



TENDER NO: APL/C&P/Admin/2023-24/154

DATE: 07.06.2023

ASSAM PETRO-CHEMICALS LIMITED  
NAMRUP

**NOTICE INVITING TENDER**

FOR

**CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/ DISPOSAL OF GARBAGE  
CONTRACT GR. A (FACTORY AREA), GR. B (TOWNSHIP AREA) AND GR. C (NEW PLANT AREA)**

**TENDER NO: APL/C&P/Admin/2023-24/154**

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**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	GROUP	ESTIMATED VALUE	EARNEST MONEY	TENDER PROCESSING FEES
CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/ DISPOSAL OF GARBAGE CONTRACT GR. A (FACTORY AREA), GR. B (TOWNSHIP AREA) AND GR. C (NEW PLANT AREA)	Group A	INR 17,50,000.00	INR 35,000.00	INR 350.00
	Group B	INR 36,60,000.00	INR 73200.00	INR 750.00
	Group C	INR 30,21,000.00	INR 60,420.00	INR 610.00

BID DOCUMENT ISSUE PERIOD	From 15:00 Hrs on dt. 07.06.2023 up to 15:00 Hrs on dt. 20.06.2023
LAST DATE OF BID SUBMISSION	Up to 15:00 Hrs on dt. 20.06.2023
PRE-BID MEETING DATE	At 10:00 hrs on 13.06.2023
BID OPENING DATE	At 15:00 Hrs on dt. 21.06.2023
BID SUBMISSION	In e-tendering portal <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a>
AVAILABILITY OF TENDER DOCUMENTS	1. <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a> 2. <a href="http://www.assampetrochemicals.co.in">www.assampetrochemicals.co.in</a>

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.

The company is going into expansion with its upcoming 500 TPD Methanol and 200 TPD Formalin Plant with a total project cost of Rs. 1709.18 crores and to finance the same the company has already signed Rupee Loan Facility Agreement with Punjab National Bank and equity participation of Government of Assam, AIDC Ltd, Oil India Limited and Assam Gas Company Limited. The Project work is under progress.

### 1.2. The site for the New Plant:

The new 500 TPD Methanol Plant will be 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

The Works Tender for “**CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/ DISPOSAL OF GARBAGE CONTRACT GR. A (FACTORY AREA), GR. B (TOWNSHIP AREA) AND GR. C (NEW PLANT AREA)**” will be executed on Item Rate basis. The tender will be executed through 3 (Three) separate contracts for “**Group - A** (Factory Area – Methanol-II & Formalin plant), **Group - B** (Township Area) and Group – C (New Plant Area – 500TPD Methanol plant).

### I. FACTORY AREA (GROUP-A)

#### 1. DESCRIPTION OF WORKS

Factory area means the entire within the security wall including Administrative office block, Accounts building, canteen building, and security check posts along with the water pump house. The works are to be done in the following specific places engaging 10 labours / day.



- a. Methanol and Formalin plant and its area including Control Rooms and Laboratories.
  - a) Formalin plant and its area.
  - b) Methanol II plant area, Technical building, water treatment plants water reservoir area, control room etc.
  - c) Area consisting fire nitrogen plant and tank areas, water reservoir area.
  - d) Area consisting stores, store offices, Weight Bridge, telephone exchange and security post and R&D building.
  - e) Area consisting Administrative building, civil office, accounts building, canteen, security entry posts and frontage outside of Administrative building gate.
  - f) Mechanical, Electrical cum Instrumentation workshop and its yards.
  - g) All office rooms, yards of entire factory.
  - h) Tea distribution centre.
  - i) All toilets and bath rooms of the above areas.
  - j) All drains including road side drains of the factory/ administrative building.
  - k) Sanitisation as and when required. The material required for sanitisation will be provided by APL.

## **2. CASUAL WORKS:**

- i. Jungle and grass cutting in the factory area (up to factory boundary wall) by sickles or order at least 18 (eighteen) operations, in a year, and disposal or the removal grass or cut jungle by the thela or truck etc. from the factory areas directed by the office in charge.
- ii. Unloading of sanitary septic tank and mirror repairing of the same as and when required.
- iii. Removal/ disposal of carcasses (dead animal) from the factory area as and when necessary with due information to the office in charge.
- iv. Removal/ repairing flush pipe of the latrines as and when required.
- v. Removal/ repairing of the damaged 100 & 50 mm size of PVC pipe/ gas pipe (as applicable) including earth cutting as and when required.
- vi. Removal/ supplying of damaged pit cover of the sanitary inspection chamber as when required.
- vii. Dismantling or reconstruction of sanitary inspection chamber including proper connection to original PVC pipe (as desired).
- viii. Cleaning of water cooled condenser, Hot well at adhesive plant, Neutralizing pit at water treatment plant, Cooling Tower Effluent Tank etc. Manually by using steel brush and to remove the mud, garbage etc. to a distant place as directed.
- ix. The requisition given by the company's officials regarding the casual works shall be sufficient for the contractor to carry out of the job. The contractor



shall not question the requirement of doing all jobs when required by the company's officials.

All terms and conditions of the contract shall be followed as per the APL General Direction and condition of contract.

### **3. SCOPE OF WORK :**

- a) Daily sweeping, dusting washing and moping etc. are to be done in all the Administrative building, Security office, Telephone Exchange, Weight Bridge, Stores and its Offices, Instrumentation Office, Workshop, all Office rooms of R&D building, Fire section water treatment plant Steam generator plant, Methanol plant-I&II, Co2 plant iron removal plant Formaldehyde adhesive control room, coz booster house, Project office building of Methanol II and its premises etc. All premises referred above will be swept once or more (where necessary) in a day engaging 10 labours.
- b) Daily sweeping cleaning to be done at all the bathrooms, latrines, wash basins with required detergent.
- c) Sweeping of floors around plant and cleaning with detergent (where necessary) to kept the floor free growth of algae and etc.
- d) Removing and cleaning of oil spillage around all the compressors.
- e) Skimming of oil layer in the effluent chamber of the plants to be done daily and to be removed to a distant place.
- f) All the main drains and sub-drains etc. In and around the premises referred above are to be cleaned daily to avoid water logging.
- g) All the windows glass frame, wall and ceiling etc. Are to be mopped at least twice a month including furniture.
- h) The carpets (where provided) in the various office rooms of the company are to be cleaned at least once a week or as per direction of the Estate.
- i) The spittoons kept in different places of all offices canteen building and plant offices (where provided) are to be cleaned and refilled with sand as and when necessary.
- j) The garbage damped in and around the premises referred above to be disposed off as directed by site supervisor/ office in charge.
- k) The contractor shall have to use phenyl, detergent naphthalene etc. Regularly at their own cost. Further the labours engaged by the contractor to be provided with necessary working tools by the contractor with necessary appliances.
- l) Cleaning and removing of cobwebs and other sundry left over materials out in gunny bags, packing boxes etc.
- m) The carcass to be deposited off as per the direction of supervisor (Estate)/officer – in charge.



n) Sanitisation as and when required. The material required for sanitisation will be provided by APL.

**o) Unit-I**

- i. Compressor house floor to clean once in a week.
- ii. Ground floor or purification section to be swiped regularly.
- iii. All drains in and around the compressor house to be swiped periodically.

**p) Unit-II**

- i. Pit outside the water treatment plant
- ii. Pit of condensate knock out drain. (V-302)
- iii. Aeration Tank

**II. TOWNSHIP COLONY (GROUP-B)**

**1. DESCRIPTION OF WORKS**

TOWNSHIP COLONY means the entire Assam Petrochemicals Limited's colony boundary area other than the factory area. The works is to be done in following specific places engaging 21 labours/ day:

- a) Cleaning, sweeping, brushing, etc. of house drain and dustbins of individual residential houses, back and front court yard, staircases, drains of double storied residential houses within APL campus, latrines of D+ type residential houses etc.
- b) Sweeping, cleaning, brushing etc. of rooms, bath rooms, wash basins inside and outside drains, back and front courtyard, staircases, verandas etc. of all utility buildings (school buildings, hospital buildings, security barrack, security check posts, Auditorium, officers club, union office, Tanker Drivers shed). Executive Hostel, RCC & executive guest House M.D. Bungalow.
- c) Brushing, cleaning of common/external/peripheral and road side drains and road surfaces and beams are to be done up to the satisfaction of the Deptt. every day by means of spade, brush etc.
- d) Disposal of accumulated garbage's on regular basis of entire township area, cut grasses of jungle as per direction of Welfare Assistance/Estate care taker officer to a distance place as directed by means of Truck/ thellas etc.
- e) Cleaning, grass cutting and sweeping of the children park, football ground, Guest House Garden etc. are to be done.
- f) Cutting of jungles in the township areas to be done and the same to be removed by truck/ thela etc. to a distance place as per direction of Welfare Assistance/Estate care taker.
- g) Sanitisation as and when required. The material required for sanitisation will be provided by APL.



## **2. GENERAL:**

1. Unloading of septic tank and minor repairing of the same as and when required for township area.
2. Removal of carcasses' (dead animals) from the township area as and when necessary by informing the supervisory/in charge.
3. Removing/repairing of flush pipe of latrine as and when required.
4. Removing/repairing of damage 100 MM AC plastic pipe etc. including cutting of earth as and when required.
5. Removing/repairing of damage pit cover of the inspection chamber as and when required.
6. Removing/supplying of damaged pit cover of the inspection chamber as and when required.

The requisition given by the Company's official regarding the above works shall be sufficient for the contractor to carry out the job. The contractor shall not question the requirement of doing all those jobs when required by the Company's official.

## **3. SCOPE OF WORK**

- a) Daily sweeping, cleaning, washing etc. of house drain, aprons of all residential house and utility buildings.
- b) Daily sweeping, cleaning, washing etc. of all toilets, wash basins, bathroom and approaches of all utility building (Hospital, School building, Security barrack, Security Check post, auditorium, officers club, union office, tanker driver shed etc.).
- c) All the pathway and roads of the entire township areas should be swept and cleaned daily.
- d) All the main drain and sub-drain of the entire township areas be cleaned daily so that flow of water is not stagnant.
- e) All the glass planes of door and window, wall ceiling (excluding residential houses) to be mopped at least twice in a month including daily mopping of furniture of the VIP Guest House, RCC Guest House, Hospital, Union Office, MD's Bungalow etc.
- f) The spittoons kept in Hospital, Guest House, Executive Hospital, Union Office etc. are to be cleaned refilled with sand as and when required.
- g) All the accumulated garbage's of the residential house and in around the APL premises to be removed on regular basis to a distant place as per direction of site supervisor/ officer I/O.
- h) The carcasses (Dead animal) should be disposed off up to a distant place as per direction of site supervisor/ officer I/O.
- i) The contractor shall have to use phenyl, detergent, Naphthalene etc. to all utility buildings regularly at their own cost.
- j) Further the labour engaged by the contractor is to be provided with necessary working tools for the work.
- k) Sanitisation as and when required. The material required for sanitisation will be provided by APL.

**III. NEW PLANT AREA (GROUP-C):****1. DESCRIPTION OF WORKS:**

New Plant area means the entire within the security wall including control room, CPP, Nitrogen plant etc., security check posts along with the fire water pump house. The works are to be done in the following specific places engaging 15 labours / day.

Methanol New plant and its area including Control Rooms and Laboratories.

- a. New 500 TPD Methanol plant area, Nitrogen plant, Technical building, water treatment plants water reservoir area, control room, SRR, Sub-Station etc.
- b. Area consisting New Weight Bridge, Gantry yard, sample collection point, security check post, Methanol Loading point, Methanol tank area etc.
- c. All office rooms, CPP, Control Room, Cooling Water, Water block area, raw water & fire water area, yards of entire factory.
- d. Tea distribution centre cum Emergency exit points.
- e. All toilets and bath rooms of the above areas.
- f. All drains including road side drains of the new plant area.
- g. Sanitisation as and when required. The material required for sanitisation will be provided by APL.

**2. CASUAL WORKS:**

- a. Jungle and grass cutting in the new plant area (up to boundary wall) by sickles or order at least 18 (eighteen) operations, in a year, and disposal or the removal grass or cut jungle by the thela or truck etc. from the factory areas directed by the office in charge.
- b. Unloading of sanitary septic tank as and when required.
- c. Removal/ disposal of carcasses (dead animal) from the new plant area as and when necessary with due information to the office in charge.
- d. Removal/ repairing flush pipe of the latrines as and when required.
- e. Removal/ repairing of the damaged 100 & 50 mm size of PVC pipe/ gas pipe (as applicable) including earth cutting as and when required.
- f. Removal/ supplying of damaged pit cover of the sanitary inspection chamber as when required.
- g. Dismantling or reconstruction of sanitary inspection chamber including proper connection to original PVC pipe (as desired).
- h. Cleaning of water cooled condenser, Hot well at adhesive plant, Neutralizing pit at water treatment plant, Cooling Tower, Effluent Tank etc.





Manually by using steel brush and to remove the mud, garbage etc. to a distant place as directed.

- i. The requisition given by the company's officials regarding the casual works shall be sufficient for the contractor to carry out of the job. The contractor shall not question the requirement of doing all jobs when required by the company's officials.

All terms and conditions of the contract shall be followed as per the APL General Direction and condition of contract.

### 3. SCOPE OF WORK

a. Daily sweeping, dusting washing and moping etc. are to be done in all the Tankage area, gantry area, Nitrogen plant, CPP building, Control room area, Reformer area, Cooling tower area, sub-station area, SRR building, water block area, Raw water & Fire water area, pipe rack area etc. All premises referred above will be swept once or more (where necessary) in a day engaging 15 labours.

b. Daily sweeping cleaning to be done at all the bathrooms, latrines, wash basins with required detergent.

c. Sweeping of floors around plant and cleaning with detergent (where necessary) to kept the floor free growth of algae and etc.

d. Removing and cleaning of oil spillage around all the compressors.

e. Skimming of oil layer in the effluent chamber of the plants to be done daily and to be removed to a distant place.

f. All the main drains and sub-drains etc. In and around the premises referred above are to be cleaned daily to avoid water logging.

g. All the windows glass frame, wall and ceiling etc. Are to be mopped at least twice a month including furniture.

h. The carpets (where provided) in the various office rooms of the company are to be cleaned at least once a week or as per direction of the Estate.

i. The spittoons kept in different places of all offices canteen building and plant offices (where provided) are to be cleaned and refilled with sand as and when necessary.

j. The garbage damped in and around the premises referred above to be disposed off as directed by site supervisor/ office in charge.

k. The contractor shall have to use phenyl, detergent naphthalene etc. Regularly at their own cost. Further the labours engaged by the contractor to be provided with necessary working tools by the contractor with necessary appliances.



- l. Cleaning and removing of cobwebs and other sundry left over materials out in gunny bags, packing boxes etc.
- m. The carcass to be deposited off as per the direction of supervisor (Estate)/officer – in charge.
- n. Sanitisation as and when required. The material required for sanitisation will be provided by APL.
- o. The Contractor's scope of work shall cover furnishing all materials, handling of material, labour, transport, approach roads, tools and all other services necessary for the complete allocated of works, including clean-up of working areas after completion of the works.
- p. The works are to be carried out at the location as directed by the Site-In-Charge. The bidder may visit the site to get acquainted with the existing site condition and to assess the amount of work before submission of the Priced Bid. Contractor shall bring out any variation in the details furnished in this document prior to submission of bid. Any extra claim on account of any variation from the details furnished in this tender document will not be entertained. Contractor shall understand the complete scope of work as stipulated in the Bid Document.
- q. The work shall consist of periodical cleaning of Drain to achieve continuous flow throughout the year. Total length of drain – 5.47 KM (3.62 KM + 1.85 KM). The size of drain (1.5Mx1.5M) – 0.80M, (1.0Mx1.2M) – 1.05 KM and (0.90M x 1.20M) – 0.53 KM, (0.75M x 0.90M) - 0.99 KM & (0.50M x ).75M) – 2.10 KM.
- r. The periodic cleaning of the following areas as and when required basis
  - a. Tankage Area – (130M x 70M)
  - b. Gantry Area – 9450 Sqm
  - c. Nitrogen Plant – (65M x 30M)
  - d. CPP including CPP building – (60M x 60M)
  - e. Control room area – (45M x 50M)
  - f. Reformer area – (102M x 102M)
  - g. Cooling Tower area – (75M x 60M)
  - h. Sub-station area – (60M x 30M)
  - i. SRR building area – (60m x 30M)
  - j. Water block area - 5300 Sqm
  - k. Raw water & Fire water area–(30M x 50M)
  - l. Pipe rack area only jungle cutting.
  - m. Open area – (160M x 45M) jungle cutting and cleaning.
- s. The jungle cutting and cleaning in project site including tankage & gantry area.



- t. The total length of the road in project site is 1.85KM - 7.5m wide road and 0.85KM – 6.00M wide road.
- u. The bidders have to facilitate the vehicle movement during execution of the job without affecting main road traffic. Since the gate is going to construct at main entrance (route) of factory premises.
- v. Any activity not specifically mentioned in the tender but necessary in the opinion of site in charge of work must be carried out for successful completion of the job.
- w. At the time of handing over of completed work to the Department, make in good of all the damages during removing of existing pipeline by the contractor to the satisfaction of the site-In-Charge of the Department. Nothing extra shall be payable to the contractor.
- x. Electricity and water will not be provided to the bidder if necessary, the bidder has make own arrangement of electricity. Construction power and Construction water shall be arranged by the contractor at his own cost.
- y. Any working space required for storing of construction materials, equipment, tools and tackles shall be arranged by Contractor, at his own cost and time. All the materials, tools and tackles required for successful completion and installation of the works shall be in the scope of Contractor.
- z. Contractor has to ensure that sufficient water is available at site for proper execution of work at his own cost.
- aa. The bidders shall note that no deviations from the technical specifications or commercial conditions with this bid are acceptable & it will be presumed that the bidder agrees entirely with the specifications & general terms & conditions of the contract.
- bb. All works shall be carried out in accordance with the technical specifications of this document and as directed by Site-In-Charge.
- cc. Contractor may store all materials, equipment, tools and tackles at site at his own risk and cost. All the materials, tools and tackles required for successful completion and installation of the works shall be in the scope of Contractor.
- dd. The Contractor is required to strictly follow all the rules and regulations of Government of India and State of Assam and all local rules and bye-laws, etc.
- ee. The Contractor is required to strictly follow all the rules and regulations of Safety such as to obtain day to day safety permit from concern dept. etc.



- ff. Bidder shall provide necessary barricading while carrying out the construction works if required.
- gg. The labour colony shall be provided by the Contractor outside the plot premises at his own cost.
- hh. Price shall be submitted for all items and the quoted price shall be firm. The price shall include all materials, handling of material, plants, machineries and equipment, labour, tools, & services, royalty, transport, supervision, but exclusive of GST.
- ii. There is no free issue material to the contractor.
- jj. Contractor shall ensure local participation to the extent possible for execution of works.
- kk. Owner reserves the right to split the contract; however the rates/ prices shall remain valid.
- ll. Handing over the site to the complete satisfaction of the Site-In-Charge/ Owner.
- mm. The bidders shall note that no deviations from the technical specifications or commercial conditions with this bid are acceptable & it will be presumed that the bidder agrees entirely with the specifications & general terms & conditions of the contract.
- nn. During the execution of the work if it is found that the work is not progressing as per the Scheduled Progress Program, approved by the Corporation & planned by the Contractor, due to the reasons attributable to the Contractor; suitable action shall be taken as per relevant clauses mentioned in General Conditions of Contract.
- oo. The notice inviting tender, general instructions to the contractors & all documents of this tender shall form part of the contract.
- pp. The Contractor shall prepare all required roads to execute various items of this Contract & arrange all transport of materials & all such costs shall be taken care of while quoting the rates. No extra payments shall be admissible towards such costs. On completion, this shall be cleared if asked by APL at no extra cost.
- qq. The Contractor shall take all requisite & necessary care to observe that no damage is occurred to the Existing structures, if any. For any damage to the Existing Structures of APL the Contractor shall be held responsible.



**3. SPECIAL CONDITIONS FOR SUBMISSION OF TENDER WHICH WILL FORM PART OF THE FORMAL AGREEMENT**

- 1) The tenderer should sign every page of the tender and every correction in the tender documents should bear the tender's initial before submission.
- 2) All quoted rates items of work should be inclusive of all cost of supply, carriages and handling etc. of all materials plus cost of labour as per Govt. rate and all incidentals including construction of temporary godown, labour camps, clearing of sites etc.
- 3) Each Bidder should carefully visit the site of works and fully satisfy him selves about the nature and location of work conditions of site, quality and quantity of materials required and any other information he may be required for successful completion of the work. No subsequent claim will be entertained on these accounts.
- 4) The contractor shall submit a list of description or similar works previously executed by him along with the tender.
- 5) No articles or materials will be issued to the contractor. The contractor must arrange all their materials required for execution of works.
- 6) No labour under 18 years of age shall be employed on the work and all labour employed shall be paid at the rate not less than the rates fixed under the minimum Wage Act., Govt. of Assam.
- 7) The tenderer must be a licensed contractor under Contract Labour (Regulation and 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 if applicable. The contractor has to maintain a register of his employees /labour.
- 8) A declaration to the effect that the tenderer shall abide by all provisions of the contract labours (Regulation and Abolition Act.1970, Min. Wages Act. 1948, Factories Act 1948, Industrial Dispute Act.1947, Payment of Wages Act.1936, Payment of Bonus Act. Workman compensation Act.1923 and their respective rules framed under each of the said Act and also other Labour Act and rules applicable to the tenderer. In case the tenderer fail to do so M/s Assam Petrochemicals Limited, shall have right to deduct from his their bills, the expenses which are to be incurred in connection with any claim, from any party including the labourers engaged by the contractor.
- 9) A declaration to the effect that the Bidder shall make the payment of wages regularly to the labour engaged by him in presence of an authorized representative appointed by APL as provided for under the Contract Labour Act (Regulation and Abolition Act).
- 10) The Company will follow all the safety rules and regulation relevant for the Job.



- 11) Bonus & leave of labourers will be as per Govt. rules/act and will be paid by the Company.
- 12) Company's safety and security rules shall be strictly adhered.
- 13) Contractor shall be fully responsible for any accident to his workman resulting in personal injury or death. All expenses towards such occurrence shall be borne by the contractor only. Accordingly the contractor shall buy personal accident insurance (24x7) policy for its workers.
- 14) The Contractor shall abide by all the provisions of the employees PF Act, 1952, the Employees Family Pension Scheme 1971 and the Employees Deposit Linked Insurance Scheme 1976, Employee State Insurance Act, 1948. PF contributions (both employees and employers) to be remitted with the Regional PF Commission, NE Region, Guwahati within 10 days of the following month under intimation to the APL. If the Contractor fails to remit the P.F. Contribution as stated above, APL shall remit to the C.P.F Commission as required under the previously mentioned Acts.
- 15) The tender would undertake to make an ex-gratia payment of Rs.2000/- (rupees two thousand only) to the dependent of the contractor's workman in the event of the workman's death occurring while on duty. In case, the contractor fails to pay the amount specific, the amount will be paid directly by the Company, which will be recovered from his monthly bill.
- 16) All disputes are subject to the Court of Dibrugarh Jurisdiction.
- 17) Gate pass will be issued to the employee to enter the premises of the factory. In case, the gate passes are lost, the contractor should intimate the concern department about the same and request for fresh gate pass with three nos. of passport size photographs. Moreover the contractor shall submit us 3nos. of present passport size photographs of each of his employees. For any change of employee for whom fresh photograph will be required with the intimation to the department demand.
- 18) The successful tenderer shall be responsible for proper conduct of his employees. In case, it is notice that any of his staff is disrespectful or indulges in bad behavior or commits thefts or tempers on any of the properties of the company the same should be forthwith by the contractor on receipt of the complain.
- 19) The successful tenderer shall make his own arrangement for Housing or his workers for which the Management will neither provide accommodation nor give any land for this purpose.
- 20) The contractor has to construct a temporary site office cum-godown at his own cost within APL campus. The location of the house will be allotted from the Company's side.



- 21) A declaration to the effect that the Bidder shall make the payment of wages regularly to the labours engaged by him in presence of an authorized representative appointed by APL as provided for under the Contract Labour Act.

#### 4. BIDDER'S QUALIFICATION CRITERIA:

##### a) TECHNICAL:

1. Contractors desirous of bidding for the job should possess experience in successfully executing jobs of similar nature in a reputed Govt./Quasi-Govt./Central/State Public Sector Undertakings/Private Firm or Company during the last Seven years. Here, *jobs of similar nature, implies "Sweeping, Cleaning, Brushing, Sanitisation works etc."*.

2. To be eligible, the contractor should have successfully executed either

**One similar job having executed value of not less than 80% of the  
estimated value**

**Or**

**Two similar jobs, each having executed value not less than 50% of the  
estimated value**

**Or**

**Three similar jobs, each having executed value not less than 40% of the  
estimated value**

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 31<sup>st</sup> March viz. **2021-2022, 2020-2021 and 2019-2020** should not be less than **30% of the estimated cost**.
2. The contractors/ Agencies should be registered under Goods & Service Tax, IT & Provident Fund authorities, ESIC authorities and should be a licensed contractor under Contract Labour (Regulation & Abolition Act, 1970) if applicable. Self certified copies of the same to be furnished along with the Tender Documents.
3. The financial net worth of the bidder as per latest audited annual report shall be positive.

**5. INSTRUCTIONS FOR SUBMISSION OF BIDS****5.1 SALIENT FEATURES FOR SUBMISSIONS OF BID**

Sl. No	Description	Remarks
a)	Bid type	<b>Single stage Two bid</b>
b)	Bid Documents Issue Period	<b>From 15:00 Hrs on dt. 07.06.2023 up to 15:00 Hrs on dt. 20.06.2023</b>
c)	Last Date and time for submission of Bids (DUE DATE)	<b>Up to 15:00 Hrs on dt. 20.06.2023</b>
d)	Place of Submission of Hard Copy of Techno-Commercial Bid excluding Price Bid	<b>Dy.General Manager (C&amp;P),</b> Mob. No. +91-94351 39178 <a href="mailto:Email-borah.nb@assampetrochemicals.co.in">Email-borah.nb@assampetrochemicals.co.in</a> Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India)
e)	Opening of Bid.	<b>15:00 Hrs on dt. 21.06.2023</b>
f)	Contact Person with details for any clarifications	<b>Nava Bikash Borah</b> <b>Dy.General Manager (C&amp;P)</b> Mob. No. +91-94351 39178 Email- <a href="mailto:borah.nb@assampetrochemicals.co.in">borah.nb@assampetrochemicals.co.in</a> <a href="mailto:-contract@assampetrochemicals.co.in">-contract@assampetrochemicals.co.in</a> And <b>R.K.P Singh</b> <b>Sr. Manager (Admin)</b> Mob. No. +91-9365486275 Email- <a href="mailto:singh.rk@assampetrochemicals.co.in">singh.rk@assampetrochemicals.co.in</a>
g)	Bid Validity	180 days from the DUE DATE or EXTENDED DUE DATE
h)	Pre-Bid Meeting	<b>13.06.2023 at 10.00 am</b> <b>Address-Conference Hall</b> 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)	<b>For Group A- INR 35,000.00</b> <b>For Group B- INR 73,200.00</b> <b>For Group C- INR 60,420.00</b>
j)	Bid Submission	<b>Online in e-tendering portal</b> <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a>





k)	Availability of Tender Documents	1. <a href="https://assamtenders.gov.in/nicgep/a pp">https://assamtenders.gov.in/nicgep/a pp</a> 2. <a href="http://www.assampetrochemicals.co.in">www.assampetrochemicals.co.in</a>
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**5.2 ONLINE SUBMISSION:** Files containing documents to be uploaded in e-tendering portal are as under:

Cover No. 1	1. EMD + Integrity Pact	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	- 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 is 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. 35,000 for Group A, Rs. 73,200.00 for Group B and Rs. 60,420.00 for Group- C** 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:**  
The contract will be awarded initially for a period of 1(One) year subject to the condition that the same be renewed for a further period (1+1), on successful performance shown by the contractor and at the discretion of the Management, on the same terms and conditions. The APL Management reserves the right to terminate the contract by 15 (fifteen) days written notice to the contractor for his unsatisfactory service and bad state workmanship. For that reason the security deposit will be forfeited completely along with the penalty.
- 6.13. **MOBILIZATION ADVANCE:** There will be no mobilization advance

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

If the contractor is unable to complete the work or any portion thereof, as agreed upon or neglects to abide by any direction gives to him by the company in any respect the company shall have to the power to declare the contract to an end. Moreover, the company reserves the right impose up to 20% penalty for his negligence of work, from the total value of that particular month. The contractor shall be liable for any expenses, loss or damage causes by his employees, the whole amount will be recovered from his bill value.

**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. STATE INSURANCE CLAUSE:**

- i. The contractor has to show separately in the bills the days present for payment, the total wages paid to the workers and including the claim on which employees special contribution to the Employees State Insurance Corporation etc. will be payable.
- ii. In accordance with section 41 of the employees state Insurance Act 1948, the company reserved the right to recover from the contractor's bill (passed for payment), the amount of the employees special contribution calculated at % times at such rates as may be prescribed by the Govt. Of Assam from time to time on payment to the Employees State Insurance Corporation.
- iii. It will be responsibility of the contractor to maintain all the relevant records relating to the labour employee wages paid etc. & submit the returns by the prescribed competent authority under the employee state Insurance Corporation and the Management of the company.

**6.18. 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.

**6.19. COMPLIANCE OF VARIOUS LAWS:**

The contractor shall be bound to fulfill all the obligations of the company under the various Labour Acts and rules in force from time such as obligation under the Contract Labour (Regular & Abolition) 1970, in which, the contractor shall have to obtain licence / Registration from the license office at Dibrugarh. The contractor shall be liable to give contributory provident fund to the employees as per Employees Provident fund & Misc. Provisions Act, 1952, Employee State Insurance Act, 1948. In the event of default on the part of the contractor in complying with the provision of the above Acts the company would be free to terminate the contractor agreement without notice and make such steps for protection of its interest as considered necessary, at its discretion. Further APL shall not be responsible for payment of compensation to any of the workers under the Workman Compensation Act, Payment of Wages Act and any other Acts coming in future. All disputes are subject to the jurisdiction of the Courts of Dibrugarh District only.

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

The contractor shall not assign or sublet the contractor or any part thereof, or allow any person interested there in any manner, whatsoever, without the special permission of the company in writing. Any breach of his condition, shall be entitled to take such steps as may be necessary and terminate the contract and also for rendering the contractor shall be liable for payment to the company in respect of any loss or damage arising or accruing from such cancellation.

**6.21. 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.

**6.22.** 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.

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

<b>Contact Person</b>	<b>Nava Bikash Borah, DGM (C&amp;P)</b>  <b>Mob: +91-9435139178</b>  <b>Email id- <a href="mailto:borah.nb@assampetrochemicals.co.in">borah.nb@assampetrochemicals.co.in</a></b>  <b>R.K.P Singh</b>  <b>Sr. Manager (Admin)</b>
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	<b>Mob. No. +91-9365486275</b> <b>Email- <a href="mailto:singh.rk@assampetrochemicals.co.in">singh.rk@assampetrochemicals.co.in</a></b>
<b>Address</b>	<b>Assam Petro-Chemicals Limited</b> <b>P.O. Parbatpur, Dist-Dibrugarh(Assam), PIN-786623</b>

## 7. 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.

## **8. TERMS OF PAYMENT**

- (a) The contractor has to submit his monthly bill of each month within the first week of the next month in respect of work done by him. For Eg. The monthly bill for the month of April should be submitted within the first week of May. The bill will be verified by the Admin office. GST return 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 charged by the Contractor/Vendor is denied by the tax authorities to OWNER/APL due to reasons attributable to contractor/vendor OWNER/APL shall be entitled to recover such amount from the contractor/vendor by way of adjustment from the next invoice or from 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 monthly bill will be deducted as Security deposit 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 mod also.

#### 9. 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.

#### 10. 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.

#### **11. 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

**12. IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID:**

- a) **EMD** of required amount/**MSME** Certificate.
- b) Work orders & completion certificates to comply the Bidder's qualification criteria.
- c) Copy of **PAN** card, **GST** registration, **EPF** registration No
- d) Cancelled Bank Cheque

**13. 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.

**14. 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.

**15. AWARD METHODOLOGY:**



i) The bidders can quote for all the parts i.e. Part-A (**FACTORY AREA**), Part-B (**Township area**) and Part-C (**NEW PLANT AREA**). However, Part-A, Part-B and Part-C of the tender shall be awarded to three different bidders. Accordingly, one bidder will be awarded one part only. APL shall award the three parts to three different bidders on least cost combination basis.

ii) If the same bidder is L1 for more than one part, he will be awarded the part with higher value. The part which is not awarded to L1 bidder, the L2 bidder shall be asked to match L1 rate and if L2 bidder agrees, this part will be awarded to the L2 bidder. In the event if L2 bidder doesn't agree to match L1 rate, possibilities shall be explored with L3, L4, L5, .... and so on as to select the Bidder for award of contract for that part.

#### **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 anyway 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 anyway 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 anyway 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.



TENDER NO: APL/C&P/Admin/2023-24/154

DATE: 07.06.2023

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

Signed for and on behalf of

**Assam Petrochemicals Ltd.**

**Bidder**

SIGNATURE

SIGNATURE

NAME

NAME

DESIGNATION:

DESIGNATION:

PLACE:

PLACE:

DATE:

DATE:

WITNESS:

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.

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FOR THE PRINCIPAL

---

FOR THE BIDDER/BIDDER

WITNESS 1

WITNESS 2

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEXURE-IV****SCHEDULE OF RATES****FACTORY AREA (GROUP: A)**

Sl. No.	Description of Works	Quantity	Unit	Rate	Amount
1	Sweeping, Cleaning, Washing, Sanitisation etc. of the Factory premises (Group –A) engaging 10 labours/day (10 x 366 = 3660 man days per year)	3660	Man days	Quoted	Quoted
2	Over time-4 nos. of manpower on Sunday (4 x 5 = 20 man days per month)	240	Man days	Quoted	Quoted
3	Contractor's profit	12	Monthly	Quoted	Quoted
4	PF for 10 labours	12	Monthly	Quoted	Quoted
5	ESIC for 10 labours	12	Monthly	Quoted	Quoted
6	Material Cost	12	Monthly	Quoted	Quoted
7	Garbage (120 thela in a month)	1440	Thelas	Quoted	Quoted
8	Carcass (10 Nos. in a month)	120	Carcass	Quoted	Quoted
9	Jungle cutting (18 times in a year)	18	Nos.	Quoted	Quoted
10	Details of sanitary job done				
10.01	Repairing and replacement of sanitary pipe (5mtr. In a month)	60	Metre	Quoted	Quoted
10.02	Extension and repairing of sanitary inspection chamber (2Nos. in a month)	24	Nos.	Quoted	Quoted



10.03	Replacement of sanitary CI inspection pit cover lid (2Nos. in a month)	24	Nos.	Quoted	Quoted
10.04	Repairing of sanitary flush pipe of cistern (4 Nos. in a month)	48	Nos.	Quoted	Quoted
10.05	Unloading of sanitary septic tank chamber (3 Nos. in a month)	36	Tanks	Quoted	Quoted
11	Cleaning of cooling tower (1 No per month)	12	Nos.	Quoted	Quoted
12	Cleaning of effluent tank (1 No per month)	12	Nos.	Quoted	Quoted
<b>AMOUNT IN TOTAL</b>					<b>Quoted</b>

**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.

**SCHEDULE OF RATES****TOWNSHIP AREA (GROUP: B)**

Sl. No.	Description of Works	Quantity	Unit	Rate	Amount
1	Sweeping, cleaning Group B-21 Nos. of manpower (21 x 366= 7686 Man days per year)	7686	Man days	Quoted	Quoted
2	Over time-6 nos. of manpower (Sunday) (6 x 5= 30 Man days per month)	360	Man days	Quoted	Quoted
3	Contractor's profit (%)	12	Monthly	Quoted	Quoted
4	PF	12	Monthly	Quoted	Quoted
5	ESIC	12	Monthly	Quoted	Quoted
6	Material Cost	12	Monthly	Quoted	Quoted
7	Garbage (410 thela in a month)	4920	Thelas	Quoted	Quoted
8	Carcass (10 Nos. in a month)	120	Carcass	Quoted	Quoted
9	Jungle cutting (30 in a year)	30	Nos.	Quoted	Quoted
10	Details of sanitary job done				
10.01	Repairing and replacement of sanitary pipe (90 mtr. In a month)	1080	Metre	Quoted	Quoted
10.02	Extension and repairing of sanitary inspection chamber (2 Nos. in a month)	24	Nos.	Quoted	Quoted
10.03	Replacement of sanitary CI inspection pit cover lid (2 Nos. in a month)	24	Nos.	Quoted	Quoted
10.04	Repairing of sanitary flush pipe of cistern (3 Nos. in a month)	36	Nos.	Quoted	Quoted





10.05	Unloading of sanitary septic tank chamber (10 tank in a month)	120	Tanks	Quoted	Quoted
AMOUNT IN TOTAL					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.**

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.

**SCHEDULE OF RATES****NEW PLANT AREA (GROUP-C):**

Sl. No.	Description of Works	Quantity	Unit	Rate	Amount
1	Sweeping and cleaning (15 Labour/ Day i.e. 15 x 366=5490 Man days per year)	5490	Man days	Quoted	Quoted
2	Over time for sunday- (7 nos. of manpower i.e. 7 x 5= 35 man days per month)	420	Man days	Quoted	Quoted
3	Contractor's profit (approx)	12	Monthly	Quoted	Quoted
4	Over time for control room duty (7AM to 7 PM – 4 Sweeper i.e. 3 hr x 4 labour x 366 days= 4392 hrs per year)	4392	Hours	Quoted	Quoted
5	PF	12	Monthly	Quoted	Quoted
6	ESIC	12	Monthly	Quoted	Quoted
7	Material Cost	12	Monthly	Quoted	Quoted
8	Garbage (400 thela in a month)	4800	Thelas	Quoted	Quoted
9	Cleaning of Cooling Tower Basin (Manually)	12	Operation	Quoted	Quoted
10	Carcass (10 Nos. in a month)	120	Carcass	Quoted	Quoted
11	Jungle cutting (18 in a year)	18	Nos.	Quoted	Quoted
12	Details of sanitary job done				
12.01	Repairing and replacement of sanitary pvc pipe (20 mtr per month)	240	Meter	Quoted	Quoted
12.02	Dismantling and Reconstruction sanitary	24	Nos.	Quoted	Quoted



	inspection chamber (2 Nos. in a month)				
12.03	Supplying fitting fixing airtight CI inspection pit cover (2 Nos. in a month)	24	Nos.	Quoted	Quoted
12.04	Repairing and replacement of sanitary flush pipe (4 Nos. in a month)	48	Nos.	Quoted	Quoted
12.05	Unloading of sanitary septic tank chamber (3 tanks in a month)	36	Tanks	Quoted	Quoted
<b>AMOUNT IN TOTAL</b>					<b>Quoted</b>

**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.



TABLE OF CONTENTS

1. BIODATA FORMAT
2. FINANCIAL STATUS QUESTIONNAIRE
3. 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 :

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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
2021-2022		
2020-2021		
2019-2020		

**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****CHECKLIST of Documents required to be submitted with Technical (Un-priced) Bid**

Please tick (v) 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 2021-22, 2020-21 & 2019-20	

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SEAL OF BIDDER

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SIGNATURE OF BIDDER