



**TENDER NO – APL/C&P/F&A/2026-27/641**



**ASSAM PETRO-CHEMICALS LIMITED  
NAMRUP**

**Notice Inviting Tender for  
“ANNUAL MAINTENANCE OF PC, LAPTOP , PRINTER , UPS , SCANNERS AND  
LAN COMPONENT ”**

**TENDER NO – APL/C&P/F&A/2026-27/641**

**HEAD OFFICE:**

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

Tel:(0374)2500331/212/518

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

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

**REGD. OFFICE:**

4<sup>th</sup> Floor, ORION Place, Bhangagarh  
Srimanta Sankardev Path, Guwahati-

781005 Tel: (0361)

2461470/2461471/246

**NOTICE INVITING TENDER**

Assam Petrochemicals Limited (APL) was set up to utilize the huge reserve of Natural Gas in the Upper Assam oil fields and also to meet the requirement of increasing national demand for Methanol and Formalin. Incorporated in 1971, the company was a pioneer in the field as it was the first to manufacture petrochemicals in India using natural gas as feedstock. It's Petrochemical plant is set up in Namrup, Dibrugarh Dist. of Assam. Further, the company has a conversion facility at Raninagar, West Bengal

The company has commissioned its new 500 TPD Methanol Plant along with 10.94 MW captive power plant at Namrup. Further, company implementing one 200 TPD Formalin Plant at Boitamari, under Bongaigaon District.

Assam Petro-chemicals Limited invites applications for AMC for Maintenance of PC, Laptop , Printer , UPS , Lan Component etc for a period of (02) TWO Year extendable for another one years on mutual agreement. In **Single stage Two bid** system comprising Techno-Commercial Bid & Price Bid.

<b><u>Name of Service/Work</u></b>	<b><u>Earnest Money</u></b>
ANNUAL MAINTENANCE OF PC, LAPTOP , PRINTER , SCANNERS ,UPS AND LAN COMPONENT	Rs 45,000/-

AVAILABILITY OF TENDER DOCUMENTS	1. <a href="http://www.assampetrochemicals.co.in">www.assampetrochemicals.co.in</a> 2. <a href="https://gem.gov.in/">https://gem.gov.in/</a>
Bid Submission	1. In portal <a href="https://gem.gov.in/">https://gem.gov.in/</a>
Email for communication	<a href="mailto:contract@assampetrochemicals.co.in">contract@assampetrochemicals.co.in</a>



## 1. SALIENT FEATURES OF BIDDING DOCUMENT

### CRITICAL DATE SHEET:

Tender Announcement Date	Date: 08.07.2026
Pre-Bid Meeting Venue and time	Date: 17.07.2026 Time: 10.00AM onwards
Starting date & time for Bid submission	Date:08.07.2026 Time: 03.00PM
Last Date and Time of Bid Submission	Date: 29.07.2026 Time: 03.00PM
Date and Time of opening of bid	Date: 29.07.2026 Time: 03.30PM
Validity of Bids	180 days from opening of the technical bids

### Instructions/Guidelines for Submission of Tender

Bidder should go through the terms carefully and then submit the documents; otherwise, the bid will be rejected.

Any template/format of the tender document must not be modified /replaced by the bidder and the same should be submitted after filling the relevant columns, else the bidder is liable to be rejected.

If there are any clarifications, this may be obtained through pre-bid meeting

The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids

The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders.

## 2. SCOPE OF WORK



**Nature of Work:** Onsite Annual Maintenance Contract (AMC) of Computer Hardware of heterogeneous makes/models, Servers, Computer systems, Laptops, Printers, Scanners, Active Lan Component etc. and Computer Operating Systems & Software.

**Place of Work:** The place of work will be at Assam Petro-Chemicals Limited ,Namrup .

**Time Allowed: Two years contract** from award of contract , extendable for another one year on receipt of yearly satisfactory performance report duly certified by the IT Section, Namrup.

The general scope of work includes.

- a) The maintenance support includes operating system support , corrective and preventive maintenance .
- b) The contract would be comprehensive i.e including replacement of parts (SMPS, Mother Board, logic circuit, RAM, Storage Drives, Paper feed rollers, gears, and carriage assemblies, Fuser assemblies and logic boards) of Original Equipments Manufacturer (OEM) except replacement of exhausted battery of UPS, Printer head, printer toners, ink cartridges, ribbons and cartridges for printers.
- c) Upkeep and maintenance of the hardware installed.
- d) To provide and maintain the required drivers and additional peripherals and hardware for maintaining the equipments.
- e) Repair to be carried out at the location of the equipment.
- f) Standby arrangement to be made in case the equipment is to be taken to workshop for repairs.
- g) Support for users and troubleshooting of commercial software packages and removal of virus and re-installation of software, if corrupted.
- h) General help in systems reconfiguration, system software problems, optimization set up, partitioning, formatting, interconnections, backup of data, internet setup in desktops, troubleshooting of browsers. Defining a Backup & disaster recovery strategy & taking scheduled backups. Customization of hardware and software etc.
- i) Any other maintenance work to be undertaken related to the computer/IT peripherals/Lan including laying and Crimping network cables
- j) Coordination with OEMs for troubleshooting of the computer and other peripherals under warranty.
- k) The bidder should have an office in Dibrugarh / Tinsukia/Guwahati preferable in Namrup.
- l) The bidder should have adequate technical staff in nearby APL Office with expertise, certifications for dealing in Windows server (2000 and above) operating systems, Linux/UNIX Servers operating systems, Windows desktop operating systems .
- m) Stickers with SI No should paste in all Asset with sl no ,asset number, IT firm name , and phone numbers of support Engineers.
- n) The bidder should have Repair Centre at nearby Namrup or in Assam duly equipped with adequate technical staff and equipment for repair work so as to ensure at least 99% uptime for servers and



98% uptime for PCs & peripherals. One Engineer of Repairing centre is also be suppose to be visit quarterly basis for smooth repairing of spare parts.

- o)** The replacement of any part of the computer/peripherals, whenever required, must be carried out by the firm/company with genuine part of same specification and warranty.
- p)** The firm/company shall maintain the equipment as per manufacturer's guidelines and shall use standard OEM components for replacement. Until and unless written order of the Registrar, APL are conveyed, the original specification/characteristics/features shall not be changed.
- q)** The list of computers, printers, UPSs, networking hardwares etc. is attached as Annexure-B. The estimated quantity shall be subject to variation. However irrespective of any variation in quantity of individual items, the rate shall remain unaltered. APL will not be liable to pay any additional expenses like taxes/duties and penalties. APL will not be liable to pay any charges related to transportation of faulty components / systems or stand by systems etc. between contractor's workplace and APL office. New equipments purchased from time to time, after the expiry of warranty/guarantee period, will also have to be serviced/ maintained at the same terms and conditions, and the AMC has also to be done at the same terms and conditions for these new equipments. APL reserves the rights to add/remove any item from AMC during the contract period.

### **3. Bidders Eligibility Criteria (BEC)**

- (i)** The firm/company must be registered as a firm or as a company with the Registrar of Firms or Registrar of Companies under companies Act 1956/2013. Last Three year ITR of company is required.
- (ii)** The firm/company should be licensed contractor under Contract Labour Regulation & Abolition) act'1970] or they should produce a certificate from the Labour Department to the effect that they are not covered by the Contract Labour Act.
- (iii)** The firm/company must have all statutory licence/registration under the contract labour Regulation and Abolition Act, PF, ESI etc. where ever applicable for this kind of business.
- (iv)** The firm/company should be in existence for over 5 years in the trade as on 31.06.2026 and average annual financial turnover from similar job during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimate cost.
- (v)** The firm/company should have a previous experience in maintenance of such equipments with Government Department/Public Sector Undertaking/Reputable Private Sector Organisation preferably in Assam of maintaining not less than 50 computers per year in each Department/PSU. Necessary papers must accompany the technical bid. The company should furnish its Downtime Statement of previous maintenance work preferably in Assam for the last three years.
- (vi)** The firm/company must have expertise in on-site maintenance and repair of computers, laser jet printers, network components, peripherals and other hardware parts and accessories.
- (vii)** The firm/company also must have expertise and experience in LAN troubleshooting. The bidder should have executed satisfactorily Annual Maintenance of 50 or more computers connected in LAN under RHEL/Window environment for two years. A performance Certificate to this effect from at least on Govt. Deptt/Public Sector/Reputable private sector Organisation Undertaking shall be furnished.



- (viii) The firm/company applying for this tender would produce certificate for the previous financial year from the concerned authorities about the payment of GST, income tax and any other tax applicable.
- (ix) The firm/company should produce the self attested photocopies of documents related to allocation of Registration Number, PAN Number, GST number, etc.
- (x) The firm/company The Bidder should not have been black listed / debarred at the time of submission of Tender by Government of India or Central PSU / PSE.
- (xi) The Bidder having minimum 10 (ten) qualified and experienced service executives with qualification of MSCE / CCNA / Diploma Engineer / Bachelor of Engineering on their Company payroll across the state of Assam, will be given additional preference. List of expertise engineer must be furnished along with deployed location with the Technical Bid in Annexure-C

#### 4. BID EVALUATION METHODOLOGY

*For the purpose of evaluation of bid and arriving at the L1 bidder, item wise value of the 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 all items considered as per Annexure-B (Price Bid).*

*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 year.*

#### 5. SPECIAL CONDITIONS OF CONTRACT

- (i) The vendor will provide three qualified resident engineers (at least two Diploma Engineer in Computer Science and Engg ) with experience of at least three years in windows software and linux software and maintaining computer equipments in Govt/PSU/Private Sector. The Service engineers are to be deployed at APL site on all the working days from 8.00 AM to 4.30 PM for attending and redress of complaints .The engineer shall also be available on holidays as per requirement of APL if needed. The engineer shall be equipped with mobile phones to ensure their availability. The office time are to be strictly maintain if necessary some electronic media may be engage in this regards .
- (ii) The successful vendor shall be responsible for the proper conduct of his service Engineers.. The successful vendor should ensure that the manpower so deputed under the contract should abide by the existing security and safety rules / regulations / precautions as per instructions given from time to time. The vendor and its staff may also be required to pledge secrecy and non-divulgence of the nature of the work of APL that may prejudice the interests of APL.
- (iii) The contractor shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part. The contract will be on comprehensive basis inclusive repairs and replacement of spare parts without extra payment. So contractor is to maintain ready stock of minimum **10%** spare parts



- (iv) The successful Bidder shall be solely responsible for compliance of safety rules & regulation as per Factory Act as applicable
- (v) The vendor will provide insurance cover to its service engineers . The service engineer or their legal heirs shall not claim any insurance/job benefit from the APL In case service engineer suffer any loss or damage to their life or person or property while working in the APL premises The vendor will be solely and fully responsible for any consequences and claim(s) under the law arising out of any accident caused by their personals to the equipment/property/personnel of APL or its authorized occupants. He shall also be responsible for any claim/injuries sustained by any third party(s) including its own life/injuries/property etc..
- (vi) The vendor should be pay minimum wage (Central / State wages act, whichever is higher) of as per labor law and their PF & ESI/ Medi claim no. has to be provided to its Service engineers. The wages shall be justifiable based on qualification and yrs of experience and valid for the complete duration of the Contract. All relevant documents of service engineers like pay slip, PF, ESI, Medi claim are to be submitted quarterly basis along with AMC bill. The vendor should also nominate one site in charge from .three support engineer who will directly report to concern authority as well as responsible for smooth execution of the contract along with his team members.
- (vii) The vendor must ensure the payment of wages to his employees on or before 7th day of the month (English calendar month) as per provisions of the Payment of Wages Act, 1936. The Contractor shall not be dependent on the Company's Bill to pay the monthly wage to their employees
- (viii) The vendor has to pay bonus as per Payment of Bonus (Amendment) Act, 2015 during festival time by the contractor and proof of payment of bonus to be submitted.
- (ix) For availing of any kind of leave by the service engineer , the suitable substitute support engineer are to be provided at site and the same are to be informed officially at concerned department. Penalty shall also be levied for the absence of resident engineer/leave without providing suitable substitute at the rate of Rs.500 per day per Engineer.
- (x) The initial period of contract will be for two year from the date of award of contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The AMC can be extended, if so desired by the APL, based on the performance of the service provider.
- (xi) The firm/company will prepare logbooks for each of the machines to be taken under the AMC and Preventive maintenance with virus scanning and virus removal , special cleaning of the Monitor, printer, keyboard, mouse etc. from outside with liquid cleaner and inside and checking of voltage and other parameters will be carried out on quarterly basis. A Preventive Maintenance Report/logbooks are to be submitted quarterly basis for the release of AMC payment after duly signed by the end user and service engineer .
- (xii) The service engineers would take up any reported fault with one hour. As far as possible, the repairs would be carried out on-site. However, in case the equipment is taken to the workshop, the firm would provide a standby for the same.



- (xiii) If the firm fails to carry out repairs within 24 hours, to the satisfaction of the user, a penalty of Rs. 500/- (Rupees five hundred only) per day or part thereof will be charged for delay beyond the one day till such time the PC/accessories are repaired. A call sheet duly signed by user and should be submitted to the computer section after successfully attending the call. A call sheet are to be submitted quarterly basis for the release of AMC payment after duly signed by the end user and service engineer .
- (xiv) The successful bidder shall provide necessary support for maintaining virus free computer environment for in the APL and help in upgrading the Software's/Virus Detection mechanism. The successful bidder shall also be provide installation/configuration of all software's provided by Company I like Antivirus, software patches, MS office, Acrobat, Java patches, Browser configuration etc.
- (xv) Immediately on award of the contract, the contractor would give a report taking over all equipment (giving their configuration in working condition also). It shall be the responsibility of the firm/company to make all the equipment work satisfactorily throughout the contract period and also to hand over the systems to the Department in working conditions on the expiry of the contract. In case any damage on the systems of the department is found, compensation which would be determined by the Competent Authority will have to be paid by the firm.
- (xvi) **Payment Terms** -No advance payment in any case would be made. The vendor shall submit GST invoices for payment of quarterly maintenance charges at IT Department. However, the quarterly payment would be made after deducting penalty, on pro-rata basis on satisfactorily rendering of service and submission of following documents
- The details of replacement/repairmen of parts including SI No, Date, location, asset no etc are to be listed out and same has to be submitted quarterly basis after duly signed by the end user/service engineer. .
  - All relevant documents of service engineers like pay slip, PF, ESI, Medi claim are to be submitted quarterly basis.
  - All Asset reports including consumable and non consumable are to be submitted quarterly basis after duly signed by the service engineer.
  - Asset Movement register are to be submitted quarterly basis after duly signed by the service engineer
  - Engineers attendance reports are to be submitted quarterly basis after duly signed by the Vendors.
  - Call sheet are to be submitted quarterly basis after duly signed by the service engineer/end users.
  - Preventive maintenance report are to be submitted quarterly basis after duly signed by the service engineer/end users.
  - The asset under AMC, stickers along with SL No should be updated quarterly basis. Any missing in SI No or sticker, are to be recorded and be submitted quarterly basis after duly signed by the service engineer.
  - Any others documents related to this awarded AMC contract
- (xvii) APL shall be entitled to deduct Income Tax at source in accordance with the provisions of Income Tax Act as applicable from time to time.



- (xviii) Taxes shall be paid extra as applicable.
- (xix) Site facilities to the contractor and the charges are deductible . APL will not provide any local conveyance and boarding & lodging at Namrup Site office. Hence, **the Bidder should arrange necessary accommodation for providing 24 x 7 service from deployed Support Engineers at their own cost nearby Namrup Site office.**
- (xx) Any loss of APL property or articles and or materials supplied by the APL (if any) to the contractor shall be recovered at the replacement price of the materials/goods from the contractors bills.
- (xxi) It will not be open for the contractor to refuse maintenance of any equipment which on the date of entering in contract is in working condition and is not more than six years old. Equipment which are more than six years old may be brought under contract by mutual agreement
- (xxii) The vendor shall be exclusively liable for non-compliance of the provision of any acts, laws, rules and regulations towards engagement of labour(s)/worker(s), directly or indirectly for execution of the work under the contract.
- (xxiii) The vendor will arrange to provide additional senior engineer for resolving any critical and pending issues ,if required.
- (xxiv) It shall also be the responsibility of the contractor to handover back to this office all the equipments under contract in working condition at the end of this contract period.

## 6. INSTRUCTION TO BIDDERS

- (i) The bidder is advised to visit the site before for preparing the bid and entering into a contract for construction of the Works at own cost.
- (ii) The bid shall remain valid for 180 days from the last date of submission of bids. If any bidder withdraws his tender before the said period shall, without prejudice to any other right or remedy, will forfeit the Bid Security absolutely
- (iii) An Earnest Money Deposit (EMD) of Rs. 45000/- is to be deposited through NEFT/ RTGS before closing of bid.

Bidders registered as ‘Micro’ or ‘Small’ Enterprises are exempted from payment of EMD on submitting of the valid registration certificate issued by the authorities as per Ministry of Micro Small and Medium Enterprises, Government of India. The registration certificate should clearly mention the item /services details against which the bidder is registered as ‘Micro’ or ‘Small’ Enterprises and the bidder should be registered for the items/services they intend to bid otherwise their bid will be liable to be summarily rejected for not having deposited the prescribed EMD.

EMD will be refunded to unsuccessful bidders after finalisation of successful bidder/ cancellation of tender. Also, the said EMD will be refunded to successful Bidder on signing of the Contract and after submission and confirmation of Performance Security Deposit/Bank Guarantee or can be adjusted against the Performance Security



Deposit/Bank Guarantee upon request. EMD shall not carry any interest.

EMD of the bidder will be forfeited if:

- a. After opening of the tender, the bidder revokes his tender or modifies his bid.
- b. The bidder does not submit Performance Security Deposit/Bank Guarantee within stipulated period.

The cost of money transfer (including commission and taxes etc.) has to be borne by the bidder. It is advised that the bidder should consider the time required to process the payment electronically (i.e., NEFT/RTGS) to Assam Petro-chemicals Limited, into consideration before submitting the bid. Assam Petro-chemicals Limited will not be liable (in any case) for any delay / non-payment in this regard.

**BANK DETAILS FOR PAYMENT OF EMD THROUGH NEFT/RTGS**

Name	Assam Petro-chemicals Limited
Bank Name	ICICI Bank Limited
Bank Branch & IFSC	Duliajan, IFSC: ICIC0000213
Account No.	021305003041

**IV. CONTRACT PERFORMANCE BANK GUARANTEE:**

The successful bidder will be required to deposit the Contract Performance Bank Guarantee to the extent of 10 (Ten) percent of the contract value in favour of Assam Petro-chemicals Limited within 15 working days of award of the contract. The Contract Performance Bank Guarantee will be returned after 3 (three) from the date of successful completion.

Owner (APL) shall have an unqualified option under the Contract Performance Bank Guarantee to draw on the security and claim the amount thereunder in the event of the Contractor's failure to honor any of its obligations, responsibilities or commitments under the Contract or in respect of any amount due from the Contractor to Owner. Provided however that, nothing stated under this Clause shall make it incumbent upon Owner to utilize the Contract Performance Bank Guarantee in preference to any other remedy which Owner may have, nor shall it be construed as confining the claims of Owner against the Contractor to the value of the Contract Performance Bank Guarantee.

- V. It may also be noted that in case of contractor backing out in mid terms without any explicit consent of APL, the firm/company will be liable to recovery at higher rate vis-à-vis, those contracted with it, which may have to be incurred by APL on maintenance of machines for the balance period of contract through alternative means.
- VI. The above act of backing out would be automatically debar the firm from any further dealing with APL and EMD/performance guarantee amount would also be forfeited.
- VII. 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.

- VIII. Late submission of tenders will not be accepted. Tenders by "Telex/Telegram/Fax/E-mail" will not be accepted. Tenders SHALL ONLY BE ACCEPTED submitted in GeM
- IX. The rates quoted should be Net off (exclusive GST) and no discount or free services/offers quoted will be considered. The rate should be quoted per piece of each item of hardware and LAN separately. This is to facilitate addition or removal of equipments from the list covered under the contract. For comparing quotation of different parties the total of annual value will be considered for a fixed number of equipment and LAN taken together.
- X. The tender is not transferable.
- XI. All the pages of the tender document should be sealed and signed by the bidder/tendered as a token of acceptance of all the terms and conditions
- XII. The selected bidder will be required to sign an AMC agreement and the applicable stamp duty will be borne by the vendor given in ANNEXURE-C. The AMC agreement will have to be signed within a week from the date of issue of order by the APL.
- XIII. **FORCE MAJEURE:** The vendor shall not be liable for any delay or failure of performance of any of its obligations under or arising out of this contract, if the failure or delay results from any of the following: - "Act of God, refusal of permissions or other Government Act, Fire, Explosion, Accident, industrial dispute and the like which renders it impossible or impracticable for the vendor to fulfill its obligations under the contract or any other cause/circumstances of whatsoever nature beyond vendor's control".
- XIV. **TERMINATION CLAUSE:**
- a) Prior to Company invoking any of its rights under clause (b) and (c) below, the PARTIES shall meet and discuss any outstanding of the other PARTY'S position. All efforts shall be made by the PARTIES to reach an equitable and amicable solution to such issue or dispute.
- b) APL may by written notice to Contractor, terminate Contract whenever APL deems such termination to be in its best interests. Upon such termination the provisions of clause (e) below shall be applicable.
- c) If Contractor shall neglect to execute WORK with due diligence or expedition, or shall refuse or neglect to comply with any reasonable order given to it in writing by Owner in connection with WORK, or shall contravene any of the provisions of the Contract, APL may give notice in writing to Contractor calling upon it to make good the failure, neglect or contravention complained of, within a period of 15 (fifteen) days. In Contractor's default of compliance with any such notice, APL may without prejudice to its rights rescind or terminate Contract.
- d) On termination by APL under clause (c) above, APL may carry out all remaining WORK



either by itself or through its agents or may re-contract to any person or Firm/Company to execute the same. APL has the right to giving notice in writing of its intention of doing so to Contractor.

e)Payment of compensation for the works performed till the date of termination will be decided at the time of termination.

xx. For clarification Relating to Bid/Site visit the bidder may contact following person.

<b>Technical</b>	Hemonta Dutta, Sr. Manager (System) e-mail : <a href="mailto:admin_apl@assampetrochemicals.co.in">admin_apl@assampetrochemicals.co.in</a>
<b>Tendering Queries</b>	Uttam Dey, DGM (C&P) Email- <a href="mailto:dey.uttam@assam.petrochemicals.co.in">dey.uttam@assam.petrochemicals.co.in</a>

## 7. GENERAL TERMS AND CONDITIONS

1. Bidder shall, as part of their bid, submit a written Authorization Letter from Partner of Bidding firm if the signatory is other than Partner.
2. Bidder shall not be under liquidation, court receivership or similar proceedings.
3. Bidding documents shall at all times remain the exclusive property of the Assam Petrochemicals Limited.
4. Bidder may note that Bid shall be submitted on the basis of “ZERO DEVIATION” and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as nonresponsive and may be liable for rejection. Kindly fill Annexure at the end of this document in this regard
5. Assam Petro-chemicals Limited shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
6. Assam Petro-chemicals Limited 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 assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
7. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
8. In case any bidder is found to be involved in cartel formation, his bid will not be considered for



evaluation / placement of order. Such Bidder will be debarred from bidding in future.

9. The Contractor shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
10. The quoted and agreed prices shall be inclusive of all expenses, charges, taxes, etc and to be expressed only in Indian Rupees (INR). GST at a rate of 18% shall be considered inclusive in the quoted prices. All the calculations shall be done accordingly. No payment over and above the quoted rates shall be made. However, fees paid on behalf of company to a statutory body for carrying out an assigned work and permitted incidental expenses incurred during the course of work shall be reimbursed. Further, in case of visit outside Assam to represent company with prior approval of competent authority, travelling and out of pocket expenses and miscellaneous expenses in accordance with company policies will be reimbursed. Such reimbursements shall be made on actual basis i.e. without adding any service charge, profit or any other charge whatsoever on production of relevant receipts, bills, etc.
11. The Company reserves the right to terminate the services of the contractor if not found satisfactory with giving shorter period notice. Further, the Company may at any time terminate the contract by giving shorter period notice, if the Consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Company.
12. If at any time after acceptance of the tender or during the progress of work the purpose or object for which the work is being done changes due to any supervening cause and as a result of which the work has to be abandoned or reduced in scope, a notice to effect the same shall be given to the Consultant and the Consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which might have been derived from the execution of the work in full but which is foregone in consequence of the foreclosure of the whole or part of the work.
13. There shall be no liability on the part of the Company to pay any compensation arising out of any dispute, accident etc. for official work of company. The Consultant will be fully responsible for safety, security and coordination at company. Nothing extra will be paid to the Consultant on this account.
14. The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
15. The Bidder shall employ and provide such qualified and experienced personnel as are required to carry out the services as per the norms.
16. At any time prior to the deadline for submission of bid, the Company may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the tender document by the issuance of corrigendum on the Portal.
17. **Confidentiality:** Information relating to the examination, clarification, evaluation, and recommendation for the selection of bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the



Company in relation to matters arising out of, or concerning the selection process. The Company will treat all information, submitted as part of the bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Company may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Company. Bidders are required to treat all such documents and information as strictly confidential.

18. **Right to Cancel the Tender:** The Company, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to suspend and/ or cancel the selection process and/ or amend and/ prior supplement the selection process or modify the dates or other terms and conditions relating thereto; consult with any bidder in order to receive clarification or further information; retain any information and/ or evidence submitted to the Company by, on behalf of and/ or in relation to any bidder; and/ or independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any bidder.
19. **Right to Inquiry:** The Company reserves the right to make inquiries with any of the clients listed by the bidders in their previous experience record.
20. **Jurisdiction:** The Contract shall be governed by and construed in accordance with the laws of India as well as the state of Assam and the courts at Dibrugarh , Assam shall have exclusive jurisdiction over all Disputes arising under or in connection with the Contract .Initially , in case of any dispute or any difference arising at any time between the APL and the Vendor , the same shall be resolved by mutual discussion. In case of any dispute or any difference, if not resolved, the settlement will be made in the Courts of Dibrugarh

## 8. PRE-BID MEETING

**Pre-bid Meeting** will be held on **17.07.2026** at Assam Petro-chemicals Limited, Namrup **10.00 AM** onwards, to address any queries of bidders. For VC link kindly email to [contract@assampetrochemicals.co.in](mailto:contract@assampetrochemicals.co.in).

## 9. 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

## 10. IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID:

1. EMD of required amount./MSME certificate for EMD exemption
2. Order and completion in support of assignment.
3. Copy of PAN card , GST Registration No



4. Documents in support of Annual Turnover for last three financial year 2024-25,2023-24,2022-23
5. Audited Financial Statements
6. Evidence of Assignment done in the form of mandate letter/work order.
7. Declaration on bidder letter head along with certificate of authorized signatory.

**11. 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](http://www.assampetrochemicals.co.in)

**12. EXTENSION OF BID SUBMISSION / BID OPENING DATE**

APL may, at its sole discretion, decide to extend the Bid Submission Date and / or Bid Opening Date. In such a case, all rights and obligations of Owner and that of Bidders previously subject to the Bid Submission Date / Bid Opening Date will thereafter be subject to the new Bid Submission Date / Bid Opening Date.

APL may in its absolute discretion exclude or reject any Bid that in the reasonable opinion only of the Owner contains any false or misleading claims or statements. APL has no liability to any person for excluding or rejecting any such Bid.

**13. APL'S RIGHT TO ACCEPT/REJECT BIDS:**

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

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

**14. ORDER OF PRECEDENCE:**

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

- i. Corrigendum, if any
- ii. Instructions to Bidders
- iii. Terms & Conditions for Hiring of Ambulance Service Contract.
- iv. General Conditions of Contract



**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 : \_\_\_\_\_

**SCHEDULE OF RATES**

**Work:** - Comprehensive Annual Maintenance contract of Computer/ Printer /UPS /LAN etc at APL Namrup

**1. Bill of Quantity(Inclusive spare parts)(02 Years)**

Item	Description of the item	No	Unit Rate	Amount
Desktop Computer	Dual core & Above : Make Dell, HP/Lenovo	157	Quoted	Quoted
Printer	DMP Web LQ 5235	14	Quoted	Quoted
	HP1515	2	Quoted	Quoted
	HP Laser 108A /HP Laser 1108/HP Laser 1106/ CANNON LBP6030B/MF631CN	15	Quoted	Quoted
	Ink Tank Printer(Make: Epson)	60	Quoted	Quoted
UPS	0.6 KVA All Comprehensive, (Excluding battery)	139	Quoted	Quoted
	1 KVA All Comprehensive, (Excluding battery)	3	Quoted	Quoted
Laptop	Laptop	20	Quoted	Quoted
Server	Dell Optiplex 7000, Dell Optiplex 5000 HP Proliant ML 10 GEN 9 HP Proliant ML110,	4	Quoted	Quoted
Scanner	HP/Canon	5	Quoted	Quoted
Support Engg.	As mentioned in NIT	3	Quoted	Quoted
Total (with 3 manpower)(A)				Quoted
GST & Duties Applicable(B)				Quoted
Grand Total (A) +(B)				Quoted

**Note-** a. The bidder shall quote the rate in the price bid sheet only . No price related information shall be submitted in the un-priced bid . Mention of any price in un priced bid shall lead to rejection of bid .

b. The bidder shall quote the price inclusive of spare parts that may required as specified in the scope of work . This total rate (inclusive of GST) shall be reflected in GeM for evaluation purpose.



Annexure-C

**Format For Details of Service Engineers**

Sl No	Name	Technical Qualification	Area of Specialization	Experience in Computer Maintenance	Date of Joining in the firm
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**BIDDER'S GENERAL INFORMATION**

To  
M/s ASSAM PETROCHEMICALS LIMITED

SUB – ANNUAL MAINTENANCE OF PC, LAPTOP , PRINTER , UPS , SCANNERS AND LAN COMPONENT

Tender No – APL/C&P/F&A/2026-27/641

1	Bidder Name (With Contact Person Name &Details)	
2	Status of Firm	Proprietorship Firm/Partnership firm/Limited/Others If Others Specify: _____ [Enclose
3	Name of Proprietor/Partners/Director sof 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:
8	Telephone Number [Mobile & Landline]	_____ (Country Code) (Area Code) (TelephoneNo.)
9	E-mail address	
10	Website	
11	Fax Number:	_____ (Country Code) (Area Code) (TelephoneNo.)



12	ISO Certification, if any	{If yes, please furnish details}
13	Bid Currency	
14	Banker's Name	
15	Branch	
17	Bank account number	
18	PAN No.	[Enclose copy of PAN Card]
19	GST No.	[Enclose copy of GST Registration Certificate]
20	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
21	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) filled with the authority specified by the respective State Government.)</i>
22	Whether Micro/Small Enterprise	(Bidder to submit documents as specified it ITB)
23	Type of Micro/Small Enterprise	General/ SC / ST (Bidder will submit documentary evidence for the same).
24	Type of Entity	Corporate/ Non-Corporate (As per Service tax Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).

Place:  
of Bidder]Date:

[Signature of Authorized Signatory  
Name:  
Designation:  
Seal:

**AGREED TERMS & CONDITIONS**

To  
M/s ASSAM PETROCHEMICALS LIMITED

**Tender Title: ANNUAL MAINTENANCE OF PC, LAPTOP , PRINTER , UPS , SCANNERS AND LAN COMPONENT**

Tender No: **APL/C&P/F&A/2026-27/641**

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.

SI.	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 Payments specified in the Bid Document. ii) In case of delay, the bills shall be submitted after deducting 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 <b>falls under MSE Act.</b>	

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



**“NO DEVIATION” CONFIRMATION**

**To  
M/s ASSAM PETROCHEMICALS LIMITED**

**SUB – ANNUAL MAINTENANCE OF PC, LAPTOP , PRINTER , UPS , SCANNERS AND LAN COMPONENT**

**Tender No – APL/C&P/F&A/2026-27/641**

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:



**TENDER NO – APL/C&P/F&A/2026-27/641**