

# Assam Petro-Chemicals Limited

(A Government of Assam Undertaking)

Regd. Office: 4<sup>th</sup> Floor, Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagarh, Guwahati-781 005

Phone: 0361-2461470, 2461471, 2461594, [e-mail-aplguw@bsnl.in](mailto:e-mail-aplguw@bsnl.in); web.: [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in),

**CIN- U24116AS1971SGC001339**

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**REF. CS/82/ 2504**

**DATED. 11/01/2018**

## **NOTICE INVITING TENDER (NIT)**

### **SUB: ENGAGEMENT OF ADVISOR FOR BONUS AND FURTHER ISSUE OF EQUITY SHARES OF ASSAM PETRO-CHEMICALS LIMITED.**

Assam Petro-Chemicals Limited (referred as "The Company" or "APL") is an unlisted public limited company having its registered office at 4<sup>th</sup> Floor, Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagarh, Guwahati, Assam-781 005 inviting tender in **TWO BID SYSTEM** from SEBI registered Merchant Bankers or professional firms fulfilling the eligibility criteria stated herein under for advising, assisting, handling, managing its proposed Bonus Issue and Further Issue of equity shares through Private Placement.

The shares of the company were delisted from BSE on 20<sup>th</sup> February, 2017 by Assam Industrial Development Corporation Ltd., the main promoter of the company voluntarily as per SEBI (Delisting of Equity Shares) Regulation, 2009. The company is a subsidiary company of Assam Industrial Development Corporation Ltd. with equity share holding of 98%. The numbers of present share holders are 818.

The Company is presently implementing a Rs. 1337 Crore expansion project in Assam with equity participation of Government of Assam, Oil India Limited and Assam Gas Company Limited. The Authorised Share Capital, Paid-up Share Capital and Reserve & Surplus of the company as at 31<sup>st</sup> March, 2017 were Rs. 500 Crore, Rs. 9.11 Crore and Rs. 48.82 Crore respectively. The company is planning to issue bonus shares to the extent of the available free reserves amongst the existing shareholders of the company on expiry of the delisting exit offer given by Assam Industrial Development Corporation Ltd. as per Regulation 21 of the SEBI (Delisting of Equity Shares) Regulations, 2009. On completion issue of the bonus shares as per the Companies Act, 2013, the company proposes to issue further equity shares approximately Rs. 450 Crore to Government of Assam, Oil India Limited and Assam Gas Company Limited through private placement.

#### **A. Scope of works:**

1. Advise the Company about eligibility, procedure, ratio of bonus shares, drafting of Board notes and resolutions, valuation of shares by engaging a registered valuer, general meeting notice and resolutions, dispatch of general meeting notices to shareholders for AGM/EOGM, finalization of fresh share certificates for printing as per new Companies Act, credit the bonus shares to the Shareholders' Account (physical/demat), filing of e-forms in the MCA portal etc.
2. On completion of issue of Bonus Shares, the Advisor will have to advise the company for issue of further equity shares through private placement to three prospective shareholders i.e. Government of Assam, Oil India Limited and Assam Gas Company Limited.

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3. The Advisor shall advise the company on valuation of shares, prepare draft board notes and resolutions, draft general meeting notice and resolutions, drafting various documents required to be made for further issue of shares as per the Companies Act, 2013 and rules made there under.
4. The Advisor shall advise the Company/Board on compliance of Companies Act, 2013 and other applicable Corporate laws for issuance of bonus shares and further issue of shares at all the stages;
5. The Advisor shall also fill-up various e-forms and file them in the Ministry of Corporate Affairs portal as per Companies Act, 2013 and rules.
6. Any other job(s) not specifically stated above but required to comply/carryout for Issue of Bonus Shares as per Section 63 of the Companies Act, 2013 and Issue of Shares as per Section 42, 62 and other applicable provisions the Companies Act, 2013 and Rules made thereunder and other applicable laws and rules of other legislations.

**This may be noted that Bonus Share Issue and Further Issue of Equity Shares shall be awarded as a single job and it will not be separated in any circumstances.**

The company reserves the rights to accept or reject any of the offers without assigning any reason whatsoever and the same shall not be subject to review by any court(s).

## **B. Bidder Qualification Criteria:**

- a) **SEBI Registered Merchant Banker**, and

**Eligibility Criteria:** Merchant Banker shall have good reputation and track record, experience in handling/ managing IPO/FPO/OFS/ Private Placement of shares and bonus issue of shares of large and reputed companies etc., registered as Merchant Banker not less than 5 years, turn over not less than Rs. 50, 00,000/- during FY 2016-17, positive net worth as per latest audited financial statements.

### **The bidder shall submit the following information and details in the technical bid:**

- i. Names of the corporate in which the bidder has/had successfully handled/managed IPO/FPO/OFS/ Private Placement of shares and bonus issue of shares with issue sizes;
- ii. Copy of work order/agreement entered by the bidder for above jobs mentioned in point no. i be enclosed in support.
- iii. Year of registration as Merchant Banker along with Registration Certificate issued by SEBI,
- iv. Complete profile of the bidder with address of the offices situated in India,
- v. GST registration Certificate;

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- vi. PAN Card;
- vii. Financial Statements duly certified for last three financial years;
- viii. Income Tax Clearance Certificate/ITR;
- ix. Organisation Chart of the Merchant Banker;
- x. Profiles of the key person to be associated in the assignment and their contact details;
- xi. Exception and deviation sought by the bidder, if any;

## **b) Professional Firm (CS/CA/CMA)**

**Eligibility Criteria:** a) Should have experience in issue of Bonus Shares and Further Issue of shares under the Companies Act, 2013. The issue size should not be lesser than Rs. 150 crore in case of fresh issue and Rs. 20 Crore for bonus shares issue, b) The firm should have atleast 5 years of experience in the relevant field, c) The Professional Firm should have average annual turnover during last 3 financial years ending 31st March, 2017 shall not be less than Rs. 10, 00,000/-, d) should have earned a net profit for the last three consecutive years and positive net worth as per latest audited financial statements.

### **The bidder shall submit the following in the technical bid:**

- a) Professional qualifications and experience of its partner(s)/proprietor;
- b) Details of experience along with completion certificate from the appropriate authority of the company/client to whom professional services rendered under Section 42 or 62 and 63 of the Companies Act, 2013. Various documents drafted for completion of Bonus issue and fresh issue of shares should also be enclosed.
- c) The bidder shall have to provide a copy of work order or agreement received or entered from/with other company/client for the professional services rendered for issue of bonus or further issue of shares.
- d) Firm Registration Certificate;
- e) GST Registration Certificate and PAN Card of the firm;
- f) Turnover of the firm as on 31<sup>st</sup> March of last three years;
- g) Income tax clearance certificate/ITR,
- h) Organization Chart;
- i) Details of similar services provided earlier;
- j) List of exception & deviation,
- k) Detail of key personnel proposed to be associated with the project and their profile.

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## IMPORTANT DATE & FEATURES

Sl. No.	Description	Remarks
a)	<b>Bidding Document along with Addendum / Time Extension etc. (if any) available on Websites</b> (for viewing & downloading)	Assam Government procurement portal website <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a> OR APL's website <a href="http://www.assampetrochemicals.co.in">www.assampetrochemicals.co.in</a>
b)	<b>Bid Download and Submission made available for the Bidder on the above website for the period</b>	
c)	<b>Last Date and time for submission of Online Bids (DUE DATE)</b>	Up to <b>15:00 Hrs. (IST) on 30.01.2018</b> , <b>only at</b> Government of Assam Public Procurement Portal <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a>
d)	<b>Online opening of Technical Bid.</b>	<b>15:00 Hrs. (IST) on 31.01.2018.</b>
g)	<b>Contact Person with details for any clarifications</b>	The Company Secretary Assam Petro-Chemicals Limited 4 <sup>th</sup> Floor, Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagarh, Guwahati-781 005 Phone: 0361-2461470/2461471/22461594 e-mail: <a href="mailto:bailing.uttam@assampetrochemicals.co.in">bailing.uttam@assampetrochemicals.co.in</a>
h)	<b>Bid Validity</b>	120 days from the DUE DATE or EXTENDED DUE DATE
i)	<b>Tender Fee</b>	Not applicable
j)	<b>Earnest Money Deposit</b>	Not Applicable

Note :

1. Bidder can view/ download the complete Bidding Document from [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in) or <https://assamtenders.gov.in/nicgep/app> However, bidders have to submit their bids only through Government of Assam e-tendering website <https://assamtenders.gov.in/nicgep/app> .

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2. The company reserves the right to extend the bid submission date at its discretion. Such bid submission extension notice will be published in our website [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in) and <https://www.assamtenders.gov.in/nicgep/app>.

## C. BID SUBMISSION INSTRUCTION

### I. GENERAL

- 1) The subject tender is an e-tender and owner has hoisted the complete tender documents on website <https://assamtenders.gov.in/nicgep/app> and has ensured its availability for downloading the full set comprising of the above. The bidder is expected to download the complete tender documents **including all addendum/corrigendum** only from the above mentioned website i.e. <https://assamtenders.gov.in/nicgep/app>, as per the index of the tender, fully read and understood the same and submit their acceptance to all tender terms and conditions except deviations, if any.
- 2) The bidder is expected to examine the tendering documents, including all instructions, specifications/drawings (if any) including all addendum/corrigendum in the tendering document. Failure to furnish all the information required by the tendering documents or submission of tender not substantially responsive to the tendering document in every respect shall result in the rejection of the tender.
- 3) The bidding documents are and shall remain the exclusive property of APL without any right of the Bidder to use them for any purpose except bidding and for use by successful Bidder with reference to the work.
- 4) Any person/ bidder downloading the tender document from Owner's web site shall do so in strict confidence and shall not part with possession thereof or copy or disclose the provision thereof or any of them or disclose or take copies or tracings of any drawings, plans or routes forming part thereof, it being understood that the information therein are confidential and that the tender documents have been downloaded by the eligible bidder solely for the purpose of bidding.
- 5) Bidders are requested to read the document (Special Instruction to Bidders for Participating in e-tender) SITB available on the moving scroll of the website <https://assamtenders.gov.in/nicgep/app> and a copy of the same is also provided along with tender document. Moreover bidders are requested to follow the instructions under "Bid Submission process" under "**Bidders manual Kit**" section available in the homepage at the website.

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- 6) The bidder shall submit their offer through e-tendering site as mentioned above, following the steps in the e-tendering portal. Physical hard copies of Technical bids (Part 1) may be send to the under noted address on or before the Bid closing date & time.
- 7) The Owner shall not be responsible for delayed submission of offers or non-submission of offers due to any reason whatsoever. The responsibility of ensuring online & on-time submission of their offers lies entirely with the bidders. The bidders are requested to submit the bid online much before date and time of submission, failing which APL shall not be responsible for any such technical problem.
- 8) In order to bid for APL e-tenders, all the bidders are required to REGISTER in Assam Tender Portal & obtain a legally valid Class-II & above Digital Signature Certificate (DSC) for their user who is authorized to submit bids on-line from the licensed Certifying Authority (CA). Bidders already possessing the digital signature issued from authorized CAs can use the same in this tender. Further, the bidder should ensure that the email address given in the Registration Form is valid & active as all the communications will be made through this e-mail. For any problem on e-tendering process kindly contact as per details given in Special Instructions to Bidders (SITB) for e-tendering.
- 9) On no account will any person to whom bidding documents are furnished, part with possession thereof or copy or disclose the provisions thereof or any of them or disclose or take copies of tracings or of any drawing, plan or route forming part thereof, it being understood that the information therein is confidential, and that the bidding documents are therefore being furnished only to bidders in strictest confidence.
- 10) The details as called for in the bidding documents shall be filled and completed by the Bidders in all respect and shall be submitted with requisite information and Appendixes/ Annexure.
- 11) If the space in any Performa of bidding document is insufficient, additional pages shall be separately added. These shall be page numbered and shall also carry the bidding document number and shall be signed by the Bidder and entered in the Index for Bid.
- 12) Bidder shall clearly indicate their legal constitution and the person signing the bid shall state his capacity as also the source of his ability to bind the Bidder. The Power of Attorney or Authorization or other document constituting adequate proof of the ability of the signatory to bind the Bidder, shall be annexed to the bid. APL may reject outright any bid unsupported by adequate proof of the signatory's authority.

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- 13)** The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process & steps. **Users may also note that the incomplete bids will not be saved by the system and are not available for processing and evaluation.**
- 14) Bidders are advised to digitally sign the documents that are uploaded and encrypt the file data before submitting to the e-tendering portal of Assam Government e- procurement portal by following the given procedure on-line mentioned in the e-portal site. The bid shall be digitally signed by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, Power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.
- 15) APL will not be bound by any Power of Attorney granted by the Bidder or changes in the constitution of the firm made subsequent to submission of the bid or after the award of the contract. APL may, however, recognize such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be borne by the Bidder.
- 16) The cancellation of any document such as Power of Attorney, Partnership Deed, etc. should be communicated by the Bidder to APL in writing well in time, failing which APL shall have no responsibility or liability for any action taken by APL on the strength of the said documents.
- 17) Should the Bidder have a relative or relatives in APL or one or more of its shareholders are employed in a superior capacity in APL, the relevant authority inviting bids shall be informed of the facts at the time of submission of the bid, failing which the bid may be disqualified or if such fact subsequently comes to light, APL reserves the right to take any other action as it deems fit in accordance with any applicable law, Rules, Regulations of the like in force.
- 18) Bidders shall ensure submission of complete information/documentations in the first instance itself. APL reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with Bidding Document or with incomplete information documents are liable for rejection.
- 19) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 20) Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.

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## **BID SUBMISSION:**

- 1) Bidders shall submit their eligibility and qualification documents, Technical bid, Financial part etc in the standard format and upload in e-procurement website. The bidder shall upload all the scanned copies of all the relevant certificates, documents etc. in support of their eligibility criteria/technical bids in the e-procurement website. The bidder shall digitally sign on the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity. If any of the documents furnished by the bidder is found to be false/ fabricated, the bidder is liable for black listing and cancellation of work.
- 2) Bidders must submit offers on e-tendering portal by the time and date mentioned in the Letter Inviting Tender. Physical hard copies of Technical Documents must also be submitted through Post/ Courier/ in Person well before date (All documents excluding PRICE BID)
- 3) The Tender shall be submitted in **"Two Bid System"** in two parts viz. PART-I (**Technical Bid**) and PART-II (**PRICE BID**) as detailed below through **online mode only**. Physical hard copies of Technical Documents must also be submitted through Post/ Courier/ in Person well before date (All documents excluding PRICE BID).

**PART – I** : Technical aspects of the  
**(Technical Bid)** offer of the tender documents with NO PRICE indicated therein.

The bidders are required to upload the legible scanned copy of documents within the period of bid submission. Bidders are requested to furnish self-certified documentary evidence in support of qualifying requirements of their tenders as mentioned above. All the documents need to be submitted with the respective Bidder's seal and stamp on each page for qualifying the Technical Bid. Further, the respective Bidders's seal and stamp on each page of the tender document has to be done as a mark of acceptance of Terms and conditions in the tender. All the documents have to be uploaded in the Technical Bid Section of the named portal against the respective Tender number.

**PART – II** : It shall be noted that this  
**(PRICE BID)** part shall contain only PRICES and no conditions whatsoever. Any condition mentioned in Part-II (Price

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Part) of the tender shall not be considered at the time of evaluation of the tender and may make the offer liable for rejection.

## **FORMAT FOR SUBMISSION OF QUOTATION**

The fee payable for the Scope of Work, as defined above and meeting the NIT requirements is as follows. (to be submitted separately in Part II) :

TO BE PROVIDED

Sl No.	Particulars	% of fee	Amount Rs.	Amount Rs. (In words)
1	Submission of draft notes on bonus issue indicating ratio, procedure of bonus issue etc.	10%		
2	Passing of Shareholders' Resolution as per Companies Act, 2013	20%		
3	Credit of bonus shares to shareholders account	15%		
4	Filing of various e-forms as per the Companies Act, 2013	5%		
5	Passing of Board resolution for further issue of shares through private placement	15%		
6	Passing of general meeting resolutions	15%		
7	Credit of fresh shares to the respective shareholders' account	15%		
8	Filing of various e-forms as per the Companies Act, 2013	5%		
Total		100%		

(Rupees.....only)

Applicable rate of GST to be mentioned by the Bidders

1. IGST -----%

2. CGST -----%

3. SGST -----%

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Note: In case the bidder is covered under composition scheme under GST laws then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "cover under composition system" in above column for GST (CGST & SGST/UTGST or IGST) under such circumstances, bidder's price will not be loaded with GST

## **GST Related clauses**

- i. Advisor shall be required to issue tax invoices in accordance with GST rules so that input credit can be availed by APL/APL in the event that the Advisor fails to provide the invoice in the form and manner prescribed under GST Act read with GST invoicing Rules there under. APL/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 in India. In case of non receipt of tax invoice or non payment of GST by the Advisor, APL shall withhold / recover the payment of GST along with interest from amount due to contractor.
- iii. GST payable under reverse charge, if any shall not be paid to the Advisor but will be directly deposited to the Government of India.
- iv. Notwithstanding anything contained anywhere in the Agreement in the event that the input tax credit of GST charged by the Advisor is denied by the tax authorities to APL due to reasons attributable to contractor/vendor. APL shall be entitled to recover such amount from the Advisor by way of adjustment from the next invoice or from Bank Guarantee/Security deposit. In addition to the amount of GST, 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 APL/APL.
- v. TDS under GST, if applicable, shall be made from Advisor bill at applicable as per rules, certificate for tax so deducted shall be provided to the Advisor.
- vi. No variation on account of taxes and duties, statutory or otherwise, shall be payable by client to Advisor 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 APL.
- vii. 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 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 APL. APL shall claim input credit benefit as applicable.

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- viii. Any Statutory variation in Taxes and duties, after due date of submission of bid till the contractual completion period shall be on APL's account, against submission of documentary evidence. 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 APL. APL shall take CENVAT benefit as applicable.
4. All amendments to tender documents issued by Owner subsequently, if any, must be signed and uploaded/ submitted/uploaded along with the Tender. The Tender uploaded/ submitted by the Bidder shall take into account all such amendments.
5. The tender shall be completely filled in all respects and with requisite information and appendixes/ annexure as described in **NIT/Tender**. In case the relevant data/ details/ information in respect of the above is not furnished in the Techno-Commercial part, the tender may be rejected. Decision of the Owner, in this regard, shall be final & binding on the bidder.
6. The bidder shall be deemed to have satisfied himself before tendering, as to the correctness and sufficiency of the tender for the works and of the rates stated in the Schedule of Rates, which shall cover all his obligations under the Contract and all matters and things necessary for proper completion of the works.

## **General Terms & Conditions:**

- A. **PRICE:**
  - a. Kindly indicate the prices both in figures and words. In the event of difference the price in words shall be valid and binding.
  - b. Prices quoted should be exclusive of taxes. Taxes if any applicable, should be shown separately. Otherwise, it will be presumed that quoted rates are net, inclusive of all taxes.
  - c. Bid validity period is ONE HUNDRED TWENTY DAYS from the bid opening date.
  - d. **PRICE VARIATION / ESCALATION:** No claims for increase in fee will be entertained during the currency of the Order / Contract on any account.
  - e. The Prices quoted shall be firm and not subject to any variation during the tenure of the Contract.
  - f. Applicable TDS will be deducted on the payments;
  - g. The out of pocket expenses shall be inclusive of the fee quoted.
- c) Pricing information shall NOT be included in the technical part of the Tender. Bidder shall ensure that no pricing information of any type is shown in their technical Tender. The

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inclusion of pricing information in any place other than the Price Bid will result in rejection of the Tender.

- D. PAYMENT TERMS:** Payment shall be made stage-wise as per the schedule of work given under:

Sl. No.	Milestones	% of payment
1	Submission of draft notes on bonus issue indicating ratio, procedure of bonus issue etc.	10%
2	Passing of Shareholders Resolution as per Companies Act, 2013	20%
3	Credit of Bonus shares to shareholders account	15%
4	Filing of various e-forms as per the Companies Act, 2013	5%
5	Passing of Board resolution for fresh issue of shares through private placement	15%
6	Passing of general meeting resolution	15%
7	Credit of fresh shares to the respective shareholders' account	15%
8	Filing of various e-forms as per the Companies Act, 2013	5%

Milestone wise bills shall be submitted by Consultant as mentioned in PAYMENT TERMS as mentioned above, which will be cleared by the company within 30 days from the date of receipt of duly certified invoice by the disbursement section of the owner.

- E. The Bidder should indicate clearly the name of contact person with address, communication modes such as Telephone, Fax, email etc.
- F. The Advisor shall have to enter in to an agreement with the company on award of the contract on non-judicial stamp paper of Rs. 100/-. The advisor shall also have to furnish an irrevocable Bank Guarantee as security deposit equivalent to 10% of the total fee/remuneration payable to the Advisor for due and faithful performance of the contract. The BG shall be returned/vacated on successful and satisfactory completion of the job.
- G. For any clarification please contact the Company Secretary of the company in the following address:

**The Company Secretary**  
**Assam Petro-Chemicals Limited**  
**4<sup>th</sup> Floor, Orion Place, Mahapurush Srimanta Sankardev Path**  
**Bhangagarh, Guwahati-781 005**  
**Phone: 0361-2461470/2461471/22461594**  
**e-mail: [bailing.uttam@assampetrochemicals.co.in](mailto:bailing.uttam@assampetrochemicals.co.in)**

# Assam Petro-Chemicals Limited

(A Government of Assam Undertaking)

Regd. Office: 4<sup>th</sup> Floor, Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagarh, Guwahati-781 005

Phone: 0361-2461470, 2461471, 2461594, [e-mail-aplguw@bsnl.in](mailto:e-mail-aplguw@bsnl.in); web.: [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in),

**CIN- U24116AS1971SGC001339**

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- H. CONFIDENTIALITY: The bidder shall hold the Employer's interests paramount, without compromising their professional responsibility to maintain the confidentiality of the Company's information.
- I. FORCE MAJEURE: Either party shall be entitled to suspend performance of his obligations under the contract to the extent that such performance is impeded or made unreasonably onerous by any of the following circumstances: fire, war, flood, riots, earthquake etc.
- J. JURISDICTION: ALL DISPUTES ARE SUBJECT TO GUWAHATI JURISDICTION ONLY.
- K. Part / Incomplete Bids are liable to be rejected.
- L. The Quotations should be free from corrections / over-writings / erasures. Corrections if any, should be attested.
- M. The tender is not transferable.

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## ON THE LETTER HEAD OF THE BIDDER

Annexure 1

### PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

#### In the case of Company:

We hereby declare that neither we or a parent, subsidiary or other company under direct or indirect common parent (associate company) are presently nor have within the past three years been placed on any holiday list or black list declared by Assam Petro-Chemicals Ltd. Or by any Department of any Government (State, Provincial, Federal or Central) or by any Public Sector Organization in India or in any other country; and that there is no pending inquiry by Assam Petro-Chemicals Ltd or by any Department of any Government (State, Provincial, Federal or Central) or any Public Sector Organization in any country against us or a parent or subsidiary or associate company as aforesaid in India or in any other country, in respect of corrupt or fraudulent practice(s), except as indicated below:

(Here give particulars of black listing or holiday listing and/or inquiry and in the absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, Assam Petro-Chemicals Ltd. Shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (including black listing or holiday listing) available to Assam Petro-Chemicals Ltd.

Place:

Signature of Bidder

Date:

Name of Signatory

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**CIN- U24116AS1971SGC001339**

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Annexure 2

## Format of Letter of Bid (LOB) LETTER HEAD OF BIDDER

To,

**The Managing Director**

Assam Petro-Chemicals Limited

4<sup>th</sup> Floor, Orion Place

Mahapurush Srimanta Sankardev Path, Bhangagarh

Guwahati-781 005

Sub: Letter of Bid for \_\_\_\_\_ **OF THE COMPANY**

Ref: Tender Reference No. \_\_\_\_\_. Tender ID No: \_\_\_\_\_

Dear Sirs,

**I/We** offer to provide \_\_\_\_\_ the as per our offered rate/price in accordance with the conditions of the NIT document as available in the website.

This Bid and your subsequent Supply/Purchase Order shall constitute a binding contract between us.

**I/We** hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

If any information furnished by **me/us** online towards eligibility in this tender is found to be incorrect at any time, penal action as deemed fit may be taken against **me/us** for which **I/we** shall have no claim against Assam Petro-Chemicals Limited.

### **DSC Holder**

If the bidder himself is the DSC holder bidding on-line then no document is required.

However, if the DSC holder is bidding online on behalf of the bidder then the scanned copy of Power of Attorney duly notarized on a non-judicial stamp paper of Rs 10 as per format mentioned on next page shall be uploaded along with this Letter of Bid on second page.

1.Name of Authorized Signatory :

2.Type of Authorization :

3.Name of the Bidder :

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**CIN- U24116AS1971SGC001339**

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4.Address :

5.e-Mail Address :

6.Mobile/Telephone Number :

7. FAX Number:

8. GST Registration No.:

9. Industry Type:

10.Permanent Account Number \_\_\_\_\_

11. Particulars of bank:

Date from which the mandate should be effective.

Bank Name

Branch Name

Branch Place

Branch City

PIN Code

Branch Code (IFSC)

MICR No.

(9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank.

Please upload Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name & Account number)

RTGS CODE

Account

Type Saving

Current

Cash

Credit

Account Number (as appearing in Cheque Book):

12.We certify that our firm has not been suspended, banned or de-listed by any Government or Quasi-Government agencies or PSU's in last 3 (three) years.

13. The items covered in supply order copies enclosed with our offer have been fully executed without any complaint on account of performance of the products

14. I/We do hereby certify that prices quoted by us against this tender are the lowest and is the same as applicable to other Government Departments/ Undertakings/ Other Organizations.

15.We also certify that the quoted rates are not higher than rates quoted / prices charged by us for same items to other Customers.

Place:

Date:

Yours faithfully,

(Signature of Bidder **OR** Authorized person of bidder **OR**

# Assam Petro-Chemicals Limited

(A Government of Assam Undertaking)

Regd. Office: 4<sup>th</sup> Floor, Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagarh, Guwahati-781 005

Phone: 0361-2461470, 2461471, 2461594, [e-mail-aplguw@bsnl.in](mailto:e-mail-aplguw@bsnl.in); web.: [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in),

**CIN- U24116AS1971SGC001339**

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DSC Holder bidding online with authorization from bidder

Annexure 3

## ON THE LETTER HEAD OF THE BIDDER

### DECLARATION CERTIFICATE

We do hereby declare that the contents of the offer submitted vide No. \_\_\_\_\_ against this tender (Tender ID No. \_\_\_\_\_ dated \_\_\_\_\_ ) have been given after fully understanding and the same are true and complete in every particular and that if any untrue abetment /information contained therein, the said offer shall be considered absolutely null and void and we shall be liable for any penal action as per the provisions of Law for the time being in force.

I. I/We .....Partner/ Legal Attorney/ Proprietor / Accredited Representative of M/s..... Declare that we are submitting our tender to provide \_\_\_\_\_ for the project as per NIT vide our offer No..... dated .....

II. The contents of the offer given after fully understanding and all information furnished by me / us are correct and true and complete in every respect.

III. All documents/credentials submitted along with the tender are genuine, authentic, true and valid.

IV. If any information or document submitted ON LINE is found to be false / incorrect, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against me / us including termination of the contract, forfeiture of all dues including EMD/Security Deposit and blacklisting of my / our firm and all partners of the firm as per provisions of Law.”

Date

Signature of the Bidder

Seal of the Firm