



**ASSAM PETRO-CHEMICALS LIMITED
NAMRUP**

Tender Document

For

**“HIRING THE SERVICE OF 02(TWO) BRAND NEW MAHINDRA BOLERO B6
VARIANT AT BOITAMARI PROJECT SITE FOR FOR A PERIOD OF FIVE
YEARS”**

Tender No. APL/C&P/F-II/Admin/2026-27/628



ASSAM PETRO-CHEMICALS LIMITED
Contracts & Purchase Department
P.O. Parbatpur, Namrup – 786623 (Assam)

Ref.No. APL/C&P/F-II/Admin/2026-27/628

Dated : 11/06/2026

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	Estimated Cost(Yearly)(Inclusive GST)	Earnest Money
Hiring the Services of 02(TWO) Brand new Mahindra Bolero B6 Variant at Boitamari Project Site for a Period of 05 years	Rs. 15,60,000.00	Rs 31,200.00

BID DOCUMENT ISSUE PERIOD	From 15.00 Hrs on dt. 11.06.2026 up to 15:00 Hrs on dt. 22.06.2026
LAST DATE OF BID SUBMISSION	Up to 15.00 Hrs on dt. 22.06.2026
BID OPENING DATE	At 15.30 Hrs on dt. 22/06/2026
BID SUBMISSION	In e-tendering portal https://gem.gov.in/
AVAILABILITY OF TENDER DOCUMENTS	1. https://gem.gov.in/ 2. www.assampetrochemicals.co.in

Sd/-
Managing Director

A. INTRODUCTION

1. Assam Petro-Chemicals Limited, a public Sector Undertaking under the State Govt. of Assam, India was set up in the year 1976 with facilities for production of 30 TPD of Methanol and 50 TPD Formaldehyde based on Natural Gas (NG). After establishing itself as a successful Company in the Petrochemical Sector, the Company expanded the business by setting up a new Methanol plant of capacity 100TPD based on I.C.I. Technology in the year 1986 and a new Formaldehyde 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 Formaldehyde 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 Petrochemicals Complex in the region.
2. **The site for the New Plant:**

The Formalin-II Plant of APL is situated at Boitamari in the district of Bongaigaon, Assam, India. Boitamari is connected with Bongaigaon town by national Highway NH-31B and is at a distance of around 36 KM from Bongaigaon Town and around 170 KM from Guwahati Air Port. The nearest railway Station is Bongaigaon and is at a distance of 36 KM. The Railway Track is Broad Gauge.
3. Assam Petrochemicals invites sealed bids under two bid system for **“HIRING THE SERVICE OF 02(TWO) BRAND NEW MAHINDRA BOLERO B6 VARIANT AT BOITAMARI PROJECT SITE FOR FOR A PERIOD OF FIVE YEARS”** covered in the bidding document. All bids are to be completed and returned in accordance with ENQUIRY requirements within the duration as mentioned below.

B. CONTRACTOR'S SCOPE OF WORK:

1. Placement of (02)Two number Mahendra Bolero(Model : **B 6 Variant**).
2. The vehicle which is to be offered for the transport service shall be Brand New (ex-showroom) delivery .
3. The vehicle described above shall be with very sound mechanical and running condition . It should be equipped with all standard fittings , instruments etc and all the requirements as specified by motor vehicle act .
4. First Party Insurance shall be covered for the vehicle as per motor vehicle act during the contract period .
5. The monthly payment of Driver Shall be Borne by the contractor .He must posses valid driving licenses and he should have minimum 3 years of driving experience in any other institution /organization . Accommodation of driver shall be in the scope of contractor .
6. The vehicle must report to duty on every working days including Sunday/ holiday (if needed).
7. The servicing of vehicles must be done and its expenses to be borne by the contractor.

8. The owner of the vehicle must ensure all statutory compliances related to engagement of the same on rented basis.

The Bidder is required to strictly follow all the rules and regulations of Government of India and State of Assam and all local rules and bye-laws, etc.

C. BIDDER'S QUALIFICATION CRITERIA:

a) TECHNICAL:

- i) The Bidder having working experience of Transport Business (LMV) of similar nature or experience as Contractor in a reputed Govt/ Semi-Govt/ Quasi-Govt/ Central/ State Public Sector Undertakings/ Private Company or Organization of repute, during the last five years preceding and bid closing date .

Defination of Similar Nature- Hiring of Vehicle (Type –SUV) in reputed Govt/ Semi-Govt/ Quasi-Govt/ Central/ State Public Sector Undertakings/ Private Company or Organization

- ii) Bidder shall submit previous work order /LOA of similar nature with job value as mentioned below –

One similar job of value not less than	Rs 12,48,000.00
Two Similar job of Value not less than	Rs 7,80,000.00
Three Similar Job of CValue not less than	Rs 6,24,000.00

b) COMMERCIAL:

1. To be eligible, the contractor should have a sound financial background and average annual turnover for the last three **Financial years, ending 31st March viz. 2022-23 2023-2024, 2024-2025** should not be less than the amount equivalent to.(Amount Rs 4,68,000.00) .
Documents Required - **Audited Balance Sheets and Profit & Loss Statements** for the last 3 financial years
2. **Working Capital : The contractor shall have minimum working capital of amount Rs 1,30,000.00.**
Documents Required -A Certificate from a Chartered Accountant certifying the working capital for the last financial year.
3. Income Tax return for last three financial years **viz. 2022-23 2023-2024, 2024-2025**
4. The contractor should be registered under GST, Income Tax & EPF(If Applicable)

Note: Authenticated documentary evidence in support of transport business (light Motor Vehicle) / working experience as Contractor with average annual turnover certificate ,GST,PAN,ITR must be submitted along with the bid for supporting the technical and financial criteria

c) RELAXATION OF PRIOR TURNOVER AND PRIOR EXPERIENCE FOR START-UPS

Prior turnover and prior experience as mentioned above in financial and technical criteria of BEC shall not be required for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to their meeting the quality and technical specifications specified in tender document.

For availing the relaxation, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry and relaxation is to be given to the specific goods / jobs domain wherein they are registered for. Wherever the "Certificate of Recognition" is stipulating the domain of startup, the domain of startup is be considered based "Certificate of Recognition" issued by Department of Promotion of Industry and Internal Trade (DPIIT). Startups having the "Certificate of Recognition" which do not mention Domain, in such case startups are also required to submit the documents for the same including the application submitted to DPIIT.

New startup "Certificate of Recognition" is stipulating "Industry" and "Sector" as domain of startup. Accordingly, "Industry" and "Sector" as domain of startups mentioned in certificate/ application (in case of old certificate which do not indicate domain) will be considered.

The above documents should be notarized with legible stamp.

d) RELAXATION OF PRIOR TURNOVER AND PRIOR EXPERIENCE FOR MSME.

- a. Micro and Small Enterprises (MSEs) registered with Udyam Registration Certificate shall be exempted from the requirement of Minimum average annual turnover stipulated in the tender, and Prior experience / past performance criteria stipulated in the tender. Conditions for Exemption
- b. The above exemption shall be applicable subject to: The MSE/Startup meeting all technical specifications, quality standards, and other eligibility conditions specified in the tender, other than turnover and experience.

e) BID EVALUATION METHODOLOGY:

- a. The evaluation shall be carried out as per the L1 Method bid methodology, subject to bidder meeting all eligibility criteria, technical specifications and commercial terms of the tender. L1 shall be determined as the bidder quoting the lowest evaluated total price inclusive of taxes as mentioned in the SOR
- b. In case of a tie at the lowest bid (L1) position, the order/LoA will be placed on the bidder who has higher/ highest turnover in last audited financial year.

- c. In case there is a tie at the lowest bid (L1) position between only start up bidders and none of them has past turnover, the order/LoA will be placed on the start-up who is registered earlier with the Department of Industrial Promotion and Policy.

D. SPECIAL CONDITIONS OF CONTRACT

1. The service to be rendered shall be on hire basis on the rates specified in ANNEXURE-II (SCHEDULE OF RATES). The period of hire of the vehicle under this service agreement shall be for 5 (five) years only, subject to satisfactory performance of service.
2. The vehicle described above shall be in very sound mechanical and running condition. It shall be equipped with all standard fittings; instruments etc. and conform to the provisions of the Motor vehicle Act.
3. The vehicle shall at all times be owned and duly registered (At transport suppliers cost) in the name of the contractor/FIRM with Appropriate Authority.
4. The vehicle shall at all time be insured by the Transport contractor against all risks at his own cost.
5. The right of the transport contractor to place the vehicle in APL service shall be free from all financial and legal implications and encumbrances and should there be any interruption in APL's service due to such implications, the transport supplier, on demand will have to, fully compensate the loss incurred by APL.
6. The transport contractor shall bear all other expenditures in way of fulfilling any and all statutory obligations of the Central and State Government during the period of validity of the service agreement.
7. The transport contractor shall provide all fuel, lubricant, spare parts etc. that may be necessary to run the vehicle on APL's work.
8. The transport contractor shall provide at his cost a Driver having professional driving license.
9. The transport contractor shall provide his labourer's accommodation at his own cost and sheds for repairing and parking the vehicle etc.
10. The transport supplier must ensure that persons not authorized by the APL are not to be carried in the vehicle or use in any other purpose during the tenure. Any violation of this clause will make the transport contractor liable to pay APL any damages as determined by APL, which may lead to termination of the contract.
11. The vehicle to be provided for service shall be inspected by competent Authority of APL and only such accepted vehicle shall be allowed for Vehicle service.
12. The vehicle thereafter must be maintained in first class roadworthy condition along with a uniform standard of safety and comfort to passengers as initially provided at the time of acceptance of the vehicle.
13. Periodic inspection of the vehicle will be carried out by APL authority in the presence of the contractor and defects, if any, detected during such inspection shall be immediately rectified at contractor's own cost. Vehicle with defects will not be allowed to ply of APL's work.
14. The speedometer and kilometer recorder shall be maintained as good standard of accuracy. Any defects noticed and pointed out by APL's personnel shall be rectified forthwith at contractor's cost. Until such rectification the reading of the meters shall be corrected by a suitable factor to be fixed by APL or the figures given by APL's officers shall be accepted. Bill will be drawn as per actual Meter reading only.
15. Vehicle not reported on duty due to any force measure circumstances or any other reason without the approval of competent authority will not be paid and cost of the alternative vehicle shall be borne by the contractor.

16. For purpose of payment, kilometer, meter reading will be taken as actual and any corrections needed on account of defective recordings of distance covered will be done by the authorized officer. Periodical verification of KM record/billed with that of speedometer of vehicle will be checked by the authorized representative of the Administrative or Finance & Accounts Dept. If any difference are detected the rate for excess KM already paid will be recovered from the contractors pending bills.
17. In the event of the vehicle given for regular service being out of order, or otherwise not available, a relief vehicle shall be placed in service immediately as substitute. In the event of failure to maintain continuous transport service for any reason whatsoever, APL will be free to take suitable steps to maintain the service at the cost of the contractor.
18. Driver of vehicle must be in possession of valid professional driving license minimum 3 to 5 years experience.
19. Driver when operating the vehicle on the road, must be fit in physical and mental condition and shall not be at any time while driving the vehicle, be under the influence of intoxicants of any type. Any violation of this clause will render the transport contractor to pay penalty as decided by APL whose decision in the matter shall be final. The driver must always be available as and when required by the officer-in-charge.
20. Driver engaged by the transport contractor, while working inside the project/factory areas, shall strictly observe the rules and regulations that may be promulgated by the Authority.
21. During the tenure of the contract period the physical custody of the vehicle shall be with the contractor.
22. The transport supplier shall indemnify APL, for any and all expenditures/cost due to any loss caused by the vehicle and any part thereof wholly or partially by way of pilferage, fire, riot or damage caused by natural causes.
23. Driver or any other engaged in the vehicle who are in the opinion of APL, are not acceptable due to consistent bad behavior or otherwise not suitable for APL services, shall be replaced, within reasonable time by the Transport contractor. The decision of the Competent Authority of APL shall be final in this respect. Whenever the contractor put a driver as substitute driver in place of existing one, for the service of APL, the contractor must give written intimation to the Administrative Section regarding the change of driver.
24. The vehicle shall be provided paid "off" on one Sunday in a month or any other suitable week day depending upon requirement of APL without hampering normal working of Company's work.
25. No escalation /decrease on quoted rate/rates shall be considered within the contract period except in case of increase/decrease on POL price as per Govt notification.
26. The contract may be terminated at any time due to unsatisfactory service with due notice.
27. An agreement shall be executed after awarding the contract on non judicial stamp paper of Rs 100/-.
28. Those tenderer who does not come under service tax norms, also have to submit the exemption certificate from the concerned authority.
29. The tenderer before submitting the tender must sign and seal in every pages of the tender documents.

30. Fuel Price Escalation /De-Escalation

30.1 The price Escalation / De-escalation on account of increase / decrease in cost of fuel (Diesel/Petrol) shall be payable / recoverable on regular basis for each bill submitted by the Bidder. The rate of price escalation shall be the difference in cost of fuel on the last date of the month of travel and the base price i.e. the rate prevailing on final due date of submission of the bid.

30.2 Conversely recoveries shall be applicable for any decrease in fuel cost from the bills payable to the Bidder on the same basis of the applicable price reduction with respect to base price.

30.3 The price per liter shall be price charged by the petrol pumps including all taxes and levies. Bidder shall have to submit the documentary evidence of increase/decrease in fuel cost in the form of newspaper cutting, petrol pump bill etc. The average mileage/ fuel consumption shall be @ 15 KM per liter for Diesel/Petrol car. The Total escalation / De-escalation payable shall be for total KM. The basis for calculation of the variation in Diesel/Petrol prices shall be as:

30.4 Diesel/Petrol price Variation in Rs. Per Km = {(New diesel/petrol Price in Rs per Liter) – (Diesel/Petrol Price on final due date of bid submission)}/(Mileage in Km per Liter for Vehicle). No other escalation like increase in price of spares, mobiles, lubricants etc. shall be payable other than that for Petrol/Diesel price variation.

30.5 These price variation clause shall also be applicable in the Monthly fixed rate (up to 1500KM) and difference amount shall be payable /recoverable from bill.

31. Penalty Clause –

Sr No	Nature of Default	Penalty
1	Non deployment of vehicle/driver with no replacement provided or replacement provided after 2 hours	As decided by Competent authority as per nature of Default.
2	Non-Deployment of Vehicle/Driver with Replacement provided within 2 Hours	
3	Breakdown of Vehicle during trip with no replacement provided or replacement provided after 2 hours.	
4	Breakdown of Vehicle during trip with replacement provided within 2 hours.	
5	Delay in arrival of Vehicle/Driver	
6	Misbehaviour by the Driver/Unacceptable behaviour by driver/Driver in intoxicated state/Rash Driving etc.	
7	Failure to address deficiencies pointed out by the officials within 24 hours	
8	Vehicle not provided as per Contract Agreement/Lower grade vehicle provided.	

Note After 3rd incidence of default, APL may continue of impose the deduction or may terminate the services of vehicle

32. **Delivery Period** – The successful bidder shall mobilize and place at the disposal of the Procuring Entity the required number and type of vehicles within 30(Thirty) Days from the date of issue of Work Order / Letter of Award. Vehicles shall be subject to inspection Officer-In-Charge before acceptance. Only vehicles meeting the tender specifications shall be accepted for deployment.

E. INSTRUCTIONS FOR SUBMISSION OF BIDS

1. SALIENT FEATURES FOR SUBMISSIONS OF BID

Sl. No	Description	Remarks
a)	Bid type	Single stage Two bid
b)	Bid Documents Issue Period	From 15:00 Hrs on dt. 11.06.2026 up to 15:00 Hrs on dt. 22.06.2026
c)	Last Date and time for submission of Bids (DUE DATE)	Up to 15:00 Hrs on dt. 22/06/2022
d)	Place of Submission of Hard Copy of Techno-Commercial Bid excluding Price Bid	Dy.General Manager (C&P), Mob. No. +91-9402476773 <u>Email- dey.uttam@assampetrochemicals.co.in</u> Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India)
e)	Opening of Bid.	15:30 Hrs on dt. 22/06/2022
f)	Contact Person with details for any clarifications	Uttam Dey Dy.General Manager (C&P) Mob. No. +91-94351 39178 Email- dey.uttam@assampetrochemicals.co.in <u>- contract@assampetrochemicals.co.in</u>
g)	Bid Validity	180 days from the DUE DATE or EXTENDED DUE DATE
h)	Total Estimated Cost	Rs 15,60,000.00 (For 1 Year)
i)	Earnest Money Deposit (EMD)	Rs. 31,200.00
j)	Bid Submission	Online in e-tendering portal <u>https://assamtenders.gov.in/nicgep/app</u>
k)	Availability of Tender Documents	1. <u>https://assamtenders.gov.in/nicgep/app</u> 2. <u>www.assampetrochemicals.co.in</u>

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

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

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

5. 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**

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

F. INSTRUCTION TO BIDDER:

1. **Rates quoted should be inclusive of all taxes and duties but exclusive of GST.**
2. Rates quoted should be inclusive of Driver Cost, transportation, mobilization, demobilization, Vehicle Maintenance charges etc.
3. 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 as per **ANNEXURE-V**
4. **EARNEST MONEY DEPOSIT** : The bidder has to deposit a sum of **Rs31,200/-** (Rupees Thirty One Thousand Two Hundred) only in Demand Draft/Banker's Cheque or Bank guarantee in favor of ASSAM PETROCHEMICALS LTD payable at NAMRUP as earnest money along with their offer. Bank Guarantee Format is provided in **Annexure-II**. 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. MSME valid certificate under category of similar works will be considered for exemption of EMD.
6. EMD and Retention money shall not bear any interest.
7. Bidder shall be solely responsible for compliance of safety rules & regulation as per Factory Act as applicable.
8. Safety Appliances / PPEs required at the time of execution of the jobs shall be made available by Bidder to his workmen.
9. Any Injuries or Accidents to your Team Members shall be taken care by you at your own risk & cost and shall comply with all safety rules & regulations.
10. The entire job should be executed under the control, instruction & guidance of our representatives from Medical/Administration section as & when required, on war footing basis for successful completion of the contract period.
11. The accommodation of your Driver to be engaged will be in your scope of work.
All other terms & conditions shall be as per "Terms & Conditions for Hiring of Vehicle Service Contract" and APL's "General Conditions of Contract (GCC)".
12. 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 and bids submitted after due date will be rejected.
13. Payment would be made only on actual quantum of work successfully executed to the satisfaction of the Officer-In-Charge.
14. 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 environmental conditions will not be eligible in any circumstances.
15. The bidder shall provide the authority to the person signing the bid.
16. 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.
17. BID VALIDITY : Bid validity period is 180 days from the DUE DATE or EXTENDED DUE DATE.
18. **APPLICABILITY OF LAW & JURISDICTION** : The contract shall be governed and interpreted in accordance with the 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.

19. The BIDDER shall ensure compliance with all statutes, laws, 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.
20. For clarification relating to bid/ Site visit the bidder may contact following:

<p>Contact Person</p>	<p>Uttam Dey Dy.General Manager (C&P) Mob. No. +91-94351 39178 Email- dey.uttam@assampetrochemicals.co.in & S.Naha, GM(Proj) Email-S.Naha@assampetrochemicals.co.in Ph No-8638171503</p>
<p>Address</p>	<p>Assam Petro-Chemicals Limited P.O. Parbatpur, Dist-Dibrugarh PIN-786 623</p>

G. TERMS OF PAYMENT:

Payment for service rendered will be made on monthly (calendar month) use of vehicle on the basis of bills submitted to APL, Namrup in the form for which proforma will be given by the Company. Payment will be subject to deduction of :-

1. Security deposit as specified in clause H below.
2. Income Tax as per prevailing rules and service tax wherever applicable.
3. Any other deductions may be applicable as per Govt. Notification during the tenure of the contract.

H. SECURITY DEPOSIT:

1. The Earnest Money Deposit of successful Bidder shall be adjusted towards security deposit and the balance of security deposit shall be adjusted along with EMD in 12 equal installment from each monthly bill until the total amount of Security deposit comes to 10% of the work order value

OR

The successful BIDDER shall furnish, within 15 days from date of issue of the Work Order, security deposit equal to 10% of the total accepted Work Order value for proper fulfillment of the CONTRACT in form of Bank guarantee as per Format covered in **ANNEXURE-III** of this document.

2. On submission of Performance Bank Guarantee (PBG) by the successful Bidder, EMD amount will be refunded after receipt of confirmation of PBG from the issuing Bank. The PBG will be returned to the successful Bidder after the end of Contract period if there is no dues to be recovered by APL.

3. The Security deposit amount if deducted along with EMD amount shall be refunded at the end of the contract period after deductions if any due to APL. The Security deposit shall not bear any interest.
4. **PERIOD OF SERVICE :** The Contract period is for 5(Five) years starting from the date of placement of Vehicle depending on satisfactory performance of service.
5. **MOBILIZATION ADVANCE:** There will be no mobilization advance
6. **GUARANTEE PERIOD :** NOT APPLICABLE

N. 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.

1. Non-Submission of EMD/MSME & Integrity Pact along with the Bid if applicable
2. Submission of Prices or rates in SOQ / SOR in un-priced bid.
3. Non-Submission of Important Bid Documents as mentioned.
4. Not Meeting the Qualification criteria

O. IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID:

1. EMD of required amount./MSME certificate for EMD exemption
2. Work orders& completion certificates to comply the Bidder's qualification criteria.
3. Copy of PAN card , GST Registration No ,EPF Registration No
4. Income Tax return for last three financial years
5. Documents in support of Annual Turnover for last three financial year i.e. 2022-23, 2023-24, 2024-25.

P. 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
- d. All Addendum / Corrigendum will be available in the website <https://assamtenders.gov.in/nicgep/app> and www.assampetrochemicals.co.in

Q. TECHNO-COMMERCIAL EXAMINATION OF BIDS:

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.

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.

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.

Bidder(s) techno-commercially accepted will only be communicated for price bid opening.

Bidder(s) who qualify for the award of contract as per criteria of this BID will only be communicated for the award of contract & subsequent LOI / WO will be issued to them.

R. 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.

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

APL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the ground of APL's action.

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

T. 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 Vehicle Service Contract.
- iv. General Conditions of Contract

ANNEXURE-II

SCHEDULE OF RATES

SL NO	DESCRIPTION OF WORK/ ITEMS (s)	Unit	Qty	Rate(Excluding of GST) in Rs	Amount (in Rs)
1	Providing of Transport Service every day for a period for 5 (five) years, with 02 (Two) No brand new Mahindra & Mahindra Bolero B-6 Variant which is purchased after issue of LOI/Work order.				
1.1	Monthly fixed charge: On 12 hours basis (7.00 a.m. to 7.00 pm or as determined from time to time by the Management) up to 1500 KM /Month per Vehicle With AC including fuel , Maintenance & Driver Cost	Per Month	2	Quoted	Quoted
1.2	Operational Cost (Beyond 1500 KM/Month)				
	a for A.C running vehicle rate per km per month (For 02 Nos Vehicle)	Per KM	1000	Quoted	Quoted
	b. for non A.C running vehicle rate per km per month (For 02 No Vehicle)	Per KM	400	Quoted	Quoted
2	Halting charges (night halt) of vehicle at any place beyond the limit of Boitamari/Bongaigaon town including Bongaigaon Rly Station (Per month for 02 no vehicle)	Per night	4	Quoted	Quoted
3	Overtime rate per hour (if any) beyond and ahead of the scheduled normal running time i.e. 7 am to 7 pm. Or as determined by Mgt. from time to time (per Month for 02 no vehicle)	Per hr	120	Quoted	Quoted
Amount Per Month (Excluding GST)					
GST (in Percentage)					
Amount Per Month(Including GST)					

*Unit Rates are taken for actual determination of Vehicle utilized for these items. Payment will be made at actual for Line item Nb1.2(a), 1.2(b) , 2 & 3.

*Bidder shall quote the price in GeMportal Inclusive of GST.

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, bidder’s price will not be loaded with GST

- (ii) No claim shall be entertained from contractor if the actual quantities or items of work differ from those indicated in SOQ.
- (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
- (iv) 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-III

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 R _____ (Rupees _____) amounting to 10% (ten percent) of the total order / contract value.

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

1. This Guarantee/Undertaking shall be a continuing Guarantee / Undertaking and shall remain valid and irrecoverable for all claims of "the Corporation" and liabilities of "the Vendor" arising upto and until midnight of _____
2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that "the Corporation" may now or any time anywise have in relation to "the Vendor's obligation/liabilities under and/or connection with the said supply contract, and "the Corporation" shall have full authority to take recourse to or enforce this security in preference to the other security(ies) at its sole discretion

and no failure on the part of "the Corporation" to enforcing or requiring enforcement to any other security shall have the effect of releasing "the Bank" from its full liability hereunder

3. "The Corporation" shall be at liberty without reference to "the Bank" and without affecting the full liability of "the Bank" hereunder to take any other security in respect of "the Vendor's" obligation and/or liabilities under or in connection with the said supply contract and to vary the term vis-a-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-IV
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 has 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.

_____ FOR THE PRINCIPAL

_____ FOR THE BIDDER/BIDDER

WITNESS 1

WITNESS 2

Place : _____

Date : _____



ANNEXURE-V

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:

- (v) Work Order No: _____
- (vi) Terms & Conditions of enquiry document.
- (vii) Name of the work _____
- (viii) Work order amount _____
- (ix) Scope of work for BIDDER as per CONTRACT.

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



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

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

Signed for and on behalf of

Signed for and on behalf of

Assam Petrochemicals Ltd.

Bidder

SIGNATURE

SIGNATURE

NAME

NAME

DESIGNATION:

PLACE:

PLACE:

DATE:

DATE:

WITNESS:

WITNESS:

TABLE OF CONTENTS

1. UNDERTAKING I
2. UNDERTAKING II
3. BIODATA FORMAT
4. SAFETY REQUIREMENTS
5. FINANCIAL STATUS QUESTIONNAIRE

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



PROPOSAL EXHIBITS NO. 1

Ref

Date:

UNDERTAKING-I

This undertaking should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

**To,
The Managing Director
Assam Petro-chemicals Limited,
P.O. Parbatpur, Namrup
Dibrugarh (Assam), Pin-786623**

Dear Sir,

I/We undertake and confirm that, in case of default on the part of the Bidder in carrying out an instruction of the owner or fails to complete the job within the stipulated time, the owner shall be entitled to employ and pay any other bidder or the owner himself to carry out the same wholly or in parts and all expenses consequent thereon or incidental thereto shall be borne by the Bidder and shall be recoverable from him by the Employer and may be deducted by the Employer from any balance due or which may become due to the Bidder. In that event the owner shall have the right to use of all the bidder's equipments and other things free of charge that may be at any time on the site in connection with the work. If the cost of completing the works or executing the part thereof or of meeting claims of third parties as aforesaid shall exceed the balance due to the bidder, the bidder shall pay such excess to the owner.

Yours faithfully,

Signature.....

Name

Designation.....

For & on behalf of.....

Bidder's Company Seal:



PROPOSAL EXHIBITS NO. 2

Ref

Date:

UNDERTAKING-II

This undertaking should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

TO,

**The Managing Director
Assam Petro-chemicals Limited,
P.O. Parbatpur, Namrup
Dibrugarh (Assam), Pin-786623**

Dear Sir,

I/We undertake and confirm that, in case of default on the part of the Bidder in engaging TATA Winger Vehicle BS VI (7+P) AC which is required to execute the work or as per the instruction of the owner, the owner shall be entitled to deploy from his own or hire from other agency to execute the work wholly or in parts and all expenses consequent thereon or incidental thereto shall be borne by the Bidder and shall be recoverable from him by the Employer and may be deducted by the Employer from any balance due or which may become due to the Bidder. If the cost of executing the works or the part thereof or of meeting claims of third parties as aforesaid shall exceed the balance due to the bidder, the bidder shall pay such excess to the owner.

Yours faithfully,

Signature.....

Name

Designation.....

For & on behalf of.....

Bidder's Company Seal:



PROPOSAL EXHIBITS NO. 3

BIO DATA FORMAT

(Of Bidders for Communication)

A. NAME OF BIDDER :

B. ADDRESS OF THE BIDDER :
(with e-mail ID and mobile No)

C. GST Number :

D. PAN NO :

E. Bank Details:

i. Name of the Bank :

ii. Branch :

iii. IFSC code :

SEAL OF BIDDER

SIGNATURE OF BIDDER

Note: Enclose copies of PAN, GST registration, 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

SAFETY REQUIREMENTS

The contractor shall follow all safety rules and shall adhere to all kinds of safety precautions to safeguard against any mishap and damage to the men, material and machinery while carrying outwork in the plant site.

The contractor shall follow and practice without any prejudice, all the guidelines as per standard safety procedures.

The contractor shall provide as a minimum, the Safety precautions / PPE's/kits as per standard safety norms/ Motor Vehicle Act

SEAL OF TENDERER

SIGNATURE OF TENDERER

**PROPOSAL EXHIBITS NO.5****FINANCIAL STATUS QUESTIONNAIRE**

A. ANNUAL TURNOVER:

Financial Year	Gross Turnover	Turnover against Works of Similar Nature
2022-2023		
2023-2024		
2024-2025		

B. PAN Number:

C. GST Registration No:

D. EPF Registration No.

SEAL OF TENDERER

SIGNATURE OF TENDERER

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

Proposal Exhibits -6

AGREED TERMS & CONDITIONS

To
M/s ASSAM PETROCHEMICALS LIMITED

Tender Title: HIRING THE SERVICE OF 02(TWO) BRAND NEW MAHINDRA BOLERO B6 VARIANT AT BOITAMARI PROJECT SITE FOR FOR A PERIOD OF FIVE YEARS

Tender No: APL/C&P/F-II/Admin/2026-27/628

This Questionnaire duly filled in, signed & stamped must form part of Bidder’s Bid and should be returned along with Un-priced Bid. Clauses confirmed hereunder need not be repeated in the Bid.

Sl.	DESCRIPTION	BIDDER’S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable GST	
a	Applicable GST is	CGST+SGST/IGST (Please tick as applicable)
b	CGST+SGST%age
c	IGST
d	Cess (if any)%age
e	Service Accounting Codes (SAC) has been submitted and mentioned in un-priced SOR	
5.	i) Confirm acceptance of relevant Terms of Paymentspecified in the Bid Document. ii) In case of delay, the bills shall be submitted afterdeducting the price reduction due to delay.	

6.	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	
7.	Confirm that Contract Performance 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 Nationalised 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.	
8.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.	
9.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
10.	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.	
11.	Confirm your offer is valid for 3 months from Final/Extended due date of opening of Techno-commercial Bids.	
12.	Please furnish EMD/Bid Security details : a) EMD/ Bid Security No. & date b) Value c) Validity	
13.	Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).	
14.	Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.	
15.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
16.	Confirm that none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ APL or his relative is a partner.	
17.	All correspondence must be in ENGLISH language only.	
18.	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	



19	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
20	Confirm acceptance of Anti profiteering clause no. 171 of GST Act.	
21	a) Whether bidder falls under MSE Act.	

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

PROPOSAL EXHIBITS NO. 7**CHECKLIST of Documents required to be submitted with Technical (Un-priced) Bid**

Please tick (v) in the CHECK BOX

SL. NO.	DESCRIPTION	CHECK BOX
1.	Signed Tender Documents	
2.	EMD of required amount / MSME certificate	
3.	Work orders & completion certificates to comply the Bidder's qualification criteria.	
4.	Copy of PAN card, GST registration, EPF registration	
5.	Cancelled Bank Cheque	
6.	Filled up Proposal Exhibits	
7.	Applicable Rate of GST in SOR (Annexure – IV)	
8.	Copies of Audited Balance Sheet and Profit & Loss Account for FY 2023-24, 2022-23 & 2021-22.	
9.	Copies of Income Tax Return for FY 2023-24, 2022-23 & 2021-22	

SEAL OF BIDDER

SIGNATURE OF BIDDER