



TENDER NO: APL/C&P/Admin/2023-24/187

DATE: 26.08.2023

ASSAM PETRO-CHEMICALS LIMITED
NAMRUP

NOTICE INVITING TENDER

FOR

GUEST HOUSE MANAGEMENT AND ITS CATERING SERVICES CONTRACT

TENDER NO: APL/C&P/Admin/2023-24/187

HEAD OFFICE:

Namrup, P.O. Parbatpur -786623,

Dist- Dibrugarh, Assam

Tel: (0374) 2500331/212/518

E-mail: contract@assampetrochemicals.co.in

Website: www.assampetrochemicals.co.in

REGD. OFFICE:

4th Floor, ORION Place, Bhangagarh

Srimanta Sankardev Path, Guwahati-781005

Tel: (0361) 2461470/2461471/246

E-mail: contract@assampetrochemicals.co.in

**NOTICE INVITING TENDER**

Assam Petrochemicals Limited (APL) invites tenders from competent & experienced contractors for the under mentioned job in **Single stage Two bid system** comprising Techno-Commercial Bid & Price Bid.

NAME OF WORK	EARNEST MONEY	TENDER PROCESSING FEES
Guest House Management and its Catering Services Contract	INR 30,000.00	INR 300.00

BID DOCUMENT ISSUE PERIOD	From 11:00 Hrs on dt. 26.08.2023 up to 15:00 Hrs on dt. 11.09.2023
LAST DATE OF BID SUBMISSION	Up to 15:00 Hrs on dt. 11.09.2023
PRE-BID MEETING DATE	At 10:00 hrs on 01.09.2023
BID OPENING DATE	At 15:00 Hrs on dt. 12.09.2023
BID SUBMISSION	In e-tendering portal https://assamtenders.gov.in/nicgep/app
AVAILABILITY OF TENDER DOCUMENTS	1. https://assamtenders.gov.in/nicgep/app 2. www.assampetrochemicals.co.in

Sd/-
Managing Director

**1. INTRODUCTION:**

1.1. Assam Petrochemicals Limited (APL) was set up to utilize the huge reserve of Natural Gas in the Upper Assam oil fields and also to meet the requirement of increasing national demand for Methanol and Formalin. Incorporated in 1971, the company was a pioneer in the field as it was the first to manufacture petrochemicals in India using natural gas as feedstock. Its Petrochemical plant was set up in Namrup, Dibrugarh Dist. of Assam.

Assam Petro-Chemicals Ltd. is now implementing a mega project of 500 TPD Methanol and 200 TPD Formaldehyde plant as an expansion project of the company at a total cost of Rs. 1709 crores. The Hon'ble Prime Minister of India, Shri Narendra Modi virtually dedicated the 500 TPD Methanol Plant of the Company in service to the Nation on 14.04.2023. Besides the project work of 200 TPD Formalin Plant in Boitamari of Bongaigaon district is well in progress. Government of Assam, Oil India Limited and Assam Gas Company Limited are investing in equity capital for implementation of 500 TPD Methanol and 200 TPD Formalin project. Government of Assam along with Assam Gas Co. Ltd and AIDC Ltd. will hold 51% of shares and Oil India Ltd. will hold 49% of the equity capital of the company.

1.2. The site for the New Plant:

The new 500 TPD Methanol Plant is set up in the land area adjacent to existing location of APL factory at Namrup.

1.3. Approach to site:

The APL factory is situated at Namrup in the district of Dibrugarh, Assam, India. Namrup is connected with Dibrugarh by national Highway NH-37 and is at a distance of around 70 KM from Dibrugarh and around 65 KM from Dibrugarh Air Port. The nearest railway Station is Namrup Station and is at a distance of 9 KM. The Station has siding facilities suitable for handling Project equipments. The Railway Track is Broad Gauge.

1.4. The Plot area has an existing Natural ground level of 124.4 m from the MSL.

2. SCOPE OF WORK

- A.** The entire work of House Keeping, Reception, Front Office desk round the clock, receiving of guest and its proper recording, receipt of payment and deposit in F & A Department and running of canteen and catering services will be awarded to one Tenderer. The work should be done strictly in accordance with the description of works and as per the APL Direction and Condition of contract. The Scope of work is described in details as follows:
- a.** Sweeping of floors with broom followed by wet mopping or by the use of scrubber with hygienic chemical.
 - b.** Cleaning of toilets followed by wiping with a dry duster.
 - c.** Dusting of furniture & furnishings.



- d. Changing of bed sheets, pillow cover, towel, hand towel on daily basis or on the change of occupancy, as directed.
 - e. Making up the rooms before the arrival of new guest, spraying fragrance to impart freshness, placing deodorant cans and bathing soap in toilet, providing fresh drinking water.
- B. Cleaning of all corridors and staircases including sweeping with broom and followed by wet mopping/ scrubbing.
- C. Collection of garbage/ wastes from rooms & its premises and their disposal.
- D. The staff members deputed in the guest house shall be polite with pleasing manners, co-operative, disciplined and shall not smoke or be drunk while on duty.
- E. Provide room services to the guests & their needs in terms of tea/ coffee/ milk, snacks and breakfast/ lunch/ dinner etc. as ordered.

3. GENERAL CONDITIONS

- (a) The successful Tenderer shall employ required number of persons for satisfactory performance of the work allotted to him and minimum number of 8 (eight) persons to be deployed initially, **(there shall also be provision / scope to enhance the service personnel if required, or demand arises. The Contractor must ensure the deployment of additional service personnel as on when required by the management. The rate for the additional service personnel who shall be deployed at a later date on demand or on request will be the same rate as applicable in case of the service personnel deployed initially.)** , Out of these 8 (eight) persons one will be Supervisor having qualification of Diploma in Hotel Management/ Hospitality Management (3 years course), one will be Cook, 4 (four) will be helper / caretaker and also provide room service, and the other 2 (two) will do sweeping and cleaning. The contractor has to ensure that all the employees put on the jobs, are doing their daily work as per time schedule. The persons employed in the Guest House shall not be engaged other than Guest House jobs.
- (b) Gate passes and identity cards will be issued to enter into the premises of the Company subject to the verification of character antecedent by police. In case the identity cards are lost, it is the responsibility of the contractor to ensure that the identity cards are not misused.
- (c) The successful Tenderer shall be responsible for the proper conduct of his employees. In case it is noticed that any one of his staff is disrespectful or indulge in bad behaviours or commits theft or lose tempers with any of the Company officials, the contractor shall be responsible for any loss suffered by the Management or any occupants consequent on the conduct of his employees in the discharge of their duties to his work.
- (d) The Management will provide required accommodation to facilitate 24 hrs duty as and when required. **The charges for the accommodation will be equivalent to**

the normal rent of one E-Type quarter i.e. Rs. 1320/ month plus Electricity, Water and Domestic Gas charges.

- (e) The staff deployed by the contractor shall be in distinct/ neat uniform consisting of shirt/ trouser/ shoe with logo of firm embossed.
- (f) The Contractor shall supervise effectively the operations of guest house and catering services and follow the instructions/ requirements given by APL Management.
- (g) Police verification of all the workers engaged by the contractor is to be submitted at least 10 days prior to commencement of work or before any person is replaced.
- (h) The contractor will have to supply qualified and trained workers.
- (i) All terms and conditions are to be observed by the contractor. For any difficulties, the contractor may immediately intimate the concerned department, i.e. Administrative Section or its attached official for guest house affairs.
- (j) **Guest House Canteen Service:-**The Contractor shall have to run the Guest House canteen in a smooth and uninterrupted manner. All the food items mentioned in the menu of the tender document should be made available by the contractor in time **(Food Menu Enclosed as Annexure-I & Annexure-II)**. The Guest house canteen should serve the guest of Assam Petro-chemicals Limited, Namrup with Bed tea, Breakfast, Lunch, Evening tea and Snacks, Dinner as per requirement. The Guest House keeping must be done properly and will co-ordinate with sweeping contractor for cleanliness of the Guest House compound and its Flower Garden. The Official of the Administrative Section attached to the Guest House will provide table cloth for Dining table, bed sheets, bed cover, pillow cover, towel, mosquito net, toiletry items etc. Any damage or loss of materials will be recovered at the replacement price of materials / goods from the contractor's Bill. However for articles / materials not fit for use will be replaced. Any maintenance job either electrical or civil has to report through the Co's representative for taking necessary action.
- (k) The Crockery and Cutlery materials including Buffet sets are to be supplied by the Contractor from his own account.
- (l) The Contractor shall abide by the instructions issued by the Company from time to time in respect of Guest House Management Services.
- (m) The Contractor shall ensure that adequate personnel shall be deployed every day. The Contractor must ensure that the jobs are done as per the specification and in the event of any deficiency in service, proportionate deduction in payment shall be made for the said purpose, the discretion of the Management is final.
- (n) The Contractor shall prepare and serve the food in hygienic condition. In case of loss due to poor quality of food supplied, or in the event of the food being supplied becomes contaminated due to wrong handling, of concerned personnel, the quantum of loss and the charges there on will be at the discretion of APL's Management. The contractor must maintain a monthly schedule for cleaning Fans / Blowers etc.



- (o) It is agreed and understood that it would be responsibility of the Contractor to ensure Compliance with all relevant laws and regulations relating to the disposal of waste including environmental laws governing such disposals. The Contractor shall dispose the waste materials only at designated site to be instructed by the Management.
It is expressly agreed by the Contractor that he / she shall be fully liable and held accountable for any indiscriminate disposal outside designated site and / or any legal non-Compliance.
- (p) The Contractor shall be fully responsible for Safety & health of his employees the Contractor shall ensure that all his personnel, while serving duty comply with Company's rules and regulations regarding Safety. Wilful violation and non-adherence to safety instruction will lead to immediate termination of contract.
- (q) All employees of the Contractor are subjected to periodic medical checkups and in case of being unfit, Contractor shall replace them immediately.
- (r) In case the employees of the Contractor who are deputed to the services of the Guest House do not attend work for any reason whatsoever, the Contractor shall make alternative arrangement so as to ensure that the work is done satisfactorily with no additional cost to the Company. The contractor while submitting the bill must produce the attendance sheet of employees engaged for the jobs and the sheet must be countersigned by the officials of the Company, posted in charge of the Guest House.
- (s) The Contractor shall keep the Company indemnified against all claims arising out of any loss, theft or damage to the life / or property of the occupants of the Guest House or any other persons, due to negligence or lapse on the part of the contractor or his employees / agents.
- (t) The Contract service provider must ensure the payment of wages to his employees on or before 7th day of the month (English calendar month) as per provisions of the Payment of Wages Act, 1936. The Contractor shall not be dependent on the Company's Bill to pay the monthly wage to their employees. The contractor shall submit the slips duly countersigned by the Guest for the food and beverages consumed along with the bills for payment of invoice.

4. BIDDER'S QUALIFICATION CRITERIA:

a) TECHNICAL:

1. **Bidders must have** previous 3 years experience of running of official Guest House/ Canteen in a manufacturing industry/organization of repute in last 10 years. Documentary proof must be furnished in support of the experience by way of purchase order / work order / contract document along with satisfactory performance/completion certificate from the organization to which such services have been rendered.



2. The service provider must obtain an updated '**Food Licence**' from the appropriate authority and submit a Photostat copy of same to the Company.
3. The Contractors/ Agencies should be in possession of necessary manpower, tools, plants, equipments & machineries required for carrying out the Job. APL would not provide any materials for the execution of the Job.

b) COMMERCIAL:

1. To be eligible, the contractor should have a sound financial background and average annual turnover for the last three financial years, ending 31st March viz. **2022-23, 2021-2022, 2020-2021** should not be less than **Rs. 4,50,434.00**.
2. The Bidder has to submit Income Tax Return for the last three financial years viz. 2022-23, 2021-22, 2020-21.
3. The Bidder has to submit Goods & Service Tax Return Certificate for last 2 (Two) years.

5. INSTRUCTIONS FOR SUBMISSION OF BIDS

5.1 SALIENT FEATURES FOR SUBMISSIONS OF BID

Sl. No	Description	Remarks
a)	Bid type	Single stage Two bid
b)	Bid Documents Issue Period	From 11:00 Hrs on dt. 26.08.2023 up to 15:00 Hrs on dt. 11.09.2023
c)	Last Date and time for submission of Bids (DUE DATE)	Up to 15:00 Hrs on dt. 11.09.2023
d)	Place of Submission of Hard Copy of Techno-Commercial Bid excluding Price Bid	Dy.General Manager (C&P), Mob. No. +91-94351 39178 Email-borah.nb@assampetrochemicals.co.in Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India)
e)	Opening of Bid.	At 15:00 Hrs on dt. 12.09.2023
f)	Contact Person with details for any clarifications	Nava Bikash Borah Dy.General Manager (C&P) Mob. No. +91-94351 39178 Email- borah.nb@assampetrochemicals.co.in -contract@assampetrochemicals.co.in And



		R.K.P Singh Sr. Manager (Admin) Mob. No. +91-9365486275 Email- singh.rk@assampetrochemicals.co.in
g)	Bid Validity	180 days from the DUE DATE or EXTENDED DUE DATE
h)	Pre-Bid Meeting	01.09.2023 at 10.00 am Address-Conference Hall Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India) Note-Bidders can attend the pre-bid meeting through VC mode also.
i)	Earnest Money Deposit (EMD)	INR 30,000.00
j)	Tender Processing Fees	INR 300.00
j)	Bid Submission	Online in e-tendering portal https://assamtenders.gov.in/nicgep/app
k)	Availability of Tender Documents	1. https://assamtenders.gov.in/nicgep/app 2. www.assampetrochemicals.co.in

5.2 ONLINE SUBMISSION: Files containing documents to be uploaded in e-tendering portal are as under:

Cover No. 1	1. EMD + Integrity Pact + Undertaking	PDF File
	2. Un-priced Bid	PDF File
Cover No. 2	1. Price Bid	Microsoft Excel File

5.3 OFFLINE SUBMISSION: Hard copies of to be submitted are as under:

Envelope No	Contains	Marking
Envelope No. 1	Envelope No. 2 + Envelope No. 3	Marked on the top of the Envelope with Tender No & Work Description
Envelope No. 2	EMD + Integrity Pact + Undertaking	- do -
Envelope No. 3	Un-priced Bid	- do -

Note: Price Bid or Price related information should not be submitted along with documents submitted in hard copy. If submitted, the Bid will be rejected.



5.4 The hard copies of the bids are required to be submitted within 7 (seven) days from the Bid due date and send to the address given below:

**To
The Deputy General Manager (C&P)
Assam Petrochemicals Limited,
Namrup, P.O. Parbatpur
Dibrugarh, Assam, Pin 786623**

5.5 Bidder shall strictly follow above mentioned bid submission procedure, failing to which may lead to rejection of bids

6. INSTRUCTION TO BIDDER:

6.1. Rates quoted should be inclusive of all taxes and duties but exclusive GST.

6.2. The successful bidder has to execute an agreement with APL in a non-judicial stamp paper of denomination not less than Rs. 100.00 within 10 days after issue of LOI / Work Order. The format for the same is per ANNEXURE-II

6.3. EARNEST MONEY DEPOSIT: The bidder has to deposit a sum of **Rs. 30,000.00 (Rupees Thirty thousand)** only in online mode only by Netbanking/ RTGS/ NEFT or Bank guarantee in favour of ASSAM PETROCHEMICALS LTD. payable at NAMRUP as earnest money along with their offer. Bank Guarantee Format is provided in Annexure-I. After acceptance of order by Vendor / Bidder (successful bidder), APL shall return the EMD to all unsuccessful bidders. EMD shall bear no interest. EMD of successful Bidder can be adjusted with SECURITY DEPOSIT.

6.4. MSME valid certificate under category of similar works is considered for exemption of EMD.

6.5. The bidder shall be solely responsible for compliance of safety rules and regulation as per Factory Act as applicable.

6.6. Safety Appliances/ PPEs required at the time of execution of the jobs shall be made available by Bidder to his workmen.

6.7. Any injuries or accidents to your team members shall be taken care by you at your own risk and cost and shall comply with all safety rules and regulations.

6.8. The owner reserves the right not to execute the work at all or to split the work between two or more bidder, if necessary. Such a step shall not constitute a breach of the contract. APL reserves the right to accept or reject any of the proposals received at its sole discretion without assigning any reasons whatsoever. Incomplete bids submitted after due date will be rejected.



6.9. Payment would be made only on actual quantum of work successfully executed to the satisfaction of the Officer-in-Charge.

6.10. The bidder may at its own discretion can examine the site of works and its surrounding and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into the contract. Claims of any kind due to variation or ignorance of site conditions and environment conditions will not be eligible in any circumstances.

6.11. Failure to furnish all the information required by the bidding documents or the submission of a bid not substantially responsive to the bidding document in every respect may result in the rejection of the bid.

6.12. **PERIOD OF CONTRACT:**

Initially the contract will be awarded for a period of one year and may be extended further period up to 2 (Two) years depending on satisfactory performance of service of the contractor if necessary on the same terms and conditions.

6.13. **MOBILIZATION ADVANCE:** There will be no mobilization advance

6.14. **INSOLVENCY OR INHABILITY TO PERFORM THE CONTRACT SATISFACTORILY:**

If the contractor's performance of any portion of it or his subsequent rate of progress is unsatisfactory, the Company shall have the power to declare the contract to an end. In case, the contractor shall be liable for any expenses or damage, which the Company may incur in connection with contractor's default will be recovered from the Contractor and security deposit shall stand forfeited.

6.15. **BID VALIDITY:** Bid validity period is 180 days from the DUE DATE or EXTENDED DUE DATE.

6.16. **REFUND OF SECURITY DEPOSIT:**

On satisfactory performance and completion of the contract in all respects, the security deposit will be returned to the contractor without any interest on presentation of an absolute "**NO DEMAND CERTIFICATE**" from the welfare section

6.17. **FORCE MAJEURE:**

- i. Neither the contractor nor the company shall be considered in default of it obligation hereunder, if such performance is prevented or delayed of war, hostilities, revolution, flood, earthquake. Civil commotion or because of any law and order proclamation or ordinance of the Govt. Or of any other cause beyond the reasonable control of the party effected.
- ii. Should one or both parties be prevented for fulfilling contractual obligation by a state or force lasting continuously for a period of six months the two parties shall consult together regarding the future execution of the agreement.

**6.18. ASSIGNMENT OF SUB-LETTING OF CONTRACT:**

The contractor shall not assign or sub-let the contract or any part thereof or allow any person interested therein, in any manner, whatsoever. Any breach of this condition shall entitle to take such steps as may be necessary and also terminate the contract. However the contractor can assign / depute his authorized representative to look after the job including billing, receipt and payment to his worker already engaged for the job.

6.19. APPLICABILITY OF LAW AND JURISDICTION: The contract shall be governed and interpreted in accordance with 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.

6.20. COMPLIANCE'S OF VARIOUS LAWS:

The contractor shall be bound to fulfil all the obligations of the Company under the various Contract Labours (Regulations and Abolition) Act 1970 and rules thereof, in which the contractor shall have to obtain Licence. Registration from the Licensing Authority, Dibrugarh / Tinsukia as is applicable.

The Company shall be free to terminate the contract Agreement without notice and make such steps for protection its interest as considered necessary at discretion of APL Management.

6.21. The bidder shall ensure compliance with all statutes, law, rules and regulations of the central or state government or any other authority such as the Workmen's Compensation Act 1923, Payment of Wages Act, Minimum Wages Act 1948, Employees State Insurance Act, Employees Provident Fund Act, etc. and any and all statutory modifications thereof in connection with employees engaged by him or his sub-bidders in the work including proper insurance coverage.

6.22. AGREEMENT

On acceptance of the tender, the contractor has to execute an agreement on Non Judicial stamp paper of Rs. 100.00 (Hundred) only at his own cost within 10 (Ten) days from the date of receipt of the order.

6.23. The Administrative section will look after the affairs of Guest House and its canteen and a complaint Book shall be kept as may be decided by the Administrative section, where all the complains are to be recorded by the APL employees or Guest only. The complaint book shall be forwarded to Sr. Manager (Admin.) weekly for verification.



A penalty shall be imposed up to a limit of 10% of monthly bill value as indicated which is to be recovered from the contractor in case of serious complaints.

6.24. The Contractor may allow credit facility to the employees of APL who desire to avail the guest house and its canteen facilities for their guest and the amount accrued there on, APL shall take necessary action to deduct the amount from the monthly salary of the employees concerned as per month wise list as per the bill submitted by the contractor through the Administrative section. However prior approval for accommodating employees for guest house and canteen facilities must be taken from the concerned officer.

6.25. The contract will be implemented strictly as per specification and all other conditions of APL General Direction and Conditions of Contract.

6.26. The Company also reserve the right to add or make any amendment of the above clauses as and when company feels necessary depending upon the changing situation.

6.27. Any dispute and subsequent course of action relating to the contract will be deemed to have arisen within jurisdiction of Dibrugarh Court only, no other court.

6.28. For Clarification relating to bid/ Site visit the bidder may contact following:

6.29. TERMINATION OF CONTRACT:

If Contractor shall neglect to execute work with due diligence or expedition, or shall refuse or neglect to comply any reasonable order given to it in writing / or oral by Management of APL in connection of work, or shall contravene any of the provisions of the contract, Company / Management may give notice in writing to contractor calling upon it to make good the failure, neglect or contravention complained of, within a period of 30 (Thirty) days. If contractor defaults to comply with any such notice, the Management may without prejudice terminate the contract.

6.30. For Clarification relating to bid/ Site visit the bidder may contact following:

Contact Person	Nava Bikash Borah, DGM (C&P) Mob: +91-9435139178 Email id- borah.nb@assampetrochemicals.co.in R.K.P Singh Sr. Manager (Admin) Mob. No. +91-9365486275 Email- singh.rk@assampetrochemicals.co.in
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Address	Assam Petro-Chemicals Limited P.O. Parbatpur, Dist-Dibrugarh(Assam), PIN-786623
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7. OTHER TERMS AND CONDITIONS FOR CATERING AND GUEST HOUSE MANAGEMENT SERVICE:

1. The tender shall be valid for acceptance upto 180 days from the date of submission; no any Tenderer shall withdraw his tender after its public opening. Any such withdrawal will make the Tenderer liable to forfeit the Earnest Money.
2. Successful Tenderer shall have to submit under mentioned documents after awarding the contract.
 - I. Goods and Service Tax return Certificate (Photocopy) as applicable.
 - II. Provident Fund Enrolment Certificate, as applicable.
3. The service provider i.e. the contractor shall bear all other expenditure by way of fulfilling any and all statutory obligations and guidelines of the Central as well as State Government during the period of validity of the contractual service.
4. Any person engaged by the contractor, if allowed to work inside the project office / factory areas shall strictly abide by the rules and regulations as declared and dictated by the safety and security personnel of the Company.
5. The Tenderer should sign every page of the tender paper / documents. Every correction in the tender documents should bear the Tenderer's initial before submission.
6. All quoted rates for items should be inclusive of all cost of supply, carriage and handling etc. of all materials plus cost of labourer and all incidental contingents and other expenditure required for the items. Rates quoted to be inclusive of all duties and Taxes wherever applicable. The Company shall not bear any liability of Duties and Taxes levied on such type of items. **Rate must be quoted in both figures as well as in words by ink.** If any mismatch in the rate (in words) and rate (in figure), the lowest part shall be taken into consideration.
7. Each Tenderer should carefully examine the specifications by visit of the site of works and fully satisfy and acquaint himself about the nature of service required and any other information he may be required for the successful completion of the works. No subsequent claim will be entertained on these accounts.
8. Contractor must arrange all materials from his own account including cooking gas.
9. APL cannot guarantee timely arrival of material to be issued and will not entertain any claim for compensation, if there be any unavoidable delay in supply of materials.
10. Contractor must arrange all materials from his own account including cooking gas.



11. APL cannot guarantee timely arrival of material to be issued and will not entertain any claim for compensation, if there be any unavoidable delay in supply of materials.
12. No any labourer under the age 18 (eighteen) years shall be employed on the work and all labourers employed shall be paid at rate not less than the rates fixed under the Minimum Wages Act'1948.
13. The Tenderer should be a licensed contractor under [(Contract Labour Regulation & Abolition Act' 1970] or they should produce a certificate from Labour Department to the effect that they are not covered by the Contract Labour Act.
14. A declaration in the form of affidavit shall be given to the effect that the Tenderer shall abide by all the provisions of The Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948, Factories Act 1948, Industrial Disputes Act 1947, Payment of Wages Act 1936, The Employees Compensation Act 1923, The *Employees' Provident Funds and Miscellaneous Provisions Act*, 1952. Their respective Rules framed under each of the said Act and also other Labour Acts and Rules applicable to the Tenderer. In case, the Tenderer fails to do so, the Company shall have the right to deduct from the Tenderer's Bill the expenses which are to be incurred in connection with any claim or from any party including the labourer engaged by the contractor.
15. A declaration shall be given to the effect that the Tenderer shall make the payment of wages regularly to the labourers engaged by him in presence of the authorized representatives appointed by APL as provided under the Contract Labour (Regulation and Abolition) Act 1970.
16. A declaration shall be given to the effect that the Tenderer would pay an exgratia payment as per applicable laws to the dependant of the contractor's employees in the event of the labourer's death occurred while on duty. The payment would be made directly by the Company and will be recovered from the contractor's bill.

8. INCOME TAX AND GST

- 7.1. Income tax at the prevailing rate shall be deducted from the BIDDER's bills as per Income Tax Act. OWNER shall issue necessary TDS Certificate to the BIDDER.
- 7.2. The quoted price shall be deemed to be inclusive of all taxes and duties except "Goods and Service Tax" (hereinafter called GST) (i.e. IGST or CGST and SGST / UTGST applicable in case of interstate supply or intra state supply respectively.)
- 7.3. Bidder / 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 bidder / vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules there under, OWNER / APL shall not be liable to make any payment against such invoice.
- 7.4. GST shall be paid against receipt of tax invoice and proof of payment of GST to government in India or upon the same being reflected in the GST portal of the APL



to the satisfaction of APL. In case of non- receipt of tax invoice or non-payment of GST by the bidder / vendor, OWNER / APL shall withhold the payment of GST.

7.5. GST payable under reverse charge , if any shall not be paid to the bidder /vendor but will be directly deposited to the government of India.

7.6. Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Bidder/ Vendor is denied by the tax authorities to OWNER / APL due to reasons attributable to Bidder /Vendor, OWNER / APL shall be entitled to recover such amount from the Bidder/Vendor by way of adjustment from the next invoice or from Bank Guarantee . In addition to the amount of GST, OWNER / APL shall also be entitled to recover interest at the rate of 24% and penalty. In case any penalty is imposed by the tax authorities on OWNER / APL.

7.7. TDS under GST, if applicable, shall be made from bidder's /Vendor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the bidder /Vendor.

7.8. No variation on account of taxes and duties, statutory or otherwise, shall be payable by Client to bidder/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.

7.9. Any new taxes, duties, cess, levies notified or imposed after the submission of last/ final price bid 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 bidder, any increase in these rates shall be borne by the bidder, whereas any decrease shall be passed on to the owner. OWNER shall take CENVAT benefit as applicable.

7.10. Any other provisions in the GST not mentioned above will be sou-motto applicable.

9. TERMS OF PAYMENT

- (a) The contractor has to submit his monthly bill (English calendar month) after the closing of each month in respect of work done by him. The bill will be verified by the Admin office. Service Tax returns to be submitted by the contractor quarterly/half yearly as per the provision.
- (b) 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 invoice Rules there under OWNER shall not be liable to make payment against the invoice.

- (c) 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 for non-payment of GST by the contractor/vendor, OWNER/APL shall withhold the payment of GST.
- (d) Notwithstanding anything contained anywhere in the Agreement in the event the input tax credit of GST changed 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 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.
- (e) An amount equivalent to 10% of total contract value will have to be deposited as Security deposit through Bank Guarantee/ Demand Draft within 10 days from the issue of the Work Order, which will be released on completion of Job contract.
- (f) Payment of R/A or final bill shall be made within thirty days from the date of receipt of the certified bill with necessary documents by disbursement section of the owner.
- (g) Wherever possible, payment shall be tendered to the contractor in electronic (e-payment) through any of the designated banks. The contractor will comply by furnishing full particulars of Bank account in the Tax Invoice to which the payments will be routed. Owner reserves the right to make payment in any alternate mode also.

10. CONTRACT PERFORMANCE BANK GUARANTEE/SECURITY DEPOSIT:

The successful BIDDER shall furnish, within 15 days from date of issue of the Work Order, Security Deposit equal to 10% of the total accepted tender value for proper fulfilment of the CONTRACT in form of Bank guarantee as per Format covered in **ANNEXURE-I** of this document

- a) On submission of Contract Performance Bank Guarantee (CPBG) by the successful bidder, EMD amount will be refunded after receipt of confirmation of CPBG from the issuing bank. The CPBG will be returned to the successful bidder after completion of work certificate by Officer-in-Charge, if there are no dues to be recovered by APL.
- b) The security deposit amount if deducted along with EMD amount shall be refunded after completion of contract period certificate by Officer-in-Charge after deductions if any due to APL. The security deposit shall not bear any interest.

11. REQUIREMENTS FOR E-TENDERING

1. The subject tender is an e-tender and owner has hoisted the complete tender documents on website [https:// https://assamtenders.gov.in/nicgep/app](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. Bidder may note that Schedule of rates attached with the tender documents is to be filled in the BOQ (Financial Price Bid Part – II).

2. The tenderer 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 or purchasing 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.
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 Techno commercial bids (Part 1) along with the EMD 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 agencies 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.
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. Agencies 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/Agencies 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.

12. BID REJECTION CRITERIA:

The bidders shall adhere to the following provisions of the Bidding Document without taking any deviations, failing which the Bid shall be considered to be non-responsive and may be rejected.

- a) Non-Submission of EMD along with the Bid if applicable
- b) Submission of Prices or rates in SOQ / SOR in un-priced bid.
- c) Non-Submission of Important Bid Documents as mentioned.
- d) Not-Meeting pre-qualification criteria
- e) Rate quoted above the maximum rate in Annexure-IV, tender will be treated as cancelled.

13. DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER:

- a) Experience Certificate as mentioned in NIT's requisite conditions.
- b) Income Tax Return Certificate of the last three financial years ending on 2023.
- c) Certificate of average annual financial turnover of the last three financial years ending on 31-03-2023.
- d) Food licence from appropriate authority.
- e) Photocopy of PAN Card of the Firm-partners, Proprietor or the Tenderer duly attested by a Gazetted Officer.



- f) Proof of Address (Any one of the following):Ration Card/Passport documents issued by Passport Authority/Voter Identity Card/Current Electricity bill/Latest paid telephone bill (BSNL – landline)/Driving licence/Updated Bank pass Book/Residential certificate either from Gaon Panchayat / Municipal Board / Town Committee.
- g) Goods & Service Tax Return Certificate for last 2 (Two) years.
- h) **EMD** of required amount/**MSME** Certificate.
- i) Work orders & completion certificates to comply the Bidder's qualification criteria.
- j) Copy of **PAN** card, **GST** registration, **EPF** registration No.
- k) Cancelled Bank Cheque
- l) Filled up Annexure and Proposal Exhibits.

Without the above documents Tender will be considered invalid or incomplete.

14. AMENDMENT OF BIDDING DOCUMENTS:

- a) At any time prior to the deadline for submission of bids as well as up to priced bid opening, APL may, for any reason whether at its own initiative or in response to a clarification or modification requested by any prospective Bidder(s), modify the Bidding documents.
- b) The modifications/amendment will be notified through Addendum / Corrigendum to bidders. Bidders shall confirm the inclusion of Addendum / Corrigendum in their bid and shall follow the instructions issued along with addendum / corrigendum.
- c) Bidders shall examine the Bidding documents thoroughly and inform APL of any apparent conflict, discrepancy or error, so that APL may issue appropriate clarification(s) or amendment(s), if required.

15. TECHNO-COMMERCIAL EXAMINATION OF BIDS:

- a) APL will examine or cause to be examined the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.
- b) APL will determine to its subjective satisfaction whether the bidder has submitted a responsive bid and is qualified to satisfactorily perform the work, and such determination shall not be open to question.
- c) The determination will also take into account the bidder's financial and technical capabilities, as well as such other qualifications as APL deem necessary and appropriate.
- d) Bidder(s) techno-commercially accepted will only be communicated for price bid opening.
- e) Bidder(s) who qualify for the award of contract as per criteria of this BID will only be communicated for the award of contract & subsequent LOI / WO will be issued to them.

16. REBATE:



No suo-moto reduction in price(s) by bidders is permissible after opening of the bid. If any Bidder unilaterally reduces the price(s) quoted by him in his bid after opening of bids, such reduction shall not be considered for comparison of prices but shall be binding on the Bidder if he happens to be selected for award of work.

17. CLIENT'S RIGHT TO ACCEPT/REJECT BIDS:

APL 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(s) or any obligation to inform the affected bidder(s) of the ground of APL's action.

APL shall not be obliged to award the Order / Contract to the lowest evaluated bidder if APL apprehends that it will not be in the interest of APL to award the Order / Contract at the lowest evaluated price or to the lowest evaluated bidder.

18. ORDER OF PRECEDENCE:

The following order of precedence shall be followed in case of any conflict between various parts of the enquiry specifications:

- a) Corrigendum, if any
- b) Special Conditions of Contract
- c) Instruction to Bidders
- d) General Conditions of contract

**ANNEXURE-I****BANK GUARANTEE FOR SECURITY / PERFORMANCE GUARANTEE / DEFECT LIABILITY OF THE OBLIGATIONS OF VENDOR / CONTRACTOR**

(On non-judicial stamp paper of appropriate value)

To,
ASSAM PETROCHEMICAL LTD.
Orion Place, G.S Road, Bhangagorah,
Guwahati 781005, India

IN CONSIDERATION OF THE ASSAM PETRO-CHEMICAL LTD. a Company registered under the Companies Act 1956, having its registered office at Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagorah, Guwahati 781005, India (hereinafter called "the Corporation" which expression shall include its successors and assigns) having awarded to M/s _____ a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at _____ (hereinafter referred to as "the Vendor" which expression shall wherever the subject or context so permits includes its successors and assigns) a supply contract in terms inter alia, of "the Corporation's" Order No. _____ dated _____ and the General purchase conditions of "the Corporation" and upon the condition of "Vendor's" furnishing security for the performance of "the Vendor's" obligations and/or discharge of "the Vendor's" liability under and/or in connection with the said supply contract upto a sum of Rs. _____ (Rupees _____) amounting to 10% (ten percent) of the total order / contract value.

We, _____ (hereinafter called "the Bank" which expression shall include its successors and assigns) hereby jointly and severally undertake and guarantee to pay to "the Corporation" in rupees forthwith on demand in writing and without protest or demur of any and all moneys anywise payable by "the Vendor" to "the Corporation" under, in respect of or in connection with the said supply contract inclusive of all the Corporation's losses and damage and costs, (inclusive between attorney and client) charges, and expenses and other moneys anywise payable in respect of the above as specified in any notice of demand made by "the Corporation" to the Bank with reference to this Guarantee upto and aggregate limit of Rs. _____ (Rupees _____) and "the Bank" hereby agrees with "the Corporation" that:

1. This Guarantee/Undertaking shall be a continuing Guarantee / Undertaking and shall remain valid and irrecoverable for all claims of "the Corporation" and liabilities of "the Vendor" arising upto and until midnight of _____
2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that "the Corporation" may now or any time anywise have in relation to "the Vendor's" obligation/liabilities under and/or connection with the said supply contract, and "the Corporation" shall have full authority to take recourse to or enforce this security in preference to the other security(ies) at its sole discretion and no failure on the part of "the



Corporation" to enforcing or requiring enforcement to any other security shall have the effect of releasing "the Bank" from its full liability hereunder.

3. "The Corporation" shall be at liberty without reference to "the Bank" and without affecting the full liability of "the Bank" hereunder to take any other security in respect of "the Vendor's" obligation and/or liabilities under or in connection with the said supply contract and to vary the term vis-à-vis "the Vendor" of the said supply contract or to grant time and/or indulgence to "the Vendor" or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forebear from enforcement of all or any of the obligations of "the Vendor" under the said supply contract and/or the remedies of "the Corporation" under any other security(ies) now or hereafter held by "the Corporation" and no such dealing(s), variation(s) or other indulgence(s) or agreement(s) with "the Vendor" or release of forbearance whatsoever shall have the effect of releasing "the Bank" from its full liability to "the Corporation" hereunder or of prejudicing rights of "the Corporation" against "the Bank".

4. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of "the Vendor" but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to "the Corporation" in terms hereof.

5. "The Bank" hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of "the Bank" in terms hereof shall not be anyway affected or suspended by reason of any dispute having been raised by "the Vendors" (whether or not pending before any arbitrator, officer, tribunal or court) or any denial of liability by "the Vendor" or any other order of communication whatsoever by "the Vendor" stopping or preventing or purporting to stop or prevent any payment by "the Bank" to "the Corporation" in terms hereof.

6. The amount stated in any notice of demand addressed by "the Corporation" to "the Bank" as liable to be paid to "the Corporation" by "the Vendor" or as suffered or incurred by "the Corporation" on account of any losses or damages or costs, charges/and/or expenses shall be as between "the Bank" and "the Corporation" be conclusive of the amount so liable to be paid to "the Corporation" or suffered or incurred by "the Corporation", as the case may be, and payable by "the Bank" to "the Corporation", in terms hereof.

7. Notwithstanding anything contained herein above: i) Our liability under this guarantee shall not exceed Rs..... ii) This Bank Guarantee shall be valid upto and including; and iii) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or # before the expiry of 30 days from the date of expiry of this guarantee.

8. "The Bank" has power to issue this guarantee in favour of "the Corporation" in terms of the documents and/or the agreement/contract or MOU entered into between "the Vendor" and "the Bank" in this regard.



IN WITNESS Where of _____ Bank, has executed this document at
_____ on _____. _____ Bank

(by its constituted attorney)

(Signature of a person authorized to sign on behalf of "the Bank")



ANNEXURE-II

PROFORMA FOR CONTRACT AGREEMENT

(To be executed on non judicial stamp paper of value mentioned in the Tender document)

This AGREEMENT is made on the ____ day of _____ Month of _____ Year

BETWEEN

Assam Petro-chemicals Ltd, a company registered under companies Act,1956 have its registered office at Orion Place ,Mahapurush Srimanta sankardev Path, Guwahati and principal place of business at P.O. Parbatpur, Namrup in the District of Dibrugarh, Assam (herein referred to as owner/APL) ", which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include its successors and assigns) on the **ONE PART**

AND

_____ hereinafter referred to as "BIDDER", which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include its successors and assigns) on the **OTHER PART**.

WITNESSETH THAT

WHEREAS OWNER /APL desires to have works from the aforesaid BIDDER on terms & conditions mentioned In this CONTRACT:

AND WHEREAS BIDDER who has their own know how with resources for Performing such jobs has agreed to sign on works agreement and to render the services as per requirement of APL on Terms and conditions mentioned in this CONTRACT.

NOW Therefore Parties Agree That:

1) The following annexed hereto shall form an integral part of this CONTRACT:

- (i) Work Order No: _____
- (ii) Terms & Conditions of enquiry document.
- (iii) Name of the work _____
- (iv) Work order amount _____
- (v) Scope of work for BIDDER as per CONTRACT.

2) For the scope of WORK as mentioned in the CONTRACT, APL shall pay to BIDDER lump sum of Rs. _____ (Rupees _____).



3) For the purpose of this CONTRACT address of Parties will be as follows and all correspondence and notices in relation to present agreement sent to PARTIES at the addresses below shall be deemed to be sufficient for serving notices on the PARTIES. All Such notices as well as bills, reports, documents etc, shall be addressed to the PARTIES at such addresses.

In WITENESS whereof the PARTIES have executed this CONTRACT through their Representatives duly authorized in this behalf:

Signed for and on behalf of

Assam Petrochemicals Ltd.

SIGNATURE

NAME

DESIGNATION:

PLACE:

DATE:

WITNESS:

Signed for and on behalf of

Bidder

SIGNATURE

NAME

DESIGNATION:

PLACE:

DATE:

WITNESS:



ANNEXURE-III

INTEGRITY PACT

BETWEEN

Assam Petro-Chemicals Ltd., hereinafter referred to as "The Principal",

AND

..... hereinafter referred to as "The Bidder / Bidder".

Preamble

The Principal intends to award, under laid down organizational procedures, Contract/s for _____ The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Bidder/s.

In order to achieve these goals, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 -Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
- b) The Principal will, during the tender process treat all Bidders- with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential / additional information through which the Bidder could obtain an advantage in relation to the tender process or the tender execution.
- c) The Principal will exclude from the process all known prejudiced persons.

2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC / PC Act, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder / Bidder

(1) The Bidder / Bidder commit itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

- a) The Bidder / Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or



the execution of the contract or to any third person any material or immaterial benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- b) The Bidder / Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c) The Bidder / Bidder will not commit any offence under the IPC / PC Act; further the Bidder / Contactor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship
- d) The Bidder / Bidder will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder / Bidder will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder, before award of contract has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

- (1) If the Bidder / Bidder have committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder / Bidder from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.
- (2) The Bidder accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such exclusion
- (3) Apart from the above, the Principal may take action for banning of business dealings / holiday listing of the Bidder as deemed fit by the Principal.
- (4) If the Bidder / Bidder can prove that he has restored / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
- (5) A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

Section 4 - Compensation for Damages



1) Without prejudice to any rights that may be available to the Principal under law or the Contract or its established policies and laid down procedures, the Principal / Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder/ Bidders): Forfeiture of EMD / Security Deposit: If the Principal has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according to Section 3, the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the Earnest Money Deposit / Bid-Security amount of the Bidder / Bidder.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Bidder liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit / Performance Bank Guarantee, whichever is higher.

(3) The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder / Bidder can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount of the liquidated damages, the Bidder / Bidder shall compensate the Principal only to the extent of the damage in the amount proved.

Section 5 -Previous Transgression

(1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to or with any other Public Section Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can" be terminated for such reason.

(3) If the Bidder / Bidder can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may, at its own discretion as per laid down organizational procedures, revoke the exclusion prematurely.

Section 6 - Equal treatment of all Bidders / Bidders / Sub-Bidders

(1) The Bidder / Bidder undertake to demand from all sub bidders a commitment in conformity with this Integrity Pact. The Bidder / Bidder shall be responsible for any violation(s) of the principles laid down in this agreement / Pact by any of its Sub bidders / Sub-vendors.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Bidders.

(3) The Principal will disqualify from the tender process all bidders who do not sign this pact or violate its provisions.

Section 7 - Criminal charges against violating Bidders / Bidders / Sub- Bidders

If the Principal obtains knowledge of conduct of a Bidder, Bidder or Sub-Bidder or of an employee or a representative or an associate of a Bidder, Bidder or Sub-Bidder which constitutes



corruption, or if the Principal has substantive suspicion in this regard, the Principal will report to appropriate authority in this regards.

Section 8 - External Independent Monitor / Monitors (number depending on the size of the contract to be decided by the Chairperson of the Principal)

- (1) The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently.
- (3) The Bidder accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Bidder. The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-bidders. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Bidder / Sub-contractor with confidentiality.
- (4) In case of tenders having an estimated value of Rs.100 Crore, the Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Bidder.
- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the CEO of the Principal within 2 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the Monitor has reported to the CEO of the Principal substantiated suspicion of an offence under the IPC / PC Act and the CEO has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India,
- (8) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both the parties have legally signed it. It expires for the Bidder / Bidder 12 months after the completion of work under Contract or till the continuation of guarantee period, whichever is more and for all other bidders, till the contract is awarded.



If any claim is made / lodged during this time, the same shall continue to be valid despite the lapse of this pact as specified it is discharged / determined by the CEO of the Principal.

Section 10 - Other Provisions

- 1) This agreement is subject to Indian as well as state of Assam local laws. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Guwahati.
- 2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- 3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provision of this agreement turn out to be invalid the remainder of this agreement remains valid. In this the parties will strive to come to an agreement to their original intentions.

FOR THE PRINCIPAL

FOR THE BIDDER/BIDDER

WITNESS 1

WITNESS 2

Place : _____

Date : _____



ANNEXURE-IV
SCHEDULE OF RATES
FOOD MENU

		Maximum Rate (in Rs.)	Approximate Qty. Per year	Quoted Rate
Bed Tea:		(Inclusive of all Taxes)		
1	1 cup Milk Tea and 2 pcs. Biscuit	9.5	1200	Quoted
2	One cup Black tea and 2 pcs biscuit	7.25	1200	Quoted
Breakfast:				
1	Two slice / bread with butter / jam / jelly	18	360	Quoted
2	Cornflake with milk	20	360	Quoted
3	Muesli with Milk	25	360	Quoted
4	Puri 3 pcs and bhaji	18	1080	Quoted
5	Parotha (2 pcs) and bhaji	22	960	Quoted
6	Black tea per cup 100ml	6	1200	Quoted
7	Milk tea per cup 100ml	8.5	1200	Quoted
8	Coffee per cup 100ml	11	960	Quoted
9	Boiled egg	10	1200	Quoted
10	Omelet	12	1200	Quoted
11	Banana per piece	5	600	Quoted
12	3 slice of Apple	15	600	Quoted



13	Veg. Pasta	30	360	Quoted
Lunch / Dinner:				
Rate of Vegetarian diet				
1	Plain Rice per plate (Joha)	18	2400	Quoted
2	Plain Rice per plate (Basmati)	20	600	Quoted
3	Additional rice per plate	9	960	Quoted
4	Fried Rice per plate	30	600	Quoted
5	Chapati per piece (Aashirvaad)	7.5	2400	Quoted
6	Yellow Dal per bowl 150ml	18	1800	Quoted
7	Dal fry per plate	22	600	Quoted
8	Vegetable curry per plate	22	2400	Quoted
9	Dried Sabji per plate	22	2400	Quoted
10	Matar Paneer per plate	30	600	Quoted
11	Mashed Potato per bowl	15	1200	Quoted
12	Green salad per plate	20	1200	Quoted
13	Papad (large) per piece	6	1200	Quoted
14	Pickle per 50 gms.	4.5	1200	Quoted
15	Curd per small bowl 70ml	22	480	Quoted
Rate of Non vegetarian diet:				
1	Chicken curry per plate (100gms)	65	720	Quoted
2	Mutton curry per	95	720	Quoted



	plate(100gms)			
3	Fish curry per plate (2 pcs)	68	720	Quoted
4	Fish fry (2 pcs)	55	720	Quoted
5	Egg Curry (2 Nos.) per plate	25	720	Quoted
Juice & Sweets:				
1	Fruit juice per glass	25	480	Quoted
2	Ordinary pudding per small bowl	40	120	Quoted
3	Special pudding per small bowl	60	120	Quoted
4	Cold drink per glass	27	360	Quoted
5	Rosgolla / Gulabjamon per piece	11	720	Quoted
6	Fruit salad (in cream) per bowl	42	720	Quoted
Tit Bits / Snacks:				
1	Peanuts 50 gms.	30	240	Quoted
2	Vegetable pokora per plate (6 pcs)	32	600	Quoted
3	Paneer pokora (6 pcs)	50	240	Quoted
4	Fish pokora (6 pcs)	55	240	Quoted
5	Fried Kaju (50 gms.)	75	240	Quoted
6	Veg. Cutlet 2 Nos.	42	360	Quoted
7	Chicken cutlet 2 Nos.	80	240	Quoted
8	Fish cutlet 2 pieces	75	240	Quoted



NON-VEG (Local) ITEM:				
1	Local chicken per 100 gms.	90	600	Quoted
2	Local chicken dry 6 pieces	105	600	Quoted
3	Local fish fry 2 pieces	70	600	Quoted
4	Local fish gravy per bowl	60	360	Quoted
5	Local Fish Tenga curry	70	240	Quoted
6	Local Chicken boil per 100 gm	95	240	Quoted
Party Package :				
1	Chicken pakora, fish finger, fish fry	425	120	Quoted
2	Veg. pokora, paneer pokora			
3	Pea nuts , kaju fry			
4	Papad fry			
5	Potato finger			
6	Chips, kurkure			
7	Pulow / jeera rice / fried rice			
8	Dal fry			
9	Veg. gravy (kofta, Paneer, veg.)			
10	Dry Veg.			
11	Any fried item			
12	Chicken/ Mutton/ Fish			
13	Salad			



14	Puri/ Porotha/ Roti			
15	Sweets			
16	Pickle			
17	Curd			
ASSAMESE SPECIAL TRADITIONAL VEG THALI (14 items)				
1	Rice/ Tupula Bhaat	125	120	Quoted
2	Yellow Daal			
3	Matikolai (Black) Daal			
4	Khaar/ Kochu thuri gravy			
5	3 (three) Pitika- Kochu thuri/ Potato/ Tomato/ Brinjal			
6	2 (two) Chatni- Til/ Dhonia/ Narasingha/ Badam/ Pani tenga			
7	Aachar- Bamboo shoot/ Bhoot jolokia/ Amora/ Korodoi etc.			
8	2 (two) Dry Sabji: Banana flower/ posola/ dhekia/ kathal (jackfruit)/ cabbage			
9	Papad			
10	Payas (Pure milk)			

N.B. The quoted price will be taken for selection in L1

NOTES:

1. Applicable rate of GST to be mentioned by the Bidders

a. IGST _____%

b. CGST _____%



c. SGST _____%

2. Bidder has to submit the above SOR along with Un-Priced Bid specifying in the Rate & Amount column as "QUOTED". No Price related information is to be submitted in Un-Priced Bid.

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, bidders price will not be loaded with GST

I. No claim shall be entertained from contractor if the actual quantities or items of work differ from those indicated in SOQ.

II. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.

III. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.



ANNEXURE-V		
SCHEDULE OF RATES		
FOOD MENU		
	Maximum Rate	Quoted Rate
1 Fish fry (small fish)	Rs. 65.00	Rs.
2 Chicken butter masala per plate	Rs. 85.00	Rs.
3 Chicken roast per 400 gms.	Rs. 170.00	Rs.
4 Mutton Masala per plate	Rs. 110.00	Rs.
5 Vegetable soup per bowl 150ml	Rs. 33.00	Rs.
6 Chicken soup per bowl 150ml	Rs. 44.00	Rs.
7 Tomato Soup- 1 bowl 100ml	Rs. 33.00	Rs.
8 Spring Roll per piece	Rs. 62.00	Rs.
9 Veg. roll per piece	Rs. 32.00	Rs.
10 Chicken Roll per piece	Rs. 55.00	Rs.
11 Paneer Roll per piece	Rs. 45.00	Rs.
12 Egg Roll per piece	Rs. 40.00	Rs.
13 Fish Finger 6 pieces	Rs. 80.00	Rs.
14 Crispy baby corn 8 pieces	Rs. 70.00	Rs.
15 French fry 8 pieces	Rs. 40.00	Rs.
16 Chicken pokora 8 pieces	Rs. 85.00	Rs.
17 Sweet corn pokora 8 pieces	Rs. 50.00	Rs.
18 Onion pokora 16 pieces	Rs. 40.00	Rs.
19 Sweet & corn soup per bowl	Rs. 40.00	Rs.
20 Paneer pokora 6 pieces	Rs. 70.00	Rs.
21 Veg. pokora 8 pieces	Rs. 41.00	Rs.
22 Veg. Biryani with Raita	Rs. 85.00	Rs.
23 Chicken Biryani with Raita	Rs. 125.00	Rs.
24 Veg. sandwich 2 pieces	Rs. 23.00	Rs.
25 Cheese sandwich per piece	Rs. 40.00	Rs.
26 Chicken sandwich 2 pieces	Rs. 66.00	Rs.
27 Raita per plate	Rs. 25.00	Rs.

**N.B. The quoted price will not be taken for selection in L1**

The contractor shall use the following brands only for preparation of food items:

Item	Brand
Salt	Tata, Annapurna, nature fresh
Species	MDH Masala, Everest
Ketchup	Maggi, Kissan
Mustard Oil	Saffola, Fortune, Dhara, Engine
Refined Oil	Dhara, Fortune,
Pickle	Mother's or Pravin or Priya or Nilon's
Atta	Ashirvad, Annapurna
Instant Noodles	Maggi
Flavoured fruit drinks	Rasna, Nestle, Real, Alo
Papad	Lijjat, Hansraj
Butter	Amul, Britannia, mother dairy
Bread	Modern, Kwalitiy or other high quality
Jam	Kisan or Maggi, Tops,
Ghee	Manorama. Amul, Mother Dairy, Britannia
Milk	Amul, Mother Dairy, Verka
Paneer	Amul, Mother Dairy or other high quality

*The contractor shall use other ingredients such as vegetables/pulses/fruits of high quality and fit for human consumption and should be stored and cooked in hygienic conditions.

*Only filter/RO water shall be used for cooking purpose.

* The contractor may use any other brands only if permitted by the APL Management. Other brands have to be of equivalent or higher quality and of reputed brands only, for which contractor shall seek prior approval of APL Management.

NOTES:**1. Applicable rate of GST to be mentioned by the Bidders**

- a. IGST _____%
- b. CGST _____%
- c. SGST _____%

2. Bidder has to submit the above filled SOR (Annexure-V) in the Un-Priced Bid.

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, bidders price will not be loaded with GST

I. No claim shall be entertained from contractor if the actual quantities or items of work differ from those indicated in SOQ.



II. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.

III. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.



Annexure-VI
SCHEDULE OF RATES

Guest House Management and its Catering Services Contract:

Sl. No.	Description of Service	Quantity	Unit	Amount in figures & Words
1	Labour charges for Highly Skilled (Supervisor) - 1 No.	366	Man days	Quoted
2	Labour charges for Semi-skilled (Cook) - 1 No.	366	Man days	Quoted
3	Labour charges for Unskilled (Caretaker/Helper/Sweeper) - 6 Nos.	2196	Man days	Quoted
4	Contractor's Profit Margin	12	Monthly	Quoted
5	Bonus (Highly skilled- 1 No, Semi-skilled-1 No, unskilled- 6 Nos.)	8	Nos.	Quoted
6	PF (Highly skilled- 1 No, Semi-skilled-1 No, unskilled- 6 Nos.)	8	Nos.	Quoted
7	Other Charges if any	12	Monthly	Quoted

NOTES:

1. Applicable rate of GST to be mentioned by the Bidders

- a. IGST _____%
- b. CGST _____%
- c. SGST _____%

2. Bidder has to submit the above SOR along with Un-Priced Bid specifying in the Rate & Amount column as "QUOTED". No Price related information is to be submitted in Un-Priced Bid.

3. Bidder is to calculate the wage component considering one highly skilled, one semi-skilled and six un-skilled hands.

4. Bidder is to quote considering the minimum wage @ Rs. 631.44 per day for Highly Skilled worker, Rs. 398.01 per day for semi-skilled worker and Rs. 343.16 per day for unskilled worker.

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, bidders price will not be loaded with GST



- I. No claim shall be entertained from contractor if the actual quantities or items of work differ from those indicated in SOQ.
- II. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.
- III. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.



TABLE OF CONTENTS

1. BIODATA FORMAT
2. FINANCIAL STATUS QUESTIONNAIRE
3. UNDERTAKING
4. CHECKLIST

Note: 1. **All proposal exhibits must be duly filled & signed by the contractor without exception in token of acceptance and must bear his seal. Separate pages may be appended if necessary and should be documented / listed in the enclosed proposal exhibits. Necessary testimonials and documents in support of the proposal exhibits should be enclosed wherever necessary.**



PROPOSAL EXHIBITS NO. 1

BIO DATA FORMAT

(Of Bidders for Communication)

- A. **NAME OF BIDDER :**
- B. **ADDRESS OF THE BIDDER :**
- C. **CONTACT PERSON :**
(With e-mail ID and mobile No)
- D. **GST Number:**
- E. **PAN NO:**
- F. **EPFO NO:**
- G. **Bank Details:**
 - i. Name of the Bank:
 - ii. Branch:
 - iii. IFSC code:

SEAL OF BIDDER

SIGNATURE OF BIDDER

Note: Enclose copies of PAN, GST registration, and work completion certificate with amount, to support financial qualification criteria. The bidder shall submit following in support:

(a) Copies of PAN, GST registration.

(b) Cancelled Cheque

All the documents shall be signed with date and shall bear the seal of the bidder.

**PROPOSAL EXHIBITS NO. 2****FINANCIAL STATUS QUESTIONNAIRE****A. ANNUAL TURNOVER:**

Financial Year	Gross Turnover	Turnover against Works of Similar Nature
2022-2023		
2021-2022		
2020-2021		

B. PAN Number:**C. GST Registration No:****D. EPF Registration No:**

SEAL OF TENDERER

SIGNATURE OF TENDERER

Note: Enclose copies of audited balance sheet and profit & loss a/c for the last three financial years. Enclose copies of certificates of registration with Service Tax, EPF, VAT & Income Tax authorities. Also enclose copies of I/Tax returns.



PROPOSAL EXHIBITS NO. 3

UNDERTAKING

(IN LETTER HEAD)

Tender Title: GUEST HOUSE MANAGEMENT AND ITS CATERING SERVICES CONTRACT

Tender No: APL/C&P/Admin/2023-24/187

1. We solemnly declare that we have never initiated or filed any case/ litigation for any reason against M/s Assam Petro-Chemicals Limited/ Management/ Officials and if so we would be barred from participating in the tender process of the company.
2. We understand that we are fully responsible for the contents of this undertaking and its truthfulness.
3. The above statements have been made by us voluntarily which are true to the best of knowledge and belief.

We hereby put our signature with full sound mind and without any force or coercion upon us on the date month and year mentioned herein before.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**PROPOSAL EXHIBITS NO. 4****CHECKLIST of Documents required to be submitted with Technical (Un-priced) Bid**

Please tick (✓) in the CHECK BOX

SL. NO.	DESCRIPTION	CHECK BOX
1.	Signed Tender Documents	
2.	EMD of required amount / MSME certificate	
3.	Work orders & completion certificates to comply the Bidder's qualification criteria.	
4.	Copy of PAN card, GST registration, EPF registration	
5.	Cancelled Bank Cheque	
6.	Filled up Proposal Exhibits	
7.	Applicable Rate of GST in SOR (Annexure – IV)	
8.	Copies of Audited Balance Sheet and Profit & Loss Account for FY 2021-22, 2020-21 & 2019-20	
9.	Copies of Income Tax Return for FY 2022-2023, 2021-2022 & 2020-2021	

SEAL OF BIDDER

SIGNATURE OF BIDDER