



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprises]

BID DOCUMENT No.: BCPL/DIB/C&P/SER/20140100/ND

Date: 07/05/2014

To,

**BID DOCUMENT FOR HIRING OF MATERIAL HANDLING CONTRACT FOR
C&P STORE AT BCPL LEPETKATA & DULIAJAN .**

LIMITED DOMESTIC COMPETITIVE BIDDING

*Prepared & Issued By
OFFICE OF THE DY. GENERAL MANAGER (C&P)
M/s. Brahmaputra Cracker & Polymer Ltd.
“Central Warehouse”, Lepetkata,
BCPL-Project Site, P.O. Lepetkata
Dibrugarh, PIN – 786006 (Assam)
Tel#+91-373-2914609/611*

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

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

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

1.	Section -IA	Request for quotation(RFQ)	
2.	Section -IB	Cut Out slips	
3.	Section -IIA	Instruction to Bidders (ITB)	
4.	Section IIB Formats	Bidder's General Information	F1
		Bid Form	F2
		List Of Enclosures	F3
		Proforma For Bank Guarantee For Earnest Money Deposit	F4
		Letter Of Authority	F5
		No Deviation Confirmation	F6
		Bidder's Queries For Pre Bid Meeting	F8
		Present Commitments Of The Bidder	F9
		Bank Guarantee For Security Deposit	F10
		Declaration	F11
		Acknowledgement Cum Consent Letter	F12
		Profoma for contract agreement	F16
		Check List For The Documents As Per BEC	Annexure I
		Brief Summary Of Agreed Terms & Conditions	F13
5.	Section -III	Special Condition of Contracts (SCC)	
7.	Section –IV	Schedule of Rates(Un-Priced Bid)	
		Schedule of Rates(Priced Bid)	
6.	Section -V	General Condition of Contract	

SECTION IA

REQUEST FOR QUOTATION (RFQ)

Dear Sir(s),

Brahmaputra Cracker & Polymer Ltd., stands for BCPL Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under TWO BID system hiring of material handling contract for C&P store at BCPL Lepetkata & Duliajan, as detailed below in complete accordance with enclosed tender document:

1) **SALIENT FEATURES OF BID DOCUMENT:**

1.2.1	Type of Enquiry, Mode of bid submission	Limited Domestic Tender (Bid to be sent by post / courier or hand delivered).
1.2.2	Bid Document No.:	BCPL/DIB/C&P/SER/20140100/ND
1.2.3	Bid documents available on Website & BCPL office	From 9.00hrs on 03/01/2014 on www.bcplonline.co.in and www.gaitenders.in .
1.2.3	Delivery schedule	REFER SPECIAL CONDITION OF CONTRACT- SECTION III of tender
1.2.4	Pre-Bid Meeting	17/05/2014 on 15.00 hrs (IST)
1.2.5	Last date and time for Submission of bid	27/05/2014 up to 14.30 hrs (IST)
1.2.6	Date and time for opening of un-priced bid at BCPL, Lepetkata	27/05/2014 on 15.00 hrs (if the particular day is a HOLIDAY at BCPL, Lepetkata the un-priced bids shall be opened on next working days
1.2.7	Place of submission of bid	OFFICE OF THE DY. GENERAL MANAGER (C&P) BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMINISTRATIVE BUILDING , C&P DEPARTMENT P.O. – BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.8	Earnest Money Deposit / Bid Security (Refundable)	Rs 87,500/-(Rupees Eighty seven thousand five hundred only)
1.2.9	Venue for Opening of Un-priced bids	OFFICE OF THE DY. GENERAL MANAGER (C&P) BRAHMAPUTRA CRACKER & POLYMER LIMITED, ADMINISTRATIVE BUILDING, C&P DEPARTMENT P.O. – BARBARUAH LEPETKATA, DIBRUGARH-786006, ASSAM
1.2.10	Contact Person	Neeta Dutta, Dy.Manager (C&P) E-mail: neeta.dutta@bcplindia.co.in Ph. No. +91-373-2914611/09

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

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

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

- i) EMD/Bid security.
- ii) Power of Attorney.

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

EARNEST MONEY DEPOSIT/BID SECURITY

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

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

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

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

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

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

If the last date happens to be a Holiday/Sunday, the next working day will be considered as bid due date. Bids sent through Fax or E-mail or in any other mode other than what is described in the tender document, will not be accepted.

2) **BIDDER’S ELIGIBILITY CRITERIA**

- 2.1. The bidder must have completed at least one single work order of value not less than Rs.21.0 lacs of MATERIAL HANDLING WORK IN WAREHOUSE in any petrochemical / Fertilizer / Power Plant / Chemical Plant / Steel Plant / any other PSE during preceding 7 years from scheduled bid closing date.

Bidder must submit notarized / attested copies of relevant work order and its completion certificate issued by the end user in support of meeting the above experience. Copy of work order must indicate reference no. of work order/ date, scope of work, SOR items, contract value & contract period. Copy of completion certificate must indicate reference no. of work order/date, actual date of contract started & completed and actual executed value of work order.

NOTE:

- a) For running similar service contracts, if the actual executed value is equal to or more than the value indicated above as on un-priced bid opening date, the same shall also be considered as meeting the single order value criteria.
- b) The experience criteria of those bidders (who have worked as sub-contractors) may be considered as meeting the above BEC subject to their submitting the Copy of work order along with SOR issued by main contractor and Copies of completion certificates from the end user / owner and also from the main

contractor. The completion certificate shall have details like work order no. /date, brief scope of work, ordered and executed value of the job, completion date etc.

- c) A Job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting BEC of the 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 to meet BEC.
- d) However , Bids of Joint Venture/ Consortium not acceptable .

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

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

3) **TECHNICAL SPECIFICATION :**

Refer SPECIAL CONDITION OF CONTRACT –SECTION III of tender document.

4) **EARNEST MONEY DEPOSIT / BID SECURITY:**

Rs 87500/-(Rupees Eighty seven thousand five hundred only). For details refer point no. 6 of General Condition of Contract -**SECTION V** of tender

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

- However, PSUs & SSI are exempted from payment of EMD.
The Earnest Money Deposit (EMD) for the amount as mentioned above shall be submitted in the form of crossed Bank Demand Draft drawn on any Nationalized/Scheduled bank in favour of BCPL, payable at Dibrugarh (Assam). Alternatively, Earnest Money deposit may also be submitted through Bank Guarantee from any Indian Scheduled Bank or a branch of an International Bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in the proforma attached with the Tender Document. However, other than the Nationalized Indian Banks, the banks whose BGs are furnished must be commercial banks having net worth in excess of Rs. 100 crores and a declaration to this effect should be made by such commercial bank either in the bank guarantee itself or separately on a letter head.
- Validity of EMD/BG shall be minimum 2 months beyond the validity of the offer. In event of non-availability of EMD in bid, such bids may not be considered/opened.
- The format of Bank Guarantee for earnest money should be as per 'Format-4' of Instruction to bidders – SECTION IIB.

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

1. In case of Excise duty and service tax, bids shall be evaluated after considering the effect of cenvatable excise duty and service tax to avail cenvat credit.

2. If the item is entitled for availment of input tax credit on VAT under Assam Value Added Act 2003, the bid shall be evaluated after considering the effect of ITC on VAT .In case bidders quote as inclusive of VAT, same shall not be considered during evaluation of bid.
3. Bidders are requested to mention the above components clearly in the SOR so that evaluation can be done accordingly.
4. In case the applicable amount towards VAT/Excise Duty /Service Tax as mentioned by the bidder is considered for giving benefit during evaluation of bid as stated above, the bidder must ensure to submit their invoice as per their declared applicable taxes & duties. If the bidder does not pass on the benefit to that extent to BCPL, the differential amount shall be deducted from their bill.
5. The statutory variance in Excise duty +Ed Cess , Cst, Vat ,if any applicable on finish goods or Service tax on service contract within the contractual delivery period shall be to purchaser's account against submission of the documentary evidence .However , any increase in the rate of these taxes and duties beyond the contractual completion period shall be to seller's account . Any decrease in the rate of taxes & duties shall be passed on the purchaser.

6) **SERVICE TAX: -**

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

7) **PUBLIC PROCUREMENT POLICY (PPP), 2012**

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

- i) In Tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their prices to L-1 price in a situation where

L-1 price is from someone other than a micro small enterprises and such micro and small enterprises shall be allowed to supply up to 20% of the total tendered value. In case of more than one such Micro and small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case non-availability of MSEs owned by SC/ST entrepreneurs.

- ii) The quoted prices against various items shall valid in case of splitting of quantities of the items as above.
- iii) In case bidder is a Micro or Small Enterprise under Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following:
 - a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regards.

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

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

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

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.

8) PRE-BID MEETING:

- a) The Bidder(s) or his official representatives are invited to attend a pre-bid meeting on date, time and venue specified above.
- b) The bidder is requested to submit their queries /clarifications in the **Format F8** of **SECTION IIB** of tender document through e-mail/ courier so as to reach BCPL at least one week before the Pre-bid meeting. These questions shall be replied during the Pre-bid meeting.
- c) Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.
If the last date happens to be a Holiday/Sunday, the next working day will be considered as for pre-bid meeting.

9) PRICE BASIS:

Not applicable

10) VAT / CST No.:

Not applicable

11) GENERAL

- No extension in the bid due date/time shall be considered on account of delay in receipt of any document

- Bid document is non –transferable.
- BCPL reserves the right to carry out capability assessment of the bidder including referral to in-house information.
- BCPL will not be responsible or liable for cost incurred in preparation & delivery of bids, regardless of the conduct or conduct or outcome of the bidding process.
- Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.
- BCPL reserve the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- Bidder should not be under liquidation, court receivership or similar proceedings.
- Bidders should not be black listed with any PSU /Govt. establishment.
- Bid sent through other than Courier/post/personal delivery shall not be accepted.
- **Tender Fee: Not Applicable**
- Bidder may download the tender documents from GAIL's or BCPL's website If the tender document is downloaded from web site, an undertaking on letter head has been submitted confirming that content of tender document is not modified/alterd, as per format enclosed

12) INSURANCE:

Not Applicable

13) FIXED PRICE:

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

14) 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.

15) REJECTION CRITERIA:

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

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

16) **ORDER OF PRECEDENCE:**

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

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

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

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

Consignee Address:

Office of the Dy. General Manager (C&P)
Administrative Building ,Brahmaputra Cracker and Polymer Limited,
PO: Lepetkata, District – Dibrugarh, Assam, India PIN – 786006
Tel-0373-2914611/609

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

Yours faithfully,

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

Neeta Dutta

Dy. Manager (Contracts & Procurement)

E-Mail: neeta.dutta@bcplindia.co.in

Ph no: 0373-2914611

SECTION IB

CUT-OUT SLIP

(Quotation – Do Not Open)

Bid Document no.: BCPL/DIB/C&P/SER/20140100/ND

**ITEM: BID DOCUMENT FOR HIRING OF MATERIAL HANDLING CONTRACT FOR C&P
STORE AT BCPL LEPETKATA & DULIAJAN**

Due Date & Time of bid submission: Up-to 14.30 hrs (IST) on 27/05/2014

Date and time for opening of bids: 15.00 hrs (IST) on 27/05/2014

From:

to:

	OFFICE OF THE DY. GENERAL MANAGER(C&P) M/S. BRAHMAPUTRA CRACKER & POLYMER LIMITED (BCPL), LEPETKATA ADMINISTRATIVE BUILDING , BCPL-PROJECT SITE, P.O. LEPETKATA DIST: DIBRUGARH, PIN – 786006 ASSAM PH NO.:0373-2914611
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(To be pasted on the outer envelope containing envelopes Part –I, Part-II)

CUT-OUT SLIP

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

INSTRUCTIONS TO BIDDERS

Table of Contents

A. General

1. Scope of Bid
2. Eligible Bidders
3. Bid Evaluation Criteria
4. One Bid per Bidder
5. Cost of Bidding
6. Site Visit

7. Service Tax

- 7.1 AHR items
- 7.2 Income Tax
- 7.3 Road permit

B. Bidding Documents

8. Content of Bidding Documents
9. Clarification of Bidding Documents
10. Amendment of Bidding Documents

C. Preparation of Bids

11. Language of Bid
12. Documents Comprising the Bid
13. Bid Prices
14. Bid Currencies
15. Bid Validity
16. Bid Security
17. Pre-Bid Meeting
18. Format and Signing of Bid

19. Zero Deviation

20. E-Payment

21. Agent/Consultant/Representative/Retainer Associate

D. Submission of Bids

22. Sealing and Marking of Bids
23. Deadline for Submission of Bids
24. Late Bids
25. Modification and Withdrawal of Bids

E. Bid Opening and Evaluation

26. Bid Opening
27. Process to be Confidential
28. Contacting the Employer
29. Examination of bids and Determination of Responsiveness
30. Correction of Errors
31. Conversion to Single Currency for Comparison of Bids
32. Evaluation and Comparison of Bids
33. Preference for Domestic bidders
34. Purchase Preference
35. Compensation for Extended Stay

F. Award of Contract

- 36. Award
- 37. Employer's Right to Accept any bid and to Reject any or all Bids
- 38. Notification of Award
- 39. Signing of Agreement
- 40. Contract Performance Security
- 41. Corrupt or Fraudulent Practices
- 42. Misc.

A. General

1. Scope of Bid

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

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

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

2. Eligible Bidders

2.1 This invitation for bid is open to any bidder.

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

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

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

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

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

3. Bid Evaluation Criteria

Please refer clause 2.0 of RFQ

4. One Bid per participates

4.1 A firm shall submit only one bid in the same bidding process. A bidder who submits or participate in more than one bid will cause all the proposals in which the bidder has Bidder participated to be disqualified.

5. Cost of Bidding

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

6. Site Visit

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

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

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

7. Service Tax

Please Refer Clause No 6 of RFQ

7.1. Abnormally High Rates (AHR)

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

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

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

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

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

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

7.3. Road Permit

NOT APPLICABLE

B. BIDDING DOCUMENTS

8. Content of Bidding Document

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

Section I. Request for quotation (RFQ)

Section II. Instructions to Bidders (ITB)

Section III. Special Conditions of Contract, Scope of Work

Section IV. Schedule of Rates (SOR)

Section V. General Conditions of Contract

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

9. Clarification of Bidding Document

9.1 A prospective bidder requiring any clarification of the Bidding Documents may Bidding notify BCPL in writing or by fax or e-mail at BCPL's mailing address indicated in the Invitation for Bids. BCPL will respond in writing to any request for clarification of the Bidding documents which it

receives not later than 10 days prior to the deadline for the submission of bids prescribed by BCPL. Written copies of BCPL's response (including an explanation of the query but without identifying the source of the query) will be sent to all prospective bidders who have received the bidding documents. Any Clarification or information required by the bidder but same not received by the Employer, ten days prior to the bid due date, the same is liable to be considered as no clarification/information required.

10. Amendment of Bidding Document

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

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

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

C. PREPARATION OF BIDS

11. Language of Bid

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

12. Documents Comprising the Bid

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

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

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

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

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

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

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

vi) Copies of documents as required in F-3

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

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

ix) Bid security in accordance with Clause no 4 of RFQ & Clause 12 of ITB to be furnished either in the form of Banker's cheque / Bank Draft payable to BCPL at Lepetkata / Bank Guarantee as per format F-4.

x) F 11 , Bidder's declaration that they are not under liquidation, court receivership or similar proceedings.

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

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

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

- xiv) Current commitments strictly as per format F-9.
- xv) Agreed Terms & Conditions duly filled-in at F-13.
- xvi) Organization details:
 - (a) In case of a proprietorship firm, the name and address of proprietor, and certified copy of 'Certificate of registration of firm'.
 - (b) In case Bidder is a partnership firm, certified copy of the partnership deed.
 - (c.) In case of company (whether private or public), certified copy of the 'Certificate of Incorporation' together with certified Memorandum / articles of Association
- xvii) Any other information/details required as per bid document.

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

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

Part-II price Bid

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

13. Bid Prices

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

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

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

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

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

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

13.7 Alternative bids shall not be considered.

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

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

14. Bid Currencies

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

15. Bid Validity

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

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

16. Bid Security

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

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

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

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

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

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

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

16.7 The bid security may be forfeited:

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

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

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

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

iii) to accept arithmetical corrections.

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

16.9 For Indian Bidders: Central Public Sector Undertakings and firms registered with NSIC are exempted from furnishing bid security provided they are registered for the quoted items they intend

to quote and subject to their enclosing with their bid a copy of the latest and current Registration Certificate.

17. Pre-Bid Meeting

Refer Clause no 10 of RFQ --**SECTION IA** of tender document.

18. Format and Signing of Bid

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

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

19. Zero Deviation

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

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

19.2.1 Firm and Fixed Price.

19.2.2 Bid Price as per clause-13.0 of ITB.

19.2.3 Scope of Work.

19.2.4 Specifications.

19.2.5 Schedule of Rates.

19.2.6 Completion Schedule/Contract period.

19.2.7 Period of Validity of bid.

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

19.2.9 Performance bank Guarantee.

19.2.10 Arbitration / Resolution of Dispute

19.2.11 Force Majeure

19.2.12 Guarantee of Work

19.2.13 Applicable Laws

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

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

20. E-Payment

Not applicable

21. Agent/consultant/Representative/ Retainer/Associate

Not applicable

D. SUBMISSION OF BIDS

22. Sealing and Marking of Bids

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

Part I - Techno-commercial/unpriced Bid, EMD/Bid Security

Part II - Priced Bid

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

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

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

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

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

23. Deadline for Submission of Bids

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

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

24. Late Bids

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

25. Modification and Withdrawal of Bids

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

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

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

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

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

E. BID OPENING AND EVALUATION

26. Bid Opening

26.1 Unprice Bid Opening:

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

26.2 Priced Bid Opening:

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

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

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

27. Process to be Confidential

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

28. Contacting the Employer

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

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

29. Examination of bids and Determination of Responsiveness

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

(c) meets the Bid Evaluation Criteria;

(d) has been properly signed;

(e) is accompanied by the required securities;

(f) is substantially responsive to the requirements of the bidding documents; and

(g) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to Sub-Clause 29.2.

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

A material deviation or reservation is one

(a) that affects in any substantial way the scope, quality, or performance of the Works;

(b) that limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the contract; or

(c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

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

30. Correction of Errors

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

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

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

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

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

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

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

31. Conversion to Single Currency for Comparison of Bids

NOT APPLICABLE

32. Evaluation and Comparison of Bids

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

33 Preferences for Domestic Bidders

NOT APPLICABLE

34. Purchase Preference

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

35. Compensation for extended stay

NOT APPLICABLE

F. AWARD OF CONTRACT

36. Award of work

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

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

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

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

38. Notification of Award

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

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

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

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

39. Signing of Agreement

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

39.2 The successful bidder shall be required to execute an AGREEMENT in the proforma given in Instruction to Bidder (ITB) F-16 of this standard bidding document on non-judicial paper of appropriate value (the cost of stamp paper shall be borne by the Contractor), within 15 days of the receipt by him of The Notification of Acceptance of Tender. In the event of failure on the part of the successful bidder to sign the AGREEMENT within the above stipulated period, the Bid Security shall be forfeited and the acceptance of the tender shall be considered as cancelled.

40. Contract Performance Security

40.1 Within 15 days of the receipt of the notification of award / Fax of Intent from BCPL, the successful bidder shall furnish the contract performance security in accordance with Clause no 10 of Special Condition of Contract & Article 24 of General Conditions of The Contract in the form provided in the bidding documents. The Contract Performance Security shall be in the form of either Demand Draft or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract.

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

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

41. Corrupt or Fraudulent Practices

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

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

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

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

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

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

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

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

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

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

42 Misc.

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

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

FORMS AND FORMATS

BIDDER'S GENERAL INFORMATION

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

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

1-1 Bidder Name: _____

1-2 Number of Years in Operation: _____

1-3 Address of Registered Office: _____

City _____ District _____

State _____ PIN/ZIP _____

1-4 Operation Address
 if different from above: _____

City _____ District _____

State _____ PIN/ZIP _____

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

City _____ District _____

State _____ PIN/ZIP _____

1-6 Telephone Number: _____

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

1-7 E-mail address, _____

1-8 Website:: _____

1-9 Fax Number: _____

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

1-11 Whether Supplier / Manufacturer _____
 Dealer/Trader/Contractor

1-12 Banker's Name, Branch _____

1-13 Bank account number _____

1-14 TIN/CST/VAT _____(enclose copy of registration for TIN/CST/VAT)

1-15 SERVICE TAX NUMBER _____ (Enclosed Copy of 'Service Tax Registration Certificate)

1-16 PAN No. :

1-17 Whether SSI Registrant Or not :

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

BID FORM

F2

To,
Dy. General Manager (C&P) BCPL
Lepetkata, Dibrugarh, Assam (India)
Phone: +91 373 2914609

Dear Sir,

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

We confirm that this bid is valid for a period of Four (4) months from the date of opening of Techno- Commercial Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

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

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

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

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

SEAL AND SIGNATURE
DATE:

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

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

LIST OF ENCLOSURES

F3

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

Dear Sir,

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

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

(SEAL AND SIGNATURE OF BIDDER)

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

Ref.-----

Bank Guarantee No.-----

Date-----

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

This guarantee shall be irrevocable and shall remain, valid 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 -----2013 ----- at --

WITNESS :

(SIGNATURE)

(NAME)

(SIGNATURE)

(NAME)

(OFFICIAL ADDRESS)

Designation with Bank Stamp

Attorney as per

Power of Attorney No.

Date : _____

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

Ref: No.

Date:

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

Dear Sir,

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

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

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

Place:
 Date:

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

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

NO DEVIATION CONFIRMATION

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

Dear Sir,

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

Place:
Date:

(Signature of Authorized Signatory of Bidder)
Name:
Designation:
Seal:

BIDDER'S QUERIES FOR PRE BID MEETING

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

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

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

SIGNATURE OF BIDDER: _____ NAME OF BIDDER : _____

PRESENT COMMITMENTS OF THE BIDDER

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

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

SEAL AND SIGNATURE OF BIDDER

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

To:

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

Dear Sirs,

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

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

Yours faithfully,

 Bank
 By its Constituted Attorney

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

F-II

DECLARATION

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

Dear Sir,
We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.
We further confirm that, we have not been blacklisted or kept under holiday by any Public Sector Undertaking /Government Organization /GAIL (India) Limited/BCPL etc.
We agree that if any noticed in future, our Bid may be rejected / terminated.

Place:
Date :

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

ACKNOWLEDGEMENT CUM CONSENT LETTER

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

To,

Dy. Manager (C&P)

BRAHMAPUTRA CRACKER & POLYMER LTD.

“CENTRAL WAREHOUSE BUILDING”, P.O.LEPETKATA

DIBRUGARH, ASSAM, PIN – 786006

FAX: 0373 – 2914611 / 2914609

SUBJECT:

Dear Sir,

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

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

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

(i) Postal Address : _____

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

B) Details of Contact person:

(i) Postal Address : _____

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

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

Reasons for non-submission of bid :

Agency's Name : _____

Signature : _____

Name : _____

Designation : _____

Date : _____

Seal/Stamp : _____

PROFORMA FOR CONTRACT AGREEMENT

LOA No. BCPL /

Dated -----

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

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

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

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

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

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

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

necessary for the completion of the said WORK and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract.

2. In consideration of the due provision execution and completion of the said WORK, EMPLOYER does hereby agree with the CONTRACTOR that the EMPLOYER will pay to the CONTRACTOR the respective amounts for the WORK actually done by him and approved by the EMPLOYER at the Schedule of Rates and such other sum payable to the CONTRACTOR under provision of CONTRACT, such payment to be made at such time in such manner as provided for in the CONTRACT. A N D

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

on behalf of the CONTRACTORS.

BRAHMAPUTRA CRACKER & POLYMER LIMITED

(NAME OF THE CONTRACTOR)

Date : _____

Date : _____

Place: _____

Place: _____

IN PRESENCE OF TWO WITNESSES

1 . _____

1 . _____

2. _____

2 . _____

ANNEXURE-I

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

SR NO.	DESCRIPTION OF DOCUMENTS TO BE SUBMITTED	DOCUMENT SUBMITTED	
		YES	NO
1.	Have you enclosed the duly certified by Statutory Auditor the Work Order and its completion certificate mentioning value of job completed as stipulated in BEC.		
2	Earnest Money Deposit as per tender documents in the form of bank Guarantee/Demand Draft (DD)/Banker's Cheque/a letter of credit from any Nationalized/Scheduled Bank drawn in the favour of "Brahmaputra Cracker & Polymer Ltd." Payable at Dibrugarh.		
3	Have you enclosed Authority Letter/Power of Attorney for submission of Tender and Integrity pact.		
4	Have you enclosed No deviation form, duly filled signed & stamped.		
5	Have you enclosed complete tender duly signed & stamped.		
6	Have you enclosed Copy of PAN card		
7	Have you enclosed Bidders General Information (F-1)		
8	Do you confirm that you will submit the cenvatable invoice if you get order.		

BRIEF SUMMARY OF AGREED TERMS & CONDITIONS

Bidder M/s .

Offer Ref .

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

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

		copy of blank SOR (Schedule of Rates) showing that rate is quoted in same format.	
13		Confirmation towards submission of duly signed and stamped copy of No Deviation Confirmation as per F-6	
14		Confirmation of compliance to tender terms & condition without any deviation such as Scope of work, Specification, contract period & time of job completion, Terms of Payment, PRS/compensation for delay, PBG/ security deposit, Arbitration, Force Majeure, Guarantee of work, applicable laws, etc.	
15		Confirmed that all terms and conditions of the tender are acceptable in totality	
16		Confirm that the prices are quoted as per clause 13.0 of ITB.	
17		Bidder's name and address	
18		Confirm acceptance of Price Reduction Schedule (PRS)/Demurrage / Penalty for delay & Penalty clause as specified in the Bid Document.	
19		Confirm acceptance of Terms of Payment as specified in the Bid Document.	
20		Confirm quoted prices will remain firm and fixed till complete execution of the order. Fax of Intent shall be placed within offer validity as 'Notification of Award of Contract'.	
21		Confirm acceptance in totality of the Terms & Conditions contained in:	
	I	Instructions to Bidders	
	ii	General Conditions of Contract (GCC)	
	Iii	Special Conditions of Contract (SCC)	
	Iv	Scope of Work	
	v	All other commercial documents/attachments of Bid Document	
22		Indicate Name & Contact EMail/ Telephone/Mobile/Fax No. Of person(s) to whom queries, if any, are to be addressed against your bid	

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

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

SECTION III

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. INTRODUCTION:

The main Activities carried out in C&P Store is loading & unloading of the consignment ,collection of LR/RR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, opening of the consignment, accounting for the materials received against purchase order, issue of the material to user deptt. for day to day for plant operation. The material handling contract needs to be operated in all the locations of BCPL. However, out of all project sites, more than 90% activities under the contract would be required to be carried out at Lepetkata whereas the remaining activities would be required at Duliajan & BCPL would deploy the resources at any location of BCPL as per their requirement.

2. SCOPE OF WORK AND CONTRACTOR'S OBLIGATIONS:

Scope of Work shall include but not limited to the following:

2.1 Unloading/ loading of the materials (SOR Item S.No.1) For Lepetkata/ Duliajan:

- a) The contractor is to arrange for loading material to vehicle covered under Material Handling Contract (MHC)/MHC arranged vehicle from transporter godown(or local supplier) at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc and transporting the consignment to BCPL-Lepetkata /Duliajan.
- b) The contractor is to ensure the unloading/loading of the material safely and stacking at the proper place, Loading of consignment from transporter Godown (if require) etc. as per direction of EIC (Engineer-in-Charge).Further, contractor has to carry out condition-monitoring , packing and packaging for outgoing and painting element wherever required.
- c) The minimum estimated unskilled resources for all the locations of BCPL are 7 numbers.

2.2 Store Activities (SOR Item S.No.2) For Lepetkata/ Duliajan:

- a) The contractor is to ensure unpacking of the consignment, it's counting as per challan/invoice & its proper stacking, assistance in collection of LR from transporter godown, follow up with transporter, documents submission to transporter, clearance of consignment from transporter godown as detailed above, arrangement of prompt gate entry of vehicle to BCPL premises, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., physical verification & its record etc as per direction of EIC from time to time.
- b) The minimum estimated semi-skilled resources for all the locations of BCPL are 3 numbers. The forklift operation would also be carried out under this category and necessary valid license has to be obtained for Forklift operator.

2.3 Generation of documents related to material transaction (SOR Item S.No.3) For Lepetkata/ Duliajan:

- a) The contractor is to ensure to assist in preparation and maintenance of documentation for compliance to standards; maintenance of data bank of warehouse; typing of report on physical verification, scrap loading, various MIS, updating of records, GRV & SIV preparation and other related activities of store receipt, issue and storage section and any other jobs from time to time ,other data entry jobs , help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract .Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC from time to time.
- b) The minimum estimated skilled resources for all the 2 locations of BCPL are 6 numbers. These 6 nos. Includes the supervisor.

2.4 Rack Cleaning, Housekeeping, Scrap segregation etc. (SOR Item S.No.4)

- a) In order to have better preservation of O & M Inventory, it is essential to have better housekeeping. The contractor is to ensure cleaning of racks properly and keep the material in the same place after cleaning, changing of its packing material. In each rack, removal of dust should be made on alternate day basis. Proper care is to be taken in handling of the materials towards safety, health and environment. Workmen should wear safety equipment such as face mask, hand gloves etc. Similarly scrap segregation & lots are to be prepared category wise. Deposition of scrap is also to be made at the proper designated place. Record Collection & its delivery is to be made designated place & persons. Jobs are to be carried out as per directions of EIC time to time.
- b) Contractor shall equip himself with minimum 01 (one) unskilled workmen having knowledge of working in warehouse.
- c) Housekeeping activity inside the storage locations in the warehouse and other storage areas of BCPL would also be carried out by the resources deployed under Sl. No. 2.1. (c) and **2.4(b)**.

2.5 Packing, Packaging, condition monitoring and painting in C&P store (SOR Item S.No.5)

- a) The Contractor is to ensure to assist in packing and packaging of material which is to be dispatched to outstations. The contractor is to ensure to assist in condition monitoring and painting in C&P store as per direction of EIC (Engineer-in- Charge). Requirement of packing material is to be informed in advance so that BCPL may arrange the same in time.
- b) Contractor shall equip workmen and having knowledge in required field. Further concerned person should report next day from the date of intimation. Any delay in execution of the work, necessary amount shall be recovered from the outstanding bills.
- c) The SOR items shall be operated as and when basis and details about the scope of work as well as manpower criteria are specified at sl. no. 2.1
- d) The SOR Sl. No.5 is for extra man-hour /time required to carry out the job beyond stipulated working hours

2.6 Extra man-hour/time required to carry out the job beyond stipulated working hours (SOR item Sl. No. 6,7,8,9):

The contractor has to carry out the stipulated service as enumerated at 2.1,2.2,2.3,2.4 and 2.5 above. However, for carrying out the job beyond 8 hours of duty additional payment would be disbursed on the basis of additional man -hour basis(on satisfaction of EIC) for which contractor has to provide sufficient reason in writing to the EIC clearly explaining with facts and figures towards inability of contractor to carry out the required job in normal duty hours.

SOR items sl. no. 6,7,8 & 9 shall be operated as and when basis and details about the scope of work as well as manpower criteria are specified at sl. no. 2.1, 2.2, 2.3 & 2.4 respectively.

2.7 Shifting/Movement of material

The contractor has to arrange for movement of materials from one project location to another within the project areas.

In case of movement of material from transporter godown to various locations of BCPL and when the consignments cannot be accommodated in vehicle under the contract (SOR Item Sl. No. 10.2) contractor shall arrange separate vehicle and necessary payment towards transportation would be re-imbursed by BCPL at actual on submission of necessary evidence. Before incurring any expense, contractor has to obtain prior approval of EIC.

2.8 Establishment of infrastructure:

- i. The contractor has to provide material handling equipment (which are not covered in the scope of BCPL) and other requisite tools towards satisfactorily carrying out the job.
- ii. The contractor has to arrange transport vehicle (SOR 10.2) along with driver with a provision of carrying persons at front (e.g. TATA 207 DI or equivalent vehicle having single cabin and equivalent cargo space only which would be operable as per BCPL requirement for various distances). The date of registration of vehicle should not be prior to 01 year from the date of award of the subject contract. The vehicle must have necessary valid registration, tax paid certificate, experienced driver with minimum 2 years old valid professional licence and all other statutory requirement as per various guideline effective during execution period of contract. The payment towards monthly fixed charges would be payable for 2000 km/month and no running charges would be payable. However, beyond 2000km/month, extra running km charges would be paid by BCPL. For vehicles on duty beyond 12 hrs. of operation, overtime charges would be applicable. For outstation journeys whenever there is a requirement of night halt, the outstation charges would be payable by BCPL as per SOR. Parking charges at actual would be re-imbursed by BCPL on submission of proper evidence. No additional charges whatsoever would be paid by BCPL.
- iii. Vehicle offered by the contractor shall be in neat and absolute running condition, fully road worthy, having good quality of cushion latest seat with cushion back covers, all taxes paid and comprehensively insured for the purpose of carrying materials/goods as per instruction of EIC.
- iv. The vehicles deployed must have necessary taxi permit for movement in States/Area of operations as specified below.

- v. The vehicle deployed shall be duly registered with R.T.O. under valid permit, all taxes paid, comprehensively insured covering the risk of driver and khalashi travelling in the vehicles.
- vi. The driver shall has valid professional driving license not less than 02 year old issued and duly authorized to drive public services vehicles by the Regional Transport Authority.
- vii. Vehicle shall be run for 12 hrs duty per day normally. If required, the vehicle shall be continued beyond duty hours due to operational exigencies and no extra claim shall be paid.
- viii. Vehicle may be required to stay overnight also at site / outstations depending of job exigencies.
- ix. The vehicle shall be used for collection of materials from site and dispatch by Rail/ Road/Air;
- x. The vehicle hired shall be used for the area of operation as defined in the tender. The required permits etc. are to be obtained by the contractor.
- xi. The vehicle hired on monthly basis shall be at the disposal of BCPL at any given time and kilometer run shall be counted from BCPL, Lepetkta for all destinations.
- xii. The Vehicle shall not leave the duty point for any purpose (including refueling) without the specific permission / entries in logbook of the user during duty hours.

Following jobs shall also be in the contractor's day to day scope:

- i. Clearance and handling of all materials arriving at transport companies' Godown at Sivasagar/ Jorhat or any other places by rail/road/air and taking delivery from transport companies subsequent transportation to plant site by using the hired vehicle, unloading and stacking at site as required by the Engineer-in-Charge.
- ii. Co-ordination and taking delivery of materials/small consignment from local suppliers in and around plant site, transportation with hired vehicle, unloading and stacking at project site as required by the Engineer-in-Charge.
- iii. Handling of all documentations and formalities connected with the clearance of materials through the transport companies, local suppliers, Octroi and other concerned authorities including indemnity Bonds.
- iv. Handling unloading and stacking of all materials directly arriving by trucks trailers, etc. at the plant site as required by the Engineer-in-Charge.

- v. Verification and checking of all the materials for any damages and/ or loss at any stage, arrangements for weighments open deliveries/ assessments, obtaining of shortage damage certificates, survey reports, etc. and submission of progress/ status reports.
- vi. Cleaning and Shifting of any materials within the plant premise with the help of additional labours as per instruction of the Engineer-in-Charge.
- vii. Packing of any materials at plant site including computer & its peripherals with wooden box or any other packing materials, loading at plant site, transportation by the hired vehicle, unloading at transporter Godown, handling of all documentations and formalities connected with booking of materials through the transport companies.
- viii. Carrying out binding jobs of various official documents in the plant as per requirements.
- ix. Proper supervision in the entire operations as stated above by experienced and qualified personnel.
- x. The contractor shall ensure that his employees including driver etc deputed under the contract are given weekly off on Sunday. However, if required to work on Sunday and Holiday, the contractor shall deploy his crew without claiming any additional cost for such services.
- xi. The contractor has to provide 12 MT hydra crane with operator. Whenever, the requirement towards deployment would be there, BCPL would intimate the contractor for deployment the hydra crane would be deployed within 24 hour.
- xii. During the course of contract, BCPL may ask to remove any of the SOR items including infrastructure items as per BCPL requirement.

2.9 Miscellaneous warehouse activities (SOR item Sl. No. 11):

The contractor has to carry out various activities as elaborated above. However, the contractor has to deploy various category of workmen from time to time as per BCPL requirement.

- 2.10 The unskilled workmen deployed at Duliajan and Lakwa would also carry out the job at scope of work defined at 2.4 and 2.5 above.
- 2.11 The workmen deployed under various SOR items may needs to be mobilized for various SOR items and other locations of BCPL as per instruction of EIC.
- 2.12 Contractor has to deploy additional resources (as per categories of resources defined at 1,2&3) as per BCPL requirement from time to time.
- 2.13 In case , at any point of time ,BCPL feels that the resources deployed under various SOR items in SOR 1,2,3 is not required for the minimum quantity defined in tender , BCPL would disburse the payment on

pro-rata basis for those SOR items based on actual deployment. The estimated resources deployment in each category is defined at 2.1, 2.2 & 2.3 above.

3. CONTRACTUAL OBLIGATIONS

Contractor shall open his office at plant/project site and maintain daily contact with BCPL office & do the supervision of work under guidance of EIC.

Contractor shall establish the following minimum requirement at plant / project

Contractor to maintain appropriate records of his employees deployed to carry out the job(s).

Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.

Contractor will keep watch on his employees and he will be liable for any pilferage/ loss to BCPL due acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him(contractor).

The contractor shall ensure that all the materials are handled at the plant/project site within the normal working hours. Working hours is considered to be 09.00-13.00 HRS and 13.30-17.30 HRS. However, the contractor shall make due provisions to work on Sunday and holidays and beyond working hours if required to avoid delay in clearance and consequent demurrage charges or if any material is urgently required at the plant / project site and shall take proper action as per instruction from Engineer-in-charge.

The contractor shall adhere to any procedures and routine established by the engineer-in charge and instruction thereon during the execution of contract.

The contractor to provide safety appliances and safety kits(all PPE) to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable. The contractor will provide safety / protective clothing to workers which include minimum 02 set of cotton uniform, 01 pair of shoes every year compulsorily and necessary helmet, hand gloves, goggles and face mask as and when required. Non providing the safety kits as stated above, necessary amount towards penalty shall be deducted from the RA bills.

In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BCPL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation.

Contractor as well as deployed personal must have mobile facility.

4. No accommodation will be provided to the contractor/contracting firm from BCPL.

5. TIME PERIOD OF THE CONTRACT:

The duration of contract shall be for a period of 01 year to be reckoned from 7th day from the date of issue of Fax of Acceptance (FOA)/LOA. The period of contract can be extended with 25% of original ordered value within contractual period or beyond the contract period and contract period may be extended further a period of three(3) months or part thereof on the same rates, terms and conditions which is solely discretion of BCPL.

6. SCHEDULE OF WORK

The extent and nature of work has been given in Schedule of Rates (SOR) to be read in conjunction with scope of work and the contractor shall quote their rates clearly in figure and words. The rates quoted shall be for completed work in all respect and shall include all taxes (except service tax), duties, labourers, all overheads and profits, and nothing extra shall be paid .Execution of the work shall be governed as per tender terms & conditions.

7. RATES:

It is agreed that the schedule of rates incorporated herein are based on scope of work. The rates will be firm and fixed till completion of the contract.

8. MATERIAL HANDLING EQUIPMENT(MHE) AND LIFTING TOOLS &TAKELES :

MHE to be provided by the contractor for carrying out all the jobs enumerated above. Material handling equipment would be in the scope of contractor & BCPL as tabulated below:

BCPL	Contractor
One Forklift(3/5T) One Hand pallet One Wagon platform truck One Chain pulley block Two Aluminum ladder(One wall extension and one step platform) Packing materials Manila Rope	One 12 MT Hydra One Tata 207 DI vehicle /equivalent as at 2.8 One Thela/Cart Two bicycle Any other MHE (Material Handling Equipment) not stipulated in BCPL scope as required from time to time as per job requirement.

The material handling equipments may needs to be mobilized in all the locations as per BCPL requirement.

9. PAYMENT TERMS:

The contractor shall submit the monthly bill in the 1st week of the month and payment will be made within 15 days of submission of bills along with all necessary documents through RTGS. In case any delay in submission of bill is found, a penalty of Rs.5000/- shall be recovered from outstanding bill. Last RA bill shall be processed after getting NOC from F&S, Security and reconciliation of PF amount deposited to EPF with amount mentioned in wage register of each engaged workmen and contractor's contribution during the contractual period and after fulfillment of all BCPL requirement.

The contractor shall be responsible for payment of minimum wages as applicable / notified by ASSAM/Centre Govt. time to time and submission of PF. EIC may ask for the proof of payment and PF submission vouchers. The payment of wages to the workmen for the calendar days in a month (Ex. March month consists 31 days) shall be made normally on 1st working day of subsequent month in exceptional

circumstances it should be made before 7th of subsequent month (e.g. For the work taken in the month of July the workers payment shall be made before 7th of Aug) . Documentary proof of the disbursement is to be attached with monthly running bill. In case of non-submission of PF of the engaged workmen as well as non-payment on 7th of subsequent month, an amount of Rs. 5000/- per RA bill shall be deducted from subsequent month bills.

10. AWARD OF CONTRACT :

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

11. PROVIDENT FUND AND ESIC :

- a. The contractor has to provide necessary EPF code before commencement of work.
- b. The Contractor has to provide necessary ESIC code before commencement of work(if applicable or within 15 days of applicability of ESIC at BCPL-Lepetkata/Lakwa/Duliajan)
- c. The contractor has to take appropriate workmen compensation insurance policy wherein work order no. and nature of work to be mentioned & submit a copy of the same to BCPL, Lepetkata.

12. INCOME TAX/ SALES TAX/WORKS CONTRACT TAX:

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

The BCPL will issue the necessary certificate for income tax deduction at source, as per rules & regulation in force in accordance with income tax act. prevailing from time to time.

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

13. GUIDELINES FOR IMPOSITION OF PUNITIVE FINES AGAINST VIOLATION OF SAFETY, HEALTH AND ENVIRONMENT RELATED NORMS:

Punitive fines on contractors are imposed for repetitive violation of safety rules & regulations during execution of jobs. Objective of punitive fines is to work as deterrent for contractors in violation of safety rules & regulation and to improve safety atmosphere in general at all site.

Guidelines for imposition are described below:

- a) For first time violation of safety rules & regulation by any contractor, HOD (F&S) will issue a warning letter to contractor with intimation to OIC, Lepetkata and EIC.

- b) In case of second time violation of safety rules & regulations by same contractor, OIC, LEPETKATA will call contractor in person and will have a meeting to discuss reason for repetitive violation along with EIC and HOD (F&S). A warning letter will also be issued by EIC to contractor.
- c) In case of further violation, punitive fines will be imposed on contractor. Amount of fine will be decided as per severity of violation of safety. However, minimum fine would be Rs.10,000/- and in multiple of Rs.10,000/-, thereafter. This will be limited to 5% of contract value, as maximum cumulative penalty.

14. STATUTORY LIABILITY

The Contractor/contracting firm shall obtain comprehensive insurance policy covering all risks such as accidents, injuries and death likely to be caused to his workers or -to a third person including loss to the properties of Owner /BCPL or to some other agency. The premium amount should be deposited with the insurance agency by the contractor regularly and without any delay.

In case of any accident resulting in injury or death in respect of the personnel deployed by the contractor during the execution of the work, the contractor shall be solely responsible for payment of adequate compensation, insurance amount, etc. to the person injured/next kith and kin of the deceased. Contractor shall indemnify BCPL from such liabilities.

The contractor/contracting firm shall not employ any person suffering from any contagious, loathsome or infectious disease. The contractor/contracting firm shall get examined his employees / workers through a Government Doctor before deployment.

No worker of contractor/contracting firm and contractor himself shall be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the influence of above, the contractor/contracting firm shall have to change/replace him, failing which, BCPL may terminate the contract.

The contractor/contracting firm shall indemnify BCPL against all claims, demands, actions, cost and charges etc. brought by any Court, Competent Authority / Statutory Authorities against any act or acts of the contractor/contracting firm or his workers.

The contractor/contracting firm shall deploy the workers after verification of their character and antecedents. In case any worker is found having criminal record, he shall have to be immediately replaced without any delay.

The persons to be deployed should be on rolls of the contractor/contracting firm.

The contractor/contracting firm shall issue proper identity cards to all the workers who are to be engaged for the job. The identity cards shall be signed by the contractor or his authorized representative. The contractor/contracting firm shall also be responsible for obtaining the gate passes from CISF in respect of all their personnel.

The supervision of the personnel shall be done by the contractor/contracting firm through their authorized representative and the name of the supervisor shall be invariably intimated to the Engineer-In-Charge at the commencement of contract.

The contractor shall be solely responsible for disciplining the personnel deployed by him. Further, he shall ensure that none of his workers create any nuisance or indulge in anti-social and criminal activities during the entire period of contract. In case, anybody is found indulging in such activities, then he will have to be immediately removed without any prejudice to further necessary action as deemed fit.

The contractor/contracting firm shall be required to obtain labour license from Assistant Labour Commissioner /Relevant Authority if he engages 20 or more workmen/labours.

The contractor/contracting firm shall pay the wages to the workers latest by 7th of the subsequent month at the rates as per the Minimum Wages Act and as notified by the Regional/Assistant Labour Commissioner from time to time in the presence of authorized representative of the Principal Employer i.e. Engineer-In-Charge (EIC). The Engineer In charge shall ensure that the contractor/contracting firm is making payment of wages to its labours not less than the wages notified by the appropriate authority from time to time.

The contractor/contracting firm shall have a separate Provident Fund Code allotted in his name by the Regional Provident Fund Commissioner. The contractor must ensure deduction of PF from the contract workers and deposit the PF of employer contribution to the concern contract workers deployed by him for the assigned job and submit the copy of monthly challan for the amount deposited towards Provident Fund along with a list of his labours/workers to the Engineer In charge.

The contractor/contracting firm shall be required to deposit contribution towards ESI, if applicable, or any other statutory payments to be made in respect of his workers well in time and submit a copy of challan to owner/Engineer In-charge in monthly/quarterly basis failing which BCPL will deduct from his bills the amount equivalent to such deductions along-with penalty as per the provisions of the applicable Act.

The contractor/contracting firm shall obtain registration under Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 if he deploys and engages labours from states other than Assam

The contractor/contracting firm shall strictly comply with the various provisions of Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Workmen's Compensation Act, 1923, Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, Employees' Provident Fund and Miscellaneous Provisions Act, 1952, etc. and other labour legislations as in existence (at present in India) and as amended from time to time and also point no. 13.

The contractor shall be required to furnish proof/copies of forms/returns as per the checklist attached hereto every month along with the monthly bills to the Engineer –In- Charge. The checklist- is indicative for monthly bills only and other forms/returns as required under various acts shall be required to be filed/maintained by the contractor himself regularly.

15. Qualification and Experience of deployed personnel under the contract:

15.1. Unskilled workmen must have knowledge of working in warehouse.

15.2. Minimum qualification for Semi-skilled workmen is matriculation. Semi-skilled workmen must have knowledge of working in warehouse. Before engaging the workmen, contractor should ensure to get the copy of matriculation certificate.

15.3. Minimum qualification for skilled workmen/supervisor shall be Graduation in any Discipline and Knowledge of working in computer environment and supervisory services as mentioned in the tender is deemed equivalent to the services that would normally be managed by a supervisor having full expertise and supervisory experience of material handling jobs. Valid document for experience of at least 3 years to be submitted by contractor.

15.4. The forklift operator must have valid professional licence with minimum 2 Years experience.

16. Provision for penalty:

1. All demurrage charges equal to Rs.1000/- per truck per day or as applicable shall be recovered from contractor unless otherwise it is proved to the satisfaction of Engineer-in-charge that contractor is not responsible for the same.
2. A penalty equivalent to rate applicable as per SOR per workmen per day shall be recovered from outstanding bills due to non-deployment of manpower.
3. Any damage is occurred due to mishandling of the material, necessary recovery amount shall be recovered from the outstanding bills.
4. For non availability of any of the infrastructure facility, an amount equivalent to double the rate applicable for the particular SOR would be deducted from contractor bill.

17. SAFETY KIT REQUIREMENT:

Details of Safety Kit requirement is as follows:

Sl. no.	Description	Quantity (Nos.)/Year.
1	Trouser (Cotton)	Two
2	Full Shirt (Cotton)	Two
3	Safety Shoes	One Pair
4	Cotton Socks	Two Pairs
5	Rain Coat	One set
6	Helmet	One
7	Gloves	Ten pairs

The safety kits shall be as per BCPL Safety norms and in good quality. Safety kits shall be provided to contractor's employees by the Contractor under intimation to BCPL -EIC.

18. Other incidental Activities/Scope :

- 18.1. Handling of all documentations and formalities connected with the clearance of materials through the transport companies, local suppliers, Octroi and other concerned authorities including indemnity Bonds.
- 18.2. Carrying out binding jobs of various official documents in the plant as per requirements.
- 18.3. The contractor shall arrange weighment of the material loaded on to the trucks/ trailers/ transport vehicles wherever necessary, as per instructions of the Engineer-in-Charge.
- 18.4. Whenever any materials are required to be dispatched from project site to outside stations either by rail or road, contractor shall arrange the same as per instructions.
- 18.5. The contractor shall have an office with telephone facility and one supervisor in absence of the contractor with mobile phone to coordinate. .
- 18.6. The contractor should intimate his permanent address for correspondence / communication in writing along with his offer for correspondence in regard of this contract. Any change in permanent address shall be intimated at least 15 days before such change.
- 18.7. Vehicle should report for duty with sufficient fuel to take care of at least 03 days normal duty on all times. In case sufficient fuel is not available, the kilometers run & time consumed by Vehicles for refueling will be on contractor's account.

- 18.8. In case of Vehicle hired from other sources by contractor and deployed for BCPL duty, an undertaking in the form of an affidavit on non – judicial stamp paper of requisite value is required to be submitted from concerned party indicating his willingness / undertaking to the effect that BCPL will have no liability with him in any form or manner for such deployment of vehicle.
- 18.9. The contractor shall ensure that the speedometer and other instruments/ meters for driving and operating Vehicle safety devices etc., are in proper working conditions and in case of any defect developing or defects pointed out by BCPL authority/user, the contractor shall make all the necessary repairs and replacements promptly at his (contractor's) cost. The Vehicle having defective speedometers shall not normally be deployed for BCPL duty and then the Vehicle shall remain idle at the risk and cost of the contractor and is liable to attract the penalty as per penalty Clause.-
- 18.10. The contractor shall ensure the security arrangement / parking places for their Vehicle hired on BCPL duty. For such security or parking place, BCPL does not take any responsibility whatsoever.
- 18.11. The contractor shall ensure that his employees/workers (including driver) under the contract shall be well in dressed, should be in uniform, smart in turnout and is disciplined, courteous and behave properly with the BCPL personnel and authorized passengers. The contractor shall withdraw such employee(s) from the BCPL duty, who does not behave in a proper / disciplined manner. No employee(s) of contractor (including contractor & supervisor) shall be allowed to consume alcoholic drinks or any narcotics while on duty. If found under the influence of the above, the contractor shall have to change / replace them immediately, failing which BCPL may terminate the contract. BCPL decision in this regard shall be final and binding on the contractor.
- 18.12. The contractor shall not employ or permit to be employed any person suffering from any contagious, loathsome or infectious disease. The contractor shall get his employees / workers examined through a Govt. doctor before deployment and produce doctor's certificate accordingly.
- 18.13. The contractor shall deploy drivers / workers after verification of their character and antecedents. In case, any workers are found having criminal record, he shall have to be immediately replaced without assigning any reasons.
- 18.14. Driver of the vehicle normally should not be changed during currency of contract. The driver is required to obtain non-employee duty passes from BCPL. Driver not holding non-employee duty passes may not be accepted for duty.
19. EVALUATION OF PRICE PART:
- 19.1. The rates quoted by the contractor shall be inclusive of their profit and all the taxes & duties including corporate tax, Income Tax, Sales Tax and other taxes levied by Central / State Govt. or any other authorities excluding Service Tax & Cess thereon.
- 19.2. The "Schedule of Rates" quoted by the bidder shall be taken up for evaluation on overall basis.
- 19.3. Price bids containing additional information shall be summarily rejected. Also technical bid, disclosing the price quoted shall be summarily rejected. Evaluation of Price bid shall be done on overall basis and the work/service contract shall be awarded to the overall lowest bidder.
- 19.4. In case there is tie for L1 price among two or more bidders on overall basis. BCPL reserves the right that the bidder whose executed value of single order is found more as per documents submitted by bidder shall be considered as actual L1 bidder.

20. INCIDENTAL EXPENSES:

Incidental expenses made towards Road Transport cost/ freight/ octroi/Weighment charges etc (if any) cost of stamps and bonds shall be reimbursed to the contractor at actual on production of cash voucher/Proper invoice .But contractor would incur expenses upto Rs 5000.00 in a single instant with prior approval of EIC.

21. LAND FOR CONTRACTOR'S FIELD OFFICE:

- 21.1 Contractor shall open his office at Project site and maintain daily contract with BCPL office and arrange collection of documents, freight amounts etc.
- 21.2 The owner shall has at own discretions and conveniences and for the duration of the execution of work make available near the site land for contractor's field office. The contractor shall at his own cost construct his temporary office building and arrange for suitable water supply and sanitary arrangements as approved by the Engineer-in-Charge.
- 21.3 After expiring of the contract, contractor has to remove the temporary office building. If the contractor fails to comply with this requirement, the Engineer-in-Charge may at the expense of the contractor remove such structures and materials and dispose of the same as he deems fit. The contractor shall forthwith pay the expenses so incurred and shall have not claim in respect of any structures/ materials disposed of. The owner reserve the right to ask the contractor at any time during appendence of the contract to vacate the land by giving seven days notice on security measures or on national interest or otherwise.

22. LOADING/ UNLOADING OPERATIONS:

- 22.1. Contractor shall be fully responsible for all loading/unloading operations at Road Transport Co's and Plant warehouse.
- 22.2. When the consignment arrives directly at Plant site by Road, in some case Engineer-in-Charge may arrange unloading through other contractor directly. In such cases, material handling contractor shall not have any claim since they are not involved.

23. LIQUIDATED DAMAGES / COMPENSATION:

- 23.1 If the Vehicle of specified make & model is not provided after award, a compensation @ Rs 1000/- per day shall be levied in addition to the daily fixed charge of the vehicle.
- 23.2 The Vehicle shall remain in service for the period mentioned in tender document / work order / letter of intent. In case of break down without replacement, unauthorized absence, late from duty, etc., compensation per day basis shall be levied as below:
- 23.3 If the Vehicle and/or driver is absent from the site without any information for more than 2 hours, a penalty @ Rs. 2000/- or the charges of another Vehicle / any other substitute vehicle hiring to perform 2 hours company's job or for the period beyond 2 hours, whichever is higher shall be imposed and recovered from contractor at his risk and cost.
- 23.4 If driver do not behave in a proper / disciplined manner or found under the influence of alcoholic drinks or any narcotics while on duty, a penalty @ Rs.2000/- will be deducted per default / occasion.
- 23.5 The servicing of Vehicle will be allowed once in a month preferably on non-working-day on providing a substitute Vehicle of specific make & model but no extra payment, whatsoever, will be made for this purpose. The acceptance / rejection of replaced vehicle in place of the new vehicle is entirely at the discretion of BCPL or its authorized user.

- 23.6 If substitute driver is not made available with the vehicles as, a penalty of Rs.100/- (Rupees Hundred only) per day, for the number of days the second driver is not available, shall be deducted from the bills (as the requirement of Vehicle is for 24 hours – minimum 2 drivers are to be deployed).
- 23.7 The Vehicle deployed under this contract should not be used for other than BCPL Duty. Violation of this condition shall attract a penalty of Rs.2000/- per occasion.
- 23.8 The driver / contractor shall not carry unauthorized passenger in the Vehicle .In case the same is detected the same shall attract a penalty Rs. 2000/- per occasion.
- 23.9 For any other eventuality mentioned in SCC Part-B, a token penalty of Rs. 500/- per occasion shall be levied
- 23.10 After taking delivery of the materials from carriers if they are not transported and delivered to Warehouse or after unloading of materials at Plant site, if they are not stacked within the maximum period of seven days, contractor shall be levied penalty at the rate of Rs.200/- per tone per day of delay beyond seven days particular consignment unless otherwise it is proved to the satisfaction of Engineer-in-Charge that the contractor is not fault for delay.
- 23.11 Apart from the above, whenever contractor does not remove the materials from or Road lines within the free time all wharf age charges shall be recovered from him.
- 23.12 Contractor shall be responsible for handing over all the materials as per dispatch documents. For any shortage/ damages for which no proper shortage/ damage certificate obtained from the carriers, cost of shortage/ damages/ loss shall be recovered from the contractor as follows:
- 23.13 Contractor shall collect required tarpaulins from owner from warehouse within project area and cover the consignments wherever required at the time of delivery. This is considered as part of handling services. No additional charges shall be paid.
- 23.14 Whenever any consignments are required to be opened for obtain open delivery from carriers at Railway Station or Transport's godown or Site, Contractor shall engage labour and obtain delivery at his cost in the presence of BCPL representatives.

24. Other Conditions:

- 24.1 Contractor's responsibility shall be over, when the consignments will be delivered in full and in sound condition and unconditional clear acknowledgement will be obtained on delivery challan from Engineer-in-Charge.
- 24.2 Contractor shall prepare delivery Challan in triplicate. Original shall be retained by Engineer-in- Charge. Duplicate shall be enclosed with the bill for payment and triplicate shall be retained by contractor.
- 24.3 All types of sleepers etc. required for stacking of consignments shall be issued by BCPL at project site.
- 24.4 If any repacking is required to be done for the damaged packages by the contractor, contractor would carry out the same.
- 24.5 Log book needs to be maintained for the vehicle on regular basis.
- 24.6 Contractor shall submit the proof of depositing monthly PF contribution i.e. copy of ECR Mandate and Transaction Details against depositing monthly PF contribution in respect of personnel deployed by you

with RPFC along with monthly RA bills for release of payment.

- 24.7 Contractor shall submit proof of depositing ESIC contribution to the ESIC Authority on monthly basis and submit copy of half yearly return i.e. in Form 6. At present ESIC has not extended services in BCPL, Lepetkata, hence the ESIC contribution mentioned in the SOR shall not be released to you till its applicability. However, you must obtain a suitable Employees' Compensation Insurance policy covering all your employees deployed. The expenses of the said insurance policy shall be reimbursed by BCPL on production of bill along with details copy of policy.
- 24.8 Contractor will ensure payment of wages to your employees engaged by you in presence of concerned EIC/Authorized officer of Principal within prescribed time limit as per the provision of the Contract Labour (Regulation & Abolition) Act. 1970 and rules framed thereunder. The copy of the wage disbursement register duly witnessed by authorized representative of Principal Employer must be submitted along with your RA bills. RA bills shall be forwarded to Finance department for payment only after compliance of the above provisions.
- 24.9 Police verification of all your employees deployed in BCPL is a must. Report must be submitted to BCPL within 30 days from the date of commencement of work.

BCPL
LEPETKATA

Annexure -K: CONTRACTOR'S SAFETY RECORD IN LAST ASSIGNED JOB: -

- Total nos. of employees =
- Working hours / day =
- Nos. of days worked =
- Total man hours worked =
(total nos. of employees X
working hrs / day X no. of days
worked)
- No. of fatalities =
- No. of major injuries =
- No. of three days injuries =
- Nos. of minor injuries =
- Total nos. of occupational
Diseases / illness =

Signature_____

Contractor's

Annexure- L: SAFETY INFORMATION TO BE SUBMITTED BY CONTRACTOR:

Following information to be submitted at the end of the every month to the, office of In-charge (F&S) directly with copy to Engineer-In-Charge.

- A. - Total nos. of employees =
- Working hrs / days =
-Duration of contract (in days) =

B. STATUS OF SAFETY – GADGETS

- Nos. of helmets =
- Nos. of full body safety belt =
- Nos. of goggles =

Welding Goggles	Grinding Goggles	General Goggles
=	=	=

- Nos. of hand gloves =
- No. of safety shoe / gum boot =
- Length of barricading tapes =
- Status of warning tags (like
radiography, road blocking, no
entry etc. use) =

C. INCIDENT STATUS

- Name of safety representative =
- Nos. of minor injuries =
- Nos. of three days injuries =
- Nos. of major injuries =
- Nos. of fatalities (if any) =

D. INSPECTION RECORD

- Gas cutting set & welding
machine inspected on & by =
- List of hand tools updated on =
- Hand tools inspected on & by =
- Ladders & lifting tools inspected
on & by =

Signature of Site In charge

Name of the Contractor:

Documents to be attached with RA Bill

Sl No.	Document	Periodicity	Availability Status
A	Copy of labour license (applicable, if contractor is engaging more than 20 workers)	With first bill	
B	Copy of comprehensive insurance cover (CAR policy/Workmen's Compensation Policy, whichever is applicable)	With first bill	
C	Copy of Contract Agreement	With first bill	
D	Gate Pass Details	With first bill	
E	Copies of Forms under Contract Labour (R&A) Act, 1970		
E.1	Register of persons in Form XIII	Every month	
E.2	Muster Roll in Form XVI	Every month	
E.3	Register of Wages in Form XVII	Every month	
F	Copies of Forms under Factories Act, 1948		
F.1	Form 11	Every month	
F.2	Form 12	Every month	
F.3	Form 13	Every month	
F.4	Form 14	Every month	
F.5	Form 15	Every month	
F.6	Form 16	Every month	
G	Copies of Forms under Employees' Provident Fund & Miscellaneous Provisions Act, 1952		
G.1	PF Challan	Every month along with ECR mandate with bank receipt	
G.2	Form 2 (for new joiners)	Every month	
G.3	Form 11(revised) – for new joiners	Every month	
G.4	Form 5A	With first bill	
G.5	Form 9	With first bill	
G.6	Form 6A	At the end of financial year	

PART -A
UN-PRICED SCHEDULE OF RATE

SUBJECT: HIRING OF MATERIAL HANDLING CONTRACT FOR C&P STORE AT BCPL,
LEPETKATA

Sr. No.	Description of Item	Unit	Estimated Qty.	Unit Rate (Rs.)	Amount (Rs)
1	Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle from transporter godown, pacaging of outgoing material from BCPL,condition monitoring of material etc., as per direction of EIC from time to time. Details elaborated in the scope of work.	Month	12	Note to quote	Note to quote
2	Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments,unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., etc. as per direction of EIC from time to time. Details elaborated in the scope of work.	Month	12	Note to quote	Note to quote
3	Assistance in preparation and maintenance of documentation for compliance to standards; maintenance of data bank of warehouse; typing of report on physical varification, scrap loading, various MIS, updation of records and many other jobs through data entry, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract. Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC.	Month	12	Note to quote	Note to quote

Sr. No.	Description of Item	Unit	Estimated Qty.	Unit Rate (Rs.)	Amount (Rs)
4	Assistance in rack cleaning, House keeping, Scrap segregation, dusting of bins, record collection and its delivery etc. as per direction of EIC from time to time., Details elaborated in the scope of work.	Month	12	Note to quote	Note to quote
5	Assistance in condition monitoring, Packing and Packaging for outgoing and Painting element as per direction of EIC. Details elaborated in the scope of work.	MAH	936	Note to quote	Note to quote
6	Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle covered under MHC /material handling contractor arranged vehicle from transporter godown, etc., as per direction of EIC from time to time. Details elaborated in the scope of work.	MAH	936	Note to quote	Note to quote
7	Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments,unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., etc. as per direction of EIC from time to time. Details elaborated in the scope of work.	MAH	936	Note to quote	Note to quote
8	Assistance in preparation and maintenance of documentation for compliance to standards; maintenance of data bank of warehouse; typing of report on physical varification, scrap loading, various MIS, updation of records and many other jobs through data entry, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract. Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC.	MAH	936	Note to quote	Note to quote

Sr. No.	Description of Item	Unit	Estimated Qty.	Unit Rate (Rs.)	Amount (Rs)
9	Assistance in rack cleaning, House keeping, Scrap segregation, dusting of bins, record collection and its delivery etc. as per direction of EIC from time to time., Details elaborated in the scope of work.	MAH	624	Note to quote	Note to quote
10	Material handling equipment to be provided by the contractor for carrying out all the jobs enumerated above				
10.1	Supply of one 12 MT Hydra Crane with Operator	Day	50	Note to quote	Note to quote
10.2	Supply of one TATA 207DI(As per clause 2.8.ii) (Rate to be quoted at 10.3, 10.4, 10.5, 10.6)				
10.3	Monthly fixed charge with 2000km/month for 12 hr duty	LS/Month	12	Note to quote	Note to quote
10.4	Running charge/km beyond 2000 km in a month	km	3000	Note to quote	Note to quote
10.5	Overtime for driver beyond duty hours	Hr	360	Note to quote	Note to quote
10.6	Nighthalt/Outstation	Ea	24	Note to quote	Note to quote
11	Miscellnaous warehouse activities	Man-Days	1500	Note to quote	Note to quote
	GRAND TOTAL EXCLUDING SERVICE TAX (RS.):			Note to quote	Note to quote

PART -B

PRICED SCHEDULE OF RATE

SUBJECT: HIRING OF MATERIAL HANDLING CONTRACT FOR C&P STORE AT BCPL,
LEPETKATA

Sr. No.	Description of Item	Unit	Estimated Qty.	Unit Rate (Rs.)	Amount (Rs)
1	Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle from transporter godown, pacaging of outgoing material from BCPL,condition monitoring of material etc., as per direction of EIC from time to time. Details elaborated in the scope of work.	Month	12		
2	Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments,unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., etc. as per direction of EIC from time to time. Details elaborated in the scope of work.	Month	12		
3	Assistance in preparation and maintenance of documentation for compliance to standards; maintenance of data bank of warehouse; typing of report on physical varification, scrap loading, various MIS, updation of records and many other jobs through data entry, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract. Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC.	Month	12		
4	Assistance in rack cleaning, House keeping, Scrap segregation, dusting of bins, record collection and its delivery etc. as per direction of EIC from time to time., Details elaborated in the scope of work.	Month	12		

Sr. No.	Description of Item	Unit	Estimated Qty.	Unit Rate (Rs.)	Amount (Rs)
5	Assistance in condition monitoring, Packing and Packaging for outgoing and Painting element as per direction of EIC. Details elaborated in the scope of work.	MAH	936		
6	Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle covered under MHC /material handling contractor arranged vehicle from transporter godown, etc., as per direction of EIC from time to time. Details elaborated in the scope of work.	MAH	936		
7	Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments,unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., etc. as per direction of EIC from time to time. Details elaborated in the scope of work.	MAH	936		
8	Assistance in preparation and maintenance of documentation for compliance to standards; maintenance of data bank of warehouse; typing of report on physical varification, scrap loading, various MIS, updation of records and many other jobs through data entry, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract. Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC.	MAH	936		

Sr. No.	Description of Item	Unit	Estimated Qty.	Unit Rate (Rs.)	Amount (Rs)
9	Assistance in rack cleaning, House keeping, Scrap segregation, dusting of bins, record collection and its delivery etc. as per direction of EIC from time to time., Details elaborated in the scope of work.	MAH	624		
10	Material handling equipment to be provided by the contractor for carrying out all the jobs enumerated above				
10.1	Supply of one 12 MT Hydra Crane with Operator	Day	50		
10.2	Supply of one TATA 207DI(As per clause 2.8.ii) (Rate to be quoted at 10.3, 10.4, 10.5, 10.6)				
10.3	Monthly fixed charge with 2000km/month for 12 hr duty	LS/Month	12		
10.4	Running charge/km beyond 2000 km in a month	km	3000		
10.5	Overtime for driver beyond duty hours	Hr	360		
10.6	Nighthalt/Outstation	Ea	24		
11	Miscellnaous warehouse activities	Man-Days	1500		
	GRAND TOTAL EXCLUDING SERVICE TAX (RS.):				