

**ASSAM PETRO-CHEMICALS LIMITED**

(A Government of Assam Undertaking) | An ISO 9001:2015 Certified Company
CIN- U24116AS1971SGC001339, GSTN: 18AABCA6913A1Z6

Head Office & Factory Site:

Assam Petro-Chemicals Ltd., Namrup, P.O. Parbatpur,
District: Dibrugarh, Assam-786623
Phone: (0374) 2500331/2500246/2500518, Fax: (0374) 2500231
Email: assampetrochemicals@yahoo.in

e-TENDER DOCUMENT

Tender Number	Date
APL/CM Function/20-21/2275	05/01/2021

APL invites sealed tenders for the following job as per the details below:

Type of BID	OPEN TENDER
Bidding type	SINGLE STAGE TWO BID

A). TENDER TIME SCHEDULE

Sl. No.	Stage	Start Date & Time		End Date & Time	
01	Bid Publishing	06/01/2021	09:00hr	-	-
02	Bid Download	06/01/2021	10:00 hr	11/01/2021	15:00 hr
03.	Bid Submission	06/01/2021	10:00 hr	11/01/2021	15:00 hr
04.	Pre-Bid Meeting	08/01/2021	15:00 hr		
05.	Bid Opening	12/01/2021	15:00 hr	-	-

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B). SCOPE OF WORK.

Job. No.	Description of Job			
	<p>Name of Work: Event Execution for Inauguration of Sequential Commissioning Ceremony of 500 TPD Methanol Expansion Project of Assam Petro-Chemicals Limited by Honourable Chief Minister of Assam</p> <p>Scope of Work: 1) To arrange & execute for the event of Sequential Commissioning Ceremony of 500 TPD Methanol Expansion Project of Assam Petro-Chemicals Limited by Honourable Chief Minister of Assam</p> <p>Details of the venue infrastructure is as under:</p>			
Sl.No.	Particulars	Details	Quantity	UOM
Venue Infrastructure				
1	Hanger-Dome Iron Structure for stage	80x80	6400	Sq.ft.
2	Hanger dome Iron for Public	80 x 320	25600	Sq.ft.
3	Hanger Shed & Ceiling for Hanger	400 X 80	32000	Sq.ft.
4	Main Stage	60 x 40	2400	Sq.ft.
5	Stage Ralling	Main Stage	120	RFT
6	VIP Lounge	(38 ft x 28 ft x2)	2	Nos
7	Q- Manger		20	Nos
8	CM Lounge	38 ft x24 ft	1	No
9	Platform	VIP -40X80, Green Room-40x80	3200	Sq.ft.
10	Carpet	Stage, Green Room, VIP zone, Pathway etc	20000	Sq.ft.
11	Stage Dias	Table, Sitting for 25 and other arrangements	1	LS
12	Podium	With Branding	3	Nos
13	Sound Riser	10x4-2nos	80	Sq.ft.
14	Delay Sound Riser	10x4-2nos	80	Sq.ft.
15	LED Wall Riser	8X4- 4 Nos, 32X4-1 Nos	256	Sq.ft.
16	Media Riser	18x6	108	Sq.ft.
17	Camera Riser	8x4	32	Sq.ft.
18	Sofa	With Cover	60	Nos
19	Banquet Chairs	With Cover	600	Nos
20	Bamboo Stall	10X15 - 10 Nos	1500	Sq.ft.
21	Grass Carpet		5000	Sq.ft.
22	Moulded Chairs	Plastic	5000	Nos
23	Center Table		10	Nos
24	Buffet Tables	With Frills	30	Nos
25	Round Table	With Frills	20	Nos
26	Chemical Toilet	With Cleaner	4	Nos
27	Mozo Barricading		5000	RFT

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Sl.No.	Particulars	Details	Quantity	UOM
28	CM Security Special Barricading		2000	RFT
29	Aluminium Pogoda	20 x 20 = 4 Nos	10	Nos
30	View Cutter	Bamboo Structure with Cloth masking (3000x10)	30000	Sqft
31	Helipad Barricading		3000	RFT
32	Helipad fire Brigade and medical centre	15 x15= 2 Nos	450	Sq.ft.
33	Unbaling Area Platform	30 x 20	600	Sq.ft.
34	Public toilet		20	Nos
Inauguration Site				
35	Pendal with lighting & Carpeting	15 ft x 20 ft	300	Sq. ft
36	Podium	With Branding	1	No
37	Tea	Special Tea	200	Nos
38	Sweet packets	Kazu barfi, Ghee Bundia Ladu, Dry Salted Kazu & Nimkee (standard size)	200	Pkts
39	Decorative items for inaugural purpose	Flowers & Hydrogen Balloons	1	LS
40	Mobile stall	To serve tea and snacks ¹	1	LS
41	Drinking Water	250 ml bottle	200	Nos
42	CM security special barricade		1	LS
Guest House				
43	Pendal complete with needful decoration, lighting & Carpeting etc	50 x 40	2000	Sq. ft
44	Buffet Sets, tables	With frills (for 200 people)	20	Sets
45	Dinning table with Chair	For 200 people	200	Nos
46	Drinking Water	250 ml bottle	500	Nos
47	Toilet		10	Nos
48	Genset with fuel	83 KVA for 2 days	01	LS
49	VIP Lunch (for 500 people)	<ul style="list-style-type: none">- Rice (Basmati)- Pulao (Basmati)- Plain Roti / Butter Roti- Mixed Dal- Mixed Veg- Mutton curry- Local Chicken Gravy- Fish Kalia (local)- Shahi Paneer- Mixed Salad- Papad- Pickle- Chutney- Dahi with sweets	500	Nos

Regd. Office: 4th Floor, Orion Place

Mahapurush Srimanta Sankardev Path, Bhangagarh, Guwahati, Assam-781005

Phone/Fax: (0361) 2461470/2461471/2461594

Email: aplguw@bsnl.in Web: www.assampetrochemicals.co.in

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Sl.No.	Particulars	Details	Quantity	UOM
Security				
50	Pendal with lighting	50 x 40	2000	Sq. ft
51	Buffer sets, tables	With frills (for 200 people)	20	Sets
52	Plastic Dining table with Chair without cover	For 200 people	200	Nos
53	Drinking Water	250 ml bottle	500	Nos
54	Security Lunch - Rice - Dal - Mixed Veg Sabzi - Broiler chicken curry - Sweet (Rasgula or Gulabjamun)	For 500 people	500	Nos
Technicals				
55	FaceBook Live		1	LS
56	Outdoor Light	Main Line, Earthing, Plug Points, Metals, Halogens, etc for 2 days	1	LS
57	LED Wall	30x10-1 No, 8x6-4 nos	492	Nos
58	Plazma TV	for stage	2	Nos
59	Sound	As per CM Function requirement	1	LS
60	Photography-Still	3Still - Full Frame HD	3	Nos
61	Photography-Video	4 Videography - Full Frame	4	Nos
62	Genset with fuel	125 KVA- 2 nos & 83 KVA- 2 nos for 2 Days	1	LS
Branding				
63	Gate-Roadcross	Near Venue-8nos	8	Nos
64	Main Gate	Venue entrance	1	No
65	Banner with frame	10 x 5 ft	50	Nos.
66	Banner with frame	6 x 3 ft	50	Nos.
67	Banner with frame	15 x 10 ft	20	Nos.
68	Stage Back drop	24 x 8 ft (approx)	1	No
69	Stage Bottom	19 x 2.5 ft	1	No
70	Flag With Pole	500 Nos	500	Nos
71	Kiosks	8X3=300 Nos	7200	Sq.ft.
72	Box Piller	2x4x8=50 nos	3200	Sq.ft.
73	Dangler		200	Nos
Manpower				
74	Promoter		10	Nos
75	House Keeping	Venue cleaning	20	Nos
76	Anchor (Assamese and English)	Female	1	Nos
77	Waiters		25	Nos

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Sl.No.	Particulars	Details	Quantity	UOM
	Others			
78	Lighting of Lamp	For 10 person	1	LS
79	Flower Decor	Stage, VVIP Lounge etc	1	LS
80	Dustbins		20	Nos
81	VVIP Lunch	CM standard lunch. Bidder to specify the menu	150	Nos
82	Packet sweets for General Public	- Moong dal/ Aloo Bhujia Packet - Boil egg - Kazu Barfi - Dry Gulab Jamun - Frooti - Cake piece - Kachori (Standard size)	5000	Nos
83	Hi- Tea	CM function standard Hi-Tea. Bidder to specify the menu	500	Nos
84	Unbuilding		1	LS
85	Water	250 ml bottle	5000	Nos
86	Felicitation	For 25 persons - Flower Bouquet	1	LS
87	Fire Extinguishers		5	Nos

C) GENERAL TERMS & CONDITIONS:

1. Quotation should be in original letter head / Quotation pad having GSTIN & PAN No.
2. **The bidder should quote their rates excluding of all taxes and duties. GST rate along with HSN code should be shown separately.**
3. All entries in the offer must be made in English. The total amount shall be in figures as well as in words. No overwriting shall be allowed. In case of discrepancy, the rates quoted in words shall be considered to be correct. **Hand written quotation will be not be accepted / considered.**
5. **Tender Fee:** Nil.
6. **Earnest Money Deposit (EMD):**
 - a) The Bidder shall furnish Earnest Money Deposit (EMD) for an amount of ₹. 3,10,000.00 (Three Lakhs Ten Thousand only), as Demand Draft from any nationalized Bank of India in favour of ASSAM PETROCHEMICALS LIMITED payable at Namrup, Assam (India), Pin Code-786 623 or direct transfer to Bank Account Number 10701519049 (IFSC Code SBIN0000223 of State Bank of India).
 - b) EMD of the successful bidder will be released after successful completion of the job. The EMD will be forfeited by the company in case the successful bidder fails to execute the job as agreed.
 - c) EMD of the unsuccessful bidders shall be refunded after issue of Work Order to the successful bidder.

7. Bidder Qualification Criteria (BQC):**A) Commercial & Financial Criteria:**

- i) Average Annual Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.
- ii) The bidder shall have earned a net positive profit for the last three consecutive years.
- iii) The financial net worth of the bidder as per latest audited annual report shall be positive.

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B) Technical Criteria:

i) Bidders shall have experience in last five years of having successfully carried out and completed similar work (Event Execution for PM / CM function) during calculated from the month previous to the one in which applications are invited, which experience should be as under:

a) One similar completed work costing not less than the amount = 80% of the estimated cost.

ii) Bidder should submit satisfactory completion certificate against the Work Order submitted.

C) Others:

i) Bidder has to submit their acceptance / response for the terms in the format given below:-

Sl. No.	Terms	Bidder's acceptance / response						
01.	The validity of the offer shall be 60 days from the Due Date or Extended Due Date.							
02.	The bidder should provide – i) Name of contact person : ii) Contact mobile number : iii) E-mail address : iv) Correspondence address :							
03.	Completion Period: The work is to be completed one day before the schedule event date. Bidder will be intimated 1 (one) week in advance about the schedule event date.							
04.	Bidder should arrange the event as per enclosed layout after Pre-bid meeting.							
05.	The bidder must submit copy of PAN and GST Regn. No. etc as required issued by the appropriate Govt. Authority							
06.	GST Rate: <table border="1" style="width: 100%;"> <tr> <td>IGST</td> <td></td> </tr> <tr> <td>CGST</td> <td></td> </tr> <tr> <td>SGST</td> <td></td> </tr> </table>	IGST		CGST		SGST		
IGST								
CGST								
SGST								
N.B: All the above terms should be submitted along with Technical Bid with bidder's seal and signature								

8. CHECK LIST FOR SUBMISSION OF BID:

Bidder is requested to fill this check list and ensure that all details / documents have been furnished as called for in the Bidding Document along with this duly filled in, signed & stamped checklist with each copy of the "Techno-Commercial bid".

I. CONFIRM THE FOLLOWING (tick the box):

(1.0) Bid / offer have been neatly punched & differently filed as Bid fees & / or EMD Fee, Technical Bid file and Price Bid file with required number of copies. Offer submitted in loose / stapled papers and / or insufficient documents / details / copies as mentioned in above Appendix will not be accepted and may lead to rejection of bid

Yes

(2.0) Complete ENQUIRY document (original) duly signed and stamped by the Bidder in token of having received and read all the parts of the Bidding documents and having accepted and considered the same the Bid and submission of an undertaking that no pages have been altered / changed with respect to the ENQUIRY documents and all subsequent amendments

Yes

(3.0) Corrigendum / Addendum / Amendment (if applicable) along with its Compliance letter, submitted duly signed and stamped on each page.

Bidder Name, Sign & Company Seal



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(4.0) BID Fee (if applicable) as mentioned in the Bid

Submitted

Not applicable

(5.0) EMD (if applicable) as mentioned in the Bid

Submitted

Not applicable

(6.0) Commercial details / documents specified in the Bid

Submitted

(7.0) Blank copy (without price) of schedule of Rates & Quantities indicating Quoted duly signed and stamped on each page

Submitted

(8.0) PAN details, Income tax returns (ITR) copy for last three financial year, solvency certificate, GST registration certificate

Submitted

(9.0) Financial balance sheet, profit and loss account, for last three financial year as per bid document.

Submitted

Not applicable

(10.0) Average Annual Turn Over for last three financial year

Submitted

Bidder Name, Sign & Company Seal

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2. IMPORTANT POINTS TO BE NOTED:**2.1 Salient Features of online submission of Bids**

Sl. No.	Description	Remarks
a)	Bidding Document along with Addendum / Time Extension etc. (if any) available on Websites (for viewing & downloading)	Assam Government procurement portal website https://assamtenders.gov.in/nicgep/app OR APL's website www.assampetrochemicals.co.in
b)	Bid Download and Submission made available for the Bidder on the above website for the period	06/01/2021 to 11/01/2021
c)	Last Date and time for submission of Online Bids (DUE DATE)	Up to 15:00 Hrs. (IST) on 11.01.2021, only at Government of Assam Public Procurement Portal https://assamtenders.gov.in/nicgep/app
d)	Place of Submission of 1 sets of Original authenticated Un-price Bid (Hard Copy) and EMD	GGM (P&M) Assam Petro-chemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India) Tel - +91 374 2500331
e)	Online opening of Techno-Commercial Bid.	15:00 Hrs. (IST) on 12.01.2021
f)	Contact Person with details for any clarifications	Mr. Nava Bikash Borah, DGM (Materials) Assam Petro-chemicals Limited, P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India) Mob. No. +91-7002112510 Email – borah.nb@assampetrochemicals.co.in assampetrochemicals@yahoo.in
g)	Bid Validity	60 days from the DUE DATE or EXTENDED DUE DATE.
h)	Tender Fee	NIL
i)	Earnest Money Deposit	Rs. 3,10,000 (Rupees Three Lakh Ten thousand) only.
j)	Pre-Bid Meeting Date & Place	15:00 hrs (IST) on 08/01/2021 Assam Petro-Chemicals Limited, Namrup. P.O- Parbatpur. Dist. Dibrugarh, Pin-786623, Assam.



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9. Completion period:

The completion of the activities in a time bound manner is the principal requirement as far as the scope of the work is concerned. The requirement would be to carry out the job uninterrupted, irrespective of the seasonal changes and also to work during extended hours during the working days / holidays to achieve the above target. The work is to be completed one day before the schedule event date. Bidder will be intimated 1 (one) week in advance about the schedule event date.

10. Performance Security:

The successful Bidder within **fifteen (15) days** of the receipt of letter of intent (LOI) / Work Order from APL shall furnish the Performance Bank Guarantee. The Performance Bank Guarantee would be 10% of the contract value. The Performance Bank Guarantee would be valid upto a period of 12 (twelve) months post the date of completion of the work. In case, the successful Bidder fail or refuse to sign the agreement or furnish the Performance Bank Guarantee within the specified period, the earnest money shall be forfeited without prejudice to his being liable to any further loss or damage incurred in consequence by Owner.

11. Guarantee / Warranty:

Guarantee should include material used for execution of the contract. In case of any defect, the contractor should be solely responsible.

12. Rejection Criteria:

- i) Bidders must furnish self certified relevant documents/information in support of their credentials to the BQC along with offer, failing which their offer shall be summarily rejected.
- ii) The provisions of following clauses of the Bid document must be adhered to, failing which the bid shall be considered as non-responsive and shall be rejected outright.
 - a). Earnest Money Deposit
 - b). Bid Validity Period
- iii). Incomplete and non-conforming bids will be rejected outright.
- iv). Pricing information shall NOT be included in the technical part of the Tender. Tenderers shall ensure that no pricing information of any type is shown in their Technical Bid. The inclusion of pricing information in any place other than the price Bid will result in rejection of the Tender.

13. The bidder should quote their rates as per Price Schedule provided along with the NIT.

14. The prices quoted shall be firm. The prices and amounts entered in Price Bid shall represent the Bidder's offer generally in accordance with the requirement.

15. Bidder registered with **MSME or NSIC** should submit their respective certificate along with the offer.

16. Any amendment or modification of Tender documents will be notified in the website <https://assamtenders.gov.in/nicgep/app>. The same will be binding on the Bidders. APL may, at its discretion, extend the date of submission of tender.

17. Bidders are advised to ensure that their bids are complete in all respects and conform to the purchaser's terms & conditions and bid evaluation criteria of the tender, for avoiding rejection of their offers.

18. Bidders are advised not to take any exception / deviations to the bid document. Still, if exceptions / deviations are maintained in the bid, such conditional / non-conforming bids may be rejected outright.

19. All corrections and alterations, if any, in the entries of tender paper shall be signed in full and stamped by the tender with date. No erasers or overwriting are acceptable.

20. Bids are to be submitted online on e-procurement website <https://assamtenders.gov.in/nicgep/app> in two parts along with scan copies of required documents, Tender fee & EMD.



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21. Original copies of the documents, Tender Fee & EMD shall be submitted within 7 (seven) days from the date of opening of Technical Bid and addressed to:-

Group General Manager (Plant & Marketing)
Assam Petro-chemicals Limited,
Namrup, P.O. Parbatpur,
Dist. Dibrugarh, Pin-786623, Assam, India.

22. Assam Petro-chemicals Limited will first open the 'Technical Bid' and if found in compliance then 'Price Bid' will be opened.

23. No request for extension of Bid closing date & time will be entertained. However, APL at its discretion may extend the Bid closing date and/or time. In case bid closing date is extended, same will be notified through Corrigendum in e-tendering procurement website <https://assamtenders.gov.in/nicgep/app>

24. Modifications to bids received after the bid closing time/ date will not be considered.

25. Offer must conform in all respect to the terms and conditions of the enquiry. Deviations, if any, must be clearly and specifically stated.

26. Assam Petro-chemicals Limited does not bind itself to accept the lowest tender and reserve the right to accept / reject / split any or all the tender without assigning any reason whatsoever.

27. No interest will be payable on the Earnest Money or Security Deposit or any other amount payable to the Bidder under this Contract.

28. Bidder shall bear all costs and expenses associated with the preparation and submission of bid. Assam petro-chemicals limited, hereinafter to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

29. Conditional bids are liable to rejection at the sole discretion of the Company.

30. Bidders must quote clearly and strictly in accordance with the Price Bid uploaded in the website <https://assamtenders.gov.in/nicgep/app> otherwise the bid will be rejected. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

31. COMMERCIAL TERMS:

1) **GST:** The tender document should include the points relating to GST as under:

i) Contractor / vendor shall be required to issue tax Invoices in accordance with GST rules so that input credit can be availed by Owner/APL. In the event that the contractor/vendor fails to provide the invoice in the form and manner prescribed under GST act read with GST invoicing Rules there under. Owner/APL shall not be liable to make payment against the invoice

ii) GST shall be paid against receipt of tax invoice and proper payment of GST to Government of India. In case of non receipt of tax invoice or nonpayment of GST by the contractor / vendor, Owner/APL shall withhold the payment of GST.

iii) Notwithstanding anything contained anywhere in the Agreement in the event that the input tax credit of GST charged by the contractor /vendor is denied by the tax authorities to Owner/APL due to reasons attributable to contractor / vendor. Owner/APL shall be entitled to recover such amount from the contractor/vendor by way of adjustment from the next invoice or from the Bank Guarantee/Security deposit. In addition to the amount of GST, Owner /APL shall also be entitled to recover interest at the rate of 24% as penalty. In case any penalty is imposed by the Tax authorities on Owner/APL.

iv) TDS under GST, if applicable, shall be made from contractor's / Vendor's bill at applicable as per rules for tax so deducted certificate shall be provided to the contractor / vendor.

v) No variation on account of taxes and duties, statutory or otherwise, shall be payable by APL/Owner to contractor/vendor except for GST. However, any statutory variation for GST shall be payable up to contractual date of completion against documentary evidence. Any reduction in taxes and duties included in the price shall be passed on to Owner/APL.



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vi) Any new taxes, duties, cess levies notified or imposed after the submission of last/final price but before the contractual date of completion of work shall be to Owner/APL's account. However, in case of delay in completion period beyond the contractual date, for reasons attributable to contractor, any increase in these rates shall be borne by the contractor, whereas any decrease shall be passed on to the owner. Owner shall take ITC/CENVAT benefit as applicable.

vii) Any statutory variation in Taxes and duties, after due date of submission of bid till the contractual completion period shall be on Owner's account, against submission of documentary evidence. However, in case of delay in completed period beyond the contractual date, for reasons attributable to contractor, any increase in these rates shall be borne by the contractor, whereas any decrease shall be passed on to the owner. Owner shall take ITC/CENVAT benefit as applicable.

2) **Payment terms:** Payment of the bill shall be made within 30 days from the date of receipt of the certified bill with necessary documents by the Disbursement section of the owner / APL.

32. **Applicability of Law & Jurisdiction:** The order shall be governed and interpreted in accordance with the applicable laws of India as well as the State of Assam. Any suit or proceedings to enforce the rights of either of the parties hereto under this CONTRACT will be instituted in and tried by the courts of Dibrugarh only in the state of Assam and by no other courts and both the parties hereto hereby expressly agree to submit to the jurisdiction of such courts.

33. **Cancellation of Tenders:** APL reserves the right of rejection any or all bids or accepting any bid in part, without assigning any reason there off and without any financial implication on APL, What so ever.

34. TDS GST and Income Tax as per Statutory Rules applicable to Contract.

35. **Tolerance:** Prices quoted shall remain firm upto a variation in quantity of $\pm 10\%$.

(MANAGING DIRECTOR)