

**ASSAM PETRO-CHEMICALS LIMITED**

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

**ASSAM PETRO-CHEMICALS LIMITED  
NAMRUP****ASSAM PETRO-CHEMICALS LTD**

HEAD OFFICE:

Namrup, P.O. Parbatpur -786623,  
Dist.- Dibrugarh, Assam

Tel: (0374) 2500331/212/518

E-mail: [contract@assampetrochemcials.co.in](mailto:contract@assampetrochemcials.co.in)Website: [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in)

REGD. OFFICE:

4th Floor, ORION Place, Bhangagarh  
Srimanta Sankardev Path, Guwahati-781005  
Tel: (0361) 2461470/2461471/246

**e-TENDER NO: APL/C&P/F&A/26-27/596****Dated 07.05.2026****GeM-TENDER DOCUMENT  
FOR****“NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL”****DOMESTIC TENDER THROUGH GeM MODE**

<b>GeM Tender Number</b>	<b>:</b>	<b>GEM/2026/B/7505278</b>
<b>Website for Online Submission</b>	<b>:</b>	<b><a href="https://gem.gov.in">https://gem.gov.in</a></b>
<b>Type of Offer</b>	<b>:</b>	<b>Two Packet System</b>
<b>Tender Category</b>	<b>:</b>	<b>Services</b>
<b>Tender Submission Date &amp; Time</b>	<b>:</b>	<b>19.05.2026</b>
<b>Tender Opening Date &amp; Time</b>	<b>:</b>	<b>19.05.2026</b>
<b>Pre Bid Meeting Date, Time &amp; Venue</b>	<b>:</b>	<b>11.05.2026 : 10.00 AM</b>



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## **SECTION – I**

# **INVITATION FOR BIDS [IFB]**



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### SECTION – I

#### INVITATION FOR BID [IFB]

To,

**The Prospective Bidders**

**Subject: “NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL”**

**GEMe-TENDER NO: APL/C&P/F&A/26-27/596**

**Dear Sir/Madam,**

**A.** Assam Petro Chemical Limited, Namrup (A Government of Assam Enterprise), hereinafter to be referred as APL, invites bids from eligible Bidders through e-tendering process for providing insurance requirements for the Company’s Assets and Properties of 100 TPD Methanol Plant & 125 TPD Formalin Plant from Insurance Companies working in Public / Private sector (under guidance of Insurance Regulatory and Development Authority, Govt. of India.). The details of the proposed policies to be taken are as mentioned below: -

1. Standard Fire & Special Perils Policy (Factory)
2. Standard Fire & Special Perils Policy (Stock)
3. Burglary Policy (Stocks, Spares & Consumables)
4. Money Insurance Policy (Cash in Safe, Counter, Till, Box + Cash In Transit) (Offices & Plant)
5. Bharat Sookshma Udyam Suraksha Policy - Guwhati & Kolkata Office
6. Burglary Policy for Guwahati & Kolkata Office
7. Public Liability Act Policy(Schedule -2 in SOR)
8. Boiler and Pressure Plant Insurance Policy
9. Marine Sales Turnover Policy for Methanol, Formalin, Stores, Spares, Consumables & Capital Items
10. Group Personal Accident Policy
11. Various motor policies
12. Directors & Officers Liability Policy

**The details of items and the amount of coverage are mentioned in Section-V of this tender document.**

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**B. The brief details of the tender are as under:**

Sl. No	Description	Remarks
a)	Bid type	Single stage Two bid
b)	Bid Documents Issue Period	07.05.2026 to 19.05.2026
c)	Pre-Bid Queries	As per format prescribed F-9
d)	Last Date and time for submission of Bids (DUE DATE)	19.05.2026
e)	Place of Submission of Hard Copy of Techno-Commercial Bid excluding Price Bid	Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India)
f)	Opening of Bid.	19.05.2026
g)		U.Dey, DGM(C&P) <a href="mailto:contract@assampetrochemicals.co.in">contract@assampetrochemicals.co.in</a> And S. Chetia General Manager (F&A)  Mail ID- chetia.simanta@assampetrochemicals.co.in
h)	Pre Bid Meeting date	11.05.2026 at 10.00 AM
i)	Bid Validity	180 days from the due date or extended due date
j)	Total Estimated Cost	Rs 60,95,613.00 (Inclusive GST)
k)	Tender Processing Fees	NIL
l)	Earnest Money Deposit (EMD)	NIL
m)	Bid Submission	Online in e-tendering portal <a href="https://gem.gov.in/">https://gem.gov.in/</a>
n)	Availability of Tender Documents	1. <a href="https://gem.gov.in/">https://gem.gov.in/</a> 2. <a href="https://assampetrochemicals.co.in/">https://assampetrochemicals.co.in/</a>



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In case of the days specified above happens to be a holiday in APL, the next working day shall be implied.

- ❖ Any bidder, who meets the Bid Evaluation Criteria (BEC)/Bidder's Eligibility Criteria(BEC) and wishes to quote against this tender, may download the complete bidding document along with its amendment(s), if any, from APL's site <https://assampetrochemicals.co.in/> or GeM e-portal <https://etenders.gov.in/eprocure/app>) and submit their Bid complete in all respects as per terms & conditions of Tender Document in GeM e-portal (<https://etenders.gov.in/eprocure/app>) on or before the due date of bid submission in e-mode.
- ❖ Bidders are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions. APL reserves the right to summarily reject the tender of the bidders deviating from the terms requested in the NIT.
- ❖ APL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- ❖ Offer(s) received from bidders to whom tender/information regarding tender has been issued as well as offers received [in e-mode through GeM e-portal (<https://etenders.gov.in/eprocure/app>)] from the bidder(s) by downloading tender document from <https://assampetrochemicals.co.in/APL> website shall be taken into consideration for evaluation & award provided that the bidders are found responsive.
- ❖ Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites.
- ❖ Assam Petrochemicals Limited has invited Insurance Broker(s) tender and the name of the Broker(s) and % of share will be informed at the time of placing the Insurance Policy. The Broker(s) will not be remunerated by APL and the brokerage will be payable by the selected bidder(s) to the brokers as per IRDAI. They are authorized to get all information pertaining to any insurance contract(s), rates, rating schedules, surveys, reserves, retention, or any other data that they may be required in respect of the insurance policies of APL. They will be the official representatives of APL before the concerned Surveyors / Investigators / Underwriters / any external agency, for any insurance claim related discussion & other related activities.

For & on behalf of  
ASSAM PETRO-CHEMICALS LTD

*[Authorized Signatory]*

*Designation*

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

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**FAQ****[QUESTIONS AND ANSWERS]**

SL NO.	QUESTIONS	ANSWER
1	Where the bidder can see the Tender floated by APL?	Yes, please visit APL's website: <a href="https://assampetrochemicals.co.in/">https://assampetrochemicals.co.in/</a> and Government portal <a href="https://apl/c&amp;p/f&amp;a/26-27/596">APL/C&amp;P/F&amp;A/26-27/596</a> for complete details of tender document including qualifying requirements, important dates, etc.
2	Whether Hard copies of Bids are acceptable?	No, Bids shall be submitted <b>only through e-tender mode</b> in the <b>e-TENDER PORTAL (GeM PORTAL)</b> in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) of offer/bid is acceptable.
3	Whether Late bid can be considered?	No
4	Whether Pre-bid Meeting (PBC) is a part of tender?	Yes
5	Is BEC (Bid Evaluation Criteria / Bidder's Eligibility Criteria) a part of the tender and a prerequisite of qualification of bidder in the tender?	Yes, Bid Evaluation Criteria/Bidder's Eligibility Criteria is a part of the tender and a prerequisite of qualification of bidder in the tender.
6	Whether BEC can be relaxed for any bidder after opening of Bids?	No
7	Whether BEC can be modified after opening of Bids?	No
8	MSME Exemption	No
9	Start Up Exemption	No
10	Reverse Auction	<b>No</b>



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## **SECTION-II**

# **BID EVALUATION CRITERIA [BEC]**

## **SECTION-II**

**BID EVALUATION CRITERIA (BEC)****1.0 BID EVALUATION CRITERIA (BEC):****1.1 BEC- Technical and Financial:**

<b>SI No</b>	<b>BEC</b>	<b>Documents Required</b>
<b>1.1.1</b>	The bidder must be a registered Indian Insurer in accordance with the Insurance Act and approved by IRDAI (Insurance Regulatory & Development Authority of India) as Non-Life Insurer and should have a license to carry out Insurance Business in India under non-life insurance sector.	Latest Valid IRDAI License Copy or IRDAI registration certificate and Acknowledgement receipt of annual renewal fees valid as on date of tender.
<b>1.1.2</b>	Minimum Turnover of INR 244.0Lakh in last three (03) completed FY 2024-25, FY 2023-24 and FY 2022-23	Audited financial statement.
<b>1.1.3</b>	Net worth of the bidder should be positive as on 31st March 2025. (Public Sector Insurance companies are exempted from Net-worth criteria for participation in the insurance tender of APL)	Audited financial statement.
<b>1.1.4</b>	The bidder must have a local office in the State of Assam and the Branch/Division/ LCO (Large Corporate Office) wherever the business will be placed/ nominated by the bidder should have the power and capacity to settle claims.	Trade license or GST certificate (complete set) and Documentary proof issued by the Company's Head Office / Regional Office mentioning the local office claims team with designation and authority with respect to the amount to settle the claims.
<b>1.1.5</b>	No Deviation in Coverage Certificate.	To be submitted as per F-4
<b>1.1.6</b>	Authority Letter Authorizing to sign all the documents on behalf of the bidding Company.	Authority letter
<b>1.1.7</b>	The Insurance Company should have executed and completed all the Insurance Policy mentioned in scope of work in last 7 completed Financial Years.	Policy copy or Policy copies
<b>1.1.8</b>	Declaration Regarding Holiday/ Banning and Liquidation, Court Receivership	To be submitted as per F-5
<b>1.1.9</b>	Every page of tender document along with enclosure must be signed & stamped by the bidder and uploaded in the Technical Bid Section	The signed & Stamped copy of this tender document

**Note to above Bid Evaluation Criteria (point no. 1.0):**

Only documents (License Copy, Policy Copies, Audited financial statements etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.

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



**2.0 Methodology for Evaluation of Bids:**

2.1 APL will evaluate and compare the Price bids of the techno-commercially qualified bidders whose bids are previously determined to be substantially responsive pursuant to "ITB: Clause-30".

2.2 A. Schedule-1

*For the purpose of evaluation of bid and arriving at the L1 bidder, the policy wise value of SOR (Schedule of Rates) shall be considered including GST. Bidder to quote the amount in GeM portal including GST only. L1 bidder will be the one who is the lowest sum total of policy wise bid (Excluding PL ACT) as per Section-VII (Price Bid).*

Schedule-2(PLI ACT Policy)

*For the PL Act policy, bidders may quote as per their underwriting capacity. The insured will have the discretion to place the business on a co-insurance basis accordingly.*

*For the purpose of evaluation of bid and arriving at the L1 bidder, the policy wise value of SOR (Schedule of Rates) shall be considered including GST. Bidder to quote the amount in GeM portal including GST only.*

2.3 *In case of a tie at the lowest bid (L1) position between two or more bidders, then LOA / Order shall be placed on the bidder who has higher / highest average turnover in last 3 audited financial years.*



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**SECTION-III**

**INSTRUCTION TO BIDDERS [ITB]**



**SECTION-III**

**(TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS))**

**INSTRUCTION TO BIDDERS [ITB]**

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### **SECTION-III** **(TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS))**

#### **INSTRUCTIONS TO BIDDERS [ITB]**

#### **[A] – GENERAL**

#### **1 SCOPE OF BID**

- 1.1 APL as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/Tender document issued by APL.
- 1.2 Throughout the Bidding Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous. Further, 'Day' means 'Calendar Day' and 'Singular' also means 'Plural'.

#### **2 ELIGIBLE BIDDERS**

- 2.1 The Bidder is not put on 'Holiday' by APL or banned/blacklisted by any department of Government of Assam in last three (03) years. Further, neither bidder nor their allied agency/(ies) are on banning list of APL or the Government of Assam.
- 2.2 The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid. In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to APL by the bidder.
- 2.3 Pursuant to qualification criteria set forth in the Tender Document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.
- 2.4 **Power of Attorney:**  
Power of Attorney (POA) to be issued by the bidder in favour of the authorised employee(s), in respect of the particular tender, for purpose of signing the documents including bid, all subsequent communications, agreements, documents etc. pertaining to the tender and act and take any and all decision on behalf of the bidder(including Consortium). Any consequence resulting due to such signing shall be binding on the Bidder (including Consortium).  
PoA in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do so. Such Board Resolution should be duly countersigned by Company Secretary / MD / CMD / CEO.

The Power of Attorney should be valid till award of contract / order to successful bidder.



2.5 In case of change of constitution of bidder after submission of bid, the same shall be informed by the bidder to APL promptly. Failure to do the same shall be considered as misrepresentation by the bidder.

### **3. ONE BID PER BIDDER**

3.1 A Bidder shall submit only 'one [01] Bid' in the same Bidding Process either as single entity.. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.

3.2 Alternative Bids shall not be considered.

### **4. COST OF BIDDING & TENDER FEE**

#### **4.1 COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc. incurred thereof. Further, APL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

4.2 **TENDER FEE – To be decided by APL.**

### **5 SITE VISIT**

Site visit of APL Plant is scheduled on XX.05.2026(to be fixed in Pre Bid Meeting ) or any other single date as decided by the company which will be communicated in advance.

### **6 FRAUD AND CORRUPTION**

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

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

**"Fraudulent practice"** means a misrepresentation of



prior to or after Bid submission) designed to establish Bid prices at artificial, non-competitive levels and to deprive the Owner of the benefits of competition.

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

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

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

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**[B] – BIDDING DOCUMENTS**



## **7 CONTENTS OF BIDDING DOCUMENTS**

7.1 The contents of Bidding Documents / Tender Documents are those stated in the Index Table, and should be read in conjunction with any 'Addendum / Corrigendum' issued in accordance with "ITB: Clause-10".

\*Request for Quotation', wherever applicable, shall also form part of the Bidding Document.

7.2 The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request for Quotation [RFQ] & Invitation for Bid (IFB)" together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.

## **8 CLARIFICATION OF BIDDING DOCUMENTS**

8.1 A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify APL in writing or by fax or email at APL's mailing address indicated in the **BDS no later than the last date for query mentioned in this tender document**. APL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. APL may respond in writing to the request for clarification. APL's response including an explanation of the query, but without identifying the source of the query will be uploaded on APL's tendering web site [<https://assampetrochemicals.co.in/> and GeM] / communicated to prospective bidders by e-mail/ fax.

8.2 Any clarification or information required by the Bidder but same not received by the APL at clause 9.1 (refer BDS for address) above is liable to be considered as "no clarification / information required". No queries after the Pre-Bid Conference / Meeting shall be entertained by APL.

8.3 All queries / clarification requests must be submitted by email at the email address mentioned below as per format in F-9 (BIDDER'S QUERIES FOR PRE BID MEETING) latest by date: 11.05.2026 : before 10.00 AM

Email	contract@assampetrochemicals.co.in
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## **9 AMENDMENT OF BIDDING DOCUMENTS**

9.1 At any time prior to the 'Bid Due Date', APL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by addenda/ corrigendum.

9.2 Any addendum/ corrigendum thus issued shall be part of the Bidding Documents and may be hosted on APL's website [<https://assampetrochemicals.co.in/> and GeM]. Bidders have to take into account all such addendum/ corrigendum before submitting their bid. APL shall not be responsible if any bidder has missed to consider such addendum / corrigendum in their bids.



- 9.3 APL, if considered necessary, may extend the date of submissions of Bid in order to allow the Bidders a reasonable time to furnish their most competitive bid taking into account the amendment issued thereof.

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**[C] – PREPARATION OF BIDS**

**10 LANGUAGE OF BID:**

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and APL shall be written in English language alone.

**11. DOCUMENTS COMPRISING THE BID**

- 11.1 Bids are invited under the Online Two Bid system.** The Bid prepared by the Bidder shall comprise the following components in 2 different packets:

- 11.1.1 PACKET-I: "TECHNO-COMMERCIAL / UN-PRICED BID"** shall contain the following:

- a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents with index.
- b) 'Bidder's General Information', as per 'Form F-1'.
- c) Copies of documents, as specified in tender document
- d) Copy of Schedule of Rate (SOR) with prices blanked out mentioning **quoted / not quoted** (as applicable) written against each item as a confirmation that the prices are quoted in requisite format. **Premium details if any revealed in any of the document uploaded under the Techno-Commercial Bid Section will result in disqualification of the bidder.**
- e) Bid Form as per Form F-2
- f) List of Enclosures as per Form F-3
- g) 'No Deviation Confirmation', as per 'Form F-4'
- h) Declaration Regarding Holiday/Banning And Liquidation, Court Receivership Etc. as per Form-5
- i) 'Agreed Terms and Conditions', as per 'Form F-6'
- j) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
- k) Copy of Power of Attorney /copy of Board Resolution, in favour of the authorized signatory of the Bid, as per clause no.2.4 of ITB
- l) All forms and Formats including Annexures
- m) Tender Document, its Corrigendum/Amendment/Clarification(s) duly signed on each page (in case of manual tendering)/ digitally signed (in case of e-Tender) by the Authorized Signatory holding POA.
- n) GCC- General Condition of Contract
- o) Escalation Matrix
- p) Claim Settlement Procedure
- q) Any other information/details required as per Bidding Document

**Note:** All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder holding POA.



### 11.1.2 **PACKET-II: Price Bid**

- i) The Prices are to be submitted strictly as per the Schedule of Rate (SOR : Part – II) of the bidding documents. APL shall not be responsible for any failure on the part of the bidder to follow the instructions.
- ii) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.

## 12 **SCHEDULE OF RATES / BID PRICES**

- 12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the Insurance Policies as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by APL. The prices quoted by the Bidders will be inclusive of all taxes.
- 12.2 Prices must be filled in format for "Schedule of Rates [SOR]" enclosed as part of Tender document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.
- 12.3 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes & Duties, if imposed by the State/ Govt. of India after due date of bid submission but before the Contractual Delivery Date, shall be reimbursed to the bidder on submission of documentary evidence for proof of payment to State/ Govt. Authorities and after ascertaining it's applicability with respect to the contract.
- 12.4 The Bidder shall quote the prices in 'figures' & words. There should not be any discrepancy between the prices indicated in figures and the price indicated in words. In case of discrepancy the price quoted in words shall be considered as the final quote.

## 13 **TAXES and DUTIES**

- 13.1 Bidders are required to submit copy of the **GST** Registration Certificate while submitting the bids wherever **GST (CGST & SGST/UTGST or IGST)** is applicable.
- 13.2 Quoted prices should be inclusive of all taxes and duties.

## 14 **BID CURRENCIES:**

Bidders must submit bid in Indian Rupees only.

## 15 **BID VALIDITY**

- 15.1 Bids shall be kept valid for period specified in BDS from the date of bid opening. A Bid valid for a shorter period may be rejected by APL as 'non-responsive'.



**16 PRE-BID MEETING**

- 16.1 The Bidder(s) or his designated representative are invited to attend a "Pre-Bid Meeting" which will be held online. It is expected that a bidder shall not depute more than 02 representatives for the meeting.
- 16.2 Purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 16.3 Text of the questions raised and the responses given, together with any responses prepared after the meeting or Addendum / Corrigendum, will be uploaded on APL's website against the Tender.
- 16.4 Non-attendance of the Pre-Bid Conference / Meeting will not be a cause for disqualification of Bidder.

**17 FORMAT AND SIGNING OF BID**

- 17.1 All bid documents shall be duly signed and stamped by the Authorized Signatory on behalf of bidder as per POA.

**18 ZERO DEVIATION AND REJECTION CRITERIA**

- 18.1 ZERO DEVIATION: Any deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. APL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note APL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 28 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. APL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. APL reserves the right to raise technical and/or commercial query(s), if required, may be raised on the bidder(s). The response(s) to the same shall be in writing, and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame then its bid shall be evaluated based on the documents available in the bid.

**19 E-PAYMENT**

APL shall initiate payments to successful bidder electronically, and to facilitate the payments electronically through '**e-banking**', successful bidder must submit their bank account details on email to APL.



## **[D] – SUBMISSION OF BIDS**

### **20 SUBMISSION, SEALING AND MARKING OF BIDS**

All the bids must be uploaded on GeM Portal against the Tender No. APL/C&P/F&A/26-27/596. Offline bids shall not be accepted.

### **21 DEADLINE FOR SUBMISSION OF BIDS**

APL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids. In which case all rights and obligations of APL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended. Notice for extension of bid submission date will be uploaded on APL's website/GeM.

### **22 MODIFICATION AND WITHDRAWAL OF BIDS**

22.1 Modification and withdrawal of bids shall be as follows:-

**No bid shall be allowed to be withdrawn/ modified/substitute in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form.**

### **23 APL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL 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 or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for APL's action. However, Bidder if so desire may seek the reason (in writing) for rejection of their Bid to which APL shall respond quickly.

## **[E] – BID OPENING AND EVALUATION**

### **24 BID OPENING**

#### **24.1 *Unpriced Bid Opening:***

APL will open bids online as per date specified in the Tender / as specified in Corrigendum, if issued.

#### **24.2 *Priced Bid Opening:***

24.2.1 APL will open the price bids of those bidders who meet the qualification requirement and whose bids is determined to be technically and commercially responsive.



24.2.2 The price bids of those bidders who were not found to be techno-commercially responsive shall be unopened.

## **25 CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation, and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.

## **26 CONTACTING APL**

26.1 From the time of Bid opening to the time of award of Contract, if any Bidder wishes to contact the APL on any matter related to the Bid, it should do so in writing. Information relating to the examination, clarification, evaluation & recommendation for award shall not be disclosed.

26.2 Any effort by the Bidder to influence APL in APL's 'Bid Evaluation', 'Bid Comparison', or 'Contract Award' decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.

## **27 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS**

27.1 APL's determination of a bid's responsiveness is based on the content of the bid only. Prior to the detailed evaluation of Bids, APL will determine whether each Bid:-

- (a) Meets the "Bid Evaluation Criteria" of the Bidding Documents;
- (b) Has been properly signed and stamped;
- (c) Is substantially responsive to the requirements of the Bidding Documents; and
- (d) Provides any clarification and/or substantiation that APL may require to determine responsiveness.

27.2 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose employer defines the foregoing terms below:-

- a) "Deviation" is departure from the requirement specified in the tender documents.
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tender document.

27.3 APL shall examine all aspects of the bid to confirm that all requirements have been met without any material deviation, reservation or omission.

27.4 If a Bid is not substantially responsive, it may be rejected by APL and may not subsequently be made responsive by correction or withdrawal of the of material deviation, reservation or omission.



## **[F] – AWARD OF CONTRACT**

### **28 AWARD**

APL will award the Contract to the successful Bidder/Bidders whose Bid has been determined to be substantially responsive and has been determined as the lowest provided that bidder, is determined to be qualified to satisfactorily perform the Contract.

### **29 SIGNING OF AGREEMENT**

APL will award the Contract to the successful Bidder, who, upon receipt of premium, shall immediately issue Held Cover Letter (HCL) and subsequently shall provide the policy copies to APL as per terms and conditions agreed in this NIT.

### **30. GOVERNING LAW AND JURISDICTION**

The Contract shall be governed by and construed in accordance with the laws in force in India. The Parties hereby submit to the exclusive jurisdiction of the Competent Courts of Dibrugarh having territorial & pecuniary jurisdiction for adjudication of disputes, injunctive reliefs, actions and proceedings, if any, arising out of this Contract other than those covered under the arbitration clause as stated herein above.

### **31. EXECUTION OF MEMORANDUM OF UNDERSTANDING AND PLACEMENT OF INSURANCE POLICIES**

APL reserves the right to:

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

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

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

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**FORMS & FORMAT****LIST OF FORMS & FORMAT**

<b>Form No.</b>	<b>Description</b>
F-1	BIDDER'S GENERAL INFORMATION
F-2	BID FORM
F-3	LIST OF ENCLOSURES
F-4	NO DEVIATION CONFIRMATION
F-5	DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT RECEIVERSHIP ETC.
F-6	AGREED TERMS & CONDITIONS
F-7	UNDERTAKING ON LETTERHEAD
F-8	CHECK LIST
F-9	BIDDER'S QUERIES FOR PRE BID MEETING
GCC	GENERAL CONDITIONS OF CONTRACT
SCC	SPECIAL CONDITIONS OF CONTRACT
EM	ESCALATION MATRIX
CSP	CLAIM SETTLEMENT PROCEDURE

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**F-1****BIDDER'S GENERAL INFORMATION**

To,  
M/s ASSAM PETRO-CHEMICALS LTD  
**SUB: "NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL".**

**e-TENDER NO.: APL/C&P/F&A/26-27/596**

1	Bidder Name (With Contact Person Name, Phone no., e-mail ID& Details)	
2	Status of Firm	Proprietorship      Firm/Partnership      firm/ Limited/Others If Others Specify: _____ [Enclose certificate of Registration]
3	Name of Proprietor/Partners/Directors of the firm/company	
4	Number of Years in Operation	
5	Address of Registered Office: *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	City:
		District:
		State:
		PIN/ZIP:
6	Operation Address (if different from above)	City:
		District:
		State:
		PIN/ZIP:
7	Telephone Number [Mobile & Landline]	_____ (Country Code)      (Area Code)      (Telephone No.)
8	E-mail ID/address	
9	Website	
10	Fax Number:	_____ (Country Code)      (Area Code)      (Telephone No.)
11	ISO Certification, if any	{If yes, please furnish details}
12	Bid Currency	
13	Banker's Name	
14	Branch	
15	Bank account number	

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16	PAN Details	[Enclose copy of PAN Card]
17	We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act	Yes / No <i>(If the response to the above is ‘Yes’, Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM Part-II) issued by the authority specified by the respective State Government.)</i>
18	Type of Entity	Corporate/ Non-Corporate (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).
19	Confirm compliance to ITB clause no. 4 (One bid per bidder)	

Place:  
Date:

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



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**BID FORM**

To,

M/s ASSAM PETRO-CHEMICALS LTD  
\_\_\_\_\_

**SUB: "NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL"**

**e-TENDER NO.: APL/C&P/F&A/26-27/596**

Dear Sir,

After examining / reviewing the Bidding Documents for the tender of "\_\_\_\_\_ including "Specifications & Scope of Work", "General Conditions of Contract [GCC]", "Special Conditions of Contract [SCC]" and "Schedule of Rates [SOR]", etc. the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to offer to execute the whole part of the job and in conformity with the said Bid Documents, including Addenda / Corrigenda Nos. \_\_\_\_\_.

We confirm that this Bid is valid for a period of "three [03] months" from the date of opening of "Techno-Commercial / Un-priced Bid", and it shall remain binding upon us and may be accepted by any time before the expiry of that period.

Until a final Agreement/Letter of Award is prepared and executed, the tender document (including addenda/ corrigenda) together with the "Notification of Award" shall constitute a binding Agreement between us.

We understand that Bidding Document is not exhaustive and any action and activity not mentioned in Bidding Documents but may be inferred to be included to meet the intend of the Bidding Documents shall be deemed to be mentioned in Bidding Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that APL is not bound to accept the lowest priced or any Bid that you may receive.

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

[Signature of Witness]

Name of Witness:

Address:



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**LIST OF ENCLOSURES**

To,

M/s ASSAM PETRO-CHEMICALS LTD

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**SUB: “NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL”.**

**e-TENDER NO.: APL/C&P/F&A/26-27/596**

**Dear Sir,**

We are enclosing the following documents as part of the bid:

1. Power of Attorney of the signatory to the Bidding Document.
2. Document showing annual turnover for the last three years such as annual reports, profit and loss account, net worth etc.
3. Copy of Bidding Documents along with addendum/corrigendum duly signed and sealed on each page, in token of confirmation that Bid Documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provisions detailed in Bid Documents.
4. Documentary Evidence showing the Bidder’s claim of meeting Technical Criteria.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



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**"NO DEVIATION" CONFIRMATION**

To,

M/s ASSAM PETRO-CHEMICALS LTD

---

**SUB: "NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL".**

**e-TENDER NO.: APL/C&P/F&A/26-27/596**

**Dear Sir,**

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

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**F-5****DECLARATION REGARDING HOLIDAY/BANNING/ AND LIQUIDATION, COURT RECEIVERSHIP**

To,

M/s ASSAM PETRO-CHEMICALS LTD

---

**SUB: "NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL".**

**e-TENDER NO.: APL/C&P/F&A/26-27/596**

**Dear Sir,**

We hereby confirm that we are not on 'Holiday' by APL or banned by Government of Assam or blacklisted /debarred by any other Govt. Ministry /Department / Public Sector Undertaking / IRDA / SEBI / Autonomous Body / Financial Institution / Court etc

Further, we confirm that neither we nor our allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of APL or the Government of Assam or any Central PSU.

We also confirm that we are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.

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/Coercive Practices.

Further, 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 to APL by us.

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

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**F-6****AGREED TERMS & CONDITIONS**

M/s ASSAM PETRO-CHEMICALS LTD

**SUB: “NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL”.****e-TENDER NO.: APL/C&P/F&A/26-27/596**

Sl. NO.	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	
5.	Confirm acceptance of relevant Terms of Payment specified in the Bid Document.  In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.	Confirm compliance to Completion Schedule/Period of Contract as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.	
7.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
8.	Confirm acceptance of all terms and conditions of Bid Document (all sections).  Confirm that printed terms and conditions of bidder are not applicable.	
9.	Confirm your offer is valid for 3 months.	
10.	Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).	
11.	Confirm that Annual Reports for the last three financial years are	

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	furnished along with the Un-priced Bid.	
12.	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.	
13.	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.	
14.	All correspondence must be in ENGLISH language only.	
15.	APL reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:



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**UNDERTAKING ON LETTERHEAD**

To,

M/s ASSAM PETRO-CHEMICALS LTD  
\_\_\_\_\_

**SUB: “NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL”.**

**e-TENDER NO.: APL/C&P/F&A/26-27/596**

Dear Sir

We hereby confirm that “The contents of this Tender 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 tender 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:

**CHECK LIST**

Bidders are requested to duly fill in the checklist. Please ensure compliance and tick (✓) against following points:

<b>S. No.</b>	<b>DESCRIPTION</b>	<b>CHECK BOX</b>	<b>REFERENCE PAGE NO. OF THE BID SUBMITTED</b>
1.0	Signing and Stamping / digital signing on each sheet of offer, original bidding document including SCC, ITB, GCC, SOR, addendum (if any) as a token of acceptance to tender terms & clause.		
2.0	Confirm that the following details have been submitted in the Un-priced part of the bid.		
i.	Covering Letter, Letter of Submission.		
ii.	Signed and stamped original copy of bidding document along with corrigendum / addendum (if any).		
iii.	Power of Attorney in the name of person signing the bid.		
iv.	Bidders declaration that regarding, Holiday/ Banning, liquidation court receivership or similar proceedings in Format 5.		
v.	Details and documentary proof required against qualification criteria along with complete documents. (Also fill the documents & certification checklist given below)		
vi.	Confirm submission of document along with techno-commercial bid as per bid requirement.		
3.0	Confirm that all forms& formats duly filled in are enclosed with the bid duly signed by authorized person(s)		
4.0	Confirm that the price part as per Price Schedule format submitted with Bidding Document		
5.0	Confirm that annual reports for last three financial years are enclosed in the offer for financial assessment (where financial criteria of BEC is applicable)		

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**DOCUMENTS & CERTIFICATION CHECKLIST**

S NO	DESCRIPTION	CHECK LIST	YES/NA	NO
1.	BID VALIDITY UPTO THREE MONTHS	ACCEPTED	YES	NO
2.	Registered Indian Insurer Confirmation <b>[As stipulated in clause no. 1.1.1 of BEC]</b>	<b>The bidder must be a registered Indian Insurer in accordance with the Insurance Act and approved by IRDAI (Insurance Regulatory &amp; Development Authority of India) as Non-Life Insurer and should have a license to carry out Insurance Business in India under non-life insurance sector.</b>	YES	NO
3.	Minimum Turnover of INR 496 Lakh in last three (03) completed FY 2024-25, FY 2023-24 and FY 2022-23 <b>[As stipulated in clause no. 1.1.2 of BEC]</b>	<b>Audited financial statement.</b>	YES	NO
4.	Net worth of the bidder should be positive as on 31st March 2025. <b>[As stipulated in clause no. 1.1.3 of BEC]</b>	<b>Audited financial statement.</b>	YES	NO
5.	Bidder should have local office for servicing at any of the following places: Guwahati, Districts of Dibrugarh, Tinsukia & Bongaigaon. <b>[As stipulated in clause no. 1.1.4 of BEC]</b>	<b>Trade license or GST certificate (complete set) and Documentary proof issued by the Company's Head Office / Regional Office mentioning the local office claims team with designation and authority with respect to the amount to settle the claims</b>	YES	NO
6.	No Deviation in Coverage Certificate. <b>[As stipulated in clause no. 1.1.5 of BEC]</b>	<b>As per Form-4</b>	YES	NO
7.	Authority Letter Authorizing to sign all the documents on behalf of the bidding Company	<b>Authority letter</b>	YES	NO
8.	Declaration Regarding Holiday/ Banning and Liquidation, Court Receivership <b>[As stipulated in clause no. 1.1.8 of BEC]</b>	<b>As per Form-5</b>	YES	NO
9.	Tender Document signed & stamped.	Signed & stamped / digital sign all pages ALONGWITH UNPRICED BID.	YES	NO
10.	SOR (BLANK, without price) MENTIONING WORD "NOT TO QUOTE HERE	Signed copy of SOR filled NOT TO QUOTE HERE [TO QUOTE IN FINANCE FOLDER OF E-PORTAL], ALONGWITH UNPRICED BID.	YES	NO

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	[TO QUOTE IN FINANCE FOLDER OF E-PORTAL]" IN EACH ITEM RATE COLUMN.			
10.	FORM 1 TO 9 ATTACHED TO TENDER.	FILLED AS APPLICABLE, SIGNED, STAMPED & SUBMITTED ALL.	YES	NO
11.	GCC, SCC & Escalation Matrix	FILLED AS APPLICABLE, SIGNED, STAMPED & SUBMITTED ALL.	YES	NO
<b>Non-submission of the attested copies of the requisite certificates/ documents as specified above and/or in tender document shall render the bid non-responsive and shall be liable for rejection.</b>				

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Bidder is requested to fill this check list and ensure that all detail/ documents have been submitted including this Checklist duly filled in, signed & stamped along with the "Un-priced bid (Part-I)". **Non submission of any document/ submission without proper attestation may lead to rejection of the Bid.**

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**F-9****BIDDER'S QUERIES FOR PRE BID MEETING**

To,  
M/s ASSAM PETRO-CHEMICALS LTD LIMITED

-----  
**SUB: "NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL".**

**e-TENDER NO.: APL/C&P/F&A/26-27/596**

SL. NO.	POLICY	BIDDER'S QUERY	APL'S REPLY

**SIGNATURE OF BIDDER :**

**NAME OF BIDDER :**

\_\_\_\_\_  
\_\_\_\_\_



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CIN- U24116AS1971SGC001339, GSTN: 18AABCA6913A1Z6

## **SECTION-IV**

# **GENERAL CONDITIONS OF CONTRACT [GCC]**

**Kindly Refer to the General Conditions of Contract (GCC) for Procurement of Services on  
APL's Website**



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**SECTION-IV**

**GENERAL CONDITIONS OF CONTRACT**

**GCC FOR VARIOUS INSURANCE POLICIES OF APL.**

**CONSENT LETTER ON ACCEPATNCE OF GENERAL CONDITIONS OF CONTRACTS (GCC)**

NIT/RFQ NUMBER: e-TENDER NO.: APL/C&P/F&A/26-27/596

Dated:

Dear Sir,

I/we have read the following Conditions of Contract which is available in the APL website.

I/ we further confirm that we have agreed to all the conditions as printed/available in the Documents in APL website in entirety and unconditionally.

**1. General Conditions of Contract.**

(<https://assampetrochemicals.co.in/>)

**2. Local Office Presence:**

The bidder must have a local office for provision of regular services in the district of Dibrugarh/ Tinsukia/ Guwahati in Assam.

Thanking you,

(Sign of the authorized signatory with the Company/ Firm seal)

Name:

Designation:

CompanySeal:



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# **SECTION – V**

## **SPECIAL CONDITIONS OF CONTRACT [SCC]**



## SECTION-V

### SPECIAL CONDITIONS OF CONTRACT

#### SCC FOR VARIOUS INSURANCE POLICIES OF APL.

NIT/RFQ NUMBER: e-TENDER NO.: APL/C&P/F&A/26-27/596

**SCOPE OF THE TENDER:** The scope of work for the insurance company shall comprise of arranging the various General Insurance Policies of 100 TPD Methanol Plant & 125 TPD Formalin Plant of APL as below:

1. Standard Fire & Special Perils Policy (Factory)
2. Standard Fire & Special Perils Policy (Stock)
3. Burglary Policy (Stocks, Spares & Consumables)
4. Money Insurance Policy (Cash in Safe, Counter, Till, Box + Cash In Transit) (Offices & Plant)
5. Bharat Sookshma Udyam Suraksha Policy - Guwhati & Kolkata Office
6. Burglary Policy for Guwhati & Kolkata Office
7. Public Liability Act Policy
8. Boiler and Pressure Plant Insurance Policy
9. Marine Sales Turnover Policy for Methanol, Formalin, Stores, Spares, Consumables & Capital Items
10. Group Personal Accident Policy
11. Various motor policies
12. Directors & Officers Liability Policy

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**DETAILS OF THE SUM INSURED & ADD-ON COVERS:**

Insured Name: ASSAM PETROCHEMICALS LTD				
Summary for Various Policies of ASSAM PETROCHEMICALS LTD				
SL. NO.	TYPE OF POLICY	Policy Start Date	Sum Insured (2026-27)	Terms/ Coverages
1	Standard Fire & Special Perils Policy (Factory))	01-06-2026	₹85,52,54,559	Refer Annexure-I
2	Standard Fire & Special Perils Policy (Stock)	01-06-2026	₹18,00,00,000	Refer Annexure-II
3	Burglary Policy (Stock)	01-06-2026	₹18,00,00,000	Refer Annexure-III
4	Money Insurance Policy (Cash in Safe, Counter, Till, Box + Cash In Transit) (Offices & Plant)	01-06-2026	₹48,00,000	Refer Annexure-IV
5	Bharat Sookshma Udyam Suraksha Policy - Guwahati & Kolkata Office	01-06-2026	₹2,08,45,551	Refer Annexure-V
6	Burglary Policy for Guwahati & Kolkata Office	01-06-2026	₹1,11,04,625	Refer Annexure-VI
7	PLI (Act) Policy	01-06-2026	₹5,00,00,00,000	Refer Annexure-VII
8	Boiler and Pressure Plant Insurance Policy	01-06-2026	₹3,11,77,000	Refer Annexure-VIII
9	Marine Sales Turnover Policy for Methanol, Formalin, Stores, Spares, Consumables & Capital Items	01-06-2026	₹1,85,00,00,000	Refer Annexure-IX
10	Group Personal Accident Policy	01-06-2026	₹31,30,00,000	Refer Annexure-X
11	6 nos. of motor Policies	As per attached Annexure	As per attached Annexure	Refer Annexure-XI
12	Directors & Officers Liability Policy	01-06-2026	₹10,00,00,000	Refer Annexure-XII

*\*Note 1: During policy year 2026-27 the APL may advise revised Sum Insured or may carry out valuation activity through a third party Valuation Company. On agreement of the final revised values by APL, revised sum insured will be provided to the L1 bidder / insurer and the sum insured values will be aligned accordingly. APL will pay pro rata premium for the additional/ differential sum assured value or be eligible for refund of premium payment as is applicable based on the new additional/ differential sum insured values.*



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## **SECTION-VII**

# **UN-PRICED SCHEDULE OF RATES**

**ASSAM PETRO-CHEMICALS LIMITED**(A Government of Assam Undertaking) | An ISO 9001:2015 Certified Company  
CIN- U24116AS1971SGC001339, GSTN: 18AABCA6913A1Z6**e-TENDER No.: APL/C&P/F&A/26-27/596****SCHEDULE OF RATES[SOR] – UN-PRICED, SECTION – VII****NAME OF WORK: “NOTICE INVITING TENDER (NIT) FOR VARIOUS INSURANCE POLICIES OF APL”.****NAME OF BIDDER:**

Name of Work : Tender for Various Insurance Policies for Assam Petrochemicals Ltd.						
<b>GeM Tender Reference No:</b>		<b>APL/C&amp;P/F&amp;A/26-27/596</b>				
<b>Name of the Bidder</b>						
Quoted Lumpsum Price						
Sr No	Item Description	Premium (Excluding GST in INR)	GST (in %)	GST Amount in INR	Total Amount with GST in INR	Total Amount with GST in Words
<b>A</b>	<b>SCHEDULE-1</b>					
1	Standard Fire & Special Perils Policy (Factory))	Quoted	Quoted	Quoted	Quoted	Quoted
2	Standard Fire & Special Perils Policy (Stock)	Quoted	Quoted	Quoted	Quoted	Quoted
3	Burglary Policy (Stock)	Quoted	Quoted	Quoted	Quoted	Quoted
4	Money Insurance Policy (Cash in Safe, Counter, Till, Box + Cash In Transit) (Offices & Plant)	Quoted	Quoted	Quoted	Quoted	Quoted
5	Bharat Sookshma Udyam Suraksha Policy - Guwhati & Kolkata Office	Quoted	Quoted	Quoted	Quoted	Quoted
6	Burglary Policy for Guwhati & Kolkata Office	Quoted	Quoted	Quoted	Quoted	Quoted
7	Boiler and Pressure Plant Insurance Policy	Quoted	Quoted	Quoted	Quoted	Quoted
8	Marine Sales Turnover Policy for Methanol, Formalin, Stores, Spares, Consumables & Capital Items	Quoted	Quoted	Quoted	Quoted	Quoted
9	Group Personal Accident Policy	Quoted	Quoted	Quoted	Quoted	Quoted
10	6 nos. of motor Policies	Quoted	Quoted	Quoted	Quoted	Quoted
11	Directors & Officers Liability Policy	Quoted	Quoted	Quoted	Quoted	Quoted
<b>B</b>	<b>SCHEDULE 2</b>					
1	PLI (Act) Policy	Quoted	Quoted	Quoted	Quoted	Quoted
<b>Total in Figures</b>		<b>THIS AMOUNT IS TO BE ENTERED IN PRICE BID SECTION IN THE EXCEL PROVIDED IN GEM -----&gt;</b>			-	
<b>Quoted Rate in Figures</b>		Quoted				
<b>Quoted Rate in Words</b>		Quoted				

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**Sign and  
Stamp of  
Bidder**

**Duly signed and stamped breakup (in above format only) is to be uploaded (PDF) as financial supporting only in the Price Bid section**

<b>Name of authorized person submitting the tender on behalf of the Bidder:</b>	
<b>Designation of authorized person:</b>	
<b>Name of firm / Contractor:</b>	
<b>Date:</b>	
<b>Place:</b>	

- **Note: Bidder needs to quote the rate including GST in GeM Portal.**
- **Note: Check the schedule properly before quoting the amount in GeM .. Bid accordingly for the two schedule . The figure mentioned in GeM will be considered for further processing.**



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# **Section VIII**

## **ESCALATION MATRIX**

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**ESCALATION MATRIX**

NIT/RFQ NUMBER: e-TENDER NO.: APL/C&P/F&A/26-27/596

**Escalation Matrix:**

<b>Single Point of Contact on Behalf of Insurance Company</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Contact no</b>	
<b>Mail ID</b>	-

<b>Servicing Team</b>	<b>Name</b>	<b>Email ID</b>	<b>Designation</b>
Level 1			
Level 2			
Level 3			



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## **Section IX**

# **CLAIM SETTLEMENT PROCEDURE**



## CLAIM SETTLEMENT PROCEDURE

NIT/RFQ NUMBER: e-TENDER NO.: APL/C&P/F&A/26-27/596

Insurance Company will put in place a claim settlement procedure that is positive, prompt, transparent and targets at “zero” pendency status. They will arrange an awareness programme to educate the APL Officials w.r.t. claim procedures and documentation requirements thereof, at least once in a year as per the mutually agreed date and time.

- On intimation of any loss where a Surveyor has to be appointed for assessing a loss/claim it shall be so done maximum within 48 hours of receipt of intimation from the insured and the Surveyor shall be deputed from the approved panel of APL.
- The surveyor shall call for all the documents in support of claim in one go but not in piecemeal manner for expeditious settlement of claim, preferably at the time of visit or within 3 days hereafter.
- Where the insured is unable to furnish all the particulars required by the Surveyor or where the Surveyor does not receipt the full documents from the insured, the insurer or the Surveyor as the case may be, shall inform in writing the insured about the same to avoid delay in the assessment of the claim.  
The Surveyor shall communicate its finding to the insurer within 30 days of his appointment with a copy of the report in furnish to the insured, if he so desired. Where in special circumstances of the case, either due to its special and complicated nature, the Surveyor shall under intimation to the insured, seek an extension from the insurer or submission of his report. In no case shall a Surveyor take more than Six Months from the date of his appointment to furnish his report.
- If an insurer, on the receipt of a survey report, finds that it is incomplete in any respect, he shall require the Surveyor under intimation to the insured, to furnish an additional report on certain specific issues as may be required by the insurer. Such a request may be made by the insurer **within 15 days of the receipt of original survey reports**. Provided that the facility of calling for an additional report by the insurer shall **not be resorted to more than once** in the case of a claim.
- The Surveyor on receipt of this communication shall furnish an additional report **within three weeks of the date** of receipt of communication from the insurer. On receipt of the survey report or the additional survey report, as the case may be, an insurer shall **within a period of 30 days offered a settlement of the claim to the insured**.  
Upon acceptance of an offer by the insured, the payment of the amount due shall be within 07 days from the date of acceptance of the offer by the insured. In the cases of delay in the payment, the insurer shall be liable to pay interest at a rate which is 2% above the bank rate prevalent at the beginning of the Financial Year in which the claim is reviewed by it.  
Assessment of the physical loss at least on provisional basis has to be done on the 1<sup>st</sup> visit itself and an interim report with photos/video should be given generally within 10 days to the insured. The property (ies) damaged must be frozen in this report. If insured desires and on account payment of 50% is to be released within 15 days based on preliminary survey report of the appointed Surveyor.