



ASSAM PETRO-CHEMICALS LIMITED

(A Government of Assam Undertaking) | An ISO 9001:2015 Certified Company
CIN- U24116AS1971SGC001339, GSTN: 18AABCA6913A1Z6

BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171

ASSAM PETRO-CHEMICALS LIMITED

(A Government of Assam Undertaking)

BIDDING DOCUMENT NO. : APL/C&P/MKTG/2023-24/171

EXPRESSION OF INTEREST (EOI)

FOR

**“APPOINTING EXPORT AGENT/AGENCY FOR SELLING
METHANOL AND FORMALIN IN BULK QUANTITY FROM APL,
NAMRUP & BOITAMARI PLANT TO BANGLADESH FOR 02
YEARS”**

FOR

***500 TPD & 200 TPD NEW METHANOL & FORMALIN PLANT & EXISTING
CAPACITY OF 100 & 125 TPD METHANOL & FORMALIN PLANT OF
ASSAM PETRO-CHEMICALS LIMITED AT NAMRUP & BOITAMARI
RESPECTIVELY, ASSAM***

Prepared & Issued by:

Contract & Purchase Department

Head Office & Factory Site:

Assam Petro-Chemicals Ltd., Namrup, P.O. Parbatpur,
District: Dibrugarh, Assam-786623

Phone: (0374) 2500331/2500246/2500518,

Fax: (0374) 2500231

Email: borah.nb@assampetrochemicals.co.in

contract@assampetrochemicals.co.in

www.assampetrochemicals.co.in



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1) INTRODUCTION:

Assam Petro-Chemicals Limited, [herein after referred to as (APL)] a public Sector Undertaking under the State Govt. of Assam, India was set up in the year 1976 with facilities for production of Methanol plant of capacity 100 TPD based on I.C.I. Technology in the year 1986 and a new Formalin plant of capacity 100 TPD with technology from DERIVADOS, Spain which has then been revamped to 125 TPD in the year 2012. The Company has ever since been running with excellent operational and financial performances achieving capacity utilization from the plant at the level of 95 to 100% on yearly basis and consistently earning profit. The Company now intends to further expand the business by setting up a new 500 TPD Methanol Plant & 200 TPD Formalin Plant along with captive power Unit and then to go for setting up plants for downstream value added products like D.M.E, V.A.M, Polyvinyl Acetate, Polyvinyl Alcohol etc. to establish itself as a major PETRO-CHEMICALS Complex in the region. Assam Petro-Chemicals Limited is located about 67 KM from Dibrugarh, Assam.

2) SCOPE OF WORK:

1. The scope involves appointing reputed and financially sound export agent for exporting and custom clearance of Methanol & Formalin to the Bangladesh. Hereby, they will be defined as export cum custom clearing house agent. The export agent should arrange the orders of Methanol & Formalin for APL from reputed end user companies and ensure that APL's interest is protected.
2. Export agent will have to make all efforts to export of APL's owned & traded products in the assigned territory of operation. Any practice which damages APL's image and reputation will result in termination of agreement/contract.
3. They will act as an export agent as well as clearing house agent for APL on mutually agreed terms.
4. Transportation from point of origin to the end user will be in their scope.
5. MS/HDPE drums for carrying Methanol or Formalin will be provided by them.
6. On behalf of APL, all the export related formalities/requirements will be handled by the Export Agent.
7. In case of product rejection, APL will not take back any material and they will clear all kind payment receivable to APL.
8. Generation, modification, correction & resolution of technical issues of Import Export Code (IEC) will be under their scope, if required.
9. Preparation of Export Documentation
10. Letter of Credit Consultation and documentations.
11. They will register with Export Promotion Councils for Registration cum Membership Certificate (RCMC)



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12. They will Generate Certificate of Origin under preferential & non-preferential scheme (Under SAFTA).
13. They will register with ICE GATE.
14. They will generate AD code under different ports connected with Bangladesh within India through ICEGATE
15. They will be responsible for Generation of Shipping Bill & Bill of Entries
16. They will be also involved in the regularization of Exports & generation of Electronic Bank Realization Certificate (EBRC) as per RBI Norms.
17. They will assist on Export Data Processing and Monitoring System (EDPMS) .
18. They will do the Custom clearing and Logistics in the ports of North East & East India connected with Bangladesh.
19. They will also Assist with Marine Insurance .
20. They will also assist in claiming of Government subsidies under DUTY DRAWBACK, RODTEP & various other schemes.
21. They will involve in generation of Legal Entity Identifier (LEI).
22. They will also conduct Training programmes with regard to preparing of various documentation required for export of Methanol and Formalin with Marketing and Finance Dept. at Namrup, Assam.
23. Excise Permit , Digital Locker cum GPRS Locker will be in their scope if required.

3) GENERAL TERMS AND CONDITIONS FOR APL EXPORT AGENT:

1. Export Agent will be required to sign an Agreement / MOU with APL which will form the basis of dealing with APL. The cost of stamp papers 02 nos. each of Rs. 100/- shall have to be borne by the agent.
3. The bidder has to deposit non refundable Tender processing fee of **Rs. 20,000.00 (Rupees Twenty Thousand) only** online in online mode only by Netbanking/ RTGS/ NEFT through e-tendering portal <https://assamtenders.gov.in/nicgep/app>.
4. The bidder has to deposit EMD of **Rs. 24,96,560/- (Rupees twenty four lakhs ninety six thousand five hundred & sixty) only** in online mode only by Netbanking/ RTGS/ NEFT through e-tendering portal <https://assamtenders.gov.in/nicgep/app> or Bank guarantee in favour of ASSAM PETROCHEMICALS LTD. payable at NAMRUP as earnest money along with their offer. The format of Bank Guarantee for EMD is provided in Annexure-I. Earnest money of unsuccessful bidder(s) will be refunded / returned within a reasonable period of time on issue of agreement / agreement signed by export agent, whichever is earlier. EMD of successful Bidder can be adjusted with SECURITY DEPOSIT. The EMD of the



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successful bidders will be refunded after deposit of SECURITY DEPOSIT. The Earnest money will not bear any interest.

5. The selected bidders shall have to deposit an interest free Security Deposit (CPBG) of **Rs. 66,55,200/- (Rupees sixty six lakhs fifty five thousand two hundred) only** in the form of Bank Guarantee within 30 days from the date of issue of LOI/LOA in favour of "ASSAM PETRO-CHEMICALS LIMITED", payable at Namrup. The Security Deposit will NOT carry any interest and will be refunded within 03 months of termination / resignation of the agency and after APL's property being with the agent is returned. APL reserves its right to adjust any due(s) to it from this amount at the time of resignation / termination. However, if the termination of the agency is on account of proven adulteration / malpractice, the said security deposit will be forfeited. The format of Bank Guarantee for Security Deposit is provided in Annexure-II. If the CPBG is exhausted, it must be replenished within a period of 30 days.

6. Export agent will be strictly governed by the all statutory Law, Rules & Regulations as well as price fixed by the Government / APL from time to time.

7. This arrangement is on outright purchase of APL products and the relationship should not be construed to be of Principal & Agent.

8. Supplies will be made as per APL's credit policy by RTGS/NEFT/Letter of Credit/Bank Guarantee from any Nationalized Bank. No interest is payable by APL for any advance payment received against sale order etc.

9. APL will make all possible efforts to supply company's products to the export agent from time to time. However, no claim can be made in case of failure to supply APL's products due to unforeseen circumstances beyond the control of APL.

10. APL reserves the right to review the agency agreement afresh or terminate the agency in case of change in constitution at its sole discretion.

11. APL reserves the right to reject any application for reasons like incomplete/unverifiable details, lack of potential or non compliance with any of norms mentioned above. No complaint/dispute in this regard against APL shall be entertained

12. Any dispute arising out of this export agent appointment from legal angle will be adjudicated by the Civil Court at Dibrugarh and no other court.

13. This appointment will be based on the constitution of firm as given in the application form. The bidder will be responsible to intimate any change in the constitution by Registered post/mail/e-mail with Acknowledgement to Marketing Office, Namrup.

14. The above terms are non exhaustive. They are only illustrative in nature and the selected export agent is required to execute an agreement with APL containing other terms also.

15. All instructions in the agreement should be adhered to in letter and spirit.

16. The bidder should agree to abide by all the terms & conditions of the company.

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17. APL will bill the material in the name of End Customers/Agency depending upon the suitability of payment terms agreed by both APL and Agency.

4) CONTRACT PERIOD:

Agreement/MOU will be made with the selected export agent through a Letter of Award (LOA). The tenure of agreement/MOU shall be for an initial period of two (02) years and may be renewed / extended to another one (01) years based on the satisfactory performance of the export agent and on the terms and conditions mutually agreed upon. Newly appointed export agent will be on probation for a period of 6 months during which their performance would be assessed and only those who are adhering to the terms and conditions of the agency shall be confirmed.

5) IDENTIFICATION OF LOCATIONS/NO. OF EXPORT AGENT:

Locations for setting up agency are as mentioned below:

Location	Product	Max. No. of Export Agent	Minimum Quantity Per Month
Bangladesh	Methanol	1	300 MT
	Formalin		25 MT

6) MODE OF SELECTION OF EXPORT AGENT:

1. Bidders meeting the eligibility criteria can apply for Export Agency and selection will be made from amongst the eligible bidders after due evaluation process.

2. The bidder(s) may be called for personal interview through VC for assessment & evaluation of their suitability. However, decision on assessment of suitability of bidder(s) for export agency shall be at the sole discretion of APL. Bidder(s) found suitable for export agent shall be issued a Letter of Intent (LOI) / (LOA) Letter of Award for award of export agency for Bangladesh

7) ELIGIBILITY CRITERIA:**(a) Eligibility criteria for Sole Proprietor/Individuals:**

(i) Nationality: Should be Indian national.

(b) Eligibility Criteria for Partnership Firms:

The partnership firm should be registered under the provision of applicable laws. All partners of the firm should individually fulfill the eligibility criteria and each partner should endorse the relevant application form with photo. They must also furnish Partnership Deed/Power of Attorney.

(c) Eligibility Criteria for Body Corporate/Co-operative Institution:



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The Body Corporate/Co-operative Institution should be registered under the provision of applicable laws. They must have Certificate of Incorporation, Certificate of Registration with By Laws, clearly mentioning the name of the company, particulars of the directors of the company (including Tax Identification Number) along with their respective share percentage & shareholders Particulars. They must also furnish copies of Memorandum of Association and Articles of Association.

(d) Bidders shall furnish copies of PAN Card & GST Registration Certificate issued by the concerned Authorities.

(e) Average annual turnover of agent for the last three (03) preceding years should be minimum **Rs. 13,31,04,000/- (Rupees thirteen crores thirty one lakhs four thousand) only.**

(f) Net worth of the bidder(s) shall be **positive** for the last 3 preceding years, **i.e., FY: 2021-2022, 2020-2021, and 2019-2020.**

(g) The following bidders are not eligible:

(i) Sole Proprietor/ Partnership Firms/ Body Corporate/Co-operative Institutions convicted or against whom charges have been framed by a Court of law for any criminal offence involving moral turpitude/economic offence (other than freedom struggle).

(ii) The firm or individual who are manufacturer of Methanol and Formalin.

8) BID REJECTION CRITERIA:

The application/Bid is most likely to get rejected if the following conditions are not met.

- If any statement made in the application or in the documents enclosed therewith by the bidder at any stage is found to be incorrect or false and/or the bidder conceals any information which if declared would have made him/her ineligible for export agency, the application is liable to be rejected and in case the bidder has been appointed as a export agent, the agency is liable to be terminated. In such cases the Bidder / Agent shall have no claim whatsoever against APL.
- EMD of **Rs. 24,96,560/- (Rupees twenty four lakhs ninety six thousand five hundred & sixty)** only is not deposited.
- All the Appendixes (attached along with the Bid document) are not properly or completely filled & furnished.
- All the Annexures (attached along with the Bid document) are not properly or completely filled & furnished.
- Last three years (2019-20, 2020-21 and 2021-22) acknowledged IT Returns, audited balance sheet for firms/companies, audited annual reports/profit and loss statement for firms/companies are not furnished.

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- Self-Attested/Certified Copies in support of Nationality, Proof of Age/Date of Birth, Proof of Address for individual and firm as asked for in "**CHECKLIST OF DOCUMENTS/LIST OF ENCLOSURES**" are not furnished.
- Certified Documents in support of Certificate of Incorporation of Company/Registration of Firm/Body Corporate/Co-operative Institutions; Articles of Association & Memorandum of Association along with the certificate of incorporation; Registered Partnership Deed document in case of partnership firms, GST Registration Certificate; in case of Proprietorship, a Registration certificate of firm from Govt. authority showing the Proprietor Name and Firm Name & Evidence of the authority of person signing this proposal and to a Contract resulting there from and the requisite Powers of Attorney are not furnished.
- Certified Documents in support of Chemical Registration Certificate; Trade License; BIS License; PESO License & Hazardous chemical License (especially Methanol) certificate issued by Govt. Authorities to carry out the tankers of hazardous chemicals are not furnished.
- All other documents if any as asked for in **Clause 11 of this Bid document** are not furnished.

9) SUBMISSION OF APPLICATION FORM/EOI:**9.1. SALIENT FEATURES FOR SUBMISSIONS OF BID**

Sl. No	Description	Remarks
a)	Bid type	Single stage Single bid (EOI)
b)	Bid Documents Issue Period	From 10:00 Hrs on dt. 26/06/2023 up to 15:00 Hrs on dt. 13/07/2023
c)	Last Date and time for submission of Bids (DUE DATE)	Up to 15:00 Hrs on dt. 13/07/2023
d)	Place of Submission of Hard Copy of Techno-Commercial Bid excluding Price Bid	Dy.General Manager (C&P), Mob. No. +91-94351 39178 Email-borah.nb@assampetrochemicals.co.in Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India)
e)	Opening of Bid.	At 15:00 Hrs on dt. 14/07/2023
f)	Contact Person with details for any clarifications	Nava Bikash Borah Dy.General Manager (C&P) Mob. No. +91-94351 39178 Email-borah.nb@assampetrochemicals.co.in contract@assampetrochemicals.co.in And S.B. Paw Manager (Marketing) Mob. No. +91-9864364108 Email- paw.s@assampetrochemicals.co.in

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g)	Bid Validity	180 days from the DUE DATE or EXTENDED DUE DATE
h)	Earnest Money Deposit (EMD)	Rs. 24,96,560.00 (Rupees Twenty Four Lakh Ninety Six Thousand Five Hundred Sixty) only
i)	Pre-Bid Meeting	30.06.2023 at 10.00 am Address-Conference Hall Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India) Note-Bidders can attend the pre-bid meeting through VC mode also. Send mail to contract@assampetrochemicals.co.in to get VC link.
j)	Tender Processing Fees	Rs 20,000/- (Rupees Twenty Thousand) only
k)	Bid Submission	Online in e-tendering portal https://assamtenders.gov.in/nicgep/app
l)	Availability of Bid Documents	1. https://assamtenders.gov.in/nicgep/app 2. www.assampetrochemicals.co.in

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

Cover No. 1	File1 : EMD + Integrity Pact	PDF File
	File2 : Bid (Application for Export Agent)	PDF File

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

9.4. OFFLINE SUBMISSION : The duly filled up Agency Application along with requisite documents(original copies), complete in all respects (as mentioned in the application form) should super scribe clearly the location for which he/she has applied for and should be submitted so as to reach the address mentioned below within 7(seven) days of Bid Due date.

The
Deputy General Manager (C&P)
Assam Petro-Chemicals Limited
P.O. Parbatpur, Namrup – 786623
Dist. Dibrugarh, Assam

9.5. Filled application form along with all relevant enclosures, complete in all respects, should be submitted so as to reach the office address mentioned in the advertisement, before the due date and time.

9.6. **Original** of the Affidavits and self certified **copies** of the other supporting documents, duly signed should be submitted along with the completed application form. **ORIGINALS** of all such



documents / certificates are to be produced before issuance of LOI/LOA. Non-production of originals will render the bidder ineligible. Scan copy of the above documents has to be uploaded in the e-tendering portal <https://assamtenders.gov.in/nicgep/app>.

- 9.7.** The bidder should submit the following documents.
- GST Number
 - Trade License
 - PAN Card copy
 - Partnership Deed and Power of Attorney if any
 - Copy of certificate of registration issued by the Registrar of Firms (if the Firm is registered).
 - Copies of Articles of Association & Memorandum of Association along with the certificate of incorporation issued by the Registrar of Companies if any
 - PESO Certificate [in case the bidder stores Methanol in his/her own storage tank(s)]
 - Hazardous chemical (especially Methanol) certificate issued by Govt. Authorities to carry out the tankers of hazardous chemicals.
- 9.8.** Bidders should submit the following in **ORIGINAL** along with the Bid:
- An affidavit by individual bidders/each partners of partnership firm (individually) : **Appendix – A**
 - An affidavit by body corporate/co-operative institution (s): **Appendix – B**
 - Bankers Certificate: **Appendix – C**
 - Residence Certificate: **Appendix – D**
- 9.9.** APL reserves the right to cancel/withdraw/amend this advertisement/notification or extend the due date at its sole discretion without assigning any reasons.
- 9.10.** The bidder should affix his / her latest photograph in the space provided for in the application form.
- 9.11.** **Individual / Partnership Firm / Body Corporate & Co-operative Institution (s) selected for Export Agent for Methanol & Formalin have to submit Explosive License and Hazardous License (in case of Methanol Storage) within 6 month from the date of allotment of agency.**
- 9.12.** No addition / deletion / alteration will be permitted in the application form after cut-off date for submission of applications.
- 9.13.** No additional documents whatsoever will be accepted or considered after the cutoff date for submission of applications.
- 9.14.** Applications received after the cut-off date and time for any reason, including postal delay, and those without accompanying valid documents, Affidavits, Self declarations, Annexures, Certificates etc., application fee or incomplete in any respect will not be considered and no correspondence will be entertained by Assam Petro-Chemicals Ltd. in such cases, whatsoever.
- 9.15.** If any statement made in the application or in the document attached or subsequently submitted by the bidder at any stage is found to be incorrect or false or concealed any information which if declared would have made him/her ineligible for export agency, the application is liable to be rejected without assigning any reason and in case the bidder has been appointed as an Export Agent, the agency is liable to be terminated. In such cases the Bidder / Agent shall have no claim whatsoever against APL.

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- 9.16.** The envelope containing the hard copies of application duly filled in and complete in all respect should be super scribed as: **"This application is for an Export Agent for Bangladesh "**.
- 9.17.** No complaints in respect of Export Agency selection will be entertained if received after 30 days from the date of publication of the merit panel after the interview.
- 9.18.** After issuance of letter of award (LOA), the selected person will have to execute a standard agreement with APL within 30 days from the date of issue of LOA / Award.
- 9.19.** This is purely a business proposition and not an application for job in APL and has normal business risks and also do not guarantee any assured returns or profits.
- 9.20.** This is only an application and not an offer of Export Agency.
- 9.21.** Applications not submitted strictly in accordance with the terms and conditions of this advertisement will be liable to be rejected without assigning any reasons.
- 9.22.** Bidder (s) selected for Export Agency after issuance of letter of award (LOA) will have to execute an agreement with APL as per its terms.
- 9.23.** Please note that by merely inviting the bidders to submit the application, there is absolutely no commitment, implied or otherwise, at this stage as to the award of actual Contract and no correspondence in this regard will be entertained by APL, nor APL shall be liable in any manner whatsoever, for costs and expenses etc. incurred in responding to this Invitation.
- 9.24.** APL reserves the right to accept or reject any or all applications without assigning any reason whatsoever. The EOI documents are being issued subject to the APL Board approval.

10) EVALUATION OF BIDDERS:

The eligible bidders will be evaluated out of a total of 100 marks based on the following broad parameters:-

Sl. No.	Parameters	Sub – Heads	Description	Marks	Documents to be submitted
A	Infrastructure Max Marks: 50	1. Land	(a) Having own land or land on long term lease for a minimum period of fifteen years of: i) 1-10,000 sq. ft. ii) 10,001-20,000 sq. ft. iii) 20,001 & above iv) No own land/ No land on lease OR (b) Combination of own land & land on long term	5 10 15 0	Jamabandi/Chitha Copy/upto date Revenue Receipts/Municipal Tax Receipts/Certified copy of Regd. Sale Deed of Land/Trace Map issued by Govt. Authority/ Land Holding Certificate duly Certified/attested by Notary public with legal stamp/Land Registered Lease Deed duly Certified/attested by Notary public with legal stamp



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			lease for a minimum period of fifteen years of:		- do -
			i) 1-10,000 sq. ft.	5	
			ii) 10,001-20,000 sq. ft.	10	
			iii) 20,001 & above	15	
			iv) No own land/ No land on lease	0	
		2. Office	Office space of:		Land Registration Certificate/Rent Agreement duly Certified/attested by Notary public with legal stamp
			i) 1-100 sq. feet	2	
			ii) Above 100-500 sq. feet	4	
			iii) 500 sq. feet & above	6	
		3. Manpower	Working Staff		Self declaration by the bidder(s) duly Certified/attested by Notary public with legal stamp
			i) Min. 5 employees	4	
			ii) Above 5 employees	6	
		4. Storage Terminal (Methanol & Formalin)	Existence of storage terminal with minimum capacity of		PESO Certificate & Updated Calibration Certificate of the storage tanks issued by Legal Metrology (in case of Methanol)
			i) 1-50 MT	2	
			ii) Above 50-120 MT	5	
			iii) 120 MT & above	8	
		5. Location of Storage facility	(a) Nearness to the National Highway with appropriate approach road:		Land Registration Certificate/Site Map duly Certified/attested by Notary public with legal stamp
			i) 1-500 meters	5	
			ii) Above 500 meters	3	
			(b) Nearness to the State Highway with appropriate		-do-



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		6. Explosive/PES O License	<p>approach road</p> <p>(i) 1-500 meters</p> <p>(ii) Above 500 meters</p> <p>(i) Yes</p> <p>(ii) No</p>	<p>5</p> <p>3</p> <p>5</p> <p>0</p>	Updated license copy
B	<p>Financial Capability</p> <p>Max Marks: 20</p>	<p>1. Solvency</p> <p>2. Profit</p>	<p>Letter ensuring credit: Bank/Recognized Financial institution / Individuals/ Party's letter ensuring credit/ Credit worthiness certificate from scheduled bank/ Financial Institution.</p> <p>Bidders having maximum average profit of previous three years would be allotted with 10 marks, other bidders marks will be calculated as under:</p> <p>= 10 * (average profit of concern bidder of previous three years) / (highest bidder average profit of previous three years)</p>	<p>10</p> <p>10</p>	<p>Credit Worthiness certificate from Schedule Bank / Financial Institutions and / or expressing willingness to extend loan if required</p> <p>Audited Financial statements /documents / P&L statements/ITR of the last 03 preceding years duly Certified by Chartered Accountant or attested by Notary public with legal stamp</p>
C	<p>Succession Plan</p> <p>Max Marks: 5</p>		<p>1. Yes</p> <p>2. No</p>	<p>5</p> <p>0</p>	<p>Self declaration by Sole Proprietor, Partnership Firms & Body Corporate/Co-operative Institution duly Certified/attested by Notary public with legal stamp</p>
D	<p>Business Experience (Minimum two years)</p>		<p>1. Experience in dealing with Export</p> <p>2. Experience in dealing with Chemical items</p>	<p>5</p> <p>10</p>	<p>Self declaration/Purchase Orders/Agreement copies duly Certified/attested by Notary public with legal</p>



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	Max Marks :15		3. Experience in dealing with Methanol or Formalin	15	stamp
E	Net Worth of the Business Max Marks :10		Bidders having maximum average net worth of previous three years would be allotted with 10 marks, other bidders marks will be calculated as: = $10 * (\text{average net worth of concern bidder of previous three years}) / (\text{highest bidder average net worth of previous three years})$	10	Audited Financial statements/documents/ ITR of the last 03 preceding years duly Certified by Chartered Accountant or attested by Notary public with legal stamp

*In Sl. No. (A) – Parameter (Infrastructure) - Sub-head (1. Land) either (a) or (b) will be considered.

In case of a **tie** between two or more bidders, the bidder securing highest marks in infrastructure will be given preference followed by financial capability, succession plan, business experience & net worth. If two or more bidders secure equal marks, then the selection of the bidders will be done at the sole discretion of the management.

12) AWARD METHODOLOGY:

(a) Only selected/qualified bidders will be intimated of the offer of export agency.

(b) Selection of Export Agent and offer of Export Agency:

- I. The agency will be offered to the 1st bidder in the merit panel on the basis of assessment & evaluation of their suitability.
- II. If the no.1 bidder fails to fulfill the terms and conditions of the award of agency or the award is to be cancelled for any reason whatsoever, the agency will be offered to the 2nd bidder in the merit panel on the basis of assessment & evaluation of their suitability.
- III. If the 2nd bidder also fails to fulfill the terms and conditions of offer or found unsuitable for any reason whatsoever, then the agency will be offered to the 3rd bidder in the merit panel on the basis of assessment & evaluation of their suitability.
- IV. If the 3rd bidder also fails to fulfill the terms and conditions of offer or found unsuitable for any reason whatsoever, then the agency will be offered to the 4th bidder in the merit panel on the basis of assessment & evaluation of their suitability.



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- V. If the 4th bidder also fails to fulfill the terms and conditions of offer or found unsuitable for any reason then possibilities may be explored with 5th, 6th, 7th bidders & so on.
- VI. The bidder who has been issued the LOI/LOA would be required to fulfill the terms and conditions of the same within the specified time period.
- VII. If a bidder backs out after issue of LOI, the bidder shall be debarred from participating in future EOIs/Tenders and the EMD of the said bidder shall be forfeited. In that event a fresh EOI may be advertised again for that particular location at the sole discretion of APL.
- VIII. If only 01 (one) bidder is obtained for a particular zone / location, then the selection of the bidder lies on the sole discretion of the management.

13) SECURITY DEPOSIT:

The selected bidders will have to deposit an interest free Security Deposit (CPBG) of **Rs. 66,55,200/- (Rupees sixty six lakhs fifty five thousand two hundred)** only in the form of Bank Guarantee within 30 days from the date of issue of LOI. The Security Deposit will NOT carry any interest and will be refunded within 03 months of termination / resignation of the agency and after APL's property being with the agent returned. APL reserves its right to adjust any dues to it from this amount at the time of resignation / termination. However, if the termination of the agency is on account of proven adulteration / malpractice, the said security deposit will be forfeited. If the CPBG is exhausted, it must be replenished within a period of 30 days.

14) EARNEST MONEY DEPOSIT: - Rs. 24,96,560/- (Rupees twenty four lakhs ninety six thousand five hundred & sixty) only in online mode only by Netbanking/ RTGS/ NEFT through e-tendering portal <https://assamtenders.gov.in/nicgep/app> or Bank guarantee in favour of ASSAM PETROCHEMICALS LTD. payable at NAMRUP as earnest money along with their offer. The format of Bank Guarantee for EMD is provided in Annexure-I. Earnest money of unsuccessful bidder(s) will be refunded / returned within a reasonable period of time on issue of agreement / agreement signed by export agent, whichever is earlier. EMD of successful Bidder can be adjusted with SECURITY DEPOSIT. The EMD of the successful bidders will be refunded after deposit of SECURITY DEPOSIT. The Earnest money will not bear any interest.

15) CONTRACT AGREEMENT:

The LOA holder(s) will have to execute an agreement with APL as per its terms and conditions before awarding of agency. The agreement shall be effective from date of awarding of agency and will contain the details of the commission, period, responsibilities, obligations, payment security and other terms & conditions.

16) FURNISHING OF FALSE INFORMATION / CONCEALING INFORMATION:

If any information furnished by the bidder, including self declaration is found to be false at any point of time before or after appointment as an Export Agent or conceals any information which if declared would

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have made him/her ineligible for agency, the allotment will be cancelled forthwith and agency terminated, in case commissioned.

17) STATUTORY REQUIREMENTS AND OBLIGATIONS:

Statutory requirements and obligations with regard to selling of Methanol & Formalin will be the sole responsibility of the agency. He/she shall arrange the tanks for storing Methanol at his own cost and also arrange all other requirements e.g. PESO certificate, Hazardous chemical (especially Methanol) certificate, GST registration etc. as required by the State Govt.

18) AMENDMENT / MODIFICATION:

The above are only for the information of the public and APL reserves its right to amend, modify, delete or add any of the above terms and conditions at their sole discretion. The bidder will be governed by the terms and conditions published in the advertisement for the location against which he/she is applying and if the application is not submitted strictly in accordance with the terms referred therein, the same is liable to be rejected.

19) TERMINATION CLAUSE:

In the event of non-rendering services satisfactorily by the Export Agent, the Company may without assigning any reason thereof, has the liberty to put an end to the agreement by giving one month (01) notice in writing to the export agent.

20) LEGAL JURISDICTION:

In case of any dispute/ disputes arising out of the agency, the same will be referred to the sole of arbitration of an Officer of the Company and /or outside arbitrator appointed by APL and his decision on such dispute (s) shall be final and binding on the parties thereto. The said arbitrator shall not be required to give any reason for the decision and the provision of the Indian Arbitration Act 1996 as amended shall be as far as practicable be applied for such proceedings.

The Civil Court at Dibrugarh in the district of Dibrugarh, Assam shall have the jurisdiction to adjudicate dispute (s) arising out of the agreement/contract & no other Court.

The Export Agent shall be liable for any act of omission or commission on their part or on the part of their representative / employee thereby causing any loss, damage or inconvenience to the Company.

The Company also reserves the right to modify / amend any of the terms and conditions hereof and also to make such addition in the agreement as it deemed necessary for operation of this agency.

An agreement shall be executed on non-judicial stamp paper of appropriate value within 01 (one) month from the date of awarding the contract.

21) COMMISSION FOR EXPORT AGENT



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Commission shall be 3% of the basic value and the same will be credited to the export agent account after the APL's account is credited with the total invoice value including all taxes/duties (if any). All orders placed by the agent with APL shall be promptly filled, shipped and delivered by the agent in accordance with the instructions in purchase order.

22) DISCLAIMER:

APL reserves the right to consider execution of agreement with one or more than one export agent and for any such quantity as it may deem proper keeping in view the production capacity and other relevant factors. Mere submission of Expression of Interest (EOI) will not confer any right for award of Export Agency. APL reserves the right to reject any or all the applications or stop the process of entering into agreement at any stage at its sole discretion.

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Name of the Firm: M/s

A. Proprietor / CMD / MD / Director/Managing Partner (s) of the Bidder Firm

Affix Passport size coloured photograph with name below

B. Partners / Directors of the bidder Firm

Affix Passport size coloured photograph with name below	Affix Passport Size Coloured Photograph with name Below	Affix Passport Size Coloured Photograph with name Below	Affix Passport size coloured photograph with name below	Affix Passport Size Coloured Photograph with name below
Affix Passport size coloured photograph with name below	Affix Passport Size Coloured Photograph with name Below	Affix Passport Size Coloured Photograph with name Below	Affix Passport size coloured photograph with name below	Affix Passport size coloured photograph with name below
Affix Passport size coloured photograph with name below	Affix Passport Size Coloured Photograph with name Below	Affix Passport Size Coloured Photograph with name Below	Affix Passport size coloured photograph with name below	Affix Passport size coloured photograph with name below

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APPLICATION FORMAT
APPLICATION FOR EXPORT AGENT

Latest
Passport
Size
Photograph
with
specimen
signature
on the
photograph

Location (at or in the vicinity of) _____

District _____ State _____

Name of the Firm: _____

1. Individual: (Individual bidders/each partners of partnership firm to enclose Affidavit as per Appendix "A")

(a) Name (in Block Letters): Mr. / Ms. _____

(b) Father's/ Husband's Name _____

(c) Address: _____

_____ PIN: _____

Tel.No. _____ Mobile No.: _____ E-Mail ID: _____

(d) Nationality: _____

(e) Date of Birth: _____ Completed Age as on date of application: _____
(Proof to be attached)

(f) Educational Qualification (s): _____ (Proof to be attached)

(g) Resident of _____ Revenue Village _____ in Village Panchayat of _____ Block/Town
_____ in District _____ of State _____ (Residence Proof to
be attached in case of application for Rural ROs as per **Appendix - D**)

(h) Gender: _____ (Male / Female)

(i) Marital Status : _____ (Unmarried/Married/Widow/Widower/Divorcee)

2. Gross Income during last financial year ended 31.03.2022 Rs. _____ (Attach proof)

3. Present occupation: _____

4. In case you are an Income Tax Payee, please furnish

PAN No.: _____

Year upto which assessed: _____

Income Tax Returns (Attach for last three years): _____

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5. Do you have business / selling experience? If yes, give full details:

(attach addl. sheets, if required)

6. Do you have experience of supervision of personnel? If yes, give full details. _____

(attach addl. sheets if required)

7. Please attach a separate sheet giving your detailed plans with locations wise sales plan to run the agency, if allotted.

8. Please attached the documents mentioned below:

(a) GST certificate

(b) Income Tax Return

(c) PAN

9. Land details (to be provided by all bidders):

(a) Do you have a suitable site readily available at the location where the agency has been advertised?
YES/NO

If Yes, Please give details of land: _____

(b) Name of the owner(s) of the land : _____ (proof to be attached)

(c) Relationship of land owner with the bidder: _____

(In case the bidder is not the land owner, consent letter / Affidavit / POA along with copies of title documents from the Land owner to be enclosed).

10. In case of partnership, please give name of each of the partners and attach copies of Registered / Proposed Partnership Deed/Power of Attorney. Application of all the partner(s) should be bunched together while submission:

11. If Body Corporate/Co-operative Institution (please attach copy of Articles and Memorandum of Association & enclose Affidavit as per Appendix - B)

(a) Name of the Body Corporate: _____

(b) Address: _____ PIN: _____ Telephone No.: _____ E-Mail ID: _____

Name and Designation of the competent authority making the Application: _____

Name of Directors	Share holding (Share %)
-------------------	-------------------------

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(Copies of audited profit and Loss account statement for the preceding 3 financial years of date of application to be enclosed).

12. If Co-operative Institution (please attach copy of Certificate of Registration with By Laws) Registration No.

13. Give details of source of funds : (to be provided by all bidders) The type* of fund should cover free & unencumbered Bank accounts / Govt. Securities/ fixed deposits, bankers / financial institution certificate for credit worthiness (in the enclosed Appendix - C), Shares of listed public limited companies (with valuation report) etc., details of other assets (with valuation report) like immovable property (land, building etc.) / movable assets like vehicle etc., any other sources of income from interest, rent, business etc. (please attach proof in all cases). The details under "Finance" may be provided in the following format. (Attach Separate sheet as required).

*Type of fund	Details a/c no. etc	Name of the holder	Relationship	Amount (`)

14. Have you ever been convicted for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (Applicable to individuals, partners, body corporate, co-operative institutions) - YES / NO

15. Details of Business Operations of the Bidder Firm.

Location	Year of Establishment	Line of Business	Area Covered	No. of Salesman

16. Name of the Banker

Bank	Place	Branch	A/c No.

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17. Margin Money & Security given to the Bank for availing Credit Limits.

Financial Arrangement	Amount
Margin Money	
Security	

18. a) For Application Fee: Demand Draft No. _____ dated. _____ for Rs. _____ in favour of Assam Petro-chemicals Limited payable at Namrup is enclosed.

b) For Earnest Money: Demand Draft No. _____ dated. _____ for Rs. _____ in favour of Assam Petro-chemicals Limited payable at Namrup is enclosed.

NOTE: All Affidavits are to be enclosed in original. In respect of all other certificates / documents, Photocopy/ True copy ONLY need be attached along with the application. However, originals of all these will have to be produced at the time of interview, if called for. Non production of original documents at the time of interview will render the bidder ineligible for export agency.

19. Any other information:

20. UNDERTAKING:-

I undertake to produce Originals of all the attachments enclosed with this application at the time of interview, if called for and is aware that in the event I fail to produce the Originals, my application for agency will be disqualified. I am fully aware that APL under its policy will not appoint me as its agent if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer to APL before issuance of Letter of Appointment for the agency. That, if selected, I undertake that I will deposit an interest free security deposit as mentioned in the advertisement for the subject location, as per the policy of APL.

I, _____ hereby certify that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for the agency.

Place: _____

Signature

Date: _____

(Name in block letters): _____

(Designation): _____



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CHECKLIST OF DOCUMENTS/LIST OF ENCLOSURES

All copies of documents submitted to be Self-Attested unless specified to be certified/notarized by Gazetted Officer/Notary Public/Chartered Accountant. Copies of all documents to be submitted with application form.

Original copies of all affidavits are required to be submitted along with the application.

Bidders are advised to keep originals and produce as and when demanded by company for verification purpose.

In case of Affidavits, stamp paper should be of appropriate value as applicable in the state and should be paid by the Deponent.

Affidavits should be made on or after the date of advertisement.

A. DOCUMENTS TO BE SUBMITTED

1. Application form duly filled and signed with Passport Size Photographs
2. Online receipt copy of **Rs. 20,000/-** in favour of Tender Processing fee.
3. Online receipt copy or Bank Guarantee for **Rs. 24,96,560/-** in favour of EMD.
4. Notarized Affidavit issued after the date of advertisement as per
 - **Appendix – A** – Declaration for Individual & Proposed Partners
 - **Appendix – B** – Declaration for Body Corporate/Co-Operative Institutions
5. **Appendix – C** – Credit Worthiness Certificate/Solvency Certificate from scheduled Bank / Financial institutions issued on or after the date of advertisement
6. **Appendix – D** – Residence Certificate
7. **Annexure – I** – Proforma for Bank Guarantee for Earnest Money Deposit (To be stamped in accordance with the Stamp Act)
8. **Annexure – II** – Proforma of "Bank Guarantee" for "Contract Performance Security / Security Deposit" (On Non-Judicial Stamp Paper of Appropriate Value)
9. **Annexure – III** – Self Declaration by Bidder in Support of Bidder's Business Experience
10. **Annexure – IV** – No Deviation Confirmation
11. **Annexure – V** – Undertaking on Letterhead

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12. **Annexure – VI** – Declaration Regarding Conviction, Liquidation & Court Receivership
13. **Annexure – VII**– Format for Chartered Accountant Certificate for Financial Capability of the Bidder
14. **Annexure – VIII** – Agreed Terms & Conditions
15. **Financial Capacity:-** Supporting Documents to be furnished: Certified copies of:-
 - Last three years acknowledged IT Returns (2019-20, 2020-21 and 2021-22).
 - Last three years audited balance sheet for firms/ companies (2019-20, 2020-21, and 2021-22)
 - Last three years audited annual reports/profit and loss statement for firms/ companies (2019-20, 2020-21, and 2021-22). In case audited P/L statement is not applicable for Partnership Firm/Entity, a certificate from a practicing CA certifying the net profit for the period above needs to be enclosed

B. OTHER DOCUMENTS TO BE SUBMITTED (All submitted documents to be Self-Attested unless specified)

1. **For Nationality** (Choose any one from following)
 - PAN (Permanent Account Number)
 - Passport
 - Aadhaar Card
 - Voter card
 - Driving License
 - Ration Card
 - Any other relevant document by State or Central Govt.
2. **For Proof of Age/ Date of Birth** (choose any one of the following)
 - School Leaving Certificate
 - Passport
 - PAN Card
 - Any other relevant document by State or Central Govt.
3. **For Proof of Address documents for individual and company** (choose any one of the following)
 - PAN
 - Ration Card
 - Passport Voter Card
 - Telephone bill (landline / mobile)
 - Bank Statement
 - Driving License
 - ID card issued by Central or State Govt.

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4. Documents in support of:

- Certificate of Incorporation of Company/Registration of Firm/Body Corporate/Co-operative Institutions
- Articles of Association & Memorandum of Association along with the certificate of incorporation issued by the Registrar of Companies
- In case of Proprietorship, a Registration certificate of firm from Govt. Authority showing the Proprietor Name and Firm Name
- Registered Partnership Deed document in case of partnership firms
- GST Registration Certificate
- Evidence of the authority of person signing this proposal and to a Contract resulting there from and the requisite Powers of Attorney (if required)

5. Other Enclosures if available:

- Chemical Dealership Registration Certificate
- Trade License
- BIS License
- PESO License [in case the bidder stores Methanol in his/her own storage tank(s)]
- Hazardous chemical License (especially Methanol) certificate issued by Govt. Authorities to carry out the tankers of hazardous chemicals.

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BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171**ANNEXURE – I****PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT****(To be stamped in accordance with the Stamp Act)**

Ref.:-----

Bank Guarantee No.:

Date:

To
ASSAM PETRO-CHEMICALS LIMITED,
P.O.PARBATPUR, NAMRUP
DIBRUGARH, ASSAM, PIN – 786623

Dear Sir (s),

In accordance with Expression of Interest under your reference No. _____
M/s _____ having their Registered/Head Office
at _____ (hereinafter called the Bidder) wish to participate in the
said EOI for _____ as an irrevocable Bank Guarantee against Earnest Money Deposit for
an amount of Rs. _____ is required to be submitted by the Bidder as a condition precedent for
participation in the said EOI which amount is liable to be forfeited on the happening of any contingencies
mentioned in the EOI Document.

We, the _____ Bank at _____ having our Head
Office _____ (Local Address) guarantee and undertake to pay immediately on demand without
recourse to the bidder by Assam Petro-Chemicals Limited., the amount _____ without
any reservation, protest, demur and recourse. Any such demand made by APL, shall be conclusive and
binding on us irrespective of any dispute or difference raised by the Bidder.

This guarantee shall be irrevocable and shall remain, valid upto _____ (This date should
be 180 days (one hundred & eighty days) after the date finally set out for closing of EOI). If any further
extension of this guarantee is required the same shall be extended to such required period on receiving
instructions from M/s _____ on whose behalf this guarantee is issued.

In Witness whereof the Bank, through its authorized officer, has set its hand and stamp on
this _____ day of _____ 20____ at _____.

WITNESS:

(SIGNATURE)
(NAME):
(OFFICIAL ADDRESS):

(SIGNATURE)
(NAME)
Designation with Bank Stamp
Attorney as per _____
Power of Attorney No. _____
Date: _____

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BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171**ANNEXURE – II**

**PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE
SECURITY / SECURITY DEPOSIT"**
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

*BANK GUARANTEE No.**Dated:*

To
ASSAM PETRO-CHEMICALS LIMITED,
P.O. PARBATPUR, NAMRUP
DIBRUGARH, ASSAM, PIN – 786623

Dear Sir(s),

M/s. _____ having
registered office at _____ (herein after called the "Agent"
which expression shall wherever the context so require include its successors and assignees) have been
awarded the work of _____ vide PO/LOI
No. _____ dated _____ for M/s Assam Petro-Chemicals Limited (Government
of Assam Undertaking), P.O: Parbatpur, Namrup, Dist.: Dibrugarh, Assam -786623

The Contract conditions provide that the AGENT shall pay a sum of Rs. _____
(Rupees _____) as full Contract Performance Guarantee in the form
therein mentioned. The form of payment of Contract Performance Guarantee includes guarantee executed
by Nationalized Bank, undertaking full responsibility to indemnify M/s Assam Petro-Chemicals Limited, in
case of default.

The said _____ has approached us and at the request and in
consideration of the premises we having our office at _____ have agreed to give such
guarantee as hereinafter mentioned.

1. We _____ hereby undertake to give the irrevocable &
unconditional guarantee to you that if default shall be made by
M/s. _____ in performing any of the terms and
conditions of the EOI or in payment of any money payable to M/s Assam Petro-Chemicals Limited we shall
on first demand pay without demur, contest, protest and/ or without any recourse to the agent to you in
such manner as you may direct the said amount of Rupees _____ only or such portion
thereof not exceeding the said sum as you may require from time to time.

2. You will have the full liberty without reference to us and without affecting this guarantee, postpone for
any time or from time to time the exercise of any of the powers and rights conferred on you under the
contract with the said and to enforce or to forbear from endorsing any powers or rights or by reason of
time being given to the said _____ and such postponement forbearance would not have
the effect of releasing the bank from its obligation under this debt.

3. Your right to recover the said sum of Rs. _____ (Rupees _____) from
us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or
disputes have been raised by the said M/s. _____ and/or that any dispute
or disputes are pending before any officer, tribunal or court and any demand made by you in the bank
shall be conclusive and binding. The bank shall not be released of its obligations under these presents by

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any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission our commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.

4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the said agent but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.

5. This guarantee shall be irrevocable and shall remain valid upto _____ (this date should be 90 days after the expiry of defect liability period) _____. The bank undertakes not to revoke this guarantee during its currency without your previous consent. However, if for any reason, the export agent is unable to complete the work within the period stipulated in the contract and in case of extension of the date of completion resulting extension of defect liability period of the agency fails to perform the work fully, the bank hereby agrees to further extend this guarantee at the instance of the agent till such time as may be determined by the owner. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. _____ (export agent) on whose behalf this guarantee is issued.

6. The Bank Guarantee's payment of an amount is payable on demand and in any case within 48 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest of 18% per annum shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the jurisdiction of Dibrugarh Court.

7. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Agent up to a total amount of _____ (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Agent to be in default under the contract and without caveat or argument, any sum or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

8. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney, dated _____ granted to him by the Bank.

Bank by its Constituted Attorney Signature of a person duly Authorized to sign on behalf of the Bank

Yours Faithfully,



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INSTRUCTIONS FOR FURNISHING
"CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK GUARANTEE"

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in name of the issuing bank. In case of foreign bank, the said Bank Guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of Bid to be considered as Delhi.
2. The Bank Guarantee by Bidders will be given from bank as specified in EOI.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Owner.

.....

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BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171**ANNEXURE – III****SELF DECLARATION BY BIDDER IN SUPPORT OF BIDDER'S BUSINESS EXPERIENCE****TO WHOM SO EVER IT MAY CONCERN**

This is in reference to APL's advertisement dated _____ for appointment of Methanol & Formalin Export Agent. M/s _____ located at _____ has applied for Export Agency of Assam Petro-chemicals Ltd. and has following business experience in dealing of the products (chemicals) as mentioned in the below table.

Details are given in the table below:-

Product	HSN Code	Value of Contract/Order in Rs. in Financial year			No. of years of experience till date of advertisement
		2019-20	2020-21	2021-22	

** Add row if required*

Place:

(Signature of Authorized Signatory of Bidder)

Date:

Designation:

Seal:

**ASSAM PETRO-CHEMICALS LIMITED**

(A Government of Assam Undertaking) | An ISO 9001:2015 Certified Company
CIN- U24116AS1971SGC001339, GSTN: 18AABCA6913A1Z6

BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171

ANNEXURE – IV
NO DEVIATION" CONFIRMATION

To,
M/s ASSAM PETRO-CHEMICALS LIMITED
NAMRUP, P.O.PARBATPUR, DIST.DIBRUGARH-786623

EOI No.: APL/C&P/MKTG/2023-24/171

Dear Sir,

I/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.

Place:	[Signature of Authorized Signatory of Bidder]
Date:	Name:
	Designation:
	Seal:

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BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171**ANNEXURE – V**
UNDERTAKING ON LETTERHEAD

To,
M/s ASSAM PETRO-CHEMICALS LIMITED
NAMRUP, P.O.PARBATPUR, DIST.DIBRUGARH-786623

EOI No.: APL/C&P/MKTG/2023-24/171

Dear Sir

We hereby confirm that "The contents of this EOI Document No.....have not been modified or altered by M/s..... (Name of the bidder with complete address). In case, it is found that the EOI document has been modified / altered by the bidder, the bid submitted by M/s.....(Name of the bidder) shall be liable for rejection".

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

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BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171**ANNEXURE – VI****DECLARATION REGARDING CONVICTION, LIQUIDATION & COURT RECEIVERSHIP**

To,
M/s ASSAM PETRO-CHEMICALS LIMITED
NAMRUP, P.O.PARBATPUR, DIST.DIBRUGARH-786623

EOI No.: APL/C&P/MKTG/2023-24/171

Dear Sir,

I/We hereby confirm that M/s..... is not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.

I/We also confirm that M/s..... has never been convicted and / or no charges has been framed by a Court of Law for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).

In case it comes to the notice of APL that the bidder has given wrong declaration in this regard, the same shall be dealt, as 'fraudulent practices' and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Offensive/Coercive Practices.

Further, I/We also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed by us to APL.

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

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BIDDING DOC. NO. : APL/C&P/MKTG/2023-24/171**ANNEXURE – VII****FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER**

We have verified the Audited Financial Statements and other relevant records of
M/s _____ (Name of the bidder) and certify the following:

A. AUDITED ANNUAL TURNOVER* OF LAST 3 YEARS:

Financial Year	Amount (Currency)
2019-20	
2020-21	
2021-22	

B. AUDITED ANNUAL NETWORTH* OF LAST 3 YEARS:

Financial Year	Amount (Currency)
2019-20	
2020-21	
2021-22	

C. WORKING CAPITAL* AS PER LAST AUDITED FINANCIAL STATEMENT:

Description	Year
	Amount (Currency)
1. Current Assets	
2. Current Liabilities	
3. Working Capital (Current Assets-Current liabilities)	

****Refer Instructions***

Note: It is further certified that the above mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]

Name of Audit Firm:
Chartered Accountant/CPA
Date:
Seal:
Membership No.:
Instructions:

[Signature of Authorized Signatory]
Name:
Designation:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this EOI document. Failure to do so would result in the Proposal being considered as non-responsive.
3. For the purpose of this EOI document, (i) Annual Turnover shall be "Sale value/ Operating Income" (ii) Working Capital shall be "Current Assets less Current liabilities" and (iii) Net Worth shall be "Paid up share capital and Free Reserves & Surplus"



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4. This certificate is to be submitted on the letter head of Chartered Accountant.

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ANNEXURE – VIII
AGREED TERMS & CONDITIONS

M/s ASSAM PETRO-CHEMICALS LIMITED

NAMRUP, P.O.PARBATPUR, DIST.DIBRUGARH-786623

EOI No.: APL/C&P/MKTG/2023-24/171

Sl. NO.	DESCRIPTION	BIDDER'S CONFIRMATION
1.	Bidder's name and address.	
2.	Please confirm the currency of application form; EMD & BG is in Indian Rupees.	
3.	Rate of applicable GST	
4.	Confirm acceptance of General Terms & Conditions specified in the Bid Document.	
5.	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	
6.	Confirm that Security Deposit / Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of Bank Guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
7.	Confirm contract period shall be reckoned from the date of Letter of Award	
8.	a) Confirm acceptance of all terms and conditions of Bid Document (all sections). b) Confirm that printed terms and conditions of bidder are not applicable.	
9.	Please furnish EMD details : a) EMD No. & date b) Value c) Validity	
10.	Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.	
11.	Owner (APL) reserves the right to make any change in the terms & conditions of the EOI/BIDDING DOCUMENT and to reject any or all bids.	

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12.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
13.	Confirm acceptance to anti-profiteering clause under GST	
14.	Confirm that all documents are furnished as mentioned in the Checklist of Documents/List of Enclosures	
15.	All correspondence must be in ENGLISH language only.	

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

APPENDIX - A**NOTARIZED AFFIDAVIT****DECLARATION FOR INDIVIDUAL & PROPOSED PARTNERS****(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

(To be submitted by individual and each proposed Partner)

I/We _____ son/daughter/wife of _____ age _____ years

residing at _____ do hereby solemnly affirm and say as under:

1. That I am an Indian National/Citizen.
2. That my date of birth is dd /mm/ yyyy _____
3. That I have never been convicted and / or no charges have been framed by a Court of law against me for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).
4. I hereby confirm that I was never a signatory to an agency agreement of any Petrochemical company, which was terminated for proven adulteration/malpractices.
5. I hereby confirm that the various sources of funds required for setting up and operation of the agency has been furnished by me. I undertake that these funds will be made available for the purpose stated

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above. In case it is found that same is not made available as when required, the offer of Export Agency at any stage can be withdrawn and that I will have no claim / damages whatsoever against the Company.

6. I undertake that I will observe all the relevant guidelines with regard to award/operation of the said agreement issued by Assam Petro-chemicals Limited from time to time.

7. I hereby verify that what has been stated above is true to the best of my knowledge and belief. If any information/declaration given by me in my application or in any document submitted by me in support of Application for the award of Export Agency at _____ (Location) or in this affidavit shall be found to be untrue or incorrect or false, Assam Petro-chemicals Ltd. would be within **its rights to withdraw the Letter of Intent / terminate the agency (if already appointed)** and that I would have no claim, whatsoever, against Assam Petro-chemical Ltd. for such withdrawal/termination.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of person making affidavit

Magistrate/Judge/Notary public (Name in block letters)

APPENDIX - B**NOTARIZED AFFIDAVIT****DECLARATION FOR BODY CORPORATE/CO-OPERATIVE INSTITUTIONS****(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

M/s _____ located at _____ has applied for Methanol & Formalin Export Agency of Assam Petro-chemicals Ltd.

I, _____ son/daughter/wife of _____ age _____ years resident of _____ in the capacity of _____ do hereby solemnly declare:

1. That through a resolution passed by M/s _____, I have been authorised to apply for the said export agency on behalf of the company. A copy of the resolution/authorisation/duly notarized POA of the Firm/company is enclosed herewith forming part and parcel of this affidavit.
2. That the said entity M/s _____ is duly registered with the competent authority and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said entity M/s _____ is a profit making body during last 3 financial years.
4. That on behalf of M/s _____, I undertake that I will observe all the relevant guidelines with regard to award/operation of the said export agency issued by Assam Petro-chemicals Ltd.

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5. That M/s_____ is a Registered Co-operative Institution Registered under Societies registration Act 1860. A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit.

6. That M/s_____ is a Company registered under companies Act 1956 & is a _____ (specify the type of entity) registered under _____ (specify the authority) and that the same does not have any criminal records nor does it have any criminal charges framed against it by a court of law involving moral turpitude and/or economic offences. Moreover, none of the members of its Governing Body / Managing Body / Any such other Body / Directors have been convicted and / or charges have been framed against them by a Court of law for any criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under law.

7. That M/s_____ is a Company registered under companies Act 1956 & is a _____ (specify the type of entity) registered under _____ (specify the authority) and that neither this entity itself nor any of the members of its Governing Body / Managing Body / Any such other Body / Directors was ever signatory to an export agent of any petrochemical company, which was terminated for proven adulteration/malpractices.

8. That on behalf of M/s_____, I have furnished details of various sources of funds required for setting up and operation of the agency in the application form. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of agency, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against Assam Petro-chemicals Ltd.

9. That on behalf of M/s_____, I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information/declaration given in this application or in any document submitted in support of application for the award of the agency or in this affidavit shall be found to be untrue or incorrect or false, Assam Petro-chemicals Limited would be within its rights to withdraw the letter of intent / terminate the export agency (if already appointed) and that I would have no claim, whatsoever, against Assam Petro-chemicals Limited for such withdrawal/termination.

Solemnly affirmed and declared before me

This_____ day of_____

Signature and Seal of

Magistrate/Judge/Notary public

Signature of person making affidavit

(Name & Designation in block letters)

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[Strike out whatever is not applicable]

APPENDIX - C**CREDIT WORTHINESS CERTIFICATE/SOLVENCY CERTIFICATE**

(To be submitted by all the bidders)

Credit worthiness certificate/Solvency Certificate from the Bankers, from a Scheduled Bank / Financial institutions to be obtained in their Letter Head in the following format and enclosed with the application.

To whomsoever it may concern

Shri / Ms/ M/s._____ is a customer of this bank / institution maintaining Savings Bank Account / Current Account (tick whichever is applicable) No._____ with us since_____ years and he / she / they, is/are enjoying the following facilities of our bank / institution:

- a.
- b.
- c.

During the above period, the dealing of Shri / Ms/ M/s_____ with the bank and his/her/ their conduct has been satisfactory and minimum balance maintained during the said period at any point of time is Rs._____(Rupees_____ (in words).

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Signature :

Name and Designation :

Office Seal :

Date :

APPENDIX - D**PERMANENT RESIDENCE CERTIFICATE**

This is to certify that Shri/Smt/Kum. _____ son/daughter of Shri _____ is a resident of _____ Revenue Village/Town in _____ Village Panchayat/Town Committee of _____ in District _____ of State _____

(_____)

Signature of

Dy. Tehsildar / Tehsildar

Dy. Mamlatdar / Mamlatdar



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(Seal of Office)

OR

(_____)

Signature of Dy. Commissioner*/ Commissioner of Police

(Seal of Office)

*Only if the Competent Authority is Dy. Commissioner of Police.

Note: Residence certificate issued **within previous six months of the date of application** for agency in the prescribed format herein will only be treated as valid residence certificate.