



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

PART – A REQUEST FOR QUOTATION (RFQ)

Ref.: BCPL/DIB/C&P/2015/M/005/SD

DATE - 15/07/2015

SUB: - PROCUREMENT OF GENERAL STATIONERY FOR BCPL, LEPETKATA - DIBRUGARH

Dear Sir(s),

Brahmaputra Cracker & Polymer Ltd., Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under two bid system along with requisite Earnest Money Deposit (EMD) for supply of **GENERAL STATIONERY** for BCPL - Dibrugarh, as detailed below in complete accordance with enclosed tender document:

TENDER NO.	EARNEST MONEY DEPOSIT (EMD)	COST OF TENDER	TYPE	LOCATION
BCPL/DIB/C&P/2015/M/005/SD	₹. 26,000/-	₹. NIL	SUPPLY	LEPETKATA-DIBRUGARH

DESCRIPTION OF WORK	PROCUREMENT OF GENERAL STATIONERY FOR BCPL, LEPETKATA-DIBRUGARH
LAST DATE AND TIME FOR SUBMISSION OF TENDER	30/07/2015 at 14.30 hrs.
DATE AND TIME FOR OPENING OF BIDS	30/07/2015 at 15.00 hrs.
PRE BID MEETING	20/07/2015 at 15.00 hrs.
DELIVERY SCHEDULE	STAGGERED DELIVERY.
PLACE OF SUBMISSION OF TENDER, PRE BID MEETING & ADDRESS OF COMMUNICATION	OFFICE OF CONTRACTS & PROCUREMENT DEPT. BRAHMAPUTRA CRACKER & POLYMER LIMITED ADMINISTRATIVE BUILDING, C&P DEPARTMENT PO – BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
SAMPLES TO BE SUBMITTED ALONG WITH THE UN-PRICED BID & MAKE/MODEL TO BE CONFIRMED ALONG WITH THE SCHEDULE OF RATE (BOTH IN PART A & B). Bidder to mention the make / model in the SOR both un-priced – priced.	

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

Project Site Office: Administrative Building, P.O. Barbaruah, Lepetkata, Dibrugarh-786006, Assam, Tel: 0373- 2914611

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

PART – A

EMD* : ₹. 26,000.00 (THROUGH DD/BG IN FAVOUR OF M/S BRAHMAPUTRA CRACKER AND POLYMER LIMITED, PAYABLE AT DIBRUGARH). *SMALL SCALE INDUSTRIES REGISTERED WITH NSIC UNDER ITS SINGLE POINT REGISTRATION SCHEME, SHALL BE EXEMPTED FROM SUBMISSION OF EMD PROVIDED THEY ARE REGISTERED FOR THE ITEMS THEY INTEND TO QUOTE AGAINST BCPL TENDER. FORMAT OF BANK GUARANTEE TOWARDS EMD IS ENCLOSED WITH TENDER.

UNDERTAKING: AN UNDERTAKING (BY THE BIDDERS WHO QUOTES BY DOWN LOADING THE TENDER FROM WEB SITE) ON THEIR LETTER HEAD STATING THAT “THE CONTENTS OF THE TENDER DOCUMENT 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 THE M/S (NAME OF THE BIDDER) SHALL BE LIABLE FOR REJECTION”.

Offers should be submitted separately in two parts in sealed envelopes super scribed with the tender no., due date, item and nature of offer (Un-priced / Priced).

PART-A: UN-PRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details & the Schedule of Rate (SOR) with prices blanked out and copy of tender document & addenda/corrigenda, if any, duly signed and stamped on each page.

PART-B: PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender (Annexure –VI).

The two envelopes containing Part-A and Part-B shall be enclosed in a larger envelope duly sealed and pasted and shall bear the tender no., due date and item prominently along with address of this office and sender's name and address.

Tender through Fax / Telex / Telegram / e-mail shall not be considered.

BID EVALUATION CRITERIA (BEC):

EXPERIENCE CRITERIA:

Bidder should have experience in supply of General stationary items to any department under central / state Govt. / PSU / Govt. Organization / private limited company / public limited company in the previous 07 years to be reckoned from the date of bid-submission.

Bidder must submit copy(s) of purchase order & proof of supply (copy of receipt of delivery challan / payment receipt note / completion certificate, inspection note issued by client etc), duly attested by gazetted officer along with the bid as documentary evidence to substantiate the required experience.

- **In case the bidder is executing a rate/ maintenance contract which is still running and the contract value/ quantity executed till one day prior to the due date of submission is equal to or more than the minimum prescribed value/ quantity as mentioned in the BEC, such experience will also be taken into consideration provided that the bidder has**

submitted satisfactory work / supply execution certificate to this effect issued by the end user/owner.

- **The bid not meeting the above requirement shall not be considered for evaluation.**

MODE OF EVALUATION OF BID:

1. The evaluation of Bid shall be done on item wise L-1 (lowest techno commercially acceptable) F.O.T. site basis.
2. Bidder should specify the make/model in the relevant column of the SOR in un-priced bid.
3. Bidder must accept staggered delivery as per mentioned delivery schedule, failing which offer shall be liable for rejection.
4. Quoted rates should be valid for 01 year beyond the date of issuance of PO.

PRICE BASIS:

FOT SITE (BCPL-LEPETKATA, DIBRUGARH ASSAM).

DELIVERY SCHEDULE:

Material should be delivered on staggered basis, i.e, in 02 lots for a period of 08 months. First lot should be delivered within 30 days from the date of purchase order & remaining lots to be supplied on written intimation from this office within 30 days, subject to the second lot intimation letter will be issued within 08 months from the date of purchase order.

VALIDITY PERIOD OF OFFER:

The period of validity of the quotations should not be less than 120 days from the opening date. Quotations with less validity are likely to be ignored.

CONSIGNEE ADDRESS:

BRAHMAPUTRA CRACKER & POLYMER LTD.
OFFICE OF THE DY. GENERAL MANAGER (C&P)
CENTRAL WARE HOUSE, PO – LEPETKATA
DIBRUGARH-786006, ASSAM

PARTY SHOULD CONFIRM THE EXACT DELIVERY DATE WELL IN ADVANCE BEFORE DELIVERY.

TERMS OF PAYMENT:

100% PAYMENTS SHALL BE MADE WITHIN 30 DAYS AFTER RECEIPT & ACCEPTANCE OF MATERIAL AT SITE ON A PARTICULAR LOT.

PRICE REDUCTION SCHEDULE (PRS):

PRICE REDUCTION @0.5% OF THE VALUE OF UNDELIVERED QUANTITY PER WEEK OR PART THEREOF PER LOT SUBJECT TO A MAXIMUM (CEILING) OF 5% OF TOTAL ORDER VALUE WILL BE APPLICABLE. THE VALUE REFERRED IN PRS CLAUSE EXCLUDING TAXES AND DUTIES.

GURANTEE / WARANTEE:

SHALL HAVE GUARANTEE / WARRANTEE AGAINST MANUFACTURING DEFECT & SAME SHALL BE REPLACED WITHIN 10 DAYS FROM THE DATE OF INTIMATION LETTER TO BIDDER.

FIXED PRICE:

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

TRANSIT INSURANCE:

Shall be in the scope of supplier.

FREIGHT & PACKING - FORWARDING CHARGE:

Should be inclusive of the quoted rates.

LATE BIDS:

Any bid received by the OWNER after the bid due date and time prescribed in the Tender Document shall be rejected.

Telegraphic / Tele Fax / E-Mail offers whether sent directly or submitted by local agent in India will not be considered and shall be rejected.

OPENING OF PRICE BIDS:

The price bids of the substantially responsive bidders will be opened later. The price bids of those bidders determined to be not substantially responsive will be rejected.

AWARD CRITERIA:

The OWNER will award the contract to the techno-commercially successful bidder whose bid has been determined to be the lowest evaluated on item wise basis.

OWNER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:

The OWNER reserves the right at the time of award of contract to increase or decrease the quantity specified in the scope (in respect of each item of scope), without any change in unit price and other terms & conditions.

OWNER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

OWNER 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 the OWNER'S action.

JURISDICTION OF COURT:

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

ARBITRATION:

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

PART A

FORCE MAJEURE:

Shall mean and be limited to the following:

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

The SELLER shall advise OWNER by a registered letter duly certified by the local Chambers of Commerce or Statutory Authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force majeure, OWNER reserves the right to cancel the order and provisions governing termination shall apply.

For delays arising out of Force majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither OWNER nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist.

SELLER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the SELLER or the OWNER shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the SELLER without being subject to price reduction for delayed deliveries, stated elsewhere.

REJECTION CRITERIA:-

OWNER request bidders to accept all terms and conditions stipulated in this document in totality for speedy decision. Bidders are requested to note that taking deviation or suggesting modifications to the following clauses may result in summary rejection of their bids:

- 1) Period of validity of bids.
- 2) Arbitration Clause.
- 3) Force Majeure Clause.
- 4) Non submission of firm prices till 1 year from the date of PO.
- 5) Deviation in payment terms for the specified terms as mentioned in tender.
- 6) Scope of supply i.e. price Basis
- 7) Non-submission of EMD.
- 8) Non-acceptance of staggered delivery.
- 9) Non-submission of samples.
- 10) Non acceptance of specified make as per tender.

GUIDELINES FOR SCRUTINY/COMPARISON OF BIDS:-

The discrepancies in rate filled for various items shall be resolved in the following manner:-

- (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.

PART A

- (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.
- (iv) In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (Such unquoted item not being in large numbers), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items.

If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price.

If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.

PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES (MSES)

1.0 Government of India, vide Gazette of India No. 503 dated 26.03.2012 has proclaimed the Public Procurement Policy on procurement of goods and services (not applicable for Works Contracts) from Micro and Small Enterprises (MSEs) by all Central Ministries/ Departments/ PSUs for promotion and development of Micro and Small Enterprises. Accordingly, following provisions shall be incorporated in all tenders:

- i) Issue of Tender Documents 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 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 enterprises and such micro and small enterprises shall be allowed to supply upto 20% of the total tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

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

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 at least 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.
- iv) The quoted prices against various items shall remain valid in case of splitting of quantities of the items as above.
- v) 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 Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

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

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

ENCLOSURE:

PART - A

- a) ANNEXURE – I (NON-QUOTE SOR).
- b) ANNEXURE – II (BIDDER FACET).
- c) ANNEXURE – III (CONSENT).
- d) ANNEXURE –IV (AGREED TERMS & CONDITIONS).
- e) ANNEXURE- V (ITB)
- f) GENERAL PURCHASE CONDITION enclosed extra

PART -B

- g) ANNEXURE –VI (SCHEDULE OF RATE).

In case bidder(s) have any queries, they may present the same to the undersigned Ph. No. 0373-2914635 / email – sdutta@bcplindia.co.

THANKS & REGARDS,

(SAMRAT DUTTA)
DY. MANAGER (C&P)
FOR BRAHMAPUTRA CRACKER AND POLYMER LTD.
0373-2914635
sdutta@bcplindia.co

PART – A

ANNEXURE – I

SCHEDULE OF RATES (SOR)

SL. NO.	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY In %	VAT/ CST In %	FREIGHT Rs. /Unit	AMOUNT In Fig. (₹)
					IN FIG.	IN WORDS				
1	Photo copy paper A3 size, Century/JK/or Equivalent of minimum 75 GSM		Pkt	50	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
2	Arc File , Ambassador (Marble Polycoated) / Best Quality		Nos.	2400	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
3	Stapler Big Size: no.: 555, Make: Kangaro		Nos.	50	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
4	Stapler Medium size: no.: 10 , Make: Kangaro [HD 10D]		Nos.	210	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
5	Stapler pin for above		Pkt.	1000	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
6	Dot Pen - Blue, Cello Max - Writer		Nos.	1000	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
7	Dot Pen - Black, Cello Max - Writer		Nos.	500	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
8	Dot Pen – Red, Cello Max - Writer		Nos.	500	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
9	Dot Pen –Green, Cello Max - Writer		Nos.	200	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
10	Pencil HB, Nataraj		Nos.	1000	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
11	Eraser, Non - Dust, Natraj/Apsara		Nos.	550	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
12	Punching M/c, Small, (DP_280) Kangaroo		Nos.	100	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE

SL. NO	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY In %	VAT/ CST In %	FREIGHT Rs. /Unit	AMOUNT In Fig. (₹)
					IN FIG.	IN WORDS				
13	Cello Tape Small (L=9 mtr), Make: Pidilite/Premier		Nos.	500	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
14	Cello Tape Big (L=25 mtr), Make: Pidilite/Premier		Nos.	1000	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
15	Brown Tape, width approx. 1", L=35 mtr Make: Gold Line/Wonder555/NKG Wonder/Kores/Equivalent		Nos.	100	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
16	Brown Tape, width approx. 2.5", L=35 mtr Make: Gold Line/Wonder555/NKG Wonder/Kores/Equivalent		Nos.	300	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
17	Gems Clips, Bell, Size =35 mm (Stainless Steel) [Oddy]		Pkts	200	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
18	Plastic Folder / L-Folder, Size: A 4, Solo/Infinity/World One (with BCPL Logo)		Nos.	2000	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
19	Permanent Marker (pointed), Make: Fabre Castle/Camlin/Kores		Nos.	500	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
20	Permanent Marker (Thick), Make: Fabre Castle/Camlin/Kores		Nos.	600	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
21	Scale Plastic, Size: 1', Make: Fabre Castle/Camel/Kores		Nos.	100	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
22	Scissor, small Size, Make: Gorila / Saya/Infinity/Kangaro		Nos.	60	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE

SL. NO	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY In %	VAT/ CST In %	FREIGHT Rs. /Unit	AMOUNT In Fig. (₹)
					IN FIG.	IN WORDS				
23	Scissor, medium Size, Make: Gorila / Saya/Infinity/Kangaro		Nos.	70	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
24	Marker pen for white board, Black, Good Quality		pcs	50	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
25	Duster Cloth yellow (36cm x 36cm)		pcs	60	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
26	Blinder Clip, Size: 19mm , Make: Saya/Infinity/Oddy		Pkt	200	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
27	Blinder Clip, Size: 25mm , Make: Saya/Infinity/Oddy		Pkt	200	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
28	Blinder Clip, Size: 51mm , Make: Saya/Infinity/Oddy		Pkt	50	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
29	Stamp Pad, Make: Fabre Castle/Kores/Camel (Medium)		Nos.	10	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
30	Ink for above, Make: Fabre Castle/Kores/Camel		Nos.	10	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
31	Glue Stick 15 Gms of Pedelite		Nos.	1000	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
32	Sticky Pad Single Column (Yellow), Size: 3"X3"		Pkts	500	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
33	Page Marker Self Adhesive (Multicolour) Size: 1"X3"		Pkts	1000	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
34	Highlighter , Make: Fabre Castle/Camel/Luxor/K ores		Pc	400	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE

SL. NO.	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY In %	VAT/ CST In %	FREIGHT Rs. /Unit	AMOUNT In Fig. (₹)
					IN FIG.	IN WORDS				
35	Carbon Paper- A3 Size(420 x 330mm), Make : Camlin/Kores Sapphire/Multi Copy		Pkt.	10	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
36	Gum Liquid in Bottle- 150 ml , Make: Gripex [Fevigum]/Kores		Nos.	50	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
37	Dust Bin, Standard Size (Plastic) Good quality		Nos.	100	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
38	Register,8 [Neelgagan]		Nos.	200	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
39	Register,10 (Neelgagan)		Nos.	500	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
40	Register,14 (Neelgagan)		Nos.	150	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
41	Photo copy paper A4 size, Century/JK/or Equivalent of minimum 75 GSM		Pkt. (500 Sheet)	4100	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
42	U Folder, A4 Size		Nos.	250	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE	DO NOT QUOTE HERE
	GRAND TOTAL (₹.)									DO NOT QUOTE HERE

TOTAL AMOUNT (IN WORDS):- DO NOT QUOTE HERE

NOTE –

- 1) TAXES & DUTIES SHOULD BE MENTIONED AS PER SOR ABOVE OR ELSE WILL BE CONSIDERED AS INCLUSIVE.
- 2) DELIVRY – F.O.T. AT BCPL, DIBRUGARH
- 3) THE QUOTED RATES SHOULD BE INCLUSIVE OF PACKING & FORWARDING CHARGES, FREIGHT CHARGES & TRANSIT INSURANCE.
- 4) SAMPLES TO BE SUBMITTED FOR THE ITEMS WHOSE MAKES/MODELS ARE NOT MENTIONED IN THE SOR.
- 5) MAKE / MODEL SHOULD BE FURNISHED AS IN COLUMN ABOVE.
- 6) EVALUATION & COMPARISION OF PRICE BIDS WILL BE AS PER CLAUSE NO. 31 OF INSTRUCTION TO BIDDER.

PART – A

ANNEXURE – II

BIDDER FACET

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

(i) Postal Address :

.....

.....

(ii) Telephone Number :

(iii) Telefax Number :

(iv) Contact Person :

(v) E-mail Address :

B) Details of Contact person:

(i) Postal Address :

.....

.....

(ii) Telephone Number :

(iii) Fax Number :

(iv) Contact Person :

(v) E-mail Address :

PART – A

ANNEXURE - III

CONSENT LETTER

(Applicable for outside bidders of Assam and to be submitted along with un- Priced bid)

To,

Dy. Manager (C&P)
Brahmaputra Cracker & Polymer Ltd.
Admin. Building
Ground Floor, P.O. Lepetkata,
Dibrugarh - 786 006, Assam

SUBJECT: Deduction for Entry Tax at source

Dear Sir,

We hereby confirm that, entry tax as applicable shall be deducted at source from our bills as we do not have valid VAT - TIN Registration under Assam VAT Act 2003. Accordingly, M/s. BCPL has to provide Road Permit at the time of dispatch of materials.

(Signature of the bidder)

PART – A

ANNEXURE - IV

FORMAT FOR COMMERCIAL TERMS & CONDITIONS

(Please submit this annexure duly filled, signed & stamped on each page along with your offer)

SL. NO.	TERMS & CONDITIONS	TENDER REQUIREMENT	BIDDER'S CONFIRMATION
1.	QUOTED PRICES	FIRM	[Accepted/Not accepted)
2.	DETAIL OF EMD	₹. 26,000.00/-	DD No..... dated..... For ₹..... Drawn on..... payable at, SBI Dibrugarh Bank Guarantee No.....dated..... For ₹..... Issued by..... Valid till.....
3.	UNDERTAKING WHO DOWNLOADED THE TENDER FROM WEBSITE	AS PER PAGE NO.-2	
4.	Bidder should have experience in supply of General stationary items to any department under central / state Govt. / PSU / Govt. Organization / private limited company / public limited company in the previous 07 years to be reckoned from the date of bid-submission. Bidder must submit copy(s) of purchase order & proof of supply (copy of receipt of delivery challan / payment receipt note / completion certificate, inspection note issued by client etc), duly attested by gazetted officer along with the bid as documentary evidence to substantiate the required experience.		
5.	Submission of samples along with un-priced bid (FOR THOSE ITEMS WHOSE MAKES/MODELS ARE NOT MENTIONED IN SOR)		
6.	PRICE BASIS	FOT SITE (BCPL-LEPETKATA, DIBRUGARH ASSAM).	
7.	CONFIRMATION OF QUOTING FIRM PRICES TILL VALIDITY PERIOD OF OFFERS.	120 DAYS	
8.	BIDDER MUST HAVE VALID SALES TAX REGISTRATION NO. AND SAME SHOULD BE INDICATED IN THE QUOTATION & ATTESTED COPY OF THE SAME TO BE SUBMITTED ALONG WITH THE UN-PRICED BID.		
9.	CONFIRM ACCEPTANCE TO REPEAT ORDER CLAUSE	Purchaser reserves the right within six months of order to place repeat order up to 50% of ordered quantity in the same rate, terms & conditions.	

10.	CONFIRM ACCEPTANCE TO PART ORDER QUANTITY	(i.e. BCPL can place order for lower quantity vis-à-vis tendered quantity)	
11.	POINT OF DISPATCH		
12.	TERMS OF DELIVERY	Material should be delivered on staggered basis, i.e, in 02 lots for a period of 08 months. First lot should be delivered within 30 days from the date of purchase order & remaining lots to be supplied on written intimation from this office within 30 days, subject to the second lot intimation letter will be issued within 08 months from the date of purchase order.	
13.	TRANSIT INSURANCE	BCPL SCOPE	
14.	PRICE REDUCTION SCHEDULE (PRICE REDUCTION @0.5% OF THE VALUE OF UNDELIVERED QUANTITY PER WEEK OR PART THEREOF PER LOT SUBJECT TO A MAXIMUM (CEILING) OF 5% OF TOTAL ORDER VALUE (LOT WISE) WILL BE APPLICABLE. THE VALUE REFERRED IN PRS CLAUSE EXCLUDING TAXES AND DUTIES.)		
15.	PAYMENT TERMS	100% PAYMENTS SHALL BE MADE WITHIN 30 DAYS AFTER RECEIPT & ACCEPTANCE OF MATERIAL AT SITE.	
16.	MODE OF PAYMENT	BY RTGS	
17.	PERFORMANCE BANK GUARANTEE/SECURITY DEPOSIT	NOT APPLICABLE	NOT APPLICABLE
18.	ARBITRATION/JURISDICTION OF COURT	GUWAHATI	
19.	FORCE MAJEURE	AS MENTIONED IN PAGE NO. 5	
20.	EXCISE DUTY (IN %) (IF APPLICABLE)	AT ACTUAL	@.....%/NIL
21.	Bidder Shall confirm to submit Cenvatable Excise Invoice at the time of supply of material to avail cenvat benefits (If applicable).		NOT APPLICABLE
22.	VAT (for bidders of ASSAM) (in%) (if applicable)		@.....%/NIL
23.	CST (for bidders out of ASSAM) (With from C) (If applicable)		@.....%/NIL
	CST (for bidders out of ASSAM) (Without form C) (If applicable)		@.....% /NIL
24.	ECC NO./EXCISE REGN. NO.	AADCB2356EEM001	(Bidder's)
	CST NO./ST-TIN NO.	18049926313	(Bidder's)
25.	ENTERPRISES INFORMATION WITH RESPECT TO MSME DEVELOPMENT ACT 2012		Yes (Certificate Attached)/No
26.	ALL THE PAGES OF THIS RFQ ARE DULY SIGNED & STAMPED IN TOKEN OF ACCEPTANCE		YES/NO
27.	PLEASE INDICATE FOLLOWING BREAK-UP 1) CENVETABLE EXCISE DUTY. 2) NON- CENVETABLE EXCISE DUTY.		NOT APPLICABLE
28.	The Payment against cenvetable portion shall be made at actual against the		NOT APPLICABLE

	maximum given at 27.1 above Confirm acceptance. Material supplied will be eligible for CENVET credit and vendor shall furnish all documents as required to avail the same.	
29.	Cenvetable portion of Excise duty shall be released on receipt of cenvetable document. Confirm acceptance.	NOT APPLICABLE
30.	ACCEPTANCE OF ALL TECHNICAL & COMMERCIAL TERMS & CONDITIONS. ALONG WITH THE EVALUATION & COMAPARISION CRITERIA AS PER THE TENDER DOCUMENT.	
31.	ACCEPTANCE OF EVALUATION & COMPARISION CRITERIA AS PER CLAUSE NO. 31 OF INSTRUCTION TO BIDDER. However, cenvet benefit is not available for procurement of General Stationery.	
32.	Confirmation of Submission of tender as under: Offers should be submitted separately in two parts in sealed envelopes superscripted with the Tender No., due date, item and nature of offers (Un-priced/Priced):- PART-A: UN-PRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details & the Schedule of Rate (SOR) with prices blanked out and copy of tender document & addenda/corrigenda, if any, duly signed and stamped on each page. PART-B: PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender (Annexure –VI). The two envelopes containing Part-A and Part-B shall be enclosed in a larger envelope duly sealed and pasted and shall bear the tender no., due date and item prominently along with address of this office and sender's name and address.	YES/NO
33.	DETAILED ADDRESS OF BIDDER	
	CONTACT PERSONS (Name and Designation)	
	PHONE NO. (WITH STD CODE)	
	FAX NO. (WITH STD CODE)	
	E-MAIL ADDRESS	
	MSE / SSI / NSIC UNIT	Whether SC /ST
	MOBILE NUMBER	
34.	A) MSME EM-II	SUBMITTED
	B)MSME certified by statutory auditor practicing CA	

Place:

Date:

Signature of Authorized Signatory

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.
Main Fire Station Building, BCPL Project Site,
Lepetkata-786006, Dibrugarh
Assam

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 any recourse by
Brahmaputra Cracker & Polymer Limited., the amount -----
-----without any reservation, protest, demur and recourse. Any such demand made by BCPL, shall be
conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This guarantee shall be irrevocable and shall remain, valid upto----- (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 -----2014 ----- at -----

WITNESS :

(SIGNATURE)

(NAME)

(SIGNATURE)

(NAME)

(OFFICIAL ADDRESS)

Designation with Bank Stamp

Attorney as per _____

Power of Attorney No.

Date : _____

INSTRUCTIONS TO BIDDERS

CONTENTS

Table of Clauses

- A. Introduction
- B. Bidding Documents
- C. Preparation of Bids
- D. Submission of Bids
- E. Bid Opening and Evaluation
- F. Award of Contract

1.0 SCOPE OF BID:

- 1.1 The Purchaser as defined in the General Conditions of Contract-Goods, hereinafter “the Purchaser” wishes to receive bids for the supply of goods as described tender.
- 1.2 The successful bidder will be expected to complete the supply of goods within the delivery period stated in Special Conditions of Contract.
- 1.3 Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder/ tenderer”, “bid/tender/offer”, “bidding / tendering”, etc.) are synonymous, and day means calendar day. Singular also means plural.

2.0 ELIGIBLE BIDDERS:

- 2.1 Bidders shall, as part of their bid, submit a written **power of attorney** authorizing the signatory of the bid to bind the bidder.
- 2.2 This Invitation for Bids is open to any bidder.
- 2.3 The bidder shall not be under a declaration of ineligibility by Purchaser for corrupt or fraudulent practices as defined in ITB.
- 2.4 While evaluating the bids, pursuant to Bid Evaluation Criteria as specified in the Global notice of IFB, bidders past performance shall also be assessed for ascertaining the responsiveness of the bid. In such a case, the decision of Purchaser shall be final and binding on the bidder.
- 2.5 The bidder is not put on holiday by BCPL or black listed by any Government Department/ Public Sector including BCPL.

3.0 ONE BID PER BIDDER:

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

4.0 BID EVALUATION CRITERIA:

The Bid Evaluation Criteria (BEC) is as per tender. The bids of only those bidders shall be considered for further evaluation and award, which is meeting BEC in totality and have submitted sufficient documentary evidence in support of meeting BEC.

5.0 COST OF BIDDING:

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

B. BIDDING DOCUMENTS

6.0 CONTENT OF BIDDING DOCUMENTS:

- 6.1 The bidding documents are those stated below and should be read in conjunction with any addenda issued in accordance with ITB Clause
- 6.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. The Invitation for Bids (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 to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

7.0 CLARIFICATION OF BIDDING DOCUMENTS:

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

*[All questions/queries should be referred to BCPL on or before scheduled date of pre-bid conference or 10 days before bid closing date. The questions/queries received by BCPL prior to pre-bid conference will be addressed in the pre-bid conference & **no separate communication will be sent to bidders.**]*

8.0 AMENDMENT OF BIDDING DOCUMENTS:

- 8.1 At any time prior to the bid due date, the PURCHASER 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 issuing addenda/corrigenda.
- 8.2 Any addendum/corrigendum thus issued shall be part of the Bidding Documents pursuant to ITB Clause-6.1 and shall be notified in writing by fax/post to all prospective bidders who have

received the bidding documents. Prospective bidders shall promptly acknowledge receipt of each addendum by fax/post to the Purchaser.

- 8.3 The PURCHASER may, at its discretion, extend the bid due date in order to allow prospective bidders, a reasonable time to furnish their most competitive bid taking into account the amendments issued.

C. PREPARATION OF BIDS

9.0 LANGUAGE OF BID:

- 9.1 The bid prepared by the bidder as well as all correspondence /drawings and documents relating to the bid exchanged by bidder and the PURCHASER shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an ENGLISH translation, in which case, for the purpose of interpretation of the bid, the ENGLISH translation shall govern.

10.0 DOCUMENTS COMPRISING THE BIDS:

Please read “Rejection criteria” and all other document of tender before submitting bid.

The "Un-Priced Bid" and "Price Bid" shall contain the documents in the manner specified below:

☐ **PART-I: UN-PRICED (TECHNO-COMMERCIAL BID):**

The "Un-priced Bid" must be complete with the following:

- (A) 'Covering Letter' on Bidder's 'Letter head'
- (B) Original EMD / Bid Security
- (C) Documents against BEC
- (D) An affidavit by the authorized signatory of bidder, on non-judicial stamp paper of appropriate value duly notarized certifying as given in tender document.
- (E) Blank Price Schedule (i.e. price schedule format without the prices/rates but mentioning “QUOTE/NOT QUOTED”) towards proof of submission of prices as per price schedule in “Price Bid (Part-II)” submitted separately
- (F) Complete Tender Document duly signed
- (G) All technical and commercial details other than the rate/price, bidder willing to submit
- (H) Any other information/details required as per bidding document including addendum /corrigendum to this bidding document, if issue

☐ **PART-II: PRICE BID [PRICE SCHEDULE]**

Priced Bid shall contain only prices mentioned in all Field/Box strictly in the “Price Schedule”

No stipulation, deviation, terms & conditions, presumption, basis or any documents etc. shall be stipulated / submitted in Priced bid. BCPL shall not take cognizance of any such statement and may at their discretion reject such price bids.

☐ **PART-III: EARNEST MONEY DEPOSIT [EMD]**

This section only contains copy of EMD and no other document(s)/conditions.

11.0 BID FORM & PRICE SCHEDULE:

- 11.1 The bidders shall complete the Bid Form and appropriate Price schedule furnished in

the Bidding Document, indicating the required information for all the goods to be supplied, a brief description of the goods, their country of origin and quantity.

12.0 BID

PRICES:

- 12.1 The bidder shall indicate on the appropriate format for "Price Schedule" enclosed as part of Bidding 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.
- 12.2 Bidders shall indicate the following separately (as per Price Schedule)
- A) Ex-works Price including packing and forwarding charges (such price to include all costs as well as duties and taxes paid or payable on components and raw materials incorporated or to be incorporated in the goods)
- B) Excise Duty & Sales Tax (rates) which will be payable on the finished goods, if this contract is awarded.
- C) **The statutory variation in Excise Duty & Sales Tax on finished goods covered under Cl. 12.2(B) within the contractual delivery period (except due to increase in turnover) shall be to BCPL's account.** However, any increase in the rate of these taxes and duties beyond the contractual completion period shall be to bidder's account and any decrease shall be passed on to **BCPL**. Further, any statutory variation in the rate of customs duty within contractual delivery period, on the actual CIF value of import content, but subject to maximum of such duty payable on quoted CIF value, under Cl. 12.2 (A) shall also be to BCPL's account. In case of delay in delivery, any increase in the rate of customs duty beyond the contractual completion period shall be to bidder's account and any decrease shall be passed on to BCPL.

NOTE: *Inland transportation, other local costs incidental to delivery of the goods to its final destination (FOT-site) shall be quoted by the Bidder. However, transit Insurance shall be arranged by Purchaser.*

- 12.3 **Fixed Price:** Prices quoted by the bidder shall be firm and fixed during the bidder's performance of the contract and not subject to variation on any account except for variations permitted under 12.2(D) for domestic bidders. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- 12.4 The delivery terms shall be interpreted as per INCOTERMS 2010.

13.0 BID CURRENCIES:

- 13.1 Domestic bidders may submit bid in Indian Rupees.

14.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION:

- 14.1 Bid Evaluation Criteria (As per IFB)
- 14.1.1 Pursuant to evaluation Criteria specified in Invitation for Bids (IFB) the bidder shall furnish all necessary supporting documentary evidence to establish the bidder's claim of meeting Bid evaluation criteria.

14.2 Bidders Eligibility Criteria

- 14.2.1 The bidder shall furnish, as part of his bid, documents establishing the bidder's eligibility to bid and its qualification to perform the contract if its bid is accepted.
- 14.2.2 The PURCHASER will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid is qualified to satisfactorily perform the contract. An affirmative determination will be pre-requisite for award of the Contract.
- 14.3 Bidder is required to furnish the complete and correct information / documents required for evaluation of their bids. If the information / documents forming basis of evaluation is found to be false / forged, the same shall be considered adequate ground for rejection of the bids and forfeiture of Earnest Money deposit.

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

In case this issue of submission of false document comes to the notice after execution of work, BCPL shall have full right to forfeit any amount due to the Vendor/Contractor along with forfeiture of CPBG/Security Deposit furnished by the Vendor/Contractor. Further, such bidder/vendor/Contractor shall be put on Blacklist/Holiday list of BCPL debarring them from future business with BCPL.

15.0 DOCUMENTS ESTABLISHING GOODS' ELIGIBILITY AND CONFORMITY TO BIDDING **DOCUMENTS:**

- 15.1 Pursuant to ITB Clause 10, the bidder shall furnish, as part of the bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services which the bidder proposes to supply under the Contract.
- 15.2 The documentary evidence of the goods and services' conformity to the Bidding Documents may be in the form of literature, drawings or data, and shall furnish:
- a) Detailed description of the essential technical and performance characteristics of the goods;
 - b) a clause-by-clause commentary on the PURCHASER'S Technical specifications demonstrating the goods and services' substantial responsiveness to the specifications.
- 15.3 For purpose of the commentary to be furnished under Clause-15.2 above, the bidder shall note that standards for workmanship, material and equipment, and reference to brand names or catalogue numbers, designated by the PURCHASER in its Technical Specifications are intended to be descriptive only and not restrictive.

16.0 PERIOD OF VALIDITY OF BIDS:

- 16.1 The bid shall remain valid for acceptance for **120 days** from the final bid due date. PURCHASER shall reject a bid valid for a shorter period being non-responsive.
- 16.2 In exceptional circumstances, prior to expiry of the original bid validity period, the PURCHASER may request that the bidder to extend the period of bid validity for a specified additional period. The requests and the responses thereto shall be made in writing (by post/ e-mail). A bidder may refuse the request without forfeiture of his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of its bid security for the period of the extension and in accordance with ITB Clause 17.0 in all respects.

17.0 EMD / BID SECURITY:

- 17.1 Pursuant to ITB Clause-10, the bidder shall furnish, as part of his bid, bid security in the amount specified in the Invitation for Bids.
- 17.2 The bid security is required to protect the PURCHASER against the risk of bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause-17.7
- 17.3 The bid security in Indian Rupees for bidders quoting in Indian Rupees shall be in the form of Demand Draft/ Banker's Cheque in favour of BCPL, payable at State Bank of India, Main Branch, Dibrugarh, Assam (India) (issued by Indian Nationalized / Scheduled bank or first class International bank) or in the form of Bank Guarantee as per format enclosed in the Bidding Document.

BCPL shall not be liable to pay any bank charges, commission or interest on the amount of bid security.

In case, bid security is in the form of 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 in case of Domestic. However, in case of Bank Guarantee from banks other than the Nationalized Indian banks, the bank must be commercial bank having net worth in excess of Rs.100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.

The Bid Security submitted through BG/Letter of Credit shall be valid for two (02) months beyond the validity of the Bid as specified in Clause 16 of ITB.

- 17.4 Any bid not secured in accordance with ITB Clause 17.1 and 17.3 may be rejected by the PURCHASER as non-responsive.
- 17.5 Unsuccessful bidder's bid security will be discharged/returned ,as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the PURCHASER, pursuant to ITB Clause-16.

- 17.6 The successful bidder's bid security will be discharged upon the bidder's accepting the Order, pursuant to ITB Clause-40 and furnishing the Contract Performance Guarantee pursuant to ITB Clause-41.
- 17.7 The bid security may be forfeited:
- a) If a bidder withdraws his bid during the period of bid validity.
 - b) in the case of a successful bidder, if the bidder fails:
 - i) to accept the Purchase Order in accordance with ITB Clause-40
 - or
 - ii) to furnish Performance Guarantee in accordance with ITB Clause-41
 - iii) to accept correction of errors pursuant to ITB Clause-30
 - c) If the Bidder changes the proposed manufacturer/technical specification etc. after submission of his bid.
- 17.8 Bid Security should be in favor of Brahmaputra Cracker & Polymer Ltd and addressed to BCPL. Bid Security must indicate the **Bid Document number and the item** for which the bidder is quoting. This is essential to have proper co-relation at a later date. The Bid Security in the form of Bank Guarantee shall be in the form provided in the Bidding Document.
- 17.9 Exemption of submission of EMD/Bid bond granted for the following firms against submission of documentary proof.
- ☐ Public Sector Undertakings.
 - ☐ Firms registered with NSIC will be exempted from payment of Earnest money/Bid Bond provided they are registered for the items they intend to quote against BCPL tender.
 - ☐ Small scale Industries units registered with the NSIC, under its single point registration scheme.
- 18.0 PRE-BID MEETING:**
- 18.1 The bidder(s) or his designated representative, who are interested to submit their bid are invited to attend a pre-bid meeting which will take place at **BCPL, Administrative Building, Lepetkata, Dist. Dibrugarh (Assam) India** on the schedule date & time as specified in the IFB.
- 18.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 18.3 The bidder is requested, as far as possible, to submit any questions by courier or by e-mail to reach BCPL's office not later than one week before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following sub-clause.
- 18.4 The salient queries raised and the responses thereof will be transmitted (without identifying the sources of the question) through an Addendum/Corrigendum.
- 18.5 Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.
- 19.0 FORMAT AND SIGNING OF BID**
- 19.1 The documents of the bid shall be typed or written in indelible ink and shall be signed by the person or persons duly authorized to sign on behalf of the bidder. The name and position held by each person signing, must be typed or printed below the signature.

All pages of the bid, except any catalogues/ literatures shall be signed and sealed by the person or persons signing the bid.

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

20.0 ZERO DEVIATION:

- 20.1 Bidders to note that this is a **zero deviation tender**. BCPL will appreciate submission of offer based on the terms and conditions in the enclosed General Conditions of Contract (GCC- Goods), Special Conditions of Contract (SCC), Instructions to Bidders (ITB), Scope of supply, technical specifications etc. to avoid wastage of time and money in seeking clarifications on technical/ commercial aspects of the offer. Bidder may note that BCPL may not seek any technical and commercial clarifications after the receipt of the bids. **Bids with any deviation to the bid conditions shall be liable for rejection.**

D. SUBMISSION OF BIDS

- 21.0 SEALING AND MARKING:** Please refer IFB.

22.0 DEADLINE FOR SUBMISSION OF BID:

- 22.1 The PURCHASER may, at its discretion, on giving reasonable notice by fax or any written communication or by email to all prospective bidders who have been issued the bid documents, extend the deadline for the submission of bids in which case all rights and obligations of the PURCHASER and the bidders, previously subject to the bid due date, shall thereafter be subject to the deadline as extended.

23.0 LATE BIDS:

- 23.1 Any bid received by the OWNER after the bid due date and time prescribed in the Tender Document shall be rejected.
Telegraphic / Tele Fax / E-Mail offers whether sent directly or submitted by local agent in India will not be considered and shall be rejected.

24.0 MODIFICATION AND WITHDRAWAL OF BIDS:

- 24.1 The bidder may modify or withdraw his bid after the bid submission, but before the due date of submission.
- 24.2 No bid can be modified after the deadline for submission of bids.

E. OPENING AND EVALUATION OF BIDS

25.0 MODIFICATION AND WITHDRAWAL OF BIDS:

- 25.1 The bidder may modify or withdraw his bid after the bid submission, but before the due date of submission.
- 25.2 No bid can be modified after the deadline for submission of bids.

E. OPENING AND EVALUATION OF BIDS

26.0 UNPRICED TECHNO-COMMERCIAL BID OPENING:

- 26.1 The Purchaser will open bids (Part-I & III) including withdrawals and modifications made pursuant to Clause 25 of ITB), at date, time as stipulated in IFB.

27.0 PROCESS TO BE CONFIDENTIAL:

- 27.1 Information relating to the examination, clarifications, evaluation and comparison of bids

and recommendations for the order, shall not be disclosed to bidders or any other person officially concerned with such process. Any effort by a bidder to influence BCPL while processing the bid or award decision in any manner may result in rejection of such bid(s) and BCPL may initiate action against such bidders as deemed fit including putting them on "Holiday List".

27.1.2 CONTACTING THE PURCHASER

From the time of the bid opening to the time of the release of order, if any bidder wishes to contact the Purchaser for any matter relating to the bid it should do so in writing.

27.1.3 PRELIMINARY EXAMINATION OF BIDS:

Techno-Commercial Bid Evaluation:

The PURCHASER will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

Prior to the detailed evaluation, the PURCHASER will determine whether each bid is of acceptable quality, is generally complete and is responsive to the Bidding Documents. For purposes of this determination, a responsive bid is one which conforms to all the terms, conditions and specification of the bidding document, without deviations, objections, conditionality or reservations.

No deviation, whatsoever, is permitted in the Bidding Documents.

The Purchaser will carry out a detailed evaluation of the bids previously determined to be responsive in order to determine whether the technical aspects are in accordance with the requirements set forth in the Bidding Documents. In order to reach such a determination, the Purchaser will examine and compare the technical aspects of the bids on the basis of the information supplied by the bidders, taking into account the following factors:

- (a) Overall completeness and compliance with the Technical Specifications; quality function and operation of any process control concept included in the bid. The bid that does not meet minimum acceptable standard of completeness, consistency and detail will be rejected as non-responsive.
- (b) Any other relevant factor, if any that the Purchaser deems necessary or prudent to be taken into consideration.
- (c) Requisite forms contain all necessary information including those required for meeting qualifying criteria stipulated in the Bidding Document.

27.1.4 The PURCHASER will evaluate and compare the bids previously determined to be substantially responsive, pursuant to ITB Clause – 30 Bids not conforming to Bid Evaluation Criteria Appendix – 1 to IFB and technical specifications/requirements shall be rejected.

28.0 REJECTION CRITERIA:

Bidders are advised to submit their bid strictly as per the terms and conditions of the bid document. In the event of deviation(s) stipulated by the bidder their bid shall be considered incomplete/non-responsive and the bid shall be liable for rejection. The following shall constitute REJECTION CRITERIA for this tender and bid may be summarily rejected if any deviation(s) to these conditions found in bid –

- i) Non- Compliance of BEC

- ii) Non-submission of EMD
- i) Bid Validity lesser than specified period in tender
- iv) Non-acceptance of delivery period
- v) Request for advance payment
- vi) Non acceptance of Guarantee /Warranty
- vii) Non-submission of Firm and Fixed Price
- viii) Non-submission of rate as per requirement of price schedule format (i.e. with all desired break-up)
- ix) Non-acceptance of PRS clause and Performance Bank Guarantee Clause of tender
- x) Non-acceptance of Resolution of Disputes/Arbitration Clause, applicable laws and Force Majeure Clause etc.
- x) Any deviation to scope of supply, specification, SCC etc.
- xi) Any other deviation to terms and conditions mentioned elsewhere in the tender, which leads to rejection of bid.

29.0 PRICED BID OPENING:

- 29.1 The Purchaser shall inform the time, date and venue for priced bid opening to all such bidders who qualify pursuant to techno-commercial bid evaluation.
- 29.2 The PURCHASER will open priced bids of all bidders notified to attend priced bid opening, in the presence of authorized bidders' representatives. The bidders' representatives, who are present shall sign bid-opening register evidencing their attendance.
- 29.3 The bidders' names, bid prices, and such other details as the PURCHASER, at its discretion, may consider appropriate will be announced at the opening.

30.0 ARITHMETIC CORRECTION

- 30.1 The bids will be checked for any arithmetic errors as follows.
- 30.2 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.
- 30.3 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.
- 30.4 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.
- 30.5 In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers and does not fall under REJECTION CRITERIA of tender), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.
- 30.6 When the actual net sum of the individual unit rates i.e. "Unit rate + Excise duty + CST/VAT + Inland freight rate – Minimum amount of Cenvat credit" do not match with the corresponding total unit rate), then the bid shall be evaluated based on the actual net sum of unit rates (OR the Total unit rate quoted, whichever is lower. If after evaluation, such bidder is L-1, then order shall also be awarded based on the above evaluation

methodology. In case the “Total unit rate” quoted is less than the sum of the individual unit rates, then the quoted “Unit rate” rate shall be adjusted to arrive at the quoted “Total unit rate”.

- 30.7 In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers and does not fall under REJECTION CRITERIA of tender), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items. IF after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder’s quoted price, the above provision shall not be applicable and such bid shall be rejected.
- 30.8 IF any unconditional rebate has been offered in the quoted rates, the same shall be considered in arriving at the net tendered amount. No cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- 30.9 After the total quoted amount for each tender has been worked out, the financial implications in respect of the retained technical and commercial deviation will be added for evaluation purpose as per terms and conditions declared upfront in the tender documents.
- 30.10 If any bidder offers suo-moto discount after opening of un-priced bids but before opening of price bids, such reduction/discounts shall not be considered for evaluation. However, if the bidder happens to be the lowest evaluated bidder without considering such discount then the benefit of discount will be availed at the time of award of work. 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.
- 30.11 If the bidder does not accept the correction of errors, it’s bid will be rejected.

31.0 EVALUATION AND COMPARISON OF BIDS:

The evaluation of all the responsive bids for supplies shall be made as under to arrive at the lowest evaluated offer against each item (Item wise evaluation):

- a. Ex-works price quoted by the bidder
- b. **(+)** Packing & Forwarding (if any) as quoted (if percentage mentioned, then calculated on a.)
- c. **(+)** Excise Duty & Educational cess [if percentage mentioned, then calculated on (A+B)]
- d. **(+)** Sales tax against form C or without concessional Form / VAT [if percentage mentioned, then calculated on (A+B+C)]
- e. **(+)** Transportation charges up to site as quoted [if percentage mentioned, then calculated on (A)]
- f. **(+) Charges for Installation & Commissioning including service tax (if any)**
- g. **(+)** Inspection/testing charges or any other charges/taxes/duties mentioned by the bidder in price schedule format.
- h. **(+)** Commercial/Technical loading, (if any)
- i. **(-) Amount of ED & Service Tax mentioned above or amount of Cenvat benefit against ED and Service tax to be passed on to BCPL, whichever is lower (refer Price schedule).**

In case of statutory changes, the rate of ED & Cess, CST/VAT considered for evaluation shall be prevailing rate as on final date of Un priced Bid opening.

Bidders are required to provide cenvat invoice to enable BCPL to avail cenvat benefit. In case the % or the amount of cenvat benefit is not mentioned (left blank) then same shall be considered as included and the ED mentioned will be taken as the cenvat benefit to be passed on to BCPL

The evaluated price of all the bidders as above shall be compared together to arrive at the lowest offer as per F.O.T. site basis inclusive of all duties and taxes and freight up to Lepetkata site + Commercial/Technical loading, (if any) (-) cenvat benefit as mentioned above.

NOTE: **Price has to be quoted strictly in the price schedule format only with all desired break-up i.e. Ex-works, taxes, duties, freight etc for Indian Bidder.**
The bid will be rejected in case written as actuals or to pay extra

- **CENVET BENEFIT NOT AVAILABLE FOR GENERAL STATIONERY.**

32.0 PURCHASE PREFERENCE:

32.1 Purchase preference to Central Government Public Sector Undertaking shall be allowed as per Government instructions in vogue.

33.0 PUBLIC PROCUREMENT POLICY FROM (MSES):

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 Documents (in case of Open Tenders) 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 price band of L-1

+15% shall also be allowed to supply a portion of requirement by bringing down their prices to

L1 price in a situation where L-1 price is from someone other than a micro and small enterprises and such micro and small enterprises shall be allowed to supply upto 20% of the total tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% (20% of

20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

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

v) In case bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2012, the bidder shall submit the following:

- a) **Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or**

National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

- b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

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

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

34.0 CENTRAL EXCISE DUTY

34.1 The quoted rate should be inclusive of all taxes duties as well as Central Excise Duty and applicable cess thereon. The bidder is required to mention the applicable rate and amount of Central Excise duty and cess thereon, as applicable on the final due date of the bid submission. Central Excise Duty and cess thereon shall be paid as per the rates/amount mentioned by the bidder in their offer on submission of documentary evidence / invoices issued under applicable provisions of Central Excise Law. Even in the event of statutory variation of Central Excise Duty and Cess thereon within the contract period (except on account of variation / change in the turnover of contractor), the same shall be paid by BCPL against documentary evidence.

34.2 In case the bidder procure the material from a vendor / sub-vendor for onward delivery to BCPL, Lepetkata, then the name of the bidder may appear as 'buyer' and the name, address & details of BCPL, Lepetkata, shall appear as 'Consignee' on the Excise Invoice so as to enable BCPL, Lepetkata, to avail CENVAT Credit.

34.3 The supplier shall mention the following particulars of BCPL, Lepetkata on the Excise Invoice. Besides following, if any other particulars of BCPL, Lepetkata as consignee are required to be mentioned, if any, under Central Excise law on the date of dispatch, the same shall also be mentioned on the Invoice.

- 34.4 The supplies shall be accompanied with proper Excise Invoice as required under the Central Excise Law as applicable on the date of dispatch.
- 34.5 The bidder shall hand over the proper Invoice to BCPL, Lepetkata in order to enable BCPL to avail CENVAT Credit. It shall be the responsibility of the bidder to pass on the CENVAT Credit benefit to BCPL, wherever applicable. In case BCPL loses any benefit/amount of CENVAT Credit, due to any fault of the bidder (eg. non submission of proper invoice timely), which could otherwise have been availed by BCPL, as per Rules, the same shall be recoverable from the contractor / not paid to the contractor.

F. AWARD OF CONTRACT

35.0 Post Qualification:

- 35.1 In the absence of prequalification, the PURCHASER will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid is qualified to satisfactorily perform the contract.

- 35.2 The determination will take into account the bidder's financial (not applicable in this tender), technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the Bidder, pursuant to ITB Clause-10, as well as such other information as the PURCHASER deems necessary and appropriate.
- 35.3 An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid.
- 36.0 AWARD CRITERIA:**
- 36.1 Subject to ITB Clause 26, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 37.0 PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD:**
- PURCHASER reserves the right at the time of award of ORDER to increase or decrease by upto 15 % the quantity of GOODS specified in the Material Requisition, without any change in unit price or other terms and conditions. Variation beyond this limit will be subject to mutual agreement between the PURCHASER and the Seller.
- 38.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**
- PURCHASER 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 the PURCHASER'S ACTION.
- 39.0 NOTIFICATION OF AWARD / FAX OF INTENT:**
- 39.1 Prior to the expiration of period of bid validity the PURCHASER will notify the successful bidder in writing by fax or e-mail to be confirmed in writing, that his bid has been accepted. The notification of award / Fax of Intent will constitute the formation of the Contract.
- 39.2 Delivery shall be counted from the date of notification of award / Fax of Intent.
- 39.3 Upon the successful bidder's furnishing of contract performance bank guarantee, pursuant to ITB Clause-41, the PURCHASER will promptly notify each unsuccessful bidder and will discharge his bid security, pursuant to ITB Clause-17.
- 40.0 ACCEPTANCE OF PURCHASE ORDER:**
- PURCHASER will issue the Purchase Order to the successful bidder, who, within 15 days of receipt of the same, shall sign all pages and return the acceptance copy to the PURCHASER.
- 41.0 PERFORMANCE GUARANTEE:**
- 41.1 Within 15 days of the receipt of the notification of award / Fax of Intent from the PURCHASER, the successful bidder shall furnish the performance guarantee for 10% of order value through DD/BG/LC in accordance with provisions of **General Conditions of Contract** (GCC-Goods) in the form provided in the bidding documents.
- 41.2 The proceeds of Performance Guarantee shall be appropriated by the PURCHASER as compensation for any loss resulting from the SELLER's failure to complete his obligations under the CONTRACT without prejudice to any of the rights or remedies the PURCHASER may be entitled to as per terms and conditions of CONTRACT. The proceeds of this Performance Guarantee shall also govern the successful

performance of Goods and Services during the entire period of Contractual Warrantee/Guarantee.

- 41.3 The performance guarantee shall be denominated in the currency of the CONTRACT.
- 41.4 The Performance Guarantee shall be valid for the duration of 90 days beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by PURCHASER not later than 6 months from the date of expiration of the Seller's entire obligations, including any warrantee obligations, under the CONTRACT.
- 41.5 The performance guarantee shall be towards faithful performance of the contractual obligations and performance of equipment. This 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 should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period as stated in Clause-12 of General Conditions of Contract (GCC-Goods).
- 41.6 Failure of the successful bidder to comply with the requirements of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

42.0 SUBMISSION OF FALSE/FORGED DOCUMENTS:

- a) Bidder is required to furnish the complete and correct information/documents required for evaluation of these bids. IF the information/documents forming basis of evaluation is found to be false/forged, the same shall be considered adequate ground for rejection of the Bids and forfeiture of Earnest Money Deposit.
- b) In case, the information/documents furnished by the vendor/contractor, forming basis of evaluation of his bid is found to be false/forged after the award of the contract, BCPL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such vendor/contractor without any prejudice to other rights available to BCPL under the contract such as forfeiture of CPBG/Security Deposit, withholding of payment etc.
- c) In case the issue submission of false documents comes to the notice after execution of work, BCPL shall have full right to forfeiture any amount due to the vendor/contractor along with forfeiture of CPBG/Security Deposit furnished by the vendor/contractor.
- d) Further, such bidder/vendor/contractor shall be put on Blacklist/Holiday List of BCPL debarring them from future business with BCPL.

43.0 INCOME TAX LIABILITY:

- 42.1 The bidder will have to bear all income tax liability, if any both Corporate as well as for his personnel.

44.0 CORRUPT OR FRAUDULENT PRACTICES:

- 43.1 The Purchaser requires that Bidders/Suppliers observe the highest standard of ethics during the procurement and execution of the order. In pursuance of this policy, the Purchaser:
- a) Defines, for the purposes of this provision, the terms set forth below as follows :
- b) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or

in contract execution; and

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

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

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

45.0 REPEAT ORDER

PURCHASER reserves the right, within 6 months of order to place repeat order upto 50% of the total order qty. without any change in unit price or other terms and conditions.

46.0 ORDER OF PRECEDENCE:

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

- i) RFQ Covering Letter
- ii) Instruction to Bidders
- iii) Special conditions of contracts (Goods)
- iv) General conditions of contracts (Goods)

47.0 DEBARRING AN “ERRANT” BIDDER(S) FROM TENDERING PROCESS:

In case after price bid opening, the lowest evaluated bidder (L-1) is not awarded the job for any mistake committed by him in the bidding or withdrawal of bid or varying any term in regard thereof leading to re-tendering, BCPL shall forfeit earnest Money paid by the bidder and such bidders shall be debarred from participation in re-tendering of the subject job(s)/item(s).

This panel is authorized to examine / consider all references made to it under this tender. The bidder(s), in case of any dispute(s) / complaint(s) pertaining to this tender may raise the issue either with the designated Tender Issuing Officer in BCPL or directly with the IEMs on the panel c/o Chief Vigilance Officer, BCPL, Lepetkata, Dist. Dibrugarh, Assam.

PART - B

PART – B
PRICE BID

ANNEXURE – VI

SCHEDULE OF RATES FOR SUPPLY PART (SOR)

SL. NO	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY	VAT/ CST	FREIGHT	AMOUNT (₹)
					IN FIG.	IN WORDS				
1	Photo copy paper A3 size, Century/JK/or Equivalent of minimum 75 GSM		Pkt	50						
2	Arc File , Ambassador (Marble Polycoated) / Best Quality		Nos.	2400						
3	Stapler Big Size: no.: 555, Make: Kangaro		Nos.	50						
4	Stapler Medium size: no.: 10 , Make: Kangaro [HD 10D]		Nos.	210						
5	Stapler pin for above		Pkt.	1000						
6	Dot Pen - Blue, Cello Max - Writer		Nos.	1000						
7	Dot Pen - Black, Cello Max - Writer		Nos.	500						
8	Dot Pen – Red, Cello Max - Writer		Nos.	500						
9	Dot Pen –Green, Cello Max - Writer		Nos.	200						
10	Pencil HB, Nataraj		Nos.	1000						
11	Eraser, Non - Dust, Natraj/Apsara		Nos.	550						
12	Punching M/c, Small, (DP_280) Kangaroo		Nos.	100						

SL. NO	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY	VAT/ CST	FREIGHT	AMOUNT (₹)
					IN FIG.	IN WORDS				
13	Cello Tape Small (L=9 mtr), Make: Pidilite/Premier		Nos.	500						
14	Cello Tape Big (L=25 mtr), Make: Pidilite/Premier		Nos.	1000						
15	Brown Tape, width approx. 1", L=35 mtr Make: Gold Line/Wonder555/NKG Wonder/Kores/Equivalent		Nos.	100						
16	Brown Tape, width approx. 2.5", L=35 mtr Make: Gold Line/Wonder555/NKG Wonder/Kores/Equivalent		Nos.	300						
17	Gems Clips, Bell, Size =35 mm (Stainless Steel) [Oddly]		Pkts	200						
18	Plastic Folder / L-Folder, Size: A 4, Solo/Infinity/World One (with BCPL Logo)		Nos.	2000						
19	Permanent Marker (pointed), Make: Fabre Castle/Camlin/Kores		Nos.	500						
20	Permanent Marker (Thick), Make: Fabre Castle/Camlin/Kores		Nos.	600						
21	Scale Plastic, Size: 1', Make: Fabre Castle/Camel/Kores		Nos.	100						
22	Scissor, small Size, Make: Gorila / Saya/Infinity/Kangaro		Nos.	60						

SL. NO	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY	VAT/ CST	FREIGHT	AMOUNT (₹)
					IN FIG.	IN WORDS				
23	Scissor, medium Size, Make: Gorila / Saya/Infinity/Kangaro		Nos.	70						
24	Marker pen for white board, Black, Good Quality		pcs	50						
25	Duster Cloth yellow (36cm x 36cm)		pcs	60						
26	Blinder Clip, Size: 19mm , Make: Saya/Infinity/Oddy		Pkt	200						
27	Blinder Clip, Size: 25mm , Make: Saya/Infinity/Oddy		Pkt	200						
28	Blinder Clip, Size: 51mm , Make: Saya/Infinity/Oddy		Pkt	50						
29	Stamp Pad, Make: Fabre Castle/Kores/Camel (Medium)		Nos.	10						
30	Ink for above, Make: Fabre Castle/Kores/Camel		Nos.	10						
31	Glue Stick 15 Gms of Pedelite		Nos.	1000						
32	Sticky Pad Single Column (Yellow), Size: 3"X3"		Pkts	500						
33	Page Marker Self Addhesive (Multicolour) Size: 1"X3"		Pkts	1000						
34	Highlighter , Make: Fabre Castle/Camel/Luxor/K ores		Pc	400						

SL. NO.	DESCRIPTION	QUOTED MAKE / MODEL	UOM	QTY.	UNIT RATE		EXCISE DUTY	VAT/ CST	FREIGHT	AMOUNT (₹)
					IN FIG.	IN WORDS				
35	Carbon Paper- A3 Size(420 x 330mm), Make : Camlin/Kores Sapphire/Multi Copy		Pkt.	10						
36	Gum Liquid in Bottle- 150 ml , Make: Griplex [Fevigum]/Kores		Nos.	50						
37	Dust Bin, Standard Size (Plastic) Good quality		Nos.	100						
38	Register,8 [Neelgagan]		Nos.	200						
39	Register,10 (Neelgagan)		Nos.	500						
40	Register,14 (Neelgagan)		Nos.	150						
41	Photo copy paper A4 size, Century/JK/or Equivalent of minimum 75 GSM		Pkt. (500 Sheet)	4100						
42	U Folder, A4 Size		Nos.	250						
	GRAND TOTAL (₹.)									

TOTAL AMOUNT (IN WORDS):-

NOTE –

- 1) TAXES & DUTIES SHOULD BE MENTIONED AS PER SOR ABOVE OR ELSE WILL BE CONSIDERED AS INCLUSIVE.
- 2) DELIVRY – F.O.T. AT BCPL, DIBRUGARH
- 3) THE QUOTED RATES SHOULD BE INCLUSIVE OF PACKING & FORWARDING CHARGES, FREIGHT CHARGES & TRANSIT INSURANCE.
- 4) SAMPLES TO BE SUBMITTED FOR THE ITEMS WHOSE MAKES/MODELS ARE NOT MENTIONED IN THE SOR.
- 5) MAKE / MODEL SHOULD BE FURNISHED AS IN COLUMN ABOVE.
- 6) EVALUATION & COMPARISION OF PRICE BIDS WILL BE AS PER CLAUSE NO. 31 OF INSTRUCTION TO BIDDER.