



TENDER NO: APL/C&P/F&A/2023-24/150

DATE: 12.05.2023



ASSAM PETRO-CHEMICALS LIMITED  
NAMRUP

**NOTICE INVITING TENDER**

FOR

**INSURANCE OF VARIOUS POLICIES OF ASSAM PETRO-CHEMICALS LIMITED FOR  
THE PERIOD OF 01-06-2023 TO 31-05-2024**

**TENDER NO: APL/C&P/F&A/2023-24/150**

**HEAD OFFICE:**

Namrup, P.O. Parbatpur -786623,

Dist.- Dibrugarh, Assam

Tel: (0374) 2500331/212/518

E-mail: [contract@assampetrochemicals.co.in](mailto:contract@assampetrochemicals.co.in)

Website: [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in)

**REGD. OFFICE:**

4<sup>th</sup> Floor, ORION Place, Bhangagarh

Srimanta Sankardev Path, Guwahati-781005

Tel: (0361) 2461470/2461471/246

E-mail: [contract@assampetrochemicals.co.in](mailto:contract@assampetrochemicals.co.in)



TENDER NO: APL/C&amp;P/F&amp;A/2023-24/150

DATE: 12.05.2023

**NOTICE INVITING TENDER**

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

NAME OF WORK	EARNEST MONEY	TENDER PROCESSING FEES
INSURANCE OF VARIOUS POLICIES OF ASSAM PETRO-CHEMICALS LIMITED FOR THE PERIOD OF 01-06-2023 TO 31-05-2024	Rs. 60,300.00	Rs. 600.00

BID DOCUMENT ISSUE PERIOD	From 15:00 Hrs on dt. 12.05.2023 up to 15:00 Hrs on dt. 19.05.2023
LAST DATE OF BID SUBMISSION	Up to 15:00 Hrs on dt. 19.05.2023
BID OPENING DATE	At 10:00 Hrs on dt. 20.05.2023
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 scope of work for the insurance company shall comprise of arranging the various General Insurance Policies of APL as below-

- a) Standard Fire & Special Perils Policy (Factory)
- b) Standard Fire & Special Perils Policy (Stock)
- c) Burglary Policy (Stock)
- d) Money Insurance Policy
- e) Bharat Sookshma Udyam Suraksha Policy (Guwahati Office)
- f) Burglary Policy (Guwahati Office)
- g) Money Insurance Policy (Guwahati Office)
- h) Public Liability (Act) Policy
- i) Boiler and Pressure Plant Insurance Policy
- j) Group Personal Accident Policy (Unnamed Basis)
- k) Marine Inland Open policy
- l) Marine Inland Open policy for Methanol & Formalin



The details of items and the amount of Coverage are attached in the **Annexure-V** of this Tender Document

### 3. BIDDER'S QUALIFICATION CRITERIA:

Bidders are requested to furnish self-certified documentary evidence in support of qualifying requirements of their tenders as stipulated below:

- No Coverage Deviation Certificate.
- Statutory requirement such as Registration Certificate of GST, PAN, registration no. etc wherever applicable.
- Bidder must have a local office in the State of Assam and the Branch/Division/ LCO (Large Corporate Office) wherever the business will be placed/ nominated by the bidder should have the power and capacity to settle claims. Documentary Proof is required to be given by the head office/Regional Office of the company.
- Authority Letter Authorising to sign all the documents on behalf of the bidding Company.
- Documents in support of Annual Turnover for last three financial years i.e. 2021-22, 2020-21, 2019-20.

All the above documents need to be submitted with the respective insurance company's seal and stamp on each page for qualifying the Technical Bid. Further, the respective insurance company's seal and stamp on each page of the tender document has to be done as a mark of acceptance of Terms and conditions in the tender. All the documents have to be uploaded in the Technical Bid Section of the named portal against the respective Tender number.

### 4. INSTRUCTIONS FOR SUBMISSION OF BIDS

#### 4.1 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. 12.05.2023 up to 15:00 Hrs on dt. 19.05.2023</b>
c)	Last Date and time for submission of Bids (DUE DATE)	<b>Up to 15:00 Hrs on dt. 19.05.2023</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>10:00 Hrs on dt. 20.05.2023</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 <a href="mailto:Email-borah.nb@assampetrochemicals.co.in">Email-borah.nb@assampetrochemicals.co.in</a> <a href="mailto:-contract@assampetrochemicals.co.in">-contract@assampetrochemicals.co.in</a>  And  <b>M. Borthakur</b>



		<b>Manager (F&amp;A)</b> <b>Mob:- +91-9401409324</b>
g)	Bid Validity	180 days from the DUE DATE or EXTENDED DUE DATE
h)	Total Estimated Cost	<b>Rs. 30,16,603.00</b>
i)	Tender Processing Fees	<b>Rs 600.00 (Rupees Six Hundred only)</b>
j)	Earnest Money Deposit (EMD)	<b>Rs 60,300.00 (Rupees Sixty Thousand Three Hundred Only)</b>
k)	Bid Submission	<b>Online in e-tendering portal</b> <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a>
l)	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>

**4.2 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

**4.3 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.**

**4.4** 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**

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

## **5. INSTRUCTION TO BIDDER:**



- 5.1. **Rates quoted should be inclusive of all taxes and duties but exclusive GST.**
- 5.2. **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**
- 5.3. **EARNEST MONEY DEPOSIT:** The bidder has to deposit a sum of **Rs. 60,300.00** (Rupees Sixty Thousand and Three Hundred 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.
- 5.4. **MSME** valid certificate under category of similar works is considered for exemption of EMD.
- 5.5. 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.
- 5.6. 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.
- 5.7. The bidder shall provide the authority to the person signing the bid.
- 5.8. 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.
- 5.9. **TIME SCHEDULE:** The insurance period will be valid for a period of 01 (One Year) i.e. from 1<sup>st</sup> June 2023 to 31<sup>st</sup> May 2024.
- 5.10. **MOBILIZATION ADVANCE:** Not Applicable.
- 5.11. **GUARANTEE PERIOD:** Not Applicable.
- 5.12. **ACCOMODATION:** Not Applicable.
- 5.13. **BID VALIDITY:** Bid validity period is 180 days from the DUE DATE or EXTENDED DUE DATE.
- 5.14. **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.
- 5.15. 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.
- 5.16. 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>M. Borthakur, Manager (F&amp;A)</b>  <b>Mob:- +91-9401409324</b>
<b>Address</b>	<b>Assam Petro-Chemicals Limited</b>  <b>P.O. Parbatpur, Dist-Dibrugarh(Assam), PIN-786623</b>

## 6. INCOME TAX AND GST

- 6.1. 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.
- 6.2. 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.)
- 6.3. 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.
- 6.4. 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.
- 6.5. 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.
- 6.6. 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.
- 6.7. 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.
- 6.8. 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.
- 6.9. 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.

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

## 7. TERMS OF PAYMENT

- 7.1. Payment of premium will be made at the time of inception of the insurance policy.
- 7.2. All the payment in Indian Rupees shall be released through e-banking only. Successful bidder shall submit details of their Bank Account for e-payment purpose in the Bio data format attached at the end of this Tender Document
- 7.3. In the case of Indian tenderers, all payments will be made in Indian Rupees only. In case such tenderers are required to pay any amount in foreign exchange to their sub-Contractor or for any imported items, necessary arrangement for such foreign exchange payment shall be made at their end.

## 8. SECURITY DEPOSIT: Not Applicable

## 9. REQUIREMENTS FOR E-TENDERING

- 9.1 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).
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 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.





- 9.6 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.
- 9.7 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.
- 9.8 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.
- 9.9 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.
- 9.10 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.
- 9.11 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.
- 9.12 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.
- 9.13 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.**
- 9.14 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.
- 9.15 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.
- 9.16 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.
- 9.17 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.



9.18 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.

9.19 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.

9.20 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.

## **10. 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.

- i. Non-Submission of EMD along with the Bid if applicable
- ii. Submission of Prices or rates in SOQ / SOR in un-priced bid.
- iii. Non-Submission of Important Bid Documents as mentioned.
- iv. Non-Meeting pre-qualification criteria

## **11. IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID:**

- i. **EMD** of required amount/**MSME** Certificate.
- ii. Copy of **PAN** card, **GST** registration, **EPF** registration No
- iii. Documents in support of Annual Turnover for the last three financial year i.e. 2021-22, 2020-21, 2019-20.
- iv. Cancelled Bank Cheque

## **12. 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.

## **13. TECHNO-COMMERCIAL EXAMINATION OF BIDS:**

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.
- 13.4. Bidder(s) techno-commercially accepted will only be communicated for price bid opening.
- 13.5. 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 / PO will be issued to them.



#### 14. EXTENSION OF BID SUBMISSION / BID OPENING DATE

APL may, at its sole discretion, decide to extend the Bid Submission Date and / or Bid Opening Date. In such a case, all rights and obligations of Owner and that of Bidders previously subject to the Bid Submission Date / Bid Opening Date will thereafter be subject to the new Bid Submission Date / Bid Opening Date. APL may in its absolute discretion exclude or reject any Bid that in the reasonable opinion only of the Owner contains any false or misleading claims or statements. The Owner has no liability to any person for excluding or rejecting any such Bid.

#### 15. FRAUD AND CORRUPTION

Bidders are expected to observe the highest standard of ethics from NIT stage till placement of the insurance policies and not to indulge in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice. In pursuit of this policy, the Owner defines, for the purposes of this provision, the terms set forth below as follows:

**"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action in the procurement process or in placement of insurance policies;

**"fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the placement of insurance policies to the detriment of the Owner and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial, non-competitive levels and to deprive the Owner of the benefits of competition;

**"Coercive practice"** means impairing or harming or threatening to impair or harm directly or indirectly, any person or property to influence any person's participation or action in the bidding process;

**"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the Owner with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (i) having a conflict of interest as stated in Section 6.14; and

**"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.

#### 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. APL'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. EXECUTION OF MEMORANDUM OF UNDERSTANDING AND PLACEMENT OF INSURANCE POLICIES**

APL reserves the right to:

- a) Accept or reject any or all Price Bids submitted by Bidders and further reserves the right not to execute the Memorandum of Understanding and place the insurance policies to the Successful Bidder or not at all.
- b) Change/alter/modify/amend/delete the coverage/policy terms & conditions/variation of sum insured etc. at the time of execution of Memorandum of Understanding and/or placement of insurance policies;
- c) Call the Successful Bidder for negotiations to reduce the price to the extent policy wise lowest rates or below quoted by the other bidders also. If that bidder shall not be agreeable, the Owner reserves the right to call “any other bidder” for negotiations;

The Successful Bidder/Lead Insurer shall form a panel of surveyors for each insurance policy in consultation with the Owner and surveyors for the assessment of any losses shall be appointed from this panel only.

In case of execution of the Memorandum of Understanding with the Successful Bidder/Lead Insurer, the Successful Bidder/Lead Insurer shall be required to issue the held cover note immediately after the receipt of premium. Final Policy Document shall be issued within thirty days (30) of receipt of premium from the Owner incorporating the agreed policy wordings

## **19. ORDER OF PRECEDENCE:**

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

- i. Corrigendum, if any
- ii. Instructions to Bidders
- iii. Terms & Conditions for Hiring of Ambulance Service
- iv. 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 anywise affected or suspended by reason of any dispute having been raised by "the Vendors" (whether or not pending before any arbitrator, officer, tribunal or court) or any denial of liability by "the Vendor" or any other order of communication whatsoever by "the Vendor" stopping or preventing or purporting to stop or prevent any payment by "the Bank" to "the Corporation" in terms hereof.

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

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

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

IN WITNESS Where of \_\_\_\_\_ Bank, has executed this document at  
\_\_\_\_\_ on \_\_\_\_\_ Bank

(by its constituted attorney)

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

**ANNEXURE-II****PROFORMA FOR CONTRACT AGREEMENT**

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

This AGREEMENT is made on the \_\_\_\_day of \_\_\_\_\_ Month of \_\_\_\_\_ Year

**BETWEEN**

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

**AND**

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

**WITNESSETH THAT**

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

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

NOW Therefore Parties Agree That:

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

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

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

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





TENDER NO: APL/C&P/F&A/2023-24/150

DATE: 12.05.2023

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

Signed for and on behalf of

**Assam Petrochemicals Ltd.**

SIGNATURE

NAME

DESIGNATION:

PLACE:

DATE:

WITNESS:

Signed for and on behalf of

**Bidder**

SIGNATURE

NAME

PLACE:

DATE:

WITNESS:



**ANNEXURE-III****INTEGRITY PACT****BETWEEN**

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

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

**Preamble**

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

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

**Section 1 -Commitments of the Principal**

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

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

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

**Section 2 - Commitments of the Bidder / Bidder**

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

- a) The Bidder / Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b) The Bidder / Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c) The Bidder / Bidder will not commit any offence under the IPC / PC Act; further the Bidder / Contactor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship



d) The Bidder / Bidder will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

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

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

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

(1) If the Bidder / Bidder have committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder / Bidder from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.

(2) The Bidder accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such exclusion

(3) Apart from the above, the Principal may take action for banning of business dealings / holiday listing of the Bidder as deemed fit by the Principal.

(4) If the Bidder / Bidder can prove that he has restored / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

(5) A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

### **Section 4 - Compensation for Damages**

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

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

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

Liquidated damages, the Bidder / Bidder shall compensate the Principal only to the extent of the damage in the amount proved.

### **Section 5 -Previous Transgression**



- (1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to or with any other Public Section Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.
- (3) If the Bidder / Bidder can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may, at its own discretion as per laid down organizational procedures, revoke the exclusion prematurely.

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

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

SL NO	TYPE OF POLICY	QUANTITY	UNIT	GROSS PREMIUM
1	Standard Fire & Special Perils Policy (Factory)	1	Nos	QUOTED
2	Standard Fire & Special Perils Policy (Stock)	1	Nos	QUOTED
3	Burglary Policy (Stock)	1	Nos	QUOTED
4	Money Insurance Policy (Cash in Safe, Counter, Till, Box + Cash In Transit)	1	Nos	QUOTED
5	Bharat Sookshma Udyam Suraksha policy)-Guwahati Office	1	Nos	QUOTED
6	Burglary Policy for Guwahati Office	1	Nos	QUOTED
7	Money Insurance Policy for Guwahati Office	1	Nos	QUOTED
8	Public Liability (Act) Policy	1	Nos	QUOTED
9	Boiler and Pressure Plant Insurance Policy	1	Nos	QUOTED
10	Group Personal Accident Policy (Unnamed Basis)	1	Nos	QUOTED
11	Marine Inland Open policy	1	Nos	QUOTED
12	Marine Inland Open policy for Methanol & Formalin	1	Nos	QUOTED
TOTAL				
In Words				

**NOTES:****1. Applicable rate of GST to be mentioned by the Bidders****a. IGST \_\_\_\_\_%****b. CGST \_\_\_\_\_%****c. SGST \_\_\_\_\_%**



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

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

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

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

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

### Annexure - V

### ITEMS AND COVERAGE AS MENTIONED IN THE SCOPE OF WORK

#### A) Standard Fire & Special Policy (Factory):

BHARAT LAGHU UDYAM SURAKSHA POLICY FOR FACTORY AND OTHER ASSETS				
Location	Cover	Occupancy	Description	Sum Insured
Namrup, Assam - 786623	Fire + Earthquake + STFI + Terrorism	Manufacture of Formaldehyde Plant and Methanol plant	Factory,Office building Guest House, Residence including all Civil construction, Road, Culverts & boundary wall	14,47,06,000
			Plant & Machinery including Electrical Equipment, E.D.P. Equipment, Water Supply	70,31,31,844
			Fire Fighting Equipment	37,43,565
			Furniture, Fixtures, Fittings, Office Equipment, Computers, Hospital Equipment and Miscellaneous Fixed Assets.	36,73,150
			Total	85,52,54,559
			Add: STFI (Storm, Tempest, Flood, Inundation)	85,52,54,559
			Add: Earthquake (Zone-I)	85,52,54,559
			Terrorism	85,52,54,559
			Total	
			Net Premium	
			GST @ 18%	
			Gross Premium	

<b>Excess : FOR SFSP POLICY (in respect of each and every loss arising out of AOG &amp; Non-AOG perils.)</b>
5% of claim amount subject to a minimum of Rs. 5,00,000 /-

#### Add On Covers/Clauses for SFSP Policy (Factory):

<b>Sr#</b>	<b>Name of Add On Covers/Clauses</b>	<b>Limit of Indemnity</b>
	<b>Property Damage</b>	
1	Omission to Insure addition, alteration and extension (5% of the Value of Fixed Assets other than Stocks)	Up to 5% Free Cover
2	Escalation @ 5% (5% of the Value of Fixed Assets other than Stocks)	Up to 5% Free Cover
3	Removal of debris in excess of 1% of the claim amount Including Foreign Debris	Up to Rs. 5 Crs Free Cover
4	Architect's, Surveyors, consulting engineer's fees (in excess 3% of the claim amount)	Up to Rs. 5 Crs Free Cover
5	Start up & Shut down Expenses	Up to Rs. 5 Crs Free Cover
6	Immediate Repairs	Up to Rs. 5 Crs Free Cover
7	Restoration Of Record Plan Documents	Up to Rs. 5 Crs Free Cover



8	Expediting Expenses	Up to Rs. 5 Crs Free Cover
9	Fire Fighting Expenses	Up to Rs. 5 Crs Free Cover
10	Obsolete Parts	Up to Rs. 5 Crs Free Cover
11	Minor works/Property in course of construction	Up to Rs. 5 Crs Free Cover
12	Deliberate Damage	Up to Rs. 5 Crs Free Cover
13	Expenses to Loss Minimization / Loss Prevention	Up to Rs. 5 Crs Free Cover
14	Technological Improvement	INR 5 cr each & every loss
15	Temporary removal (other than stocks) clause	Up to Rs. 5 Crs Free Cover
16	Impact Damage due to Insured's own Rail/Road Vehicles, Fork lifts, Cranes, Stackers and the like and articles dropped therefrom	Up to Rs. 5 Crs Free Cover
17	Catalyst and consumable (including lining and refractory) whilst in process	Up to Rs. 5 Crs Free Cover
18	Leak search cost/Trace & Access	Up to Rs. 5 Crs Free Cover
19	Sprinkler Upgrading Cost	Up to Rs. 5 Crs Free Cover
20	Leakage of Firefighting Equipment/Accidental of Gas Flooding System	Up to Rs. 5 Crs Free Cover
<b>Clauses</b>		
1	Designation of Property Clause	
2	Civil Authorities / Public Authorities/Local Authority Clause	
3	72 hours clause	
4	Payment 'On Account' clause	"On Account" payments to be made within 15 days of receipt of Loss Adjusters Report recommending "On Account" payment based on estimate as per request of Insured.
5	Nominated and Adjuster Clause	
6	Primary and Non-Contributory	
7	NON-INVALIDATION CLAUSE	
8	NON - VITIATION CLAUSE	
9	Properties under Consignment, Care, Custody and Control	

**\*\*\* Details of Surveyor as follows:**

1. Protocol Insurance Surveyors & Loss Assessors Pvt. Ltd
2. Bhatawadekar & Company
3. Proclaim Insurance Surveyors and Loss Assessors Pvt. Ltd
4. Mack Insurance Surveyors & Loss Assessors Pvt. Ltd



**B) Standard Fire & Special Policy (Stock)**

STANDARD FIRE & SPECIAL PERILS POLICY FOR Stocks				
Location	Cover	Occupancy	Description	Sum Insured
Namrup, Assam - 786623	SFSP + Earthquake + STFI + Terrorism	Manufacture of Formaldehyde Plant and Methanol plant	Stock of Raw Materials, Stock in process, Finished Goods (Methanol & Formaldehyde), Stores, Spares and Consumables	18,00,00,000
			<b>Total</b>	<b>18,00,00,000</b>
			Add: STFI (Storm, Tempest, Flood, Inundation)	18,00,00,000
			Add: Earthquake (Zone-I)	18,00,00,000
			Terrorism	18,00,00,000
			<b>Total</b>	
			<b>Net Premium</b>	
			GST & 18%	
			<b>Gross Premium</b>	

**Excess : FOR SFSP POLICY (in respect of each and every loss arising out of AOG & Non-AOG perils.)**

5% of claim amount subject to a minimum of Rs. 5,00,000 /-

**Add On Covers/Clauses for SFSP Policy (Stock):**

Sr#	Name of Add On Covers/Clauses	Limit of Indemnity
	<b>Property Damage</b>	
1	Escalation @ 5% (5% of the Value of Fixed Assets other than Stocks)	Upto 5% Free Cover
2	Removal of debris in excess of 1% of the claim amount Including Foreign Debris	Up to Rs. 5 Crs Free Cover
3	Spontaneous Combustion	Up to Rs. 5 Crs Free Cover
4	Material Spillage	Up to Rs. 5 Crs Free Cover
5	Spoilage Material Damage	Up to Rs. 5 Crs Free Cover
6	Leakage & Overflowing	Up to Rs. 5 Crs Free Cover
7	Contamination & Co-mingling of stock & Stock in process	Up to Rs. 5 Crs Free Cover
8	Fire Fighting Expenses	Up to Rs. 5 Crs Free Cover
9	Expenses to Loss Minimization / Loss Prevention	Up to Rs. 5 Crs Free Cover
10	Temporary Removal of Stock	Up to Rs. 5 Crs Free Cover
11	Impact Damage due to Insured's own Rail/Road Vehicles, Fork lifts, Cranes, Stackers and the like and articles dropped therefrom	Up to Rs. 5 Crs Free Cover
	<b>Clauses</b>	
1	Designation of Property Clause	
2	Civil Authorities / Public Authorities/Local Authority Clause	



3	72 hours clause	
4	Payment 'On Account' clause	"On Account" payments to be made within 15 days of receipt of Loss Adjusters Report recommending "On Account" payment based on estimate as per request of Insured.
5	Nominated and Adjuster Clause	
6	Primary and Non-Contributory	
7	NON-INVALIDATION CLAUSE	
8	NON - VITIATION CLAUSE	
9	Properties under Consignment, Care, Custody and Control	

**\*\*\* Details of Surveyor as follows:**

1. Protocol Insurance Surveyors & Loss Assessors Pvt. Ltd
2. Bhatawadekar & Company
3. Proclaim Insurance Surveyors and Loss Assessors Pvt. Ltd
4. Mack Insurance Surveyors & Loss Assessors Pvt. Ltd

**C) Burglary Policy (Stock)**

BURGLARY SUM INSURED DETAILS FOR Stock (Methanol)				
Location	Cover	Occupancy	Description	Sum Insured
Namrup, Assam - 786623	Burglary	Manufacturing of Formaldehyde and Methanol	Stock of Raw Materials, Stock in process, Finished Goods (Methanol & Formaldehyde), Stores, Spares and Consumables	18,00,00,000
			<b>Total</b>	<b>18,00,00,000</b>
			Add: Theft Extension	18,00,00,000
			<b>Net Premium</b>	
			Add: GST	
			<b>Gross Premium</b>	
BURGLARY COVERAGE & EXCESS				
Standard Burglary Cover - Visible, Physical and forcible means				
Excess - 5% of claim amount sub to min of 5,000/- on each and every Claim.				

**D) Money Insurance Policy (Cash in Safe, Counter, Till, Box + Cash In Transit)**

Money Insurance Policy Details - Assam Petrochemicals Ltd						
Cover	Location	Occupation	Section	Description	SCL	ACL
Money In Transit	Namrup, Assam	Manufacturing of Formaldehyde	IA	Money from factory to Bank and vice versa (Distance about 10 KM). No Armed Guard	2,00,000	24,00,000



		and Methanol		accompany with cash carrying vehicle.		
Cash in Counter & Safe	Namrup, Assam	Manufacturing of Formaldehyde and Methanol	II	Cash in Safe (During & After business hour)		1,50,000
				Cash in Till/Counter		50,000
				<b>Net Premium</b>		
				Add-On: RSMD Cover		4,00,000
				Infidelity Cover		4,00,000
				<b>Net Premium Including Add-on</b>		
				Add: GST		
				<b>Gross Premium</b>		
<b>Excess:</b> NIL						

**E) Bharat Sookshma Udyam Suraksha policy (Guwahati Office)**

Bharat Sookshma Udyam Suraksha policy -Guwhati Office				
Risk Location	Cover	Occupancy	Description	Sum Insured
Orion Place, 4th Floor, G.S.Road, Bhangagar	SFSP + Earthquake + STFI + Terrorism	Office Premises	Building Including Plinth & Foundation, Boundary Wall and	52,40,926
			Furniture, Fixture Fittings Including Office Equipmnets and Computer	96,04,625
			<b>Total</b>	<b>1,48,45</b>
			Add: STEI (Storm, Tempest, Flood)	1,48,45
			Add: Earthquake (Zone-I)	1,48,45
			Terrorism	1,48,45,
			<b>Total</b>	
			<b>Net Premium</b>	
			GST @ 18%	
			<b>Gross Premium</b>	
<b>Excess :</b>				
Rs. 5,000 /- on each and every Claim				

**Additional Covers & Clauses:**

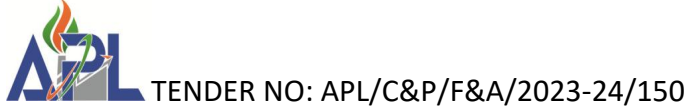
Additional Cover Bharat Sookshma Udyam Suraksha policy for M/S. Assam Petrochemicals Ltd		
Sr. No	Coverage Details	Limit of Cover
1	Earthquake including Tsunami	Full Sum Insured
2	STFI (Storm, Tempest, Flood, Inundation)	Full Sum Insured
3	Terrorism	Full Sum Insured



4	Spontaneous Combustion	In built Cover under fire
5	Impact Damage	Covers impact due to rail, road, vehicle or animal
6	Additions, alterations or extensions	Covered upto 15% of the Sum Insured (excluding
7	Waiver of Under Insurance	Covered upto 15%:
8	Temporary removal of stocks	Covered upto 10% of value
9	Cover for Money	Covered upto ₹50,000
10	cover for documents such as deeds, manuscripts, business books, plans, drawings, securities	Covered upto ₹50,000
11	Cover for computer programmes, information and	Covered upto ₹5,00,000
12	cover for personal effects of employees, Directors and	Covered upto ₹15,000 Maximum 20 persons during the policy period
13	Start-Up Expenses	Covered upto ₹ 5 Lakhs
14	Professional fees (Reasonable fees of architects, surveyors and consulting engineers)	Covered upto 5% of the claim amount.
15	Costs for Removal of debris	Covered upto 2 % of the claim amount.
16	Costs compelled by Municipal Regulations	Additional cost of reconstruction of property incurred solely for complying with municipal
<b>Additional Clauses -Bharat Sookshma Udyam Suraksha policy</b>		
<b>Sr. No.</b>	<b>Clauses</b>	
1	Designation of Property clause	
2	Local Authority clause	
3	Reinstatement value clause	

**F) Burglary Policy (Guwahati Office)**

<b>Burglary policy -Guwahati Office</b>				
<b>Risk Location</b>	<b>Cover</b>	<b>Occupancy</b>	<b>Description</b>	<b>Sum Insured</b>
Orion Place, 4th Floor, G.S.Road, Bhangagarh.	<b>Burglary+Theft</b>	Office Premises	Furniture, Fixture Fittings Including Office Equipments and Computer	96,04,625
			<b>Total</b>	<b>96.04.625</b>
			Add: Theft Extension	96.04.625
			<b>Net Premium</b>	
			Add: GST	
			<b>Gross Premium</b>	
<b>Excess :</b>				
5% of claim amount subject to a minimum of Rs. 2,500 /-				



DATE: 12.05.2023

**G) Money Insurance Policy (Cash in Safe, Counter, Till, Box + Cash In Transit) – Guwahati Office:**

Money Insurance Policy Details - Assam Petrochemicals Ltd (Guwhati Office)						
Cover	Location	Occupation	Section	Description	SCL	ACL
Money In Transit	Guwhati, Assam	Office Premises	IA	Money from Office to Bank and vice versa (Distance about 10 KM). No Armed Guard accompany with cash carrying vehicle.	2,00,000	12,00,000
Cash in Counter & Safe	Orion Place, 4th Floor, G.S.Road, Bhangagarh , Guwahati, Assam- 781005	Office Premises	II	Cash in Safe (During & After business hour)		1,00,000
				Cash in Till/Counter		1,00,000
				Net Premium		
				Add-On: RSMD Cover		4,00,000
				Infidelity Cover		4,00,000
				Net Premium Including Add-on		
				Add: GST		
				Gross Premium		
<b>Excess:</b> NIL						



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DATE: 12.05.2023

**H) Boiler & Pressure Plant Policy**

SUM INSURED FOR BOILER & PRESSURE PLANT INSURANCE				
Name of Insured	Assam Petrochemicals Limited			
Address	Namrup, Assam – 786623			
Occupation	Manufacture of Formaldehyde Plant and Methanol plant			
Location	Namrup, Assam – 786623			
Period of Insurance	01.06.2023 to 31.05.2024			
Cover	As per BOILER & PRESSURE PLANT Insurance Policy.			
Bank/Financiers	No			
Description of Property		Regd.	Year of Make	Sum Insured
As per List , Name of the manufacturer: Various, Registration No/Boiler Serial No. 14, YOM – 1985 including but not limited to Boiler of 8TPH, Process Boilers of 11.6TPH & 0.8TPH, Low Pressure Boiler of 4.15TPH.		14	1985	3,11,77,000
<b>Total Sum Insured:</b>				<b>3,11,77,000</b>
Surrounding Property including property held in trust or commission				2,00,00,000
Legal Liability to Third Party Property Damage & Bodily Injury				31,17,700
Excess - 5% of Claim amount Subject to a Minimum of Rs. 10,000/- on each and every Claim				

**I) Group Personal Accident Policy**

ASSAM PETROCHEMICALS LTD (Unnamed -Group Personal Accident Policy)	
313 No of Employees Coverage on 24 hrs basis	
Description	Sum Insured
313 No of Employees (Risk Group I - High Risk)	31,30,00,000
Sum Insured / Per person	10,00,000
	Net Premium
	Add: GST
	Final Premium



Coverage Details: Accidental Death + Loss of limbs + Loss of eyes + Permanent Total Disablement + Permanent Partial Disablement.

#### **J) Public Liability Act Policy**

<b>ASSAM PETROCHEMICALS LTD. (PUBLIC LIABILITY ACT POLICY)</b>	
<b>Name of the Insured</b>	<b>ASSAM PETROCHEMICALS LTD</b>
<b>Address of Insured</b>	Namrup, Assam - 786623
<b>Policy Period</b>	<b>01.06.2023 to 31.05.2024</b>
<b>Business of The Insured</b>	Manufacture of Formaldehyde Plant and Methanol plant
<b>Limit of Liability Per Accident</b>	Rs. 50,000,000/-
<b>Limit of Liability in a Year</b>	Rs. 150,000,000/-
<b>AOA:AOY</b>	1:3
<b>Sum Insured (Rs.)</b>	<b>15,00,00,000</b>
<b>Territory and Jurisdiction</b>	Within India
<b>Coverage</b>	As per Public Liability Act Policy
<b>Projected Annual Turnover (2023-24)</b>	Rs. 150 Crs
<b>Excess: NIL</b>	

#### **K) Marine Inland Open Policy**

<b>ASSAM PETROCHEMICALS LTD. - MARINE OPEN INLAND POLICY</b>	
<b>Client Name:</b>	<b>ASSAM PETROCHEMICALS LTD</b>
<b>Corporate Office:</b>	Namrup, Assam - 786623
<b>Policy Period:</b>	01/06/2023 To 31/05/2024
<b>Policy Type:</b>	Marine Inland Open Policy
<b>Commodity to be covered:</b>	Stock of Stores, Spare, Consumable & Capital Items
<b>Packing Details:</b>	Standard & Customary
<b>Sum Insured:</b>	<b>2,00,00,000</b>
<b>Mode of Transit:</b>	<b>Rail/Road/Air</b>
<b>Transit Details:</b>	From Anywhere in India to Insured's Factory, Namrup, Assam
<b>Per Sending Limit:</b>	Rs. 1,000,000/-
<b>Per Location Limit:</b>	Rs. 2,000,000/-
<b>Basis of valuation</b>	CIF+10%
<b>Clauses to be attached:</b>	1) All Risk as per ITC (A)
	2) SRCC Cover
	3) Loading and Unloading cover
	4) Warehouse to Warehouse Basis
	5) Impact Damage



TENDER NO: APL/C&amp;P/F&amp;A/2023-24/150

DATE: 12.05.2023

	6) Transshipments Cover (if required)
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**L) Marine Inland Open Policy for Methanol & Formalin**

<b>Client Name:</b>	<b>ASSAM PETROCHEMICALS LTD</b>
<b>Corporate Office:</b>	Namrup, Assam - 786623
<b>Policy Period:</b>	01/06/2023 To 31/05/2024
<b>Policy Type:</b>	Marine Inland Open Policy
<b>Commodity to be covered:</b>	Methanol & Formalin
<b>Packing Details:</b>	Standard & Customary
<b>Sum Insured:</b>	<b>35,00,00,000</b>
<b>Mode of Transit:</b>	<b>Rail/Road</b>
<b>Transit Details:</b>	From Factory Premises to Anywhere in India
	For Export purpose up to the Land Border of Indian Territory.
<b>Per Sending Limit:</b>	Rs. 1,500,000/-
<b>Per Location Limit:</b>	Rs. 3,000,000/-
<b>Basis of valuation</b>	CIF + 10%/Stock Transfer Note + Transportation + 10%
<b>Clauses to be attached:</b>	1) All Risk as per ITC (A) 2010
	2) SRCC Cover
	3) Loading and Unloading cover
	4) Warehouse to Warehouse Basis
	5) Impact Damage
	6) Transshipment Cover
<b>Excess:</b>	0.5% of Consignment Value subject to a minimum of Rs. 10,000 for each & every claim
<b>Warranties:</b>	Unexplained Shortage is not covered under the policy





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1. **DECLARATION – A**
2. **DECLARATION – B**
3. **BIODATA FORMAT**
4. **FINANCIAL STATUS QUESTIONNAIRE**
5. **CHECKLIST OF DOCUMENTS REQUIRED**

Note: 1. **Declarations 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 declarations should be enclosed wherever necessary.**



**PROPOSAL EXHIBITS NO. 1**

**DECLARATION – A**

**DECLARATION SHEET IN LETTER HEAD**

I, \_\_\_\_\_ hereby certify that all the information and data furnished by me with regard to this Tender Specification No .....are true and complete to the best of my knowledge. I have gone through the specifications, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

I certify that the quotes have been submitted strictly covering all the required perils / coverage and also the terms, conditions and limits as mentioned in the NIT/Annexure. In case of any discrepancy between the terms and conditions mentioned in the Tender documents and the Policy Document, the terms and conditions in the tender documents shall prevail and the decision of the Insured shall be binding on the Insurer.

I, further certify that I am the duly authorized representative of the under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

Authorized representative's signature with name and address



TENDER NO: APL/C&P/F&A/2023-24/150

DATE: 12.05.2023

**PROPOSAL EXHIBITS NO. 2**

**DECLARATION – B**

**"NO DEVIATION" CONFIRMATION**

To,  
M/s ASSAM PETRO-CHEMICALS LTD.

**SUB: Insurance of Various Policies of Assam Petro-Chemicals Limited for the Period of 2023-2024**

Dear Sir,

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

**Date:**

[Signature of Authorized Signatory of Bidder]

**Name:**

**Designation:**

**Seal:**

\_\_\_\_\_  
SEAL OF TENDERER

\_\_\_\_\_  
SIGNATURE OF TENDERER



**PROPOSAL EXHIBITS NO. 3**

**BIO DATA FORMAT**

**(Of Bidders for Communication)**

**A. NAME OF BIDDER :**

**B. ADDRESS OF THE BIDDER :**

**C. GST Number :**

**D. PAN NO**

**E. Contact No :**

**F. Email Id**

**G. Bank Details:**

**i. Name of the Bank :**

**ii. Branch :**

**iii. IFSC code :**

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SEAL OF BIDDER

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SIGNATURE OF BIDDER

**Note:** Enclose copies of PAN, GST registration, 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. 4**

**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

**PROPOSAL EXHIBITS NO. 5****CHECKLIST of Documents required to be submitted with Technical (Un-priced) Bid**

Please tick (✓) in the CHECK BOX

Sl. No.	Description	CHECK BOX
1.	Signed Tender Documents	
2.	EMD of required amount / MSME certificate	
3.	Documentary proof from head office/Regional Office of the company in support of having a local office in the State of Assam and the Branch/Division/ LCO (Large Corporate Office).	
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