



Assam Petro-Chemicals Ltd.

CIN-L24116AS1971SGC001339

(A Govt. of Assam Undertaking)

Head Office & Factory Site: Namrup, P.O. Parbatpur-786623, (Assam)

"An ISO 9001:2008 Certified Company"

Ph (0374) - 2500331, 2500246, 2500518, 2500212 Fax : (0374) - 2500231

Email : nrapl@sancharnet.in , admin_apl@assampetrochemicals.co.in

TENDER NO. APL/ADMIN/Gen-35(A)/637

Ref. APL/ Admin./Gen-35 (A)/ 637

Date:13/04/2017

NOTICE INVITING TENDER

Assam Petro-chemicals Limited invites bids under sealed cover in single stage two bid system i.e Technical Bid (Annexure-A) and Financial Bid (Annexure-B) from reliable contractor having experience and financial capabilities for the under mentioned work for Assam Petro-chemicals Limited Namrup.

This notice will form a part of the Bidding Document.

NIT NO.	NAME OF WORK	Cost of Tender Paper	Date of issue of Tender paper & Time	Bid Closing Date and Time	Bid opening Date and Time	EMD
APL/Admin/Gen-35(A)/637	Guest House Management and its Catering Services Contract.	Rs. 200/- (Rupees two hundred)only per set	From 17/04/2017 – to 08/05/2017 Time 9AM to 3.00 PM	09/05/2017 Time 2.30 P.M.	09/05/2017 Time 3.00 P.M.	Rs. 9,800/- (Rupees Nine Thousand Eight Hundred)only

Detail Tender documents with specification and other details can be had on submission of an application stating previous experience, from the office of the Administrative Section during office hours from 9.00 A.M. to 3.00 P.M. from 17/04/2017 to 08/05/2017 and other non refundable Tender Fee of Rs. 200/- (Rupees Two hundred) only in the form of Cash payment to be deposited in the Company's Cash Counter from 9 A.M. to 11.00 A.M. & 1.30 P.M. to 3.00 P.M. The name and contact number of the applicant must be clearly written in the application.

Requisite Conditions:

- Experience: Bidders must have** previous 5 years experience of running of official Guest House/ Canteen in a manufacturing industry/organization of repute. 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 whom such services have been rendered.
- The service provider must obtain a "Food Licence" from the appropriate authority and submit a Photostat copy of same to the Company.

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3. The Income Tax Return Certificate of the last 3 (three) financial years ending on 2015-16 must be submitted along with the Bid documents.
4. The Bidder must have average annual financial turnover of Rs. 5 lakhs (Five lakhs) only of the last three financial years ending on 31-03-2016.
5. The Bidder has to submit Service Tax Return Certificate for last 2 (Two) years. (if applicable).

OTHER CONDITIONS:

1. Bid receiving venue – Administrative Gate of APL situated near Administrative Building.
2. Period of Contract – 1(One) year.
3. In case, the Bid closing date happens to be a bandh due to some unpredictable reasons or be a declared holiday, then the same process i.e. receiving and opening of Tender will be deferred to the same time of the immediate next full working day, except Saturday.
4. Complete Tender documents under sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover super scribing on the envelop the subject matter i.e. Name of work and contractors name and address accompanied with the requisite Earnest Money in the form of Demand Draft / Pay Order pledged in favour of **M/s Assam Petro-chemicals Limited, Namrup** will be received upto 2.30 P.M. on 09/05/2017 and will be opened on the same day at 3.00 P.M. on 09/05/2017 at the Conference Hall of APL in presence of intending Tenderers or their accredited representatives who may wish to be present.
5. Only one accredited representative on behalf of the Tenderer will be allowed to be present at the time of opening of Tender.

The Company reserve the right to refuse / accept / or issue of Tender documents to specific or all Tenderers and not to accept the lowest offer, or right to change / modify / cancel the selection process without assigning any reason whatsoever at any moment during the process of the contract.

Sd/-

General Manager (HRM)