  
Page no. 56 to 65 under section III of ITB**

### e-Tender Helpdesk

BCPL :- Phone : 0373-2914582

Mobile : 8811017320

Email : etender@bcplindia.co.in

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

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