



ASSAM PETRO-CHEMICALS LIMITED

(A Government of Assam Undertaking)

P.O. PARBATPUR, NAMRUP

DIST. DIBRUGARH

PIN – 786623 (ASSAM)

Tender No : APL/C&P/HR/F-II/2024-25/357

Tender Documents

For

**HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD
FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS
LIMITED**



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SECTION – I

INVITATION FOR BIDS

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF
ASSAM PETRO-CHEMICALS LIMITED



Ref.No. APL/C&P/HR/F-II/2024-25/357

Dated : 05/11/2024

NOTICE INVITING TENDER

Assam Petro-chemicals Limited,(A Govt of Assam Undertaking) invites tenders from competent & experienced contractors for the under mentioned job in **Single stage Two bid system** comprising Techno-Commercial Bid & Price Bid.

Name of Work	Earnest Money	Tender Processing Fees(Non refundable)
HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEYDE PLANT OF ASSAM PETRO-CHEMICALS LIMITED	Rs 4,96,180.00	Rs 5,000.00

BID DOCUMENT ISSUE PERIOD	From 10.00 Hrs on dt. 06.11.2024 up to 15:00 Hrs on dt. 26.11.2024
LAST DATE OF BID SUBMISSION	Up to 15:00 Hrs on dt. 26.11.2024
PRE-BID MEETING	AT 10.00 Hrs on 14.11.2024
BID OPENING DATE	At 15:00 Hrs on dt. 27.11.2024
BID SUBMISSION	In e-tendering portal https://assamtenders.gov.in/nicgep/app
AVAILABILITY OF TENDER DOCUMENTS	<ol style="list-style-type: none">1. https://assamtenders.gov.in/nicgep/app2. www.assampetrochemicals.co.in

Sd/-
Managing Director

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

**1.0** The brief details of Tender are as under

Sl. No.	Description	Remarks
a)	Period of Contract	Period of Contract for this work will be (02)Two years, reckoned from the date as mentioned in the letter of award / Work Order.
b)	Bidding Document along with Addendum / Time Extension etc. (if any) available on Websites (for viewing & downloading)	Assam Government procurement portal website https://assamtenders.gov.in/nicgep/app OR APL's website www.assampetrochemicals.co.in
c)	Bid Download and Submission made available for the Bidder on the above website for the period	06.11.2024 to 26.11.2024
d)	Last Date and time for submission of Online Bids (DUE DATE)	Up to 03.00PM. (IST) on 26.11.2024, only at Government of Assam Public Procurement Portal https://assamtenders.gov.in/nicgep/app
e)	Mode of Tendering	Open Competitive Bidding e-tendering mode (under Single Stage Two Bid system basis) with uploading of documents in Government of Assam Public Procurement Portal https://assamtenders.gov.in/nicgep/app .
f)	Place of Submission of 1 sets of Original authenticated Un-priced Bid (Hard Copy) and EMD	DGM(C&P) Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India) Tel - +91 374 2500331 Mob : +91 9435139178 Email : borah.nb@assampetrochemicals.co.in
g)	Online opening of Un-priced Bid.	15:00 Hrs. (IST) on 27.11.2024
h)	Venue for opening of Un-priced Bid	C&P Department Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India)
i)	Pre-bid Meeting Date & Place	14.11.2024, 10:00 am Assam Petrochemicals Limited P.O. Parbatpur, Namrup Dist. Dibrugarh, Pin – 786623, Assam (India)
j)	Contact Person with details for any clarifications	1. Mr. N.B. Borah, DGM(C&P) Mob : +91 9435139178

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



		Email : borah.nb@assametrochemicals.co.in
k)	Bid Validity	6 months from the DATE OF UNPRICED BID OPENING
l)	Tender Fee	Rs 5,000.00
m)	Earnest Money Deposit	Rs 4,96,180.00

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

Cover No. 1	1. EMD + Integrity Pact	PDF File
	2. Un-priced Bid	PDF File
Cover No. 2	1. Price Bid	Microsoft Excel File

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

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

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

1.3 The hard copies of the bids is required to be submitted within 7(seven) days from the Bid due date and send to the address given below:

**To
The Deputy General Manager (C&P)
Assam Petrochemicals Limited,
Namrup, P.O. Parbatpur
Dibrugarh, Assam, Pin 786623**

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



SECTION – II

SCOPE OF WORK



SCOPE OF WORK AND EDUCATIONAL QUALIFICATION

I. OPERATION DEPARTMENT

A. SHIFT OPERATIONS

1. Operational Support:

- Assist in the day-to-day operations of the Formalin Plant, including monitoring and controlling the production process to ensure smooth and efficient manufacturing.
- Assist in the operating and monitoring of process plant equipments, Storage Tanks, Compressor House, TG Building, ETP & STP area, DM water tank, WTP, all pump house areas, and loading & unloading activities of Formalin & Methanol through Tankers to ensure efficient production of formalin.
- Responsible for dedicated/allotted individual section's operation, maintenance, housekeeping, and preventive maintenance of equipment as per the SOP.
- Support the start-up, shutdown, and regular operations under the supervision of Shift In-Charge/ DCS Engineer.
- Assist in the Daily Inventory Management of Raw Materials, Chemicals, and Finished Products.

2. Process Monitoring:

- Monitor key parameters such as temperature, pressure, and flow rates to ensure they are within the prescribed limits.
- Record and report any deviations from standard operating conditions to Shift In-Charge/ DCS Engineer for timely corrective actions.

3. Equipment Handling:

- Assist in operating and maintaining process equipment such as reactors, pumps, storage vessels, heat exchangers, condensers, steam turbines, absorber-column, and instruments (PT, TT, PG, TG, Gas-Detectors, Analyzers, etc.) to ensuring their optimal performance.
- Perform basic troubleshooting and routine checks on equipment to identify potential issues.

4. Safety and Compliance:



- Adhere to all safety protocols and standard operating procedures (SOPs) to ensure a safe working environment.
- Participate in safety drills, and training session studies as required and strictly adhere to PPEs compliance inside the plant premises.
- Be prepared to respond to emergencies, such as equipment failures or hazardous material releases, by following established emergency procedures.
- Work Permits and HOTO (Hand-over & Take-over) Procedures/Protocols are to be followed strictly without any deviation or excuses.

5. Quality Control:

- Ensure that the product meets quality specifications by conducting routine sampling and basic laboratory tests.
- Assist in maintaining accurate production and quality records for auditing and compliance purposes.

6. Housekeeping & Equipment Maintenance:

- To ensure cleanliness and orderliness in the work area and all tools and equipment are stored properly.
- Conduct daily routine inspections and preventive maintenance on equipment as per schedule to minimize downtime and prolong equipment life in coordination with the Shift In-charge/DCS Engineer.
- Identify and troubleshoot process issues, equipment malfunctions, or inefficiencies, and coordinate with maintenance teams for timely repairs.

7. Reporting and Documentation:

- Maintain a detailed log book of production activities, including any incidents or abnormalities encountered during the shift.
- Prepare shift reports and communicate effectively with incoming shift operators to ensure seamless transitions.
- Report directly to the Shift In-Charge and assist in preparing reports as required.

8. Continuous Improvement:

- Provide feedback and suggestions to improve operational efficiency and product quality.



- o Participate in daily plant meetings and contribute to process improvement initiatives to enhance process efficiency, reduce waste, and improve product quality.

➤ **Experiences and Qualifications: -**

- A. For the smooth execution of the contracted services, it is expected that the contractor will deploy personnel, if any, who possess the proper qualifications, and experience as typically required by standard norms, and who also meet statutory requirements.
- B. To assist with various Operational services offered by the contractors shall be of good quality. The individuals assigned to these services should possess sufficient exposure, knowledge, and experience in the field. APL will only accept the services of a Contractual Assistant Process Operator - Production after a quality check, which includes reviewing the individual's experience and qualifications through an interview process.
- C. All personnel deployed for carrying out the jobs shall be adequately experienced and qualified as per the following table.

Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Process Operator - Production	Highly Skilled	6	2 per shift for each of the 3 shifts	Diploma in Chemical Engineering/ BSC (PCM) with minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years
2	Contractual Helper - Production	Unskilled	1	General Shift	Read up to Class VIII (8th Std.) and minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years

- D. **Age Criteria:-** All the persons working under this contract shall be less than or equal to 58 years from the award date/RFQ date whichever is earlier.
- E. All the persons deployed by the contractor should be medically fit to perform the assigned duties for a period of two (02) years.



B. PROCESS AND FACILITIES (Process Plant, ETP & WTP area, Raw Water Pump House, Formaldehyde Tanks & Methanol Tanks, TG Building and Compressor House, Tanker Loading & Unloading Area)

Contractual Assistant Process Operator - Facilities is required to do the following jobs but not limited to:

1. Assistance for normal operation of start, stops, checks and adjusts all site equipment's in the Formalin unit and Formalin storage tanks as instructed by Shift-In-Charge (SIC)/DCS Engineer. Updates himself with the latest operating instructions. Operates new systems/ units after commissioning. Carries out daily routine operations such as flushing/air blowing, Nitrogen purging of operation lines as per P&ID as and when required.
2. Assistance for Normal Start-up and Shut-down and emergency handling of Formalin plant and Formalin storage tanks activities to be done from field as and when required as per instructions from Shift In charge (SIC)/ DCS Engineer and ensuring the proper start up and shut down procedures are followed and recorded.
3. Assistance for Logging of important all field readings of the ISBL & OSBL area.
4. Assistance for Calibration of all chemical dosing pumps.
5. Assisting for the boiler/ steam drums which involve quite a lot of jobs such as manual isolation / opening of valves, IBD requirements etc.
6. Assistance in the smooth operation of the Stem Turbine.
7. Assisting, Monitoring the performance & logging of field readings of critical equipment's like Steam Turbine, Nitrogen & Air Compressor, Synthesis Compressor, Tank Inventory, Absorber Column and DG Stag, ETP & WTP area etc. as per process requirement.
8. Assisting, Monitoring the performance & logging of field readings of critical pumps like BFW, Air Blowers, Methanol Feed Pump, ISBL & OSBL area all pumps as per process requirement.
9. Assistance for Health monitoring of pumps viz., bearing oil cup level, bearing temperature and filling-up of Formalin in seal pots of cold service pumps etc.
10. Assistance/ Supervision, during lab sampling activities as per schedule.
11. Assisting for handing over of critical equipment's like exchangers, pumps, compressor, turbine etc. for maintenance activities.
12. Assisting for hand- over and take-over of the PSVs on the various equipment / pipelines for calibration and reinstallation process.



13. Assistance in Supervision / monitoring of house- keeping activities of various sections of the unit
14. Assistance in Supervision of activities during Formalin tanker loading/ unloading activities.
15. Assisting draining of various KODs/ Vessels/ Columns as per operational requirement
16. Shifting of hosepipes, and hose connections of various sizes.
17. Other jobs as per instruction from APL Shift In-charge/ DCS engineers based on process requirement.
18. Assisting handing over the critical rotary equipment's for scheduled maintenance.
19. Assistance during start-up, shutdown activities and handling emergencies in various sections of the unit.
20. Monitoring all stack emissions from different sources of the plant round the clock basis.
21. The operator needs to perform all types of jobs demanded by APL. The major jobs include supervision of house-keeping of entire Formalin unit and Formalin storage tanks, area cleaning and equipment cleaning.
22. All jobs need to be done in compliance with HSE rules & regulations and Pollution Control Board norms such as knowing all types of process safety interlocks.
23. Should have regular contact with immediate job associates and personnel from other sections of unit operations. Have frequent contacts with laboratory, maintenance personnel, depending on the unit requirement.
24. All sorts of material consumption need to be recorded in hard copy as well as soft form and need to be stored in MS-Excel sheet as per decided time schedule basis as and when required.

Experiences and qualifications: -

- a) For the smooth execution of the services contracted out herein, it is expected that the contractor will deploy personnel, if any, who has the proper qualification, experience as normally required under the norms followed and also meets the statutory requirements.
- b) To provide assistance for various Operational services offered by the contractors shall be of good quality. The individual deputed for the services should have sufficient exposure, knowledge & experience in the field. Any service assistance of Contractual Assistant Process Operator - Facilities Category will be accepted by APL only after quality check after reviewing the experience and qualification.
- c) All the personnel deployed for carrying out the jobs shall be adequately experienced & qualified as per the following table-



Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Process Operator - Facilities	Highly Skilled	6	2 per shift for each of the 3 shifts	Diploma in Chemical Engineering/ BSC (PCM) with minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years

- d) **Age criteria** - All the persons working under this contract shall be less than or equal to 58 years from the award date/RFQ date whichever is earlier.
- e) All the persons deployed by contractor should be medically fit to perform the assigned duties for period of two (02) years.

C. LABORATORY

Contractual Assistant Chemists are required to do the following jobs but not limited to:

1. Testing of various water samples, including raw water for 200 TPD Formalin plant.
2. Testing of various gas samples from 200 TPD Formalin plant.
3. Testing of Crude products of Formalin, Intermediate product and final products of Formalin plant.
4. Testing of sale tank products for Formalin plant.
5. Testing of Formalin Tankers.

Experiences and qualifications: -

- A. For the smooth execution of the services contracted out herein, it is expected that the contractor will deploy personnel, if any, who has the proper qualification, experience as normally required under the norms followed and also meets the statutory requirements.
- B. To provide assistance for various Operational services offered by the contractors shall be of good quality. The individual deputed for the services should have sufficient exposure, knowledge & experience in the field. Any service assistance of Contractual Assistant Chemists Category will be accepted by APL only after quality check after reviewing the experience and qualification.
- C. All the personnel deployed for carrying out the jobs shall be adequately experienced & qualified as per the following table-

Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Chemists	Skilled	2	1 per shift for each of the 2 shifts	B.Sc (Phy,Chem,Maths), Preference will be given to B.Sc. (Hons.) in Chemistry and/or 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer	less than or equal to 58 years

D. **Age criteria** - All the persons working under this contract shall be less than or equal to 58 years from the award date/RFQ date whichever is earlier.

E. All the persons deployed by contractor should be medically fit to perform the assigned duties for period of two (02) years.

II. MAINTENANCE

A. **MECHANICAL** : N/A

B. **ELECTRICAL**

Scope of work for providing assistance for Electrical Maintenance Activities in all areas of APL 200TPD Formaldehyde Plant and Transshipment Facility is tentatively as below. Following activities will be attributable for completion of any work, if applicable, but not limited to:

1. Routine operations and maintenance of all Electrical systems in the areas like TG Control Room ,Weight Bridge, Reactor Areas, Production Control Room, Electrical {MCC} Room, Electrical (PCC) Room,Water Intake Areas, Water Treatment Plant Section Area, Fire Pump House Area, Process Plant Areas,Compressor House, STP Areas, ETP Areas,CT Fan Areas,Boiler Feed Water Pump Areas Tankage Areas, Transshipment Areas, Gantry Areas etc.
2. Regular Operation and Maintenance(Electrical) of TG Main Incomer, Out Going Motor Feeders, Lighting and Power Point Feeders of the Motor, Lighting Switchboard, VFD Panel, Soft Starters, Turbine Control Panel,Digital Excitation Control Panel,Turbine Gauge Panel,Pressure Switch / Transmitter Panel, Synchronizing Control Panel (SCAP), Float cum Boost Charger Panel, Lighting Transformer Cum Main Lighting Distribution Board, Relay Panels, PMCC Panel Board, MCC, ASB, LDB, 10 KVA UPS Output ACDB Panel Board, APFC Panel, AMF Panel, DC Battery Charging Panels, Cathodic Protection Panels,



- Overhauling of 3-phase Induction Motors as well as other Field Level Lighting DBs and APFC Panels etc. Maintenance of High Mast Lights. Electrical Maintenance of Technical Building, Admn. Building, Mechanical Workshop Building, Fire & Safety Building.
3. Maintaining of LOG Book in each Shifts like Morning, Evening and Night by mentioning the shift personnel in each shift, Energy Meter Reading, Status of TG RPM, Hotwell Temperature, Steam Consumption, Main Power / TG Power Supply and Distribution Transformers, VFD Panels, PCC Panel Board, MCC Panel Board, UPS Systems, APFC Panel Board, Lighting, Motor Running Status, 01 Nos. of DG Sets(1125KVA) Conditions, Main/TG Power Failure Record with Power Restore Record, Any Major Works in the particular Shifts, Motor Running Status etc.
 4. Routine Health Check up of 01 Nos of 1125KVA DG Sets with like cranking of the engine, Checking of 24V Battery Condition, Engine Oil Level, Fuel Tank Level, Radiator Coolant Level, Status of Battery Charging, AMF Panel status etc and to take precautionary measures.
 5. Running of DG Sets with the Change-over in the main PMCC Panel Board when MAIN Supply / TG Power Failure Occurs. Also, when Main supply / TG Power resume the power change-over to be done from DG Power to MAIN SUPPLY / TG Power
 6. Routine Health Check-up of the Standby Motors through the checking of Insulation Resistance Value. Also, routine health check-up of the running Motors to be done through checking of Motor Body Temperature, Vibration, Current Drawn by the Motor.
 7. Daily Co-ordination with the APL Engineers about running status of Motors, Power Status, Stock of DG Fuel, Switchgear Spares etc. and have to follow the instruction provided by the respective Electrical Engineer of APL.
 8. Giving clearance with proper health check-up to the respective production operator / engineer to run the Motor Pump Set they desired.
 9. Maintenance, overhauling of Motors (through maintenance of housing cover, replacement of Bearing) with its shifting if any abnormality /Breakdown/ flash over occurs with the clearance from Production.
 10. Replacement of existing Motor by its new one if any major breakdown occurs with the shifting of the old one to the particular location assigned by APL Engineer with the replacement of the new one by shifting it. All the necessary co-ordination required between Mechanical and Production is to be done.
 11. Maintenance of Panel Board through replacement of Contactor, O/L Relay, MCCB, VCB, ACB, Main Switch etc. with laying of cable and Socketing in the Cable, termination, Cleaning if required.
 12. If IR Value of Motors goes low, necessary improvement of IR Value through heat-up of the motor by Halogen Lamp if required. All the necessary arrangements to be done.



13. If DG Fuel Level goes low, necessary Top up of the DG Fuel. Also, if any preliminary maintenance occurs in the DG Set, it is to be done.
14. Shifting of Full Diesel Drum from APL Store to the DG set area of APL with its consumption record for the DG set .
15. Routine Check-up of the Plant Illumination Level and if any discrepancies occurs, it is to be tackled immediately by replacement of Bulbs or maintenance to power line etc.
16. If any temporary connections like, lighting, power point for welding etc, it is to be provided through cable laying and terminations as per the instruction from the APL Electrical Engineer.

Educational Qualification, Experience and Statutory requirement of Contractual Assistant Technician – Electrical: -

- a. For the smooth execution of the services contracted out herein, it is expected that the contractor will deploy personnel, if any, who has the proper qualification, experience as normally required under the norms followed and also meets the statutory requirements.
- b. To provide assistance for various Operational services offered by the contractors shall be of good quality. The individual deputed for the services should have sufficient exposure, knowledge & experience in the field. Any service assistance of Contractual Assistant Technician – Electrical Category will be accepted by APL only after quality check after reviewing the experience and qualification.
- c. All the personnel deployed for carrying out the jobs shall be adequately experienced & qualified as per the following table-

Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Technician - Electrical	Skilled	6	2 per shift for each of the 3 shifts	ITI in Electrical with a renewed electrical supervisor certificate/workman permit issued by any Government Electrical Licensing Board. Minimum 1 years of experience.	less than or equal to 58 years

- d. **Age criteria** - All the persons working under this contract shall be less than or equal to 58 years from the award date/RFQ date whichever is earlier.
- e. All the persons deployed by contractor should be medically fit to perform the assigned duties for period of two (02) years.



- C. Scope of work for providing assistance for Instrumentation Section of APL Plant is tentatively as below. Following activities will be attributable for completion of any work, if applicable, but not limited to:

Contractual Assistant Technician (Instrumentation):

Scope of work

- a. Attending preventive, predictive and breakdown Maintenance 24/7
- b. Maintenance and calibration of all kind of field instruments such as HART and FF Transmitters Control valves, ON/OFF valves, SOVs, RoSOVs, Power cylinder, PSVs, Field sensors, Smart positioners, Analysers, Pressure instruments, Temperature instruments, Flow instruments, level instruments, Machine monitoring system, Turbine supervisory instrumentation, weighing bridge.
- c. Troubleshooting of PLC related issues, issues in workstations & Engineering station, issues in field & Panel instruments and Analysers.
- d. Maintaining documentation & record keeping of day to day activities.
- e. Maintaining record of availability of tools & tackles, spares.
- f. Maintaining Technical Datasheet and documents required for maintenance related to instrumentation.
- g. Maintaining and keeping softwares & logic backups.
- h. Maintaining checklist and PM schedule.

Experience for eligibility

- a. Should have hands on experience on DCS/PLC, Master instruments, Multimeter, HART & FF Calibrator, Pressure Calibrator, Temperature baths, Multifunction calibrator, Loop calibrator, Insulation tester, Clamp meter, Computer & computer networking, Cable glanding and termination, ferruling in panels, Control loop checking in control room and field, Tools and tackles required for instrumentation maintenance.
- b. Should have experience in reading P&IDs, PFDs, Cable & JB schedule, Loop & Logic diagrams, Interconnection diagrams, Interlock diagrams, GA drawings, datasheet.
- c. Should have experience in calibration of pH, conductivity & oxygen Analysers.
- d. Well versed with petroleum industry safety protocols and hazard.
- e. Maintaining 5S (sort, set in order, shine, standardize, sustain) and good housekeeping.

Please Note : 1(one) Technician must be available 24/7 in the plant to attend problems related to instrumentation 24/7 along with helpers to avoid any downtime..

Eligibility Criteria:

- For the smooth execution of the services contracted out herein, it is expected that the contractor will deploy personnel, if any, who has the proper qualification, experience as normally required under the norms followed and also meets the statutory requirements.
- To provide assistance for various Operational services offered by the contractors shall be of good quality. The individual deputed for the services should have sufficient exposure, knowledge & experience in the field. Any service assistance of Contractual Assistant Technician – Instrumentation Category will be accepted by APL only after quality check after reviewing the experience and qualification.
- All the personnel deployed for carrying out the jobs shall be adequately experienced & qualified as per the following table-



Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Technician - Instrumentation	Skilled	1	General Shift	ITI in Instrumentation with Minimum 01 years of experience as field working in a Chemical/ Petrochemical/ Refinery/ Fertilizer/Power Plant.	less than or equal to 58 years

D. **Age criteria** - All the persons working under this contract shall be less than or equal to 58 years from the award date/RFQ date whichever is earlier.

E. All the persons deployed by contractor should be medically fit to perform the assigned duties for period of two (02) years.

D. **CIVIL** : N/A

III. MARKETING & DESPATCH

Contractual Assistant Multi-Tasking Staff – Despatch is required to do the following jobs but not limited to:

Experiences and qualifications: -

- a. For the smooth execution of the services contracted out herein, it is expected that the contractor will deploy personnel, if any, who has the proper qualification, experience as normally required under the norms followed and also meets the statutory requirements.
- b. To provide assistance for various Operational services offered by the contractors shall be of good quality. The individual deputed for the services should have sufficient exposure, knowledge & experience in the field. Any service assistance of Contractual Assistant Multi-Tasking Staff – Despatch Category will be accepted by APL only after quality check after reviewing the experience and qualification.
- c. All the personnel deployed for carrying out the jobs shall be adequately experienced & qualified as per the following table-

Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Multi-Tasking Staff - Despatch	Unskilled	3	General Shift	Read up to Class VIII (8th Std.) and minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years

- d. **Age criteria** - All the persons working under this contract shall be less than or equal to 58 years from the award date/RFQ date whichever is earlier.
- a. All the persons deployed by contractor should be medically fit to perform the assigned duties for period of two (02) years.

IV. FIRE & SAFETY

SCOPE

1. Day to day operations & activities as directed by HOD (Fire& Safety)/Fire In-Charge or his representative. Day to day activities as follows-
 - i. Immediate action on every fire or emergency calls and to conduct firefighting operations.
 - ii. Testing & maintenance of fire equipment, fire extinguishers, etc.
 - iii. Static run as well as plant round for the Fire Tender vehicle.
 - iv. Practice daily Fire Drills
 - v. Statutory Mock drills and practice mock drills.
 - vi. Rescue operation in case of emergency.
 - vii. Testing and Trial of Fire tender pump.
 - viii. Regular testing & Checking Fire Pump House & Fire pumps and checking of hydrant system, water sprinkler system, Safety showers, fire detection system, fixed foam systems etc.
 - ix. Standby duty for specialized hot work /hazardous jobs.
 - x. Maintenance (oiling, greasing, cleaning etc.) and repairing of Fire vehicles, Fire extinguishers, Hydrant system, hose boxes, fire detection system, Firefighting equipments etc.
 - xi. To replace and refill empty Fire extinguishers.
 - xii. Testing of Emergency alarm system.
 - xiii. Housekeeping/cleaning of entire Fire station/Fire vehicles /Firefighting equipment, Fire & Safety office
 - xiv. Routine daily inspection of factory premises, checking of licensed premises.
 - xv. Record keeping for daily log books, attendance of Fire crew, statutory maintenance record of fire extinguishers, Safety shower, Hydrant maintenance, Mock drill & Emergency call records.
 - xvi. Preparation of Disaster preparedness mock drill & Fire Day/National Safety Day/Week celebration.
 - xvii. Fixing/Replacing wind socks as per requirement.
 - xviii. Fixing/deploying fire and safety cautionary boards and posters etc.



- xix. Log Books & other records: Following log books are to be maintained at fire Control Room:
- a) Occurrence Book.
 - b) Shift-log book.
 - c) Vehicle Log Book
 - d) Fire tender Maintenance Register.
 - e) Daily job record register.
 - f) Fire equipment maintenance record (first aid firefighting equipment, hydrant & riser system, hose reels, pump performance etc.)
 - g) Detection system checks record.
 - h) Incidental work record.
 - i) Fire drills & demonstration records.
 - j) Stock register.
 - k) Record of availability of the fire fighting and detection materials spares
- xx. Follow instructions of HOD (F&S)/APL Fire in-charge/ officials.
2. To attend emergency call for Fire emergency, Toxic and flammable gas and liquid release, search and rescue operation and to control the incident as quickly as possible and contain it within minimum damage to persons and the property.
 3. Duties and responsibilities towards attending emergency call for Fire call , Toxic /inflammable gas and liquid release , Fire-ground operations and other responsibilities are as follows :
 - a) All the Fire personnel will be responsible for entire fire protection of the premises. During attending actual emergency call, entire staff irrespective of duty should deploy themselves to suppress the fire depending on the situation requirement, under the guidance of APL Fire In charge .
 - b) Supervisors should have adequate experience in areas of supervision and coordination with Operator, Firemen, DCO and reporting to higher authorities.
 - c) Conduct search to locate and rescue life involved with an incident.
 - d) Provide correct handling of casualties.
 - e) Supervise firefighting & other emergency situation handling.
 - f) Support people involved in rescue operations.
 - g) Operating and driving fire tender.
 - h) Minor maintenance of fire tender and its equipments.
 - i) Operation & maintenance of industrial fire pumps.
 - j) Control and extinguish fires.
 - k) Standby duties at work sites as directed by Engineer In-Charge.
 - l) Supervising, conducting and performing daily fire drills.
 - m) Supervise the subordinates for maintenance of first aid fire fighting equipments.
 - n) Coordinating and doing the maintenance of fire fighting systems provided at COMPANY site as per the schedule and instructions of Engineers In-charge.
 - o) Gas monitoring , operation & testing of Fire Alarm and Detection System.
 - p) Updating the maintenance record of fire fighting system.
 - q) Operation of various types of fire extinguishers and fire fighting systems and their maintenance.
 - r) Operation of total flooding systems , mobile & fixed foam systems and water spray system.
 - s) Aware of Oil / Gas HSE requirements and PTW systems.
 - t) Attending all the emergencies at COMPANY installations.
 - u) Supervising and standby duty for hot work jobs at site with respect to Fire Hazards.
 - v) Documentation and record keeping.
 - w) Must be conversant with Hindi, English and Local Language.
 - x) Imparting field training with respect to fire fighti



4. **Special Notes:**

- i. The staff should stay at the Company Premises and apart from their normal duty schedule, all staff shall attend jobs/emergency 'on call basis' as and when required .
- ii. The identified fire staff should have undergone training in First aid, fire fighting, Fire & Safety drills, search & rescue operations etc., from recognized institute. Documentary proof shall be submitted in this regard for the proposed candidates.
- iii. Contractor should supply at least two sets of uniform (coverall & office duty uniform) , Safety Shoes to his employees and all the deputed staff shall attend duty in uniform.
- iv. The personnel to be deputed by contractor shall be medically fit to work to attend duties of fire service. Medical Fitness Certificate issued by Government Authorized medical practitioner shall be produced at the time of joining for every personnel.
- v. Working hours of Fire Fighting System and related System/ Services etc. will be round the clock, seven days a week, 365 days a year.
- vi. Contractor will be responsible for any damage caused to the property of APL due to negligence of personnel deployed by him for the job. In such cases, he will be charged on account of expenditure arising for repair/replacement of the same.
- vii. The contractor shall not engage or remove or change any person without the knowledge and concurrence of the APL Fire in-charge /HOD F&S or his representative. APL shall have the right to advise the contractor to terminate the services of any employee (person deployed by the contractor) for any violation of security provisions and / or indiscipline / violent behaviour, agitation, instigating other peaceful works. In case of such advice, contractor shall comply with the same with immediate effect with or without assigning any reason and assign a replacement immediately by submitting all the required documents for verification.
- viii. Resignation of contract employees shall be informed to department in advance and also copy of relieving order shall be sent to APL authority/Fire & Safety In Charge. The Contractor will be responsible for deployment of new employee as replacement who is fulfilling above mentioned qualification & other criteria with approval of APL authority, prior to relieving the old one. In case of failing to maintain required manpower, penal action against the contractor may be taken from APL.
- ix. Personal Protective Equipment: Contractor shall provide all necessary personal protective equipment like Safety shoes, Safety helmet, hand gloves, Safety Whistle, Eye Protection, Ear Protection, Safety belt, Gum boot with steel toe, Rain Coat etc. to their employees.
- x. All the persons deployed by contractor should be medically fit to perform the assigned duties for period of two (02) years.

Experience & Eligibility Criteria



Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Supervisor - Fire	Highly Skilled	1	Primarily General Shift but with On-Call Duty	Graduate (any discipline) with Sub-Officer Course (from NFSC) OR Graduate (any discipline) with minimum 1-year Diploma in Fire Technology from Govt. recognized Institute OR 3-year Diploma in Fire Safety Engineering from Govt. recognized Institute. Minimum 2 years of experience in industrial firefighting	Min: 25 years Max: 45 years, Height: 163 cm Weight: 55 kg Eyes: No history of color blindness or night blindness
2	Contractual Assistant Driver cum Operator - Fire	Skilled	1	Primarily General Shift but with On-Call Duty	10+2 (HS) with 1-year Diploma in fire fighting course from Govt. recognized reputed institute with Heavy Geared Vehicle (HGV/HMV) license OR 10+2 (HS) with ITI (Fire) from Govt. recognized institute with Heavy Geared Vehicle (HGV/HMV) license. Minimum 1 year of relevant experience in driving and operating fire tender and industrial fire pumps	Min: 21 years Max: 40 years Height: 163 cm Weight: 55 kg Eyes: No history of color blindness or night blindness
3	Contractual Assistant Fireman	Semi-Skilled	4	Primarily General Shift but with On-Call Duty	Matriculate with at least 6-month Fireman Course/Diploma from Govt. recognized Institute HGV/HMV license. Relevant experience in industries/State Fire Service preferred	Min: 21 years Max: 40 years Height: 163 cm Weight: 55 kg Eyes: No history of color blindness or night blindness

V. FINANCE & ACCOUNTS, HR& ADMIN AND C&P

Contractual Assistant Multi-Tasking Clerk and Contractual Assistant Staff (Helper) are required to do the following jobs but not limited to:

Experiences and qualifications: -

- A. For the smooth execution of the services contracted out herein, it is expected that the contractor will deploy personnel, if any, who has the proper qualification, experience as normally required under the norms followed and also meets the statutory requirements.
- B. To provide assistance for various HR & Admin related services offered by the contractors shall be of good quality. The individual deputed for the services should have sufficient exposure, knowledge & experience in the field. Any service assistance of Contractual Assistant Multi-Tasking Clerk – HR, Contractual Assistant Multi-Tasking Clerk – C&P, Contractual Assistant Staff (Helper) for Boitamari Office and Contractual Assistant Multi-Tasking Clerk – Office for Guwahati Office and Category will be accepted by APL only after quality check after reviewing



the experience and qualification. As per Company Business exigencies, they may be engaged across company in various plants, location.

C. All the personnel deployed for carrying out the jobs shall be adequately experienced & qualified as per the following table-

Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Multi-Tasking Staff (Helper) - HR, F&A and C&P	Unskilled	2	General Shift	Read up to Class VIII (8th Std.) and minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years
2	Contractual Assistant Multi-Tasking Clerk - HR	Highly Skilled	1	General Shift	Any graduate with Computer Proficiency certificate and minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years
3	Contractual Assistant Multi-Tasking Clerk - Office	Skilled	1	General Shift	Any graduate with minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years
Sl. No.	Type of Worker	Category	Number of Workers	Shift allocations	Qualification & Experience	Age & Physical Standard, if any
1	Contractual Assistant Multi-Tasking Clerk - C&P	Skilled	1	General Shift	Diploma/ Any graduate with Tally certificate/ BSC (PCM) with minimum 01 year of experience of working in a Process Industry/ Petrochemical/ Refinery/ Fertilizer.	less than or equal to 58 years

D. **Age criteria** - All the persons working under this contract shall be less than or equal to 58 years from the award date/RFQ date whichever is earlier.

E. All the persons deployed by contractor should be medically fit to perform the assigned duties for period of two (02) years.

VI. CONTRACTOR'S RESPONSIBILITY:

Supervision and control:-

The contractor shall depute well experienced and qualified manpowers at his own risk & cost to assist the work to control and day to day co-ordination to carry out the contract and maintaining the contractual obligations.

VII. ACCOMODATION/TRANSPORTATION:

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



The contractor shall make his own arrangement for the accommodation of his manpower assistants at Boitamari, Bongaigaon . Accommodation and Local transportation arrangement for his workers has to be arranged by the Contractor at his own so that round the clock shift changeover can be made on time.

VIII. IDENTITY CARD/GATE PASS FOR WORKMEN

Contractor shall arrange to provide photo identity card /Gate Pass to all deployed along with the proof of residence of the personnel by him for entry into the plant premises for safety and identification purpose only. No extra payment shall be made on this account as the quoted rates deemed to include the same.

IX. TERMINATION OF CONTRACT:

No additional charges, other than the quoted rates and applicable taxes, shall be paid to the contractor during the contract period except statutory variation in service tax during the contract period. The rate contract will be for a period of Two years & APL reserves the right to terminate the Contract either in part or in full without assigning any reason thereof. Engineer– In-Charge shall in such an event give thirty (30) days' notice in writing to the Contractor of his decision to do so. Contractor upon receipt of such notice will discontinue the work. In the event of such termination, Contractor shall be paid for the actual time performed and service provided till the date specified in the notice.



SECTION – III

INSTRUCTION TO BIDDERS



1 INTRODUCTION

1.1 Assam Petro-Chemicals Limited, a public Sector Undertaking under the State Govt. of Assam, India was set up in the year 1976 with facilities for production of 30 TPD of Methanol and 50 TPD Formaldehyde based on Natural Gas (NG). After establishing itself as a successful Company in the Petrochemical Sector, the Company expanded the business by setting up a new Methanol plant of capacity 100TPD based on I.C.I. Technology in the year 1986 and a new Formaldehyde plant of capacity 100 TPD with technology from DERIVADOS, Spain which has then been revamped to 125 TPD in the year 2012. The Company has ever since been running with excellent operational and financial performances achieving capacity utilization from the plant at the level of 95 to 100% on yearly basis and consistently earning profit. The Company now intends to further expand the business by setting up a new 500 TPD Methanol Plant & 200 TPD Formaldehyde Plant along with captive power Unit and then to go for setting up plants for downstream value added products like D.M.E, V.A.M, Polyvinyl Acetate, Polyvinyl Alcohol etc. to establish itself as a major Petrochemicals Complex in the region.

1.2 Approach to site:

The Formalin-II Plant of APL is situated at Boitamari in the district of Bongaigaon, Assam, India. Boitamari is connected with Bongaigaon town by national Highway NH-31B and is at a distance of around 36 KM from Bongaigaon Town and around 170 KM from Guwahati Air Port. The nearest railway Station is Bongaigaon and is at a distance of 36 KM. The Railway Track is Broad Gauge.

2 IMPORTANT POINTS TO BE NOTED

2.1 Bidder to submit duly filled, stamped & signed copy of Integrity Pact along with the offer as per format provided in Annexure-2.

Earnest Money Deposit (EMD): Rs 4,96,180.00/- (Rupees Four Lakh Ninety Six Thousand One Hundred Eighty Only) in Online Mode only by Netbanking/RTGS/NEFT or Bank Guarantee in favor of ASSAM PETROCHEMICALS LTD payable at NAMRUP as earnest money along with their offer. Bank Guarantee Format is provided in **Annexure-I**. After acceptance of order by Vendor / Bidder (successful bidder), APL shall return the EMD to all unsuccessful bidders. EMD shall bear no interest.

2.1.1 **EMD validity (For BG Only):** EMD shall initially be valid for 6 months from the due date for bid submission. Bidder shall extend EMD Validity on its expiry as per requirement of APL till the order is not placed on Vendor / Contractor (Successful Bidder); failing to provide Extension in EMD Validity shall lead to rejection of bid.

2.1.2 **Exceptions:** The following categories of tenderers are exempted from EMD having the relevant code for procurement of above services of operation and maintenance of water block .

- i. Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product or Service (Primary Product / Service - in case of bunch bid with total value wise evaluation) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bidding process and validated by the Buyer. State Government Buyers may, however, choose to exempt only MSEs from the State of Bid Inviting Authority by specifying the same in ATC of the Bid. In case no such ATC is included, eligible MSEs of all states are exempted.
- ii. Sellers / Service Provider having annual turnover of INR 500 Crore or more, at least in one of the past three completed financial year(s)



- 2.1.3 **Refund of EMD:** After acceptance of order by Vendor / Contractor (successful bidder), APL shall return the EMD to all unsuccessful bidders. EMD shall be returned to the Vendor / Contractor (successful bidder) after its submission of the security deposit of required amount and in stipulated time.
- 2.2 Price Bid Opening: Will be intimated later to the techno-commercially acceptable bidders.
- 2.3 The hard copy of techno-commercial offers submitted by bidders shall be either neatly spiral bounded or hard bounded. Offers submitted in loose/stapled papers will not be accepted.
- 2.4 BID Processing Fees-**Rs 5000/-(Rupees Five Thousands Only)**
- 2.5 **Performance Bank Guarantee-**

The contract performance security shall be **10% of Total Order / Contract Value** (exclusive of GST) towards faithful performance of the contractual obligations and must be valid for **03 months** beyond the defect liability period/warranty period. For the purpose of Contract Performance Security, Contract/order value shall be exclusive of taxes and duties as per ITB of tender document.

Or

Initial security deposit (ISD) @ 2.5% of Total Order / Contract value (exclusive of GST) within 30 days of FOA / notification of award and deduction @ 7.5% of the RA bill subsequently from RA bills till the total amount of security deposit (including ISD and deducted amount) reaches 10% of Total Contract value (without GST therein) towards

3 BIDDING DOCUMENTS

- 3.1 The bidder is expected to examine the bidding documents, including all instructions, forms, General Conditions of Contract, Special Conditions of Contract, Technical Specifications, Drawings and other ENQUIRY documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

4 DUE DATE FOR SUBMISSION OF BIDS

- 4.1 As indicated in item clause no. 2 above, the bid is to be submitted online at e-tendering portal <https://assamtenders.gov.in/nicgep/app> on or before the bid due date and time. The hard copies of the unprice bid must be received by the designated authority within 7(seven) days from the bid due date & time.
- 4.2 APL may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the APL and bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.
- 4.3 Any request for due date extension shall be received to APL 48 hrs in advance to bid due date in writing clearly indicating the reason for extension. APL will determine to its subjective satisfaction whether the bidder extension request based on the reason



mentioned by the bidder to be accepted or not and such determination shall not be open to question.

5 MODIFICATION & WITHDRAWAL OF BIDS

- 5.1 The bidder may resubmit his bid more than once but the e-tendering system will consider the latest submitted bid.
- 5.2 The e-tendering system will give acknowledgement on valid submission of Bid.

6 LATE BIDS

- 6.1 The e-tendering system will not accept any bid after due date and time.

7 BID VALIDITY

- 7.1 Bids shall remain valid for 6(six) months from the date of Un-priced Bid Opening.
- 7.2 Notwithstanding the above, APL may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing (by fax/ email).

8 BID EVALUATION CRITERIA

- 8.1 Bid Evaluation Criteria is covered under Section - IV - "Bid Evaluation Criteria & Price Evaluation".

9 BID REJECTION CRITERIA

- 9.1 Prior to detailed bid evaluation, APL will determine the substantial responsiveness of each bid with respect to the bidding documents. A substantially responsive bid is one which conforms to the terms, conditions and specification of the Bidding Documents without material deviation. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the bidding documents, the APLs rights or the bidder's obligations as envisaged in the bidding documents, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantially responsive bids. Further examination of only such bids as are determined to be substantially responsive shall be taken up, unless otherwise determined by APL.
- 9.2 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.
- (a) Non-responsive bid as mentioned in clause no. 9.1 above.
 - (b) Non Meeting Pre-Qualification criteria
 - (c) Defect liability period.
 - (d) Bids with Price variation clause (PVC)
 - (e) Non-Submission of EMD, if applicable
 - (f) Non-Submission of Integrity Pact, if applicable along with the un-priced offer / on or before the bid due date & time as instructed in this Enquiry



- (g) Non-submission of Pre-filled agreed terms and conditions along with the un-priced offer / on or before bid due date & time.
- (h) Submission of prices with erasures or corrections or using white fluids.
- (i) Submission of Prices / rates in SOQ / SOR in un-priced bid.**
- (j) Rejection note as mentioned under various clauses of this ENQUIRY document

9.3 Non-Workable Rate: Bids with rates insufficient to cover basic and statutory costs will be rejected. The tendering authority has the final say on bid rejection for non-workable rates.

10 CLARIFICATIONS ON BID

- 10.1 Clarifications that the Bidder needs to have on the ENQUIRY specification can be sought from APL in writing within one week from the date of issue of this enquiry.
- 10.2 Bidders requesting clarifications beyond one week from the date of issue of this enquiry will not be entertained. Non-receipt of clarifications from APL for queries raised beyond one week will not be considered for extension of time to submit the bid.
- 10.3 All such correspondence shall be routed to the address mentioned in Sl. No. 2.0 (j) of IFB highlighting in Subject "Clarifications for Tender No. **APL/C&P/HR/F-II/2024-25/357**"
- 10.4 Written queries only shall be replied.

11 OPENING OF TECHNICAL & UN-PRICED COMMERCIAL BIDS

- 11.1 Technical and unpriced commercial bids shall be opened at the Office mentioned in Clause No. 2.0 (h) of IFB online on the due date and time as mentioned in Clause no. 2.0 (g). Only the name of the bidders who have responded to the enquiry will be read before the bidder's representative(s) duly authorized to attend such opening by a person competent and having the Power of Attorney to bind the Bidder. The Bidder's representative(s) who choose to attend should carry along with them duly filled, signed and stamped "Proforma of letter of authority for attending Technical Bid Opening" and submit it to APL before opening of the Un-priced bid. Bidders who are present during Un-priced bid opening shall sign un-priced bid opening statement evidencing their attendance. If bidder is placed on holiday / blacklisted after issue of enquiry but before unpriced bid opening, their un priced bid will not be opened.

12 OPENING OF PRICE BIDS

- 12.1 Techno-Commercially acceptable bidders will be shortlisted by APL for opening of price part of their bids. Date and time for opening of price bids will be informed to the shortlisted bidders subsequently in e-tendering portal <https://assamtenders.gov.in/nicgep/app>. Price bid shall be opened online at the Office mentioned in Clause No. 1.0 (h) of IFB online. Only the final bid cost will be read before the bidder's representative(s) duly authorized to attend such opening by a person competent and having the Power of Attorney to bind the Bidder. The Bidder's representative(s) who choose to attend should carry along with them duly filled, signed and stamped "Proforma of letter of authority for attending Priced Bid Opening" and submit it to APL before opening of the priced bid. Bidders who are present during priced



bid opening shall sign priced bid opening statement evidencing their attendance. If the bidder is placed on holiday / blacklisted after opening of un-priced bid but before opening of priced bid, their price bid will not be opened.

13 COMPLETE SCOPE OF WORK

- 13.1 The complete scope of supplies has been defined in Section – II “Scope of Work” . Only those bidders who take complete responsibility and who bid for the individual itemwise total scope of work as contained in the bidding document shall be considered for further evaluation.

14 AMENDMENT OF BIDDING DOCUMENTS

- 14.1 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.
- 14.2 The modifications/amendment will be notified through Addendum / Corrigendum in e-tendering portal <https://assamtenders.gov.in/nicgep/app> & APL’s website www.assampetrochemicals.co.in. Bidders shall confirm the inclusion of Addendum / Corrigendum in their bid and shall follow the instructions issued along with addendum / corrigendum.
- 14.3 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.

15 SITE LOCATION / SITE VISIT

- 15.1 The bidder may at its own discretion can examine the site of works and its surroundings 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.

16 BIDDING DOCUMENTS AND DEVIATIONS

- 16.1 It is expected that bidders will submit bids strictly based on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. Bidders has to submit declaration in their Letter Head for “No Deviation” Confirmation as per Annexure – 6.

17 LANGUAGE OF BIDS

- 17.1 The Bid prepared by the bidder, all documents attached to and/or relating to the bid and all correspondence exchanged by the Bidder and CLIENT/TCE, shall be written in English language only.



- 17.2 Any printed literature furnished by the bidder may be written in any other language provided that this literature is accompanied by an authenticated English translation, in which case, for purpose of interpreting the Bid, the English translation shall govern.

18 PRICE BID / Schedule of Rates

- 18.1 The item wise Bid prices (if applicable) shall be filled in the "Format for Submitting Prices".
- 18.2 Bidders shall quote indicating basic cost (inclusive of all taxes, duties, levies, royalties, octroi applicable, packing & forwarding charges, transportation charges etc. but exclusive of GST) in priced bid only. GST shall be quoted separately in Un-priced bid only.
- 18.3 This part shall not contain any condition whatsoever failing which the Bids shall be liable to be rejected.
- 18.4 The prices quoted by the bidder shall remain firm and fixed and shall be valid until completion of the Contract and shall not be subject to variation/ escalation on any account except as otherwise specifically provided in the Contract documents.
- 18.5 A Counter trade proposals shall not be considered in the evaluation of Bids or otherwise.
- 18.6 It shall be the duty of the supplier to duly observe and perform all laws, rules, regulations, royalties, orders and formalities applicable to Goods & Service tax (GST) on the import, manufacture, sale and/or supply of any material to APL and performance of the works under the Contract. The supplier/contractor shall keep APL indemnified from and against any and all claims, demands, prosecutions, actions, royalties, proceedings, penalties, damages, demurrages and/or other levies whatsoever made or levied by any Court, Tribunal or the Customs or other Authorities with respect to any alleged breach, evasion or infraction of such duties, taxes, royalties, charges or levies or any breach or infraction of any applicable laws, rules, regulations, orders or formalities concerning the same and from the consequence thereof.
- 18.7 In case of unsolicited price implication, such offer of Bidder shall not be considered for evaluation and ordering

19 DIGITAL SIGNATURE

- 19.1 All documents of Un-priced Bid and Price Bid uploaded in e-tendering portal should be digitally signed.

20 CORRECTIONS AND ERASURES

- 20.1 Bidders are required to fill in the TENDER documents with due care so as to avoid any cuttings/corrections/alterations in the entries made in the TENDER papers.
- 20.2 Un-priced Bid: In case any corrections are required, the original writings shall be neatly cut/ penned through and re-written nearby. No overwriting or erasure of original writings by use of 'white fluid' or the like is permitted. In case any erasure using 'white correcting fluid' is found, the BID may be liable to be rejected. All cuttings/ corrections/ alterations shall be signed in full by the BIDDER with date. Numerical figures shall be written both in figures as well in words.



20.3 Priced bid shall not contain interlineations, erasures or overwriting.

21 CLARIFICATIONS ON BIDS

21.1 To assist in the examination, evaluation and comparison of bids, APL may, at its discretion, ask the bidder for a clarification of his bid. All responses to a request for clarification shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by APL. Bidders not responding to clarification / Queries raised by APL on bids within the stipulated time will not be considered further for evaluation and bids will be rejected.

22 TECHNO-COMMERCIAL EXAMINATION OF BIDS

22.1 APL will examine or cause to be examined the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.

22.2 APL will determine to its subjective satisfaction whether the bidder has submitted a responsive bid and is qualified to satisfactorily perform the work, and such determination shall not be open to question.

22.3 The determination will also take into account the bidder's financial and technical capabilities, as well as such other qualifications as APL deem necessary and appropriate.

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

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

23 REBATE

23.1 No suo-moto reduction in price(s) by bidders is permissible after opening of the bid. If any Bidder unilaterally reduces the price(s) quoted by him in his bid after opening of bids, such reduction shall not be considered for comparison of prices but shall be binding on the Bidder if he happens to be selected for award of work.

24 CONTACTING APL

24.1 A bidder shall not contact APL on any matter relating to his bid from the time of bid opening to the time, that the Contract is awarded, unless requested to do in writing. Any effort by a bidder to influence APL in APL's decisions in respect of bid evaluation or contract award will result in the rejection of that bidder's bid.

25 APL'S RIGHT TO ACCEPT/REJECT BIDS

25.1 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.

- 25.2 APL shall not be obliged to award the Order / Contract to the lowest evaluated bidder if AP 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.

26 PREPARATION OF BIDS - TWO BID SYSTEM

- 26.1 The bidder is required to prepare bid in a format as outlined in Checklist for Submission of Bid” in order to achieve the objective of maintaining a uniform proposal structure from all bidders.

27 CONFIDENTIALITY OF DOCUMENTS

- 27.1 Bidders shall treat the bidding documents and contents therein as strictly confidential. If at any time, during the bid preparation period, Bidder decides to decline to bid; all documents must be immediately returned to APL.

28 SUBMISSION OF BIDS

- 28.1 Bidder(s) will be required to submit the bids online in e-tendering portal <https://assamtenders.gov.in/nicgep/app>. The original copies of the Un-price bids is required to be submitted within 7(seven) days from the Bid due date and time to the address given in Sl. No. 1.0 (f) of IFB.

- 28.2 Cover containing documents as per clause no. 28 and Checklist for online Submission of Bid”:

a) Cover No. 1 : “**Fee/PreQual/Technical**”

- i. File 1 - EMD + Integrity Pact
- ii. File 2 – “**TECHNO-COMMERCIAL / UN-PRICED BID**” shall contain the following:
 - a. 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents with EMD details.
 - b. 'Bidder's General Information', as per 'Annexure - 3'.
 - c. 'Bid Form', as per 'Annexure – 4'
 - d. Copies of documents, as required in Annexure - 5'
 - e. As a confirmation that the prices are quoted in requisite format complying with the requirements copy of Schedule of Rate (SOR: Part – I) with prices blanked out mentioning **quoted / not quoted** (as applicable) written against each item.
 - f. 'Letter of Authority' on the Letter Head, as per 'Annexure - 6'
 - g. 'No Deviation Confirmation', as per 'Annexure - 7'
 - h. 'Bidder's Declaration regarding Bankruptcy', in 'Annexure - 8'
 - i. 'Agreed Terms and Conditions', as per 'Annexure - 9'
 - j. Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
 - k. Power of Attorney for authorized signatory in non-judicial stamp paper/copy of Board Resolution, the authorized signatory shall be signing the bid and any consequence resulting due to such signing shall be binding on the bidder.



- 30.3 The bidding documents are and shall remain the exclusive property of APL without any right of the Bidder to use them for any purpose except bidding and for use by successful Bidder with reference to the work.
- 30.4 Any person/ bidder downloading the tender document from Owner's web site or purchasing shall do so in strict confidence and shall not part with possession thereof or copy or disclose the provision thereof or any of them or disclose or take copies or tracings of any drawings, plans or routes forming part thereof, it being understood that the information therein are confidential and that the tender documents have been downloaded by the eligible bidder solely for the purpose of bidding.
- 30.5 Bidders are requested to read the document (Special Instruction to Bidders for Participating in e-tender) SITB available on the moving scroll of the website <https://assamtenders.gov.in/nicgep/app> and a copy of the same is also provided along with tender document. Moreover bidders are requested to follow the instructions under "Bid Submission process" under "**Bidders manual Kit**" section available in the homepage at the website.
- 30.6 The bidder shall submit their offer through e-tendering site as mentioned above, following the steps in the e-tendering portal. Physical hard copies of uprice bid along with the EMD is to be send to the address mentioned Clause 2.0 (f) of IFB within 7(seven) days from unpriced bid due date and time.
- 30.7 The Owner shall not be responsible for delayed submission of offers or non-submission of offers due to any reason whatsoever. The responsibility of ensuring online & on-time submission of their offers lies entirely with the bidders. The bidders are requested to submit the bid online much before date and time of submission, failing which APL shall not be responsible for any such technical problem.
- 30.8 In order to bid for APL e-tenders, all the agencies are required to REGISTER in Assam Tender Portal & obtain a legally valid Class-II & above Digital Signature Certificate (DSC) for their user who is authorized to submit bids on-line from the licensed Certifying Authority (CA). Bidders already possessing the digital signature issued from authorized CAs can use the same in this tender. Further, the bidder should ensure that the email address given in the Registration Form is valid & active as all the communications will be made through this e-mail.
- 30.9 On no account will any person to whom bidding documents are furnished, part with possession thereof or copy or disclose the provisions thereof or any of them or disclose or take copies of tracings or of any drawing, plan or route forming part thereof, it being understood that the information therein is confidential, and that the bidding documents are therefore being furnished only to bidders in strictest confidence.
- 30.10 The details as called for in the bidding documents shall be filled and completed by the Bidders in all respect and shall be submitted with requisite information and Appendixes/ Annexures.
- 30.11 If the space in any Performa of bidding document is insufficient, additional pages shall be separately added. These shall be page numbered and shall also carry the bidding document number and shall be signed by the Bidder and entered in the Index for Bid.



- 30.12 Bidder shall clearly indicate their legal constitution and the person signing the bid shall state his capacity as also the source of his ability to bind the Bidder. The Power of Attorney or Authorization or other document constituting adequate proof of the ability of the signatory to bind the Bidder, shall be annexed to the bid. APL may reject outright any bid unsupported by adequate proof of the signatory's authority.
- 30.13 The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process & steps. **Users may also note that the incomplete bids will not be saved by the system and are not available for processing and evaluation.**
- 30.14 Agencies are advised to digitally sign the documents that are uploaded and encrypt the file data before submitting to the e-tendering portal of Assam Government e-procurement portal by following the given procedure on-line mentioned in the e-portal site. The bid shall be digitally signed by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, Power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.
- 30.15 APL will not be bound by any Power of Attorney granted by the Bidder or changes in the constitution of the firm made subsequent to submission of the bid or after the award of the contract. APL may, however, recognize such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be borne by the Bidder.
- 30.16 The cancellation of any document such as Power of Attorney, Partnership Deed, etc. should be communicated by the Bidder to APL in writing well in time, failing which APL shall have no responsibility or liability for any action taken by APL on the strength of the said documents.
- 30.17 Should the Bidder have a relative or relatives in APL or one or more of its shareholders are employed in a superior capacity in APL, the relevant authority inviting bids shall be informed of the facts at the time of submission of the bid, failing which the bid may be disqualified or if such fact subsequently comes to light, APL reserves the right to take any other action as it deems fit in accordance with any applicable law, Rules, Regulations of the like in force.
- 30.18 Bidders/Agencies shall ensure submission of complete information/documentations in the first instance itself. APL reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with Bidding Document or with incomplete information documents are liable for rejection.
- 30.19 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 30.20 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 30.21 The bidding document that is downloaded shall be submitted on-line as per the procedure stipulated in the website along with the digital signature. The bidding document shall not be transferred to any other agency. The digital signature shall be



considered as your confirmation that you have read and accepted all the conditions laid down in the Tender Documents. Physical hard copies of Techno – Commercial Documents must also be submitted through Post/ Courier/ or in person within 7(seven) days from Bid due date & time (All documents excluding PRICE BID).



SECTION – IV

BID EVALUATION CRITERIA & PRICE BID EVALUATION METHODOLOGY



A. BIDS EVALUATION CRITERIA

BID EVALUATION CRITERIA (BEC):

The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids shall be rejected in case material and services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and will not be considered for evaluation. All the documents related to BEC shall be submitted along with the Technical Bid.

1.0 TECHNICAL EVALUATION CRITERIA:

1.1 EXPERIENCE:

i. The bidder must have experience in successfully executing/completing at least one ‘Similar Work’ for a continuous minimum duration of 01 (One) year under single contract during the last 07 (Seven) years to be reckoned from the original bid closing date.

OR

ii. The bidder must have experience of successfully executing/ completing at least one ‘Similar Work’ of minimum value of **Rs.1,24,04,467.00 (Rupees One Crore Twenty Four Lakh Four Thousand Four Hundred Sixty Seven only)** under single contract during the last 07 (Seven) years to be reckoned from the original bid closing date.

Notes to BEC Clause 1.1 above:

a. Definition of “Similar Work”: Experience of Providing Operational/ Maintenance Assistance in Process/Chemical/Petro-chemical/Fertilizers Plant /Oil & Gas (Process)/Refinery.

b. For proof of requisite Experience (refer Clause No. 1.1), the following documents/photocopy (self-attested/attested) must be submitted along with the bid:

A. Contract document showing details of work,

AND

B. Job Completion Certificate showing:

(i) Gross value/quantity of job done

(ii) Nature of job done and Work order no./Contract no.

(iii) Contract period and date of completion

OR

C. SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following:

(i) Work order no./Contract no.

(ii) Gross value/quantity of jobs done



(iii) Period of Service

(iv) Nature of Service

c. Only Letter of Intent (LOI)/Letter of Award (LOA) or Work Order(s), Job Completion Certificate are not acceptable as evidence of experience.

d. Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated under Clause Nos. 1.1 will only be treated as acceptable experience.

e. Following work experience will also be taken into consideration:

(i) If the prospective bidder has executed contract in which work defined above is also a component of the contract.

(ii) In case the start date of the requisite experience is beyond the prescribed 07(seven) years reckoned from the original bid closing date but completion is within the prescribed 07 (seven) years reckoned from the original bid closing date.

(iii) If the prospective bidder is executing similar work which is still running and the contract value/quantity/period executed prior to original bid closing date is equal to or more than the minimum prescribed value in the BEC.

Proof of work experience against Para e. (i) and (ii) above, to satisfy a) work defined above b) minimum prescribed value/quantity/period c) prescribed period of 07 years, to be submitted as below:

Bidder must submit the breakup of similar work and its value/quantity executed within the prescribed period of 07 (seven) years reckoned from the original bid closing date. The breakup must be certified by the end user or a certificate issued by a practicing Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number).

Proof of work experience against Para e. (iii) above, to satisfy a) work defined above b) minimum prescribed value/quantity/period c) prescribed period of 07 years, to be submitted as below:

Bidder must submit the following:

A. Breakup of similar work

B. Contract document showing details of work

C. LOA/LOI/Work order showing:

- (i) Gross value/quantity of job awarded
- (ii) Nature of job awarded
- (iii) Contract no./Work order no.
- (iv) Contract period



D. Certificate of Payment (COP)/SES (Service Entry Sheet) up to the previous month of the original bid closing date of this tender issued by the company indicating the following:

- (i) Work order no./Contract no.
- (ii) Gross value/quantity of job done
- (iii) Period of Work done
- (iv) Nature of Service

f. 'Similar Work' executed through "sub-contracting" shall not be considered for evaluation.

g. 'Similar Work' executed by a bidder for its own organization/subsidiary/Joint Venture cannot be considered as experience for the purpose of meeting BEC.

h. Bids submitted for part of the work will be rejected.

i. Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 1.1.

j. The bidder must confirm the following in their bid:

(i) To provide experience and qualified personnel during the execution of the work. The qualification and work experiences of personnel to be deployed by the bidder must be in accordance with the requirement as per the Clause I[B(3)] and II[B(3)] UNDER SCOPE OF WORK. The complete Bio-data of the key personnel along with supporting documents in originals to this effect must be submitted for APL's approval and clearance prior to mobilization of personnel.

(ii) To quote for full service as specified in 'Scope of Work' and submit filled up 'Price bid format/Schedule of Rates'.

2.0 BEC - Financial: (as a single bidder)

2.1 **TURN OVER:** The Average Annual Turnover of the bidder must have minimum value of **Rs. 37.20 lakhs (Rupees Thirty Seven Lakh Twenty Thousand)** in any of the 3 (Three) previous audited financial years ending on 31st March 2024, i.e FY2023-24, 2022-23 & 2021-22.

2.2 **NET WORTH:** Net Worth of the bidder should be positive as per the last audited financial statement. i.e. FY: 2023-2024. In case, financial results (Balance sheet and profit & Loss account statement) of FY: 2023-24 is not audited on the due date of 'submission of bid/bid closing date', in such case bidder has to upload/submit audited financial results (Balance Sheet and Profit & Loss Account Statement) of immediately preceding financial year prior to FY: 2023-24 i.e. FY: 2022-23 along with un-priced bid. Accordingly, Net worth of the bidder for the FY: 2022-2023 shall be considered.



2.3 **WORKING CAPITAL:** The bidder should have minimum working capital of value **Rs. 15.50 Lakh (Rupees Fifteen lakh Fifty Thousand)** as per the last audited financial statement for the year. i.e. FY: 2023-24. In case, financial results (Balance sheet and profit & Loss account statement) of FY: 2023-24 is not audited on the due date of ‘submission of bid/bid closing date’, in such case bidder has to upload/submit audited financial results (Balance Sheet and Profit & Loss Account Statement) of immediately preceding financial year prior to FY: 2023-24 i.e FY: 2022-23 along with un-priced bid. Accordingly, working capital of the bidder for the FY: 2022-2023 shall be considered. Bidder shall submit certificate from Bank in support of the working capital.

If the bidder’s working capital is negative or inadequate as per BEC clause no. 2.3, the bidder shall submit/upload a letter from the bidder’s bank as per ‘Annexure – 11’, having net worth not less than Rs 116 lakh , confirming the availability of the line of credit for at least Rs. 29 Lakh as mentioned above at BEC Clause No. 2.3.

3.0 Numbers of Manpower On roll

Attested copy of EPFO Challan in support of available manpower in similar category work (duly submitted to EPFO challan of previous quarter).

4.0 Company Safety, Health & Environment Policy Documentation and/or Certification

4.1 Documentary evidence for Company HSE Policy Documentation & certification

1. Health, Safety and Environment policy signed by top management of the organization.
2. ISO 45001:2018 (Certification for OHSMS i.e. Occupational Health, Safety Management System) or any other certification relevant to Health, Safety and Environment of the organization.
3. Approved HSE plan of the organization and competency certificate for safety officer or HSE officer appointed in the organization.

4.2 Documentary evidence for Company HSE Policy Documentation

1. Health, Safety and Environment policy signed by top management of the organization.

METHODOLOGY FOR EVALUATION OF BIDS

1. This Tender is subjected to QCBS Criteria and hence Price bid shall be opened in respect of only the techno-commercially acceptable bidders whose bids have been found to be substantially responsive and qualified under BEC compliance and on scoring minimum qualification score as per the **QCBS Methodology**. A substantially responsive bid is one that meets the terms and conditions of the Tender and/or the acceptance of which bid will not result in indeterminate liability on APL.
2. Bidders are required to quote for all the items as per Price Bid Format, otherwise the offer of the bidder will be straightway rejected
3. **QUALITY & COST BASED SELECTION (QCBS) METHODOLOGY:** The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as given below:
 - a) Bids shall be evaluated both in terms of „Quality“ as well as ‘Quoted Price’ i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the ‘Quality’ is **20** and the weightage for the ‘Quoted’ price is **80**.
 - b) The marks allocated against various sub-sections under ‘Quality’ of Bid shall be as hereunder:
 - i. Broad classification:

Sl No.	Quality Criteria	Max Marks
1.	Experience of Undertaking Similar Work, in terms of years of providing complete man management services.	30
2.	Experience of Undertaking Similar Work, in terms of number of contracts executed.	20
3.	Experience of Undertaking Similar Work, in terms of total value of the contract executed.	20
4.	Numbers of Manpower On Roll	20
5.	Company Safety, Health & Environment Policy Documentation and/or Certification	10
	Total Marks	100

- ii. Sub breakup of marks as mentioned above shall be as under:

SL No	Quality Criteria	Marks	Documentary Evidence (SL No 4)
1	Experience of Undertaking Similar contracts, in terms of number of years of providing Complete Man management Services.	30(Max)	Supporting documents required in line with Notes to BEC Clause 1.1
a)	Cumulative experience of seven (7) years or more, reckoned from the original bid closing date, of providing Complete Man Management Services	30	
b)	Cumulative experience of five (5) years or more, but less than seven (7) years, reckoned from the original bid closing date, of providing Complete Man Management Services	25	
c)	Cumulative experience of Three (3) year or more, but less than five (5) years, reckoned from the original bid closing date, of providing Complete Man Management Services	20	
d)	Cumulative experience of One (1) year or more, but less than Three (3) years, reckoned from the original bid closing date, of providing Complete Man Management Services	15	
2	Experience in terms of number of complete man-management service contracts successfully executed in similar nature work for a continuous period of at least one (1) year during the last seven (7) years reckoned from the original bid closing date.	20(Max)	Supporting documents required in line with Notes to BEC Clause 1.1
a	Bidder's experience of successfully executing seven (7) or more contracts	20	
b	Bidder's experience of successfully executing (5) or more contracts, but less than seven (7) contracts,	15	
c	Bidder's experience of successfully executing three(3) or more contracts, but less than five (5)	10	
d	Bidder's experience of successfully executing one(1) or more contracts, but less than three (3) contracts,	5	

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

3	Experience of Undertaking Similar Work, in terms of total value of the single contract executed for a continuous period during the last seven (7) years reckoned from the original bid closing date.	20(Max)	Supporting documents required in line with Notes to BEC Clause 1.1
a	Bidder's experience of successfully executing single contract of value more than INR 2.48 crore.	20	
b	Bidder's experience of successfully executing single contract of value more than INR 1.86 crore and less than or equal to INR 2.48 crore	15	
c	Bidder's experience of successfully executing single contract of value more than INR 1.24 crore and less than or equal to INR 1.86 crore	10	
4	Numbers of Manpower On roll	20(Max)	Supporting documents required in lines to BEC 3.0
a	More than 300	20	
b	More Than 150 less than or equal to 300	15	
c	More Than 75 less than or equal 150	10	
d	Less than or equal to 75	05	
5	Company Safety, Health & Environment Policy Documentation and/or Certification	10(Max)	Supporting documents required in lines to BEC 4.0
a	Bidder having Safety, Health & Environment Policy Documentation and Certification	10	
b	Bidder having Safety, Health & Environment Policy Documentation	5	
c	Bidder having no Safety, Health & Environment Policy Documentation or Certification	0	
	Total	100(Max)	

Note:

- a. It shall be the bidder's responsibility to ensure submission of unambiguous/clear and sufficient documentary evidence in support of the evaluation criteria.

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

- b. Bidders to submit HSE certifications as applicable with date of issue of certificate prior to bid closing date and valid as on bid closing date
 - c. Therefore, bidders must ensure that such documents (in toto) are submitted as part of the original submission. Also, the bidders must indicate –
 - (i) Details of the document (Document Ref. No., relevant Pg. No. etc.) submitted &
 - (ii) Marks Claimed by the bidder against each Quality parameter, in the format prescribed in **Annexure-13** and submit the same along with the technical bid.
 - d. APL reserves the right to verify any or all data/document/information provided by the bidder. False statement by the bidder will make it liable for appropriate action.
 - iii.** bid shall have to meet The Minimum Qualifying Marks of **35** marks in “Quality” Criteria. Bids not meeting the minimum qualifying marks in “Quality Criteria shall be rejected.
 - iv.** Qualified Bid (meeting the minimum Qualifying Marks of **35** in Quality Criteria) and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation.
 - v.** To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted.
- a) An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of **35** in ‘Quality Evaluation Criteria’ using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid: where,

$$B = \frac{C_{low}}{C} \times 100 \times X + \frac{T}{T_{high}} \times 100 \times Y$$

C Evaluated Bid Price of the bidder

C_{low} The Lowest of the evaluated bid prices among the responsive bids

T The Total marks obtained by the bidder against ‘Quality Criteria’

T_{high} The total marks achieved by the best bid among all responsive bids against Quality criteria

X 0.8 =(The weightage for Quoted price is 80)

Y 0.2 =(The weightage for Quality is 20)



Note: The Evaluated Bid Score (B) shall be considered up to two decimal places.

vi. Awarding Methodology:

Bidder scoring **Highest Evaluated Bid Score (B-1)** shall be awarded Contract for Operation services.

In the event of two or more bidders having the same highest Evaluated Bid Score (B-1), the bidder scoring the highest marks against *Quality criteria* shall be ranked higher and will be awarded the Contract .

Even then, if there is a tie in *Quality criteria*, a draw of lot will be resorted to for ranking of bidder and the bidder ranked higher will be awarded Contract for Operation Services .

Contract for operation will be awarded to the other B-1 bidder(s) in descending order of marks obtained against *Quality criteria* or incase of tie, ranking through Draw of Lot.



SECTION – V

SPECIAL CONDITIONS OF CONTRACT
(SCC)



1. INTRODUCTION

Assam Petrochemicals Limited (APL) is a state govt public sector undertaking company. Head Office is situated at Namrup, Dibrugarh District in the state of Assam and the nearest railway station is at Namrup. Presently APL is producing methanol from the raw material natural gas supplied by Oil India Limited, Duliajan. 100 TPD Methanol Plant and 500 TPD Methanol Plant are two methanol producing plants present in Namrup. Also there is a facility of producing formalin plant which produces formalin at a capacity of 125 TPD. Also another project is under construction phase and will be commissioned soon i.e. 200 TPD Formalin Plant at Boitamari, Bongaigaon.

2. DEFINITIONS

The "CONTRACT" means the documents forming tender papers, the offer and relevant correspondence thereafter, Letter of Intent and formal agreement executed between APL and contractor/agency(s), together shall be deemed to form the 'contract' and shall be complementary to one another.

"APL" shall mean Assam Petrochemicals Limited, having its registered office at 4th Floor, Orion Place, Bhangagarh, G.S. Road, Guwahati 781005 and Project Office at Namrup, P.O. Parbatpur, 786623, District: Dibrugarh, which expression shall include its legal representatives, successors, assigns and representatives.

The expression "Vendor / Contractor / Bidder" shall mean the Agency selected by the employer for the execution of the subject work and shall include the legal heirs, successors and permitted assignees of the said Agency.

The "Engineer-in-Charge" shall mean the personnel of M/s APL, who is deputed as In-charge for this Contract and shall include any person acting as in-charge on his behalf.

The "Authorized Representative" shall mean any personnel of M/s APL, authorized to administer the said contract as per laid down terms and conditions.

"SCHEDULE OF RATES" means the Schedule of rates attached with these Tender documents as per (SOR sheet).

Bidders are required to quote strictly as per enclosed 'Schedule of Rates' as specified in the Scope of Work.

3. LOCATION:

Registered Office
4th Floor, Orion Place
Mahapurush, Srimanta, Sankardev Path,
Bhangagarh, Guwahati 781005



Factory Site

Namrup,P.O.Parbatpur786623
District: Dibrugarh, Assam Petro-chemicals Limited

&

Dhaknabari,P.O.Boitamari-783389,
Dist: Bongaigaon, Assam.

4. DURATION OF CONTRACT:

The duration of contract shall be 24(Twenty Four) months from the date of commencement of the contract. The date of commencement of the Contract shall be reckoned to be as the date of award of the FOI/LOA/PO to the Contractor/Bidder. The Contract may further be extended for a period of maximum Twelve Months on same rates, terms and conditions at the sole discretion of APL considering the performance during the Period Of contract.

5. CONTRACTUAL OBLIGATIONS:

- 5.1 The contractor / agency 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.
- 5.2 The contractor / agency 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 contractor / agency 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. Contractor / agency shall also ensure to engage persons by him whose character and antecedents have been got verified by him and give a certificate in this regard to APL along with any change of its staff.
- 5.3 The personnel to be deputed imparting services by the contractor for carrying APL's contractual obligations shall maintain punctuality and discipline. If any person(s) engaged by the contractor / agency is found to be undisciplined and / or is misbehaving with APL's officers/staff/authorized representatives and is under the influence of any intoxicant, APL may ask the contractor / agency or his authorized representative to replace such person(s) failing which the person(s) may not be accepted for duty of APL. The time lost due to such eventualities shall be entirely to the contractor / agency's risk and cost and shall attract liquidated damages under this contract.

- 5.4 The contractor/agency 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.
- 5.5 The contractor/agency shall ensure that its person(s) refrain from smoking or carrying any inflammable substances etc. at the installations, camp stations, stores yards, etc. while on duty with APL. The contractor/agency's employees(s) shall ensure that they abide by usual and special rules regarding the safety and security measures while on duty with APL as per directions of the representatives of APL at the work site.
- 5.6 The contractor/agency (which shall include the contracting firm/company) shall be solely liable to obtain and to abide by all necessary license/permissions from the concerned authorities as provided under the Labour Law legislations.
- 5.7 The contractor/agency shall also be bound to discharge obligations as provided under various statutory enactments including the Employees Provident Fund & Miscellaneous Act, 1952, ESI Act 1948. The Payment of Wages Act 1936, the Workmen's Compensation Act, 1923, the relevant Shop and Commercial Establishment Act, the Contract Labour (Regulation and Abolition), Payment of Bonus Act and other relevant Acts, Rules and Regulations in force and as are amended from time to time and are in force in the State of hiring.
- 5.8 The contractor/agency shall be responsible for necessary contributions towards, PF, Pension, ESIC or any other statutory payment to Government Agencies as applicable under the law in respect of the contract and of personnel employed by the contractor for rendering service(s) to APL and shall deposit the required amount(s) with the concerned statutory authority and shall obtain a separate P.F. number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as also the employer's contributions to the Provident fund. The contractor/agency shall also be responsible for payment of any administrative/inspection charges thereof, wherever applicable, in respect of the personnel deployed by him relating to the work of APL under the contract. The contractor/agency shall regularly submit all relevant records/documents in this regard to APL's representative for verification and upon such satisfactions only, APL will allow payment of bills.
- 5.9 The contractor/agency shall ensure and will be solely responsible for payment of wages and other dues latest by 7th of the preceding month to the personnel deployed by him. The contractor/agency shall be directly responsible and indemnify APL against all charges, claims, dues, etc. arising out of disputes relating to the dues and employment of the personnel deployed by him.
- 5.10 The contractor/agency shall indemnify the company against all losses or damages caused to it on account of acts of the personnel deployed by the contractor/agency.
- 5.11 The contractor/agency shall ensure regular and effective supervision of the other personnel deployed by him through his supervisor/authorized representative.

- 5.12 Deployment of Manpower may increase or decrease within a range of $\pm 30\%$ of estimated manpower based on the business exigencies
- 5.13 The manpower specified in the tender is for deployment in Formalin-II Plant at Boitamari. However based on company's requirement they may be deployed at different location / departments of APL.
- 5.14 Any other jobs given by the Engineer-In-Charge or Controlling Officer from time to time as per business exigencies .

6. PRICE BASIS:

- 6.1 The quoted rate shall be firm and valid for the complete duration of the Contract. No escalation what-so-ever on any account shall be payable under the contract. Therefore, the Contractor while submitting the bids against the subject contract should quote accordingly, to offset any future increase in the minimum wages of the labor/manpower during the period of the Contract. No reimbursement/refund whatsoever shall be given to the contractor on account of upward or downward revision in the minimum wages payable against different category of manpower deployed under the subject contract.
- 6.2 In terms of Section (2) of the Maternity Benefit Act-1961, a woman will be entitled to maternity benefits admissible in case of delivery and miscarriage/medical termination of pregnancy. This shall be sole responsibility of the bidder. Thus, bidders should take into their account this liability while quoting service charges. APL will have no responsibilities to make any additional payment on this account to either Contractor or the workmen employed by the Contractor.
- 6.3 The rates should be quoted in the schedule of rates (SOR) as enclosed.
- 6.4 Bidders are advised in their own interest to visit office and ascertain the conditions and quantum of work before quoting.
- 6.5 Bidder should take care of service tax (if applicable) while quoting rates and should separately indicate rate of service tax to be charged.
- 6.6 The services not provided during the month against each category shall be recovered proportionately on pro-rata basis for particular category from the monthly bills of the contractor.

6.7 The rate quoted by the bidder shall be all inclusive for provisions of all incidental expenses necessary for proper execution and completion of work in full, in accordance with the Terms & Conditions of the Bid Documents.

7. MOBILIZATION PERIOD

Mobilization period of fourteen days shall be permissible for the start and execution of the contract/ supply of manpower with effect from the date of award of contract or/as intimation from EIC. No mobilization advance shall be payable by APL on this account. In case the Contractor/bidder is not able to mobilize the services, within the time specified above, a penalty @₹10,000/- per day shall be imposed on the Contractor/bidder.

The following documents have to be submitted before start of the contract.

- (i) The contract agreement along with Insurance policy of deputed contract employees.
- (ii) The essential Qualification and experience certificate of deputed contract employees.
- (iii) All required documents have to be submitted for Gate Pass.
- (iv) The contractor shall mobilize his crew, tools & tackles, materials, equipment, etc. which have been mentioned below for undertaking the contractual obligation at the commencement of the contract within seven days period after placement of FOI/FOA/PO by APL.
- (v) The services can be requisitioned any time round the clock as and when desired by the Engineer-In-charge. Any delay in mobilization shall attract penalty as per the Terms and Conditions of the Contract.

8. RESPONSIBILITIES OF THE CONTRACTOR:

- I. **Local Conditions:** Each bidder must have to know all local conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. In their own interest, the foreign bidders are particular requested to familiarize themselves with the statutory labour enactments, state laws & memorandum of settlement, if any.

The company shall not entertain any request for clarification from the bidder, regarding such local conditions.

It is the responsibility of the bidder that such factors have properly been investigated and considered while submitting the bid proposal and that no claim whatsoever including those for financial adjustment to the contract awarded under the Bidding Documents will be entertained by the Company and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the company on account of failure of the bidder to apprise himself of local laws/conditions/MOS, if any.

- II. The contractor will ensure engagement of 100% Project Affected Persons (PAP) and local persons in unskilled category of work for which list of such persons will be provided by the authorized persons of APL Authorities. The name of the Authorized person will be notified to the contractor by APL Authority from time to time. So far as engagement of Semi-

Skilled and Skilled category of manpower in the said work is concerned, the contractor will give preference to the PAPs and local persons fulfilling the technical requirement of the job/work. While engaging the contractual manpower, contractors are required to make efforts to provide opportunities of employment to the people belonging to Schedule Castes and weaker sections for the society also in order to have a fair representation of these sections.

- III. The service provider shall submit a list of his personnel to be deployed by him after award of contract along with details of qualification and experience. It shall be the responsibility of the service provider to provide police verification documents of those proposed personnel to the Engineer-in-charge (EIC) before their deployment under this contract. EIC reserves the right to accept deployment of any person and reserves the right to verify the antecedents of any person and/or reject any of the service provider's personnel. APL shall be at liberty not to allow entry into its premises any of the workers whose activities appear to be prejudicial to the safety, security or other interest of the company. The contract Personnel shall enter the APL Premises only with Photo Passes/ID Card.
- IV. The vendor has to ensure Police Verification of all their staff before they are deployed at the premises of APL.
- V. The contract shall be valid initially for a period of 24 Months from the date of execution of formal agreement/issue of work order/fax of indent, whichever is issued earlier. The contract can be further extended on mutual consent on the same terms and conditions.
- VI. The contractor will be solely responsible for any loss, damage to APL's property while it is in his charge due to negligence and/or fraud, etc. on the part of the contractor/his personnel in that case cost of the said item(s) shall be recovered from the party on the prevailing 'market rates' as desired by "EIC".
- VII. The personnel engaged by the contractor will have nothing to do with APL directly or indirectly and the contractor shall be their 'Employer'. They will also not work elsewhere during the period engaged by him; APL shall have no liability whatsoever concerning contractor's employees.
- VIII. In case it is felt by the authorized officer of APL that any person or supervisor of the contractor is not suitable for carrying out the work, then the person or supervisor is to be replaced immediately by the contractor.
- IX. The contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time to time.
- X. The contractor shall use the premises only for the purpose of this contract and he shall not make or permit it to be made, any structural additions or alterations to the same without the prior approval of APL in writing.

- XI. The contractor shall work under the supervision of the "EIC" or authorized officer(s) of APL, as may be nominated from time to time. The contractor shall be deemed to be in possession, sole, exclusive or otherwise of the premises or any part thereof, which shall always be in the exclusive possession & control of APL.
- XII. Contractor shall ensure that all its personnel deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha BimaYojana (PMSBY) and Pradhan Mantri Jeevan Jyoti BimaYojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of APL. The cost of the insurance premium amount for both the above schemes shall be borne by the contractor giving evidence/proof to APL in this respect and contractor shall suitably consider the same in their bid.

9. PAYMENT:

The payment shall be made against monthly running bills on the basis of the work done within 15 days of submission of bills on verification of EIC.

However, the contractor may ensure that the bills are submitted only after the disbursement of wages and other dues to the contract labours in line with the various labour/industrial laws.

Copy of Wage Sheet, PF and ESIC latest Challans along with ECR Copy of PF should be enclosed with the running bills.

10. JURISDICTION:

The CONTRACT shall be governed by and constructed according to the laws in force in INDIA. The CONTRACTOR hereby submits to the jurisdiction of the Courts situated at Dibrugarh for the purpose of disputes, actions and proceedings arising out of the CONTRACT, the court at Dibrugarh only will have the jurisdiction to hear and decide such disputes, actions and proceeding.

11. ENGINEER-IN-CHARGE (EIC):

The "EIC" shall look after general supervision and direction of the work. He shall be authorized to stop the work, whenever such stoppage may be necessary to ensure proper execution of the Contract. He shall also have authority to reject all works, which do not conform to the tender document. The "EIC" reserves the right to suspend the work or part thereof at any time and no claim whatsoever on this account will be entertained. In case of any dispute, the contractor may appeal to the "EIC" whose decision shall be final and binding on the contractor. The decision of "EIC" for determining the category of work with reference to material of an item not mentioned in the "Scope of Work" and/or "SOR" shall be final and binding on the contractor. The "EIC" shall be authorized to impose penalty for all deviation of contract as per Penalty Clause of the

Contract. He shall also be authorized to remove any person employed by contractor on disciplinary ground & if not found competent for the job.

12. WORKING AREAS

Assist in the operating and monitoring of process plant equipment , storage tank , compressor house , TG Building , ETP & STP area, DM water tank , all pump areas , loading & unloading activities of Formalin & Methanol , through tankers to ensure efficient production of formalin .

13. WORKING TIMINGS:

Working of the workers will be in shifts of 08 (eight) Hrs. The shift duty timings are as follows:

- A shift or Morning Shift ---- 06:00Hrs to 14:00Hrs.
- B shift or Evening Shift ---- 14:00Hrs to 22:00Hrs.
- C shift or Night Shift ---- 22:00Hrs to 06:00Hrs (next day).

- General Shift ---- 07:00 Hrs to 11:00 Hrs and 12:30 Hrs to 16:30 Hrs

The Contractor has to arrange local conveyance for changeover of shifts within the above mentioned time.

14. LABOUR LAW RELATED CLAUSES OF TENDER:

Responsibilities of the Contractor for compliance with Labour / Industrial laws:

The contractor has to pay following wage components along with statutory payments/obligation as indicated in SOR to the persons engaged by him in APL:

A.

S.N	Wage component	Rates
A	Minimum wage	Minimum wages as notified by State Government That contractor will also ensure disbursement of monthly earned wages of the contract workers latest by 10 th day of the succeeding month as per the Payment of Wages Act 1936, irrespective of release of their R.A bills.
B	-	-
C	PF Contribution including EDLI & Administrative Charges	13.00% of Minimum Wages
D	Employee State Insurance (ESI)	3.25% of Gross wage in case of ESI is applicable or reimbursement of cost of Insurance coverage

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	contribution or Insurance policy coverage under Employee's Compensation Act 1923 & Employee's Compensation Act 2010	obtained under Employee's Compensation Act 1923 upto Rs.10.86 lacs per contract worker.
E	Bonus will be paid as per Payment of Bonus (Amendment) Act, 2015	8.33% of Rs.7000.00 or minimum wages whichever is higher. (The same is to be paid to the contract workers during festival time by the contractor and proof of payment of bonus to be submitted).
F	Leave wages as per factory Act/Rule	Annual leave with wages as per factory Act, 1948 i.e. 01 day Paid Leave for every 20 days work performed.
G	Maternity benefit to women contractor under Maternity Benefit Act 1961 where ESI Act 1948 is not applicable.	As per Maternity Benefit Act 1961 and Amendment 2016
H	Death Gratuity	Gratuity will be payable only in case of death or permanent disablement during the currency of contract as per the provision of Payment of Gratuity Act, 1972 and will be reimbursed to the contractor on submission of copy of proof of disbursement of gratuity to the family members of deceased contract employee. Nomination form as prescribed under Payment of Wages Act must be kept on record and should be considered for extending benefits to family member/s.
I	National Holidays:	That contractor shall provide 03 (Three) National Holidays in a calendar year i.e. 26th January (Republic Day), 15th August (Independence Day) and 2nd October (Gandhi Jayanti).
J	Festival Holidays:	That contractor shall provide 08 Festival Holidays in a calendar year including International Labour Day (i.e. 1st May/May Day). Holiday list to be provided by APL.
K	Shift Allowances:	Contractor workers perform their duties in shifts, will be paid Shift Allowance @ Rs. 30/- per day for A & B Shift and @ Rs.40/- per day for "C" Shift.
L	Employment Card:	That all the contractors will issue Employment Card to their contract workers as per CL (R&A) Act-1970 and rules made there under without fail. Employment Card to be issued immediately on joining to their respective workers.
M	Issuance of Wage Slip:	That all contractors will issue Wage Slip to all their contract labourers every month in Form XIX under Rule 78 (1) (b) of Contract Labour (R&A) Act. 1970

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		and Central Rules 1971.
N	Health Check-up	Every Contractor has to undertake his worker health checkup as per the factory act and Assam Factory rule and submit report to the EIC.

- B. The contractor shall have his own PF Code No. with the RPFC as required under Employee PF & Miscellaneous Provisions Act, 1952 and extend benefits of Provident Fund Scheme 1952, Employee Deposit Linked Insurance Scheme 1976 and Employee Pension Scheme 1995. Contractor to generate UAN No. for all his
- C. The contractor shall have his own ESI Code No. allotted by Employee State Insurance Corporation (ESIC) as required under Employee State Insurance Act 1948. In case the premises / worksite is not covered under ESIC, contractor to obtain a suitable workmanship policy in line with the coverage of Employees Compensation Act, 2010.
- D. The contractor shall submit the Challans along with bank receipts/bank statement on monthly basis for the proof of PF contribution with RPFC and ESI Contribution with ESIC.
- E. The contractor is required to obtain labour license under the provisions of Contract Labour (R&A) Act, 1970 from the Licensing Officer i.e RLC (Central), Ministry of Labor, Govt. of India at Dibrugarh.
- F. The contractor shall discharge obligations as provided under various statutory enactment including the Employees Provident Fund and Miscellaneous Provisions Act, 1952, Contract Labor (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of wages act 1936, Employee's Compensation Act 1923, and other relevant acts, rules and regulations enforced from time to time.
- G. The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him latest by 7th day of the subsequent month in the presence of Engineer In-Charge. After disbursement of wages the authorized representative and Engineer In-Charge have to certify the payment of wages to the contract workers and sign the wage register jointly.
- H. The contractor shall be solely responsible and indemnify the APL against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him.
- I. The contractor shall indemnify APL against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- J. All personnel deployed by the contractor should be on the rolls of the contractor.
- K. No contractor worker below the age of 18 years shall be deployed on the work.
- L. The contractor shall ensure regular and effective supervision and control of the personnel, if any, deployed by him and gives suitable direction for undertaking the contractual obligations.
- M. The personnel to be deputed by the contractor shall observe all security, fire and safety rules of APL while at the site/work. His Work/Services will be supervised by the supervisors of contractor. Contractor has to be strictly adhere to guidance, instruction whenever required.
- N. Contractor shall provide proper identification cards for his employees to be deputed by him for Work/Services, duly signed by the contractor or authorized person on behalf of contractor.
Also, the contractor should obtain entry passes from Security Dept. through ENGINEER-IN- CHARGE for his employees.
- O. Contractor has to deploy the personnel with no past criminal records. Also, the

- contractor has to provide police verification for all the persons deployed by him.
- P. While confirming to any of these conditions, the contractor should ensure that no law of state regarding labor, their welfare, conduct, etc. is violated. The contractor shall indemnify APL for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.
- Q. All existing and amended Security and Safety / Fire Rules of APL are to be followed at the work site.
- R. Contractor shall ensure payment of wages to the personnel employed and meet all statutory obligations of payment as per Minimum Wages act 1948 and Payment of Wages Act 1936.
- S. In case of accident, injury and death caused to the employee of the contractor while executing the Work under the contract, the contractor shall be solely responsible for payment of adequate compensation, insurance money etc. to the next kith & kin of injured / diseased. contractor shall indemnify APL from such liabilities.
- T. The contractor is required to deposit ESI contributions through banks with Employee State Insurance Corporation on monthly basis and has to arrange Smart Cards to contract manpower engaged by him from the Corporation.
- U. The contractor shall not employ or permit to be employed any person suffering from any contagious, loathsome or infectious disease. The contractor shall get examined his employees / persons deployed from a Civil Govt. Doctor.
- V. No employees or person of contractor (including contractor) be allowed to consume alcoholic drinks or any narcotics within the Plant Premises. If found under the influence of above, the owner / APL will terminate the contract immediately and may refer the case to police.
- W. The contractor hereby agrees to indemnify owner / APL and harmless from all claims, demands, actions, cost and charges etc. brought by any court, competent authority / statutory authorities against owner/APL.
- X. Following documents shall be submitted by the Agency/contractor to Engineer In-Charge at various stages during the currency of the contract:
- Y. **Immediately after issuance/receiving of Letter of Intent (LOI):**
1. Application for issuance of Form-V for obtaining Labour License from Licensing Authority for engaging 20 or more contract workers.
 2. Copy of Labour License before commencement of work if 20 or more contract workers are engaged.
 3. List of persons along with designation, Employee No., PF account, ESI card No., Insurance coverage No. etc.
 4. Copies of Appointment Letters to the persons to be engaged in APL by the contractor.
 5. Copies of Identity Card issued by the contractor of persons to be engaged in APL.
 6. Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
 7. Copy of Employee State Insurance (ESI) registration certificate issued by Employee State Insurance Corporation.
 8. Copies of ESI Identity Card of persons to be engaged in APL or where ESI Act is not applicable, Copy of Insurance coverage under Employees Compensation Act, 1923.
 9. At the time of submission of monthly bills:
 - i. Copy of wage register duly certified by authorized representative of the contractor and APL certifying as "Certified that the amount shown in the

- column no. has been paid to the workman concerned in my presence on ----
- (date) at (place)".
- ii. If wages are paid through bank, copy of bank statement duly certified by bank of previous month.
 - iii. Copy of Electronic Challan cum Return (ECR) / Electronic Return for the proof of remittance of Provident Fund (PF) and Employee State Insurance (ESI) contribution along with On Line Uploaded list of contract workers/members.
10. Registers are to be maintained by the contractor:
- a. Contract Labour (Regulation & Abolition), Act, 1970 & Payment of wages Act, 1936: During the currency of the contract, the contractor has to maintain registers like:
 1. Muster Roll in FORM-XVIII
 2. Register of workmen in FORM-XIII
 3. Wage Register in FORM-XVII
 4. Register of Deductions in FORM-XX
 5. Register of Overtime in FORM-XXIII
 6. Register of Fines in FORM-XVI
 7. Register of advances in FORM-XXII
 8. Issuance and maintenance of Wage Slip in FORM XIX.
 9. Issuance of valid Identity Card by the contractor IN FORM XIV.
 - b. Employee State Insurance Act, 1948: During the currency of Contract, the contractor has to maintain registers like:
 - Register of employees in Form-6
 - Accident Book in Form-11
 - c. At the time of closure of contract:
 1. Indemnity Bond of Rs 100/- duly notarized from Notary indemnifying APL from all liabilities w.r.t. the persons engaged by the contractor regarding payment of wages, Provident Fund, Insurance and other payments. Performa Indemnity Bond is provided at clause 12.0.
- Z. Contactor shall ensure:
- Rest Day payment to the workers to be paid by the contractor.
 - Shift Allowance to be paid to the workers by the contractor.
 - Health Check-up of the workers to be done twice annually.
 - Holiday payment for 7 days to be paid to the workers by the contractors.

15. PENALTY:

- 15.1 In case of non-compliance of contract clause with respect to mobilization, execution, quality, safety and other statutory requirement to the full satisfaction of Engineer-In-Charge, the EIC may at his discretion impose a penalty at the rate of 0.5 % of the total contract value per week or part thereof, subject to a maximum 5 % of the total contract value.
- 15.2 If required numbers of services are not provided in any shift or the required quantity of manpower as per SOR, an amount twice the SOR rate against the corresponding SOR on prorata basis will be deducted from the RA bills. This amount will be over and above the limit of 5% of the total contract value.
- 15.3 If after mobilization of required manpower as per SOR, any manpower leaves or remain absconding from the site without information and the contractor fails to fulfill

the void space within 15days, an amount equal to 30 man-days of the respective category per manpower will be deducted from the monthly RA bills.

15.4 During the contract period if any manpower wants to leave the site, contractor will have to ensure that intimation to APL in advance of 1 months period is received, failing which penalty under clause no. 12.3 will be applicable in their next monthly bill.

15.5 PENALTY FOR NON SUBMISSION OF VARIOUS DOCUMENTS AS FOLLOWS.

15.5.1 Contractor has to submit a valid PF Code no., computerized ESI card and valid labour license (if applicable) within a maximum time period of One month from the date of LOA/PO/LOI/FOI, failing which a penalty of Rs.10000/- shall be deducted from the RA Bills of the contractor per month after lapse of One Months from the date of start of the contract, apart from penalty as per provisions of the statutory legislations.

15.5.2 Contractor has to submit proper PF challan, containing names of each of the Contract workmen along with reimbursement schedule or else APL will not be liable to release the payment to the contractor and penalty as mentioned above will be imposed on the Contractor and same will be deducted from the RA Bills of the Contractor every month, after the LAPSE OF ONE months from the date of start of the Contract.

15.6 PENALTY FOR NON-PAYMENT OF MINIMUM WAGES.

Penalty of ₹ 5000/day shall be imposed on monthly running bill in any of the following cases:

- i) Delay in payment of wages by the stipulated time period i.e. latest by 10th of subsequent Month.
- ii) Nonpayment of minimum wages to each and every contractor deployed labour/manpower within the stipulated time period i.e. latest by 10th of subsequent month. at the rates as per the Minimum Wages Act and as notified by the Regional/ Assistant Labour Commissioner (Central), Guwahati from time to time. This deduction shall be apart from the compensation of delay for the reason mentioned in clause (a) above.

15.7 PENALTY FOR NOT PROVIDING UNIFORM OR SAFETY GEARS:

The Contractor has to provide 2 pairs of uniform/worker each year. In addition PPE like safety shoe/Hand Gloves/Face Mask/Boiler Suit etc. to be provided for safe operation in work place. Penalty of Rs. 500.00 per day shall be imposed on monthly running bill in each case if the contractor fails to provide either uniform or safety gears to the persons employed by him for this contract.

15.8 PENALTY FOR NOT PROVIDING GENERAL TOOLS and TACKLES AND MEASURING INSTRUMENTS:

General tools and tackles and measuring instruments have to be provided to each and every group/ team of technician and helper as laid down at SECTION- 7, Subsection-7.6 of the SCC. If the Contractor fails to provide the same within 30 days from the Date of LOA/PO/FOI, a penalty of Rs.10000/= per month shall be applicable. The period of penalty shall be counted after 30 days from the date of LOI/PO till the instruments/tools & tackles are made available at site.

16. PAYMENT OF WAGES TO DEPUTED CONTRACT EMPLOYEES

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Contractor has to disburse the wages to their employees including supervisor through e-Banking / account payee Cheque within the stipulated time period i.e. latest by 7th of subsequent month, at the rates as per the Minimum Wages Act and as notified by the Regional/Assistant Labor Commissioner (Central), Guwahati, Assam from time to time. Contractor shall ensure that all their employees have running savings bank account. Contractor has to submit a proof of payment to all his employees along with the RA bill of subsequent months.

HEALTH, SAFETY AND ENVIRONMENT [HSE] SPECIFICATIONS

1. SCOPE

These specifications establish the 'Health, Safety and Environment [HSE] Management' requirement to be complied with by the Contractors during executing their Job. Requirements stipulated in these specifications shall supplement the requirements of 'HSE Management' given in relevant act(s) / legislation(s).

2. REQUIREMENTS OF 'HEALTH, SAFETY AND ENVIRONMENT [HSE] MANAGEMENT SYSTEM' TO BE COMPLIED BY BIDDERS

- 4.2 Preferably, the Contract should have a documented 'HSE Policy' to cover commitment of their organization to ensure health, safety and environment aspects in their line of operations.
- 4.3 The Contractor shall ensure that the APL's 'Health, Safety and Environment [HSE]' requirements are clearly understood and faithfully implemented at all level, at sites.
- 4.4 Contractor shall promote & develop consciousness for health, safety & environment among all personnel working for the Contractor. Regular work-site meetings shall be arranged on 'HSE' activities to cover hazards involved in various operations during executing their jobs, location of First Aid Box, trained personnel to give First Aid, Assembly Points, standby Ambulance or vehicle and fire protection measures such as fire hydrant, water and fire extinguishers, etc.
- 4.5 Non-conformance of 'HSE' by Contractor [including his sub-Contractors] as brought out during review/audit by APL / external agency authorized by APL, shall be complied by Contractor and its report to be submitted to APL.
- 4.6 Contractor shall adhere consistently to all provisions of 'HSE' requirements. In case of non-compliance of continuous failure in implementation of any of the 'HSE' provisions, APL may impose stoppage of work and a suitable penalty for non-compliance. The decision of imposing work-stoppage, its extent & monetary penalty shall rest with APL.
- 4.7 All fatal accidents and other personnel accidents shall be investigated for root cause by APL and Contractor shall extend all necessary help and cooperation in this regard. Recommend corrective and preventive actions of findings will be communicated to Contractor for taking suitable actions should be taken by the Contractors to avoid recurrence of such incidences.
- 4.8 Contractor shall ensure that all their staffs and workers, including their sub-Contractor(s), shall wear 'Personal Protective Equipment [PPEs]' such as safety

helmets, safety shoes, safety belts, protective goggles, gloves, etc., as per job requirements. All these gadgets shall conform to relevant IS specifications or equivalent.

4.9 Contractor shall assign competent & qualified personnel for carrying out various tasks/jobs as per requirement.

2.8 All equipment should be tested and certified for its capacity before use.

2.9 Contractor shall ensure storage and utilization methodology of materials that are not detrimental to the environment. Where required, Contractor shall ensure that only the environment-friendly materials are used.

2.10 All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules and regulations relating to the hazardous material substances and waste. Contractor shall not dump release or otherwise discharge of dispose off any such materials without the express authorization of APL.

2.11 Contractor should obtain all work permits before start of activities [as applicable] like hot work, confined space, work at heights, storage of chemicals/explosive materials and its use & implement all precautions mentioned therein.

2.12 Contractor should display at site office and work locations caution boards, provide posters, banners for safe working to promote safety consciousness, etc.

2.13 Contractor should carryout audits/inspections/supervisions at the sub-Contractor's works and submit the reports for review by APL.

1.0 RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'

925 – 1984	Industrial Safety Helmets
7701 – 1968	Rubber Gloves for Electrical Purpose
994 - 1973 [Part-I]	Industrial Safety Gloves [Leather & Cotton Gloves]
989 - 1986 [Part-II]	Leather Safety Boots & Shoes
557 – 1969	Industrial & Safety Rubber Knee Boots
519 – 1971	Code of Practice for Selections, Care & Repair of Safety Footwear
1226 – 1985	Leather Safety Footwear Having Direct Molding Sole
983 – 1978	Eye Protectors
167 – 1979	Ear Protectors
521 – 1983	Industrial Safety Belts & Harnesses



SECTION – VI

SCHEDULES OF RATES (SOR)

(To be uploaded in Cover No. 1 “Fee/PreQual/Technical” (File 2 -
“TECHNO-COMMERCIAL / UN-PRICED BID”))

*[Do not quote here. Only confirm that you have uploaded the Priced SOR as per
this format in Cover No. 2 (“Price Bid”)]*

SCHEDULE OF RATES

Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P
1.00	Operation Department				
1.10	Shift Operations				
1.11	Contractual Assistant Process Operator - Production (Highly Skilled)	4380.00	Man Days		
1.12	Contractual Helper - Production (Unskilled)	730.00	Man Days		
1.13	Contractual Assistant Process Operator - Facilities (Highly Skilled)	4380.00	Man Days		
1.14	Contractual Assistant Chemists (Skilled)	1460.00	Man Days		
2.00	Maintenance				
2.10	Contractual Assistant Technician - Electrical (Skilled)	4380.00	Man Days		
2.20	Contractual Assistant Technician - Instrumentation (Skilled)	730.00	Man Days		
3.00	Fire & Safety				
3.10	Contractual Assistant Supervisor – Fire (Highly Skilled)	730.00	Man Days		
3.20	Contractual Assistant Driver cum Operator – Fire (Skilled)	730.00	Man Days		
3.30	Contractual Assistant Fireman (Semi Skilled)	2920.00	Man Days		
4.00	Marketing Despatch & Weight bridge				
4.10	Contractual Assistant Multi-Tasking Staff - Despatch (Unskilled)	2190.00	Man Days		
5.00	F&A, C&P,HR & Admin				
5.10	Contractual Assistant Multi-Tasking Clerk – HR (Highly Skilled)	730.00	Man Days		
5.20	Contractual Assistant Multi-Tasking Clerk – Office (Skilled)	1460.00	Man Days		
5.30	Contractual Assistant Multi-Tasking Staff (Helper) - HR, F&A and C&P (Unskilled)	1460.00	Man Days		

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NOTE:

BIDDERS ARE REQUESTED NOT TO INDICATE ANY PRICE IN THIS UN-PRICED BID FORMAT.

BIDDERS TO MENTION/INDICATE IN WORDS "QUOTED/NOT QUOTED" AGAINST RATES & AMOUNT OF ITEMS AT SL. NO.1 TO5 (using ball point pen with blue ink).



SECTION – VII

GENERAL CONDITIONS OF CONTRACT (GCC)

(General Conditions of Contract (GCC) is available in the Tender Documents as a separate FILE)



SECTION – VIII

ANNEXURES



Annexure

PROFORMA FOR EMD

In consideration of Assam Petrochemicals Limited, having its Registered Office at Orion Place, 4th floor, G.S. Road, Guwahati-5, Assam, India (hereinafter called ‘ the Owner’ which expression shall unless repugnant to the subject or context includes its successors and assigns) having agreed to exempt M/s (Hereinafter called ‘the said Tenderer(s)’ which expression shall unless repugnant to the subject or context includes his successors and assigns) from the demand under the terms and conditions of tender no. for hereinafter called ‘the said Tender’ of such earnest money deposit for the due fulfillment by the said Tenderer(s) of the terms and conditions contained in the said tender..... foron production of bank guarantee for an amount of Rs. only.

We Bank hereinafter referred to as ‘the bank’ do hereby undertake to pay to the owner and amount not exceeding Rs. only against any loss or damage caused to or suffered or would be caused to or suffered by the said owner by reason of any breach by the said Tenderer(s) of any of the terms and conditions contained in the said tender (the decision of the owner as to any such breach having been committed and loss suffered shall be binding on us).

1.We..... Bank do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the owner stating that the amount claimed is due by way of loss or damage caused to or would cause to or suffered by the owner by reason of any breach by the said Tenderer(s) of any of the terms and conditions contained in the said tender or by reason of the said Tenderer’s failure to keep the tender open. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. only.

2.We..... Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the finalization of the said tender and that it shall continue to be enforceable till the said tender is finally decided and order placed on the successful tenderer(s) and/or till all the dues of the owner under/or by virtue of

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



the said tender have been fully paid and its claims satisfied or discharged or till a duly authorised officer, of the owner certifies that the terms and conditions of the said tender have been fully and properly carried out by the said Tenderer(s) and accordingly discharges the guarantee. Above provisions are applicable subject to validity mentioned in para 4 (b).

3. We _____ Bank undertake not to revoke this guarantee during the currency except with the previous consent of the Owner in writing. Upon expiration of this Guarantee, this document is to be returned to the Bank for cancellation.

4. NOTWITHSTANDING anything contained hereinabove,

a. Our liability under this guarantee shall be restricted to an amount of Rs. only.

b. This guarantee shall be valid upto _____.

c. The Bank shall be released and discharged from all liability under this guarantee unless a written claim or demand is received by the Bank on or before _____.

The Bank hereby declares that it has the power to issue this guarantee and the undersigned has fully power to do so.

dated..... day of..... 20.....

Corporate seal for bank



Annexure - 2

INTEGRITY PACT

BETWEEN

Assam Petrochemicals Ltd., hereinafter referred to as "The Principal",

AND

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

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 Contractor/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 / Contractor

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

(1) The Bidder / Contractor commits 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 / Contractor 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 / Contractor 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 / Contractor will not commit any offence under the IPC / PC Act; further the Bidder / Contractor 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 / Contractor 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 / Contractor 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 / Contractor 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 / Contractor 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 / Contractor 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/ Contractors):
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 / Contractor.
- (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 Contractor 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 / Contractor 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 / Contractor 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 / Contractor 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 / Contractors / Sub-Contractors

- (1) The Bidder / Contractor undertake to demand from all sub contractors a commitment in conformity with this Integrity Pact. The Bidder / Contractor shall be responsible for any violation(s) of the principles laid down in this agreement / Pact by any of its Sub-contractors / Sub-vendors.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (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 / Contractors / Sub-Contractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub-Contractor or of an employee or a representative or an associate of a Bidder, Contractor or Sub-Contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

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 Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor 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-contractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Contractor / Sub-con tractor with confidentiality.
- (4) In case of tenders having an estimated value of more than 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 Contractor.
- (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 MD 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 MD of the Principal substantiated suspicion of an offence under the IPC / PC Act and the MD 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 / Contractor 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 MD of the Principal.

Section 10 - Other Provisions

1) This agreement is subject to Indian Law. 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 Contractor 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/CONTRACTOR



WITNESS 1

WITNESS 2

Place : _____

Date: _____



Annexure - 3

BIDDER'S GENERAL INFORMATION

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

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	

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



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 RegistrationCertificate]
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 forthe same).
24	Type of Entity	Corporate/ Non-Corporate (As per Service taxAct). (In case of Non-Corporate Entity, bidder willsubmit documentary evidence for same).

Place:
Signatory of Bidder]Date:

[Signature of Authorized
Name:
Designation:
Seal:

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF
ASSAM PETRO-CHEMICALS LIMITED



Annexure - 4

BID FORM

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

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/BOQ]", 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 "six [06] 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.

If our Bid is accepted, we will provide the "Contract Performance Security / Security Deposit" as specified in Section-II of tender document.

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 fulfilment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

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

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



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:



Annexure - 5

LIST OF ENCLOSURES

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

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. along with information as sought in enclosed “Annexure – 12’. In case, financial results (Balance sheet and profit & Loss account statement) of FY: 2023-24 is not audited on the due date of ‘submission of bid/bid closing date’, Certification / Confirmation that financial results (Balance sheet and profit & Loss account statement) of FY: 2023-24 is not audited on the due date of ‘submission of bid/bid closing date’ duly signed and stamped by a **Chartered Accountant** with Membership Number
3. Document showing Financial Situation Information as sought in enclosed ‘Annexure – 12’.
4. 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.
5. Documentary Evidences showing the Bidder’s claim of meeting Technical Criteria.
6. EMD / Bid Bond*
7. Power of Attorney*
8. Duly certified document from chartered engineer and or chartered accountant.

Note:

* In case of e-bidding the bidder has the option to submit specified documents in physical form on/before the bid due date or within seven days from the bid opening date.



However, scanned copy of these (same) documents must be submitted on-line as part of e-bid before the biddue date/time.

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:
Designation:

Seal:



Annexure - 6

LETTER OF AUTHORITY

[Pro forma for Letter of Authority for Attending Subsequent 'Negotiations' / 'Pre-Bid Meetings' / 'Un-priced Bid Opening' / 'Price Bid Opening']

Ref:

Date:

To

M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

Dear Sir,

I/We, _____ hereby authorize the following representative(s) for attending any 'Negotiations' / 'Meetings [Pre-Bid Meeting]', 'Un-priced Bid Opening', 'Price Bid Opening' and for any subsequent correspondence / communication against the above Bidding Documents:

(1) Name & Designation _____ Signature _____
Phone/Cell:

Fax:

E-mail: @

(2) Name & Designation _____ Signature _____
Phone/Cell:

Fax:

E-mail: @

We confirm that we shall be bound by all commitments made by aforementioned authorised representative(s).

Place:
Bidder]

[Signature of Authorized Signatory of

Date:

Name:

Designation:

Seal:

Note: This "**Letter of Authority**" should be on the "**letterhead**" of the Firm / Bidder and should be signed by a person competent and having the '**Power of Attorney**' to **bind** the Bidder. Not more than 'two [02] persons per Bidder' are permitted to attend "Techno-commercial / Un-priced" & "Price Bid" Openings. Bidders

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



authorized representative is required to carry a copy of this authority letter while attending the un-priced and priced bid opening, the same shall be submitted to APL.



Annexure - 7

“NO DEVIATION” CONFIRMATION

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

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:
Bidder]

[Signature of Authorized Signatory of

Date:

Name:

Designation:

Seal:



Annexure - 8

DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT RECEIVERSHIP

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

Dear Sir,

We hereby confirm that we are not on 'Holiday' by APL or Public Sector Project Management Consultant (like EIL, Mecon only due to "poor performance" or "corrupt and fraudulent practices") or banned by Government department/ Public Sector on due date of submission of bid.

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 Assam Petro-chemicals Limited.

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:

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



Annexure - 9

AGREED TERMS & CONDITIONS

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

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

Sl.	DESCRIPTION	BIDDER’S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable GST	
a	Applicable GST is	CGST+SGST/IGST (Please tick as applicable)
b	CGST+SGST%age
c	IGST
d	Cess (if any)%age
e	Service Accounting Codes (SAC) has been submitted and mentioned in un-priced SOR	

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

5.	<p>i) Confirm acceptance of relevant Terms of Payments specified in the Bid Document.</p> <p>ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.</p>	
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.	<p>a) Confirm acceptance of all terms and conditions of Bid Document (all sections).</p> <p>b) Confirm that printed terms and conditions of bidder are not applicable.</p>	
11.	Confirm your offer is valid for 6 months from Final/Extended due date of opening of Techno-commercial Bids.	
12.	<p>Please furnish EMD/Bid Security details :</p> <p>a) EMD/ Bid Security No. & date</p> <p>b) Value</p> <p>c) Validity</p>	
13.	Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).	
14.	Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.	
15.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
16.	Confirm that none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ APL or his relative is a partner.	



17.	All correspondence must be in ENGLISH language only.	
18	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	
19	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
20	Confirm acceptance of Anti profiteering clause no. 171 of GST Act.	
21	a) Whether bidder falls under MSE Act.	

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



Annexure - 10

BIDDER'S EXPERIENCE

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB - HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT(BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Tender No – APL/C&P/HR/F-II/2023-24/357

Dear Sir,

Sl. No	Description of the Services	LOA /WO No. and date	Value of Contract /Order (Specify Currency Amount)	Date of Commencement of Services	Date of Actual Completion
(1)	(2)	(3)	(4)	(5)	(6)

Place:
Bidder]

[Signature of Authorized Signatory of

Date:

Name:

Designation:

Seal:

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



Annexure - 11

**FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS
INADEQUATE**

(To be provided on Bank's letter head)

Date:

To,

M/s ASSAM PETROCHEMICALS LIMITED

Dear Sir,

This is to certify that M/s (name of the bidder with address) (hereinafter referred to as Customer) is an existing customer of our Bank.

The Customer has informed that they wish to bid for APL's RFQ/Tender no. dated

for.....(Name of the supply/work/services/consultancy) and as per the terms of the said RFQ/Tender they have to furnish a certificate from their Bankconfirming the availability of line of credit.

Accordingly M/s (name of the Bank with address) confirms availability of line of credit to M/s.....(name of the bidder) for at least an amount of Rs_ (Total Working Capital Amount) to meet the inadequacy in Working Capital.

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores (or Equivalent USD) and the undersigned is authorized to issue this certificate.

Yours truly

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED



for (Name & address of Bank)

(Authorized
signatory) Name
of the signatory :

Designation :

Stamp



Annexure - 12

FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE/ CERTIFIED PUBLIC ACCOUNTANT (CPA) FOR FINANCIAL CAPABILITY OF THE BIDDER

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

A. AUDITED ANNUAL TURNOVER* OF LAST 3 YEARS:

Year	Amount (Currency)
Year 1:	
Year 2:	
Year 3:	

B. NETWORTH* AS PER LAST AUDITED FINANCIAL STATEMENT:

Description	Year ____
	Amount (Currency)
1. Net Worth	

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

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

****Refer Instructions***

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

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

[Signature of Authorized Signatory]
Name:
Designation:

Tender for HIRING OF MAN MANAGEMENT SERVICES FOR 200 TPD FORMALDEHYDE PLANT (BOITAMARI) OF ASSAM PETRO-CHEMICALS LIMITED

Instructions:

1. The Separate Pro-forma shall be used for each member in case of JV/ Consortium.
2. The financial year would be the same as one normally followed by the bidder for its Annual Report.
3. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non- responsive.
4. For the purpose of this Tender document:
 - (i) **Annual Turnover** shall be “Sale Value/ Operating Income”
 - (ii) **Working Capital** shall be “Current Assets less Current liabilities” and
 - (iii) **Net Worth** shall be Paid up share capital plus Free Reserves & Surplus less accumulated losses, deferred expenditure and miscellaneous expenditure not written off, if any.
5. **Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.**
6. This certificate is to be submitted on the letter head of Chartered Accountant/CPA



Annexure - 13

**FORMAT FOR MARKS CLAIMED BY THE BIDDER AGAINST EACH QUALITY
PARAMETERS**

Sl No.	Quality Criteria	Max Marks	Marks claimed by the BIDDER
1.	Experience of Undertaking Similar Assignment, in terms of years of providing services	30	
2.	Experience of Undertaking Similar Assignment, in terms of number of contracts executed	20	
3.	Experience of Undertaking Similar Work, in terms of total value of the contract executed	20	
4.	Numbers of Manpower On Roll	20	
5.	Company Safety, Health & Environment Policy Documentation and/or Certification	10	

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:
Designation:
Seal:

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