

ASSAM PETRO-CHEMICALS LIMITED  
NAMRUP

**NOTICE INVITING TENDER**

FOR

**CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/ DISPOSAL OF GARBAGE CONTRACT  
GROUP B (TOWNSHIP AREA)**

**TENDER NO: APL/C&P/Admin/2025-26/470**

HEAD OFFICE:

Namrup, P.O. Parbatpur -786623,

Dist- Dibrugarh, Assam

Tel: (0374) 2500331/212/518

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

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

REGD. OFFICE:

4<sup>th</sup> Floor, ORION Place, Bhangagarh

Srimanta Sankardev Path, Guwahati-781005

Tel: (0361) 2461470/2461471/246

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

**NOTICE INVITING TENDER**

Assam Petrochemicals Limited (APL) invites tenders from competent & experienced contractors for the under mentioned job in **Single stage Two bid system** comprising Techno-Commercial Bid & Price Bid.

NAME OF WORK	EARNEST MONEY	TENDER PROCESSING FEES
CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/ DISPOSAL OF GARBAGE CONTRACT GROUP B (TOWNSHIP AREA)	INR 2,41,000.00	INR 2410.00

BID DOCUMENT ISSUE PERIOD	From 10:00 Hrs on dt. 12.07.2025 up to 15:00 Hrs on dt. 01.08.2025
LAST DATE OF BID SUBMISSION	Up to 15:00 Hrs on dt. 01.08.2025
BID OPENING DATE	At 15:00 Hrs on dt. 02.08.2025
BID SUBMISSION	In e-tendering portal <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a>
AVAILABILITY OF TENDER DOCUMENTS	1. <a href="https://assamtenders.gov.in/nicgep/app">https://assamtenders.gov.in/nicgep/app</a> 2. <a href="http://www.assampetrochemicals.co.in">www.assampetrochemicals.co.in</a>

Sd/-  
Managing Director



## 1. INTRODUCTION:

**1.1.** Assam Petrochemicals Limited (APL) was set up to utilize the huge reserve of Natural Gas in the Upper Assam oil fields and also to meet the requirement of increasing national demand for Methanol and Formalin. Incorporated in 1971, the company was a pioneer in the field as it was the first to manufacture petrochemicals in India using natural gas as feedstock. Its Petrochemical plant was set up in Namrup, Dibrugarh Dist. of Assam.

Assam Petro-Chemicals Ltd. is now implementing a mega project of 500 TPD Methanol and 200 TPD Formaldehyde plant as an expansion project of the company at a total cost of Rs. 1709 crores. The Hon'ble Prime Minister of India, Shri Narendra Modi virtually dedicated the 500 TPD Methanol Plant of the Company in service to the Nation on 14.04.2023. Besides the project work of 200 TPD Formalin Plant in Boitamari of Bongaigaon district is well in progress. Government of Assam, Oil India Limited and Assam Gas Company Limited are investing in equity capital for implementation of 500 TPD Methanol and 200 TPD Formalin project. Government of Assam along with Assam Gas Co. Ltd and AIDC Ltd. will hold 51% of shares and Oil India Ltd. will hold 49% of the equity capital of the company.

### 1.2. The site for the New Plant:

The new 500 TPD Methanol Plant is set up in the land area adjacent to existing location of APL factory at Namrup.

### 1.3. Approach to site:

The APL factory is situated at Namrup in the district of Dibrugarh, Assam, India. Namrup is connected with Dibrugarh by national Highway NH-37 and is at a distance of around 70 KM from Dibrugarh and around 65 KM from Dibrugarh Air Port. The nearest railway Station is Namrup Station and is at a distance of 9 KM. The Station has siding facilities suitable for handling Project equipments. The Railway Track is Broad Gauge.

**1.4.** The Plot area has an existing Natural ground level of 124.4 m from the MSL.

## 2. SCOPE OF WORK : TOWNSHIP COLONY (GROUP-B)

### 2.1. DESCRIPTION OF WORKS

TOWNSHIP COLONY means the entire Assam Petrochemicals Limited's colony boundary area other than the factory area. The works is to be done in following specific places engaging 21 labours/ day:

- a) Cleaning, sweeping, brushing, etc. of house drain and dustbins of individual residential houses, back and front court yard, staircases, drains of double storied residential houses within APL campus, latrines of D+ type residential houses etc.
- b) Sweeping, cleaning, brushing etc. of rooms, bath rooms, wash basins inside and outside drains, back and front courtyard, staircases, verandas etc. of all utility

buildings (school buildings, hospital buildings, security barrack, security check posts, Auditorium, officers club, union office, Tanker Drivers shed). Executive Hostel, RCC & executive guest House M.D. Bungalow.

- c) Brushing, cleaning of common/external/peripheral and road side drains and road surfaces and beams are to be done up to the satisfaction of the Deptt. every day by means of spade, brush etc.
- d) Disposal of accumulated garbage's on regular basis of entire township area, cut grasses of jungle as per direction of Welfare Assistance/Estate care taker officer to a distance place as directed by means of Truck/ thellas etc.
- e) Cleaning, grass cutting and sweeping of the children park, football ground, Guest House Garden etc. are to be done.
- f) Cutting of jungles in the township areas to be done and the same to be removed by truck/ thela etc. to a distance place as per direction of Welfare Assistance/Estate care taker.
- g) Sanitisation as and when required. The material required for sanitisation will be provided by APL.

## 2.2. GENERAL:

- a. Unloading of septic tank and minor repairing of the same as and when required for township area.
- b. Removal of carcasses' (dead animals) from the township area as and when necessary by informing the supervisory/in charge.
- c. Removing/repairing of flush pipe of latrine as and when required.
- d. Removing/repairing of damage 100 MM AC plastic pipe etc. including cutting of earth as and when required.
- e. Removing/repairing of damage pit cover of the inspection chamber as and when required.
- f. Removing/supplying of damaged pit cover of the inspection chamber as and when required.

The requisition given by the Company's official regarding the above works shall be sufficient for the contractor to carry out the job. The contractor shall not question the requirement of doing all those jobs when required by the Company's official.

## 2.3. OTHERS

- a) Daily sweeping, cleaning, washing etc. of house drain, aprons of all residential house and utility buildings.
- b) Daily sweeping, cleaning, washing etc. of all toilets, wash basins, bathroom and approaches of all utility building (Hospital, School building, Security barrack, Security Check post, auditorium, officers club, union office, tanker driver shed etc.).



- c) All the pathway and roads of the entire township areas should be swept and cleaned daily.
- d) All the main drain and sub-drain of the entire township areas be cleaned daily so that flow of water is not stagnant.
- e) All the glass planes of door and window, wall ceiling (excluding residential houses) to be mopped at least twice in a month including daily mopping of furniture of the VIP Guest House, RCC Guest House, Hospital, Union Office, APL Officers' Club and Staff Club, MD's Bungalow etc.
- f) The spittoons kept in Hospital, Guest House, Executive Hospital, Union Office etc. are to be cleaned refilled with sand as and when required.
- g) All the accumulated garbage's of the residential house and in around the APL premises to be removed on regular basis to a distance place as per direction of site supervisor/ officer I/O.
- h) The carcasses (Dead animal) should be disposed off up to a distant place as per direction of site supervisor/ officer I/O.
- i) The contractor shall have to use phenyl, detergent, Naphthalene etc. to all utility buildings regularly at their own cost.
- j) Further the labour engaged by the contractor is to be provided with necessary working tools for the work.
- k) Sanitisation as and when required. The material required for sanitisation will be provided by APL.

**3. SPECIALCONDITIONS FOR SUBMISSION OF TENDER WHICH WILL FORM PART OF THE FORMAL AGREEMENT:**

- 3.1) The tenderer should sign every page of the tender and every correction in the tender documents should bear the tender's initial before submission.
- 3.2) All quoted rates items of work should be inclusive of all cost of supply, carriage sand handling etc. of all materials plus cost of labour as per Govt. rate and all incidentals including construction of temporary godown, labour camps, clearing of sites etc.
- 3.3) Each Bidder should carefully visit the site of works and fully satisfy himself about the nature and location of work conditions of site, quality and quantity of materials required and any other information he may be required for



- successful completion of the work. No subsequent claim will be entertained on these accounts.
- 3.4) The contractor shall submit a list of description or similar works previously executed by him along with the tender.
  - 3.5) No articles or materials will be issued to the contractor. The contractor must arrange all their materials required for execution of works.
  - 3.6) No labour under 18 years of age shall be employed on the work and all labour employed shall be paid at the rate not less than the rates fixed under the minimum Wage Act., Govt. of Assam.
  - 3.7) The tenderer must be a licensed contractor under Contract Labour (Regulation and Abolition Act) 1970 or they should produce a certificate from labour department to the effect that they are not covered by the contract labour Act if applicable. The contractor has to maintain a register of his employees /labour.
  - 3.8) A declaration to the effect that the tenderer shall abide by all provisions of the contract labours (Regulation and Abolition Act.1970, Min. Wages Act. 1948, Factories Act 1948, Industrial Dispute Act.1947, Payment of Wages Act.1936, Payment of Bonus Act. Workman compensation Act.1923 and their respective rules framed under each of the said Act and also other Labour Act and rules applicable to the tenderer. In case the tenderer fail to do so M/s Assam Petrochemicals Limited, shall have right to deduct from his their bills, the expenses which are to be incurred in connection with any claim, from any party including the labourers engaged by the contractor.
  - 3.9) A declaration to the effect that the Bidder shall make the payment of wages regularly to the labour engaged by him in presence of an authorized representative appointed by APL as provided for under the Contract Labour Act (Regulation and Abolition Act).
  - 3.10) The Company will follow all the safety rules and regulation relevant for the Job.
  - 3.11) Bonus & leave of labourers will be as per Govt. rules/act and will be paid by the Company.
  - 3.12) Company's safety and security rules shall be strictly adhered.
  - 3.13) Contractor shall be fully responsible for any accident to his workman resulting in personal injury or death. All expenses towards such occurrence shall be borne by the contractor only. Accordingly the contractor shall buy personal accident insurance (24x7) policy for its workers.
  - 3.14) The Contractor shall abide by all the provisions of the employees PF Act, 1952, the Employees Family Pension Scheme 1971 and the Employees Deposit Linked Insurance Scheme 1976, Employee State Insurance Act, 1948. PF contributions (both employees and employers) to be remitted with the



Regional PF Commission, NE Region, Guwahati within 10days of the following month under intimation to the APL. If the Contractor fails to remit the P.F. Contribution as stated above, APL shall remit to the C.P.F Commission as required under the previously mentioned Acts.

- 3.15) The tender would undertake to make an ex-gratia payment of Rs.2000/- (rupees two thousand only) to the dependent of the contractor's workman in the event of the workman's death occurring while on duty. In case, the contractor fails to pay the amount specific, the amount will be paid directly by the Company, which will be recovered from his monthly bill.
- 3.16) All disputes are subject to the Court of Dibrugarh Jurisdiction.
- 3.17) Gate pass will be issued to the employee to enter the premises of the factory. In case, the gate passes are lost, the contractor should intimate the concern department about the same and request for fresh gate pass with three nos. of passport size photographs. Moreover the contractor shall submit us 3nos. of present passport size photographs of each of his employees. For any change of employee for whom fresh photograph will be required with the intimation to the department demand.
- 3.18) The successful tenderer shall be responsible for proper conduct of his employees. In case, it is notice that any of his staff is disrespectful or indulges in bad behaviour or commits thefts or tempers on any of the properties of the company the same should be forthwith by the contractor on receipt of the complain.
- 3.19) The successful tenderer shall make his own arrangement for Housing or his workers for which the Management will neither provide accommodation nor give any land for this purpose.
- 3.20) The contractor has to construct a temporary site office cum-godown at his own cost within APL campus. The location of the house will be allotted from the Company's side.
- 3.21) A declaration to the effect that the Bidder shall make the payment of wages regularly to the labours engaged by him in presence of an authorized representative appointed by APL as provided for under the Contract Labour Act.

#### **4. BIDDER'S QUALIFICATION CRITERIA:**

##### **a) TECHNICAL:**

1. Contractors desirous of bidding for the job should possess experience in successfully executing jobs of similar nature in a reputed Govt./Quasi-



Govt./Central/State Public Sector Undertakings/ Private Firm or Company during the last Seven years. Here, *jobs of similar nature, implies* "Sweeping, Cleaning, Brushing, Sanitisation works etc".

To be eligible, the contractor should have successfully executed either

**One similar job having executed value of not less than Rs. 48,27,652.00**

**Or**

**Two similar jobs, each having executed value not less than Rs. 30,17,282.00**

**Or**

**Three similar jobs, each having executed value not less than Rs. 24,13,826.00**

2. The Contractors/ Agencies should be in possession of necessary manpower, tools, plants, equipments & machineries required for carrying out the Job. APL would not provide any materials for the execution of the Job.

**b) COMMERCIAL:**

1. To be eligible, the contractor should have a sound financial background and average annual turnover for the last three financial years, ending 31<sup>st</sup> March viz. **2023-2024, 2022-2023 and 2021-2022** should not be less than **Rs. 18,10,370.00**
2. The contractors/ Agencies should be registered under Goods & Service Tax, IT & Provident Fund authorities, ESIC authorities and should be a licensed contractor under Contract Labour (Regulation & Abolition Act, 1970) if applicable. Self certified copies of the same to be furnished along with the Tender Documents.
3. The contractors/ Agencies should be registered under Goods & Service Tax, IT & Provident Fund authorities, ESIC authorities and should be a licensed contractor under Contract Labour (Regulation & Abolition Act, 1970) if applicable. Self certified copies of the same to be furnished along with the Tender Documents.
4. The financial net worth of the bidder as per latest audited annual report shall be positive.

**5. INSTRUCTION TO BIDDER:**

1. Rates quoted should be exclusive of all taxes and duties and of GST.
2. The successful bidder has to execute an agreement with APL in a non-judicial



stamp paper of denomination not less than Rs. 100.00 within 10 days after issue of LOI / Work Order. The format for the same is per ANNEXURE-II.

3. **EARNEST MONEY DEPOSIT:** The bidder has to deposit a sum of **Rs. 2,41,000.00 (Rupees Two Lakhs Forty One thousand)** only in online mode only by Netbanking/ RTGS/ NEFT or Bank guarantee in favour of ASSAM PETROCHEMICALS LTD. payable at NAMRUP as earnest money along with their offer. Bank Guarantee Format is provided in Annexure-V. After acceptance of order by Vendor / Bidder (successful bidder), APL shall return the EMD to all unsuccessful bidders. EMD shall bear no interest. EMD of successful Bidder can be adjusted with SECURITY DEPOSIT.

Bank Details: Beneficiary Name- M/s Assam Petrochemicals Ltd  
Account Number-777705781005  
IFSC Code- ICIC0002455  
Bank – Christian Basty, Guwahati

#### **Exemption of EMD**

- i. **MSME** valid certificate under category of similar works is considered for exemption of EMD.
  - 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) is considered for exemption of EMD.
4. The bidder shall be solely responsible for compliance of safety rules and regulation as per factory act as applicable.
  5. Safety Appliances/ PPEs required at the time of execution of the jobs shall be made available by Bidder to his workmen.
  6. Any injuries or accidents to your team members shall be taken care by you at your own risk and cost and shall comply with all safety rules and regulations.
  7. The owner reserves the right not to execute the work at all or to split the work between two or more bidder, if necessary. Such a step shall not constitute a breach of the contract. APL reserves the right to accept or reject any of the proposals received at its sole discretion without assigning any reasons whatsoever. Incomplete bids submitted after due date will be rejected.
  8. Payment would be made only on actual quantum of work successfully executed to the satisfaction of the Officer-in-Charge.
  9. The bidder may at its own discretion be able to examine the site of works and its surrounding and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into the contract. Claims of any kind due to variation or ignorance of site conditions and environment conditions will not be eligible in any circumstances.
  10. Failure to furnish all the information required by the bidding documents or the submission of a bid not substantially responsive to the bidding document in



every respect may result in the rejection of the bid.

11. **PERIOD OF CONTRACT:** The contract will be valid for a period of two years.

12. **MOBILIZATION ADVANCE:** There will be no mobilization advance.

13. **INSOLVENCY OR INHABILITY TO PERFORM THE CONTRACT SATISFACTORILY:**

If the contractor is unable to complete the work or any portion thereof, as agreed upon or neglects to abide by any direction gives to him by the company in any respect the company shall have to the power to declare the contract to an end. Moreover, the company reserves the right impose up to 20% penalty for his negligence of work, from the total value of that particular month. The contractor shall be liable for any expenses, loss or damage causes by his employees, the whole amount will be recovered from his bill value.

14. **BID VALIDITY:** Bid validity period is 180 days from the DUE DATE or EXTENDED DUE DATE.

15. **REFUND OF SECURITY DEPOSIT:** On satisfactory performance and completion of the contract in all respects, the security deposit will be returned to the contractor without any interest on presentation of an absolute "NO DEMAND CERTIFICATE" from the welfare section.

16. **STATE INSURANCE CLAUSE:**

i. The contractor has to show separately in the bills the days present for payment, the total wages paid to the workers and including the claim on which employees special contribution to the Employees State Insurance Corporation etc. will be payable.

ii. In accordance with section 41 of the employees state Insurance Act 1948, the company reserved the right to recover from the contractor's bill (passed for payment), the amount of the employees special contribution calculate data % times at such rates as may be prescribed by the Govt. Of Assam from time to time on payment to the Employees State Insurance Corporation.

iii. It will be responsibility of the contractor to maintain all the relevant records relating to the labour employee wages paid etc. & submit the returns by the prescribed competent authority under the employee state Insurance Corporation and the Management of the company.

17. **FORCE MAJEURE:**

- i. Neither the contractor nor the company shall be considered in default of its obligation hereunder, if such performance is prevented or delayed of war, hostilities, revolution, flood, earthquake. Civil commotion or because of any law and order proclamation or ordinance of the Govt. Or of any other cause beyond the reasonable control of the party effected.
- ii. Should one or both parties be prevented for fulfilling contractual obligation by a state or force lasting continuously for a period of six months the two parties shall consult together regarding the future execution of the agreement.

**18. COMPLIANCE OF VARIOUS LAWS:**

The contractor shall be bound to fulfil all the obligations of the company under the various Labour Acts and rules in force from time such as obligation under the Contract Labour (Regular & Abolition) 1970, in which, the contractor shall have to obtain licence / Registration from the license office at Dibrugarh. The contractor shall be liable to give contributory provident fund to the employees as per Employees Provident fund & Misc. Provisions Act, 1952, Employee State Insurance Act, 1948. In the event of default on the part of the contractor in complying with the provision of the above Acts the company would be free to terminate the contractor agreement without notice and make such steps for protection of its interest as considered necessary, at its discretion. Further APL shall not be responsible for payment of compensation to any of the workers under the Workman Compensation Act, Payment of Wages Act and any other Acts coming in future. All disputes are subject to the jurisdiction of the Courts of Dibrugarh District only.

**19. ASSIGNMENT OF SUB-LETTING OF CONTRACT:**

The contractor shall not assign or sublet the contractor or any part thereof, or allow any person interested there in any manner, whatsoever, without the special permission of the company in writing. Any breach of his condition, shall be entitled to take such steps as may be necessary and terminate the contract and also for rendering the contractor shall be liable for payment to the company in respect of any loss or damage arising or accruing from such cancellation.

**20. APPLICABILITY OF LAW AND JURISDICTION:**

The contract shall be governed and interpreted in accordance with applicable laws of India as well as the state of Assam. Any suit or proceedings to enforce the rights of either of the parties hereto under this contract will be instituted in and tried by the courts of Dibrugarh only in the state of Assam and by no other

courts and both the parties hereto hereby expressly agree to submit to the jurisdiction of such courts.

21. The bidder shall ensure compliance with all statutes, law, rules and regulations of the central or state government or any other authority such as the Workmen's Compensation Act 1923, Payment of Wages Act, Minimum Wages Act 1948, Employees State Insurance Act, Employees Provident Fund Act, etc. and any and all statutory modifications thereof in connection with employees engaged by him or his sub-bidders in the work including proper insurance coverage.
22. For Clarification relating to bid /Site visit the bidder may contact following:

<b>Contact Person</b>	<b>Mr. Nava Bikash Borah,</b> <b>DGM (C&amp;P)</b> <b>Mob: +91-9435139178</b> <b>Email id-<a href="mailto:borah.nb@assampetrochemicals.co.in">borah.nb@assampetrochemicals.co.in</a></b>  <b>Mr. R.K.P Singh</b> <b>Sr. Manager (Admin)</b> <b>Mob.No.+919365486275</b> <b><a href="mailto:singh.rk@assampetrochemicals.co.in">Email- singh.rk@assampetrochemicals.co.in</a></b>
<b>Address</b>	<b>Assam Petro-Chemicals</b>  <b>Limited</b>  <b>P.O. Parbatpur, Dibrugarh (Assam), PIN-786623</b>

## 6. TERMS OF PAYMENT:

- (a) The contractor has to submit his monthly bill of each month within the first week of the next month in respect or work done by him. Eg. The monthly bill for the month of April should be submitted within the first week of May. The bill will be verified by the Admin office. GST return to be submitted by the contractor quarterly/half yearly as per the provision.
- (b) Contractor/vendor shall be required to issue tax invoices in accordance with GST rules so that input credit can be availed by OWNER/APL in the event that the contractor/vendor fails to provide the invoice in the form and manner prescribed under GST act. Read with GST invoice Rules there under OWNER shall not be liable to make payment against the invoice.
- (c) GST shall be paid against receipt of tax invoice and proper payment of GST to government of India. In case of non receipt of tax invoice for non payment of GST by the contractor/vendor, OWNER/APL shall withhold the

payment of GST.

- (d) Notwithstanding anything contained anywhere in the Agreement in the event the input tax credit of GST changed by the Contractor/Vendor is denied by the tax authorities to OWNER/APL due to reasons attributable to contractor/vendor OWNER/APL shall be entitled to recover such amount from the contractor/vendor by way of adjustment from the next invoice or from Bank Guarantee/Security deposit. In addition to the amount of GST, OWNER/APL shall also be entitled to recover interest at the rate of 24% as penalty. In case any penalty is imposed by the Tax authorities on OWNER/APL.
- (e) An amount equivalent to 10% of monthly bill will be deducted as Security deposit which will be released on completion of Job contract.
- (f) Payment of R/A or final bill shall be made within thirty days from the date of receipt of the certified bill with necessary documents by disbursement section of the owner.
- (g) Wherever possible, payment shall be tendered to the contractor in electronic (e- payment) through any of the designated banks. The contractor will comply by furnishing full particulars of Bank account in the Tax Invoice to which the payments will be routed. Owner reserves the right to make payment in any alternate mod also.

#### **7. CONTRACT PERFORMANCE BANK GUARANTEE/SECURITY DEPOSIT:**

The successful BIDDER shall furnish, within 15 days from date of issue of the Work Order, Security Deposit equal to 10% of the total accepted tender value for proper fulfilment of the CONTRACT in form of Bank guarantee as per Format covered in **ANNEXURE-I** of this document

- a) On submission of Contract Performance Bank Guarantee (CPBG) by the successful bidder, EMD amount will be refunded after receipt of confirmation of CPBG from the issuing bank. The CPBG will be returned to the successful bidder after completion of work certificate by Officer-in-Charge, if there are no dues to be recovered by APL.
- b) The security deposit amount if deducted along with EMD amount shall be refunded after completion of contract period certificate by Officer-in-Charge after deductions if any due to APL. The security deposit shall not bear any interest.

#### **8. BID REJECTION CRITERIA:**

The bidders shall adhere to the following provisions of the Bidding Document without taking any deviations, failing which the Bid shall be considered to be non-responsive and may be rejected.

- a) Non-Submission of EMD along with the Bid if applicable
- b) Submission of Prices or rates in SOQ / SOR in un-priced bid.



- c) Non-Submission of Important Bid Documents as mentioned.
- d) Not-Meeting Bidder Qualification Criteria

**9. IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID:**

- a) **EMD** of required amount/**MSME** Certificate.
- b) Work orders & completion certificates to comply the Bidder's qualification criteria.
- c) Copy of **PAN** card, **GST** registration, **EPF** registration No.
- d) Cancelled Bank Cheque

**10. AMENDMENT OF BIDDING DOCUMENTS:**

- a) At any time prior to the deadline for submission of bids as well as up to priced bid opening, APL may, for any reason whether at its own initiative or in response to a clarification or modification requested by any prospective Bidder(s), modify the Bidding documents.
- b) The modifications/amendment will be notified through Addendum / Corrigendum to bidders. Bidders shall confirm the inclusion of Addendum / Corrigendum in their bid and shall follow the instructions issued along with addendum / corrigendum.
- c) Bidders shall examine the Bidding documents thoroughly and inform APL of any apparent conflict, discrepancy or error, so that APL may issue appropriate clarification(s) or amendment(s), if required.

**11. TECHNO-COMMERCIAL EXAMINATION OF BIDS:**

- a) 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.
- b) 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.
- c) 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.
- d) Bidder(s) techno-commercially accepted will only be communicated for price bid opening.
- e) Bidder(s) who qualify for the award of contract as per criteria of this BID will only be communicated for the award of contract & subsequent LOI / WO will be issued to them.

**12. REBATE:**

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

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

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



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

**14. ORDER OF PRECEDENCE:**

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

- a) Corrigendum, if any
- b) Special Conditions of Contract
- c) Instruction to Bidders
- d) General Conditions of contract

**ANNEXURE-I****BANK GUARANTEE FOR SECURITY / PERFORMANCE GUARANTEE / DEFECT LIABILITY OF THE OBLIGATIONS OF VENDOR / CONTRACTOR**

(On non-judicial stamp paper of appropriate value)

To

ASSAM PETROCHEMICAL LTD.  
Orion Place, G.S Road, Bhangagorah,  
Guwahati 781005, India

IN CONSIDERATION OF THE ASSAM PETRO-CHEMICAL LTD. a Company registered under the Companies Act 1956, having its registered office at Orion Place, Mahapurush Srimanta Sankardev Path, Bhangagorah, Guwahati 781005, India (hereinafter called "the Corporation" which expression shall include its successors and assigns) having awarded to M/s \_\_\_\_\_ a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at \_\_\_\_\_ (hereinafter referred to as "the Vendor" which expression shall wherever the subject or context so permits includes its successors and assigns) a supply contract in terms inter alia, of "the Corporation's" Order No. \_\_\_\_\_ dated \_\_\_\_\_ and the General purchase conditions of "the Corporation" and upon the condition of "Vendor's" furnishing security for the performance of "the Vendor's" obligations and/or discharge of "the Vendor's" liability under and/or in connection with the said supply contract upto a sum of \_\_\_\_\_ Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) amounting to 10% (ten percent) of the total order / contract value.

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

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



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

3. "The Corporation" shall be at liberty without reference to "the Bank" and without affecting the full liability of "the Bank" hereunder to take any other security in respect of "the Vendor's" obligation and/or liabilities under or in connection with the said supply contract and to vary the term vis-à-vis "the Vendor" of the said supply contract or to grant time and/or indulgence to "the Vendor" or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the obligations of "the Vendor" under the said supply contract and/or the remedies of "the Corporation" under any other security(ies) now or hereafter held by "the Corporation" and no such dealing(s), variation(s) or other indulgence(s) or agreement(s) with "the Vendor" or release of forbearance whatsoever shall have the effect of releasing "the Bank" from its full liability to "the Corporation" hereunder or of prejudicing rights of "the Corporation" against "the Bank".

4. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of "the Vendor" but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to "the Corporation" in terms hereof.

5. "The Bank" hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of "the Bank" in terms hereof shall not be anywise affected or suspended by reason of any dispute having been raised by "the Vendors" (whether or not pending before any arbitrator, officer, tribunal or court) or any denial of liability by "the Vendor" or any other order of communication whatsoever by "the Vendor" stopping or preventing or purporting to stop or prevent any payment by "the Bank" to "the Corporation" in terms hereof.

6. The amount stated in any notice of demand addressed by "the Corporation" to "the Bank" as liable to be paid to "the Corporation" by "the Vendor" or as suffered or incurred by "the Corporation" on account of any losses or damages or costs, charges/and/or expenses shall be as between "the Bank" and "the Corporation" be conclusive of the amount so liable to be paid to "the Corporation" or suffered or incurred by "the Corporation", as the case may be, and payable by "the Bank" to "the Corporation", in terms hereof.

7. Notwithstanding anything contained herein above: i) Our liability under this guarantee shall not exceed Rs..... ii) This Bank Guarantee shall be valid upto and including .....; and iii) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or # before the expiry of 30 days from the date of expiry of this guarantee.

8. "The Bank" has power to issue this guarantee in favour of "the Corporation" in terms of the documents and/or the agreement/contract or MOU entered into between "the Vendor" and "the Bank" in this regard.

IN WITNESS Where of \_\_\_\_\_ Bank, has executed this document at \_\_\_\_\_ on \_\_\_\_\_ . \_\_\_\_\_ Bank



TENDER NO: APL/C&P/Admin/2025-26/470

DATE: 11.07.2025

(by its constituted attorney)

(Signature of a person authorized to sign on behalf of "the Bank")

**ANNEXURE-II**

**PROFORMA FOR CONTRACT AGREEMENT**

(To be executed on non judicial stamp paper of value mentioned in the Tender document)

This AGREEMENT is made on the \_\_\_\_ day of \_\_\_\_\_ Month of \_\_\_\_\_ Year

**BETWEEN**

Assam Petro-chemicals Ltd, a company registered under companies Act,1956 have its registered office at Orion Place ,Mahapurush Srimanta sankardev Path, Guwahati and principal place of business at P.O. Parbatpur, Namrup in the District of Dibrugarh, Assam (herein referred to as owner/APL) ", which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include its successors and assigns) on the **ONE PART**

**AND**

\_\_\_\_\_ hereinafter referred to as "BIDDER", which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include its successors and assigns) on the **OTHER PART**.

WITNESSETH THAT

WHEREAS OWNER /APL desires to have works from the aforesaid BIDDER on terms & conditions mentioned In this CONTRACT:

AND WHEREAS BIDDER who has their own know how with resources for Performing such jobs has agreed to sign on works agreement and to render the services as per requirement of APL on Terms and conditions mentioned in this CONTRACT.

NOW Therefore Parties Agree That:

1) The following annexed hereto shall form an integral part of this CONTRACT:

- (i) Work Order No: \_\_\_\_\_
- (ii) Terms & Conditions of enquiry document.
- (iii) Name of the work \_\_\_\_\_
- (iv) Work order amount \_\_\_\_\_
- (v) Scope of work for BIDDER as per CONTRACT.

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

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



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

Signed for and on behalf of

**Assam Petrochemicals Ltd.**

SIGNATURE

NAME

DESIGNATION:

PLACE:

DATE:

WITNESS:

Signed for and on behalf of

**Bidder**

SIGNATURE

NAME

DESIGNATION:

PLACE:

DATE:

WITNESS:

**ANNEXURE-III**

**INTEGRITY PACT**



**BETWEEN**

**Assam Petro-Chemicals Ltd., hereinafter referred to as "The Principal",**

**AND**

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

**Preamble**

The Principal intends to award, under laid down organizational procedures, Contract/s for \_\_\_\_\_ The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Bidder/s.

In order to achieve these goals, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 -Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
- b) The Principal will, during the tender process treat all Bidders- with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential / additional information through which the Bidder could obtain an advantage in relation to the tender process or the tender execution.
- c) The Principal will exclude from the process all known prejudiced persons.

2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC / PC Act, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

**Section 2 - Commitments of the Bidder / Bidder**

(1) The Bidder / Bidder commit itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

- a) The Bidder / Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b) The Bidder / Bidder will not enter with other Bidders into any undisclosed agreement or

understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c) The Bidder / Bidder will not commit any offence under the IPC / PC Act; further the Bidder / Contactor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship

d) The Bidder / Bidder will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder / Bidder will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder, before award of contract has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

(1) If the Bidder / Bidder have committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder / Bidder from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.

(2) The Bidder accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such exclusion

(3) Apart from the above, the Principal may take action for banning of business dealings / holiday listing of the Bidder as deemed fit by the Principal.

(4) If the Bidder / Bidder can prove that he has restored / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

(5) A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

### **Section 4 - Compensation for Damages**

1) Without prejudice to any rights that may be available to the Principal under law or the Contract or its established policies and laid down procedures, the Principal / Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder/ Bidders): Forfeiture of EMD / Security Deposit: If the Principal has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according to Section 3, the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the Earnest Money Deposit / Bid-Security amount of the Bidder / Bidder.



(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Bidder liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit / Performance Bank Guarantee, whichever is higher.

(3) The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder / Bidder can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount of the liquidated damages, the Bidder / Bidder shall compensate the Principal only to the extent of the damage in the amount proved.

#### **Section 5 -Previous Transgression**

(1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to or with any other Public Section Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can" be terminated for such reason.

(3) If the Bidder / Bidder can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may, at its own discretion as per laid down organizational procedures, revoke the exclusion prematurely.

#### **Section 6 - Equal treatment of all Bidders / Bidders / Sub-Bidders**

(1) The Bidder / Bidder undertake to demand from all sub bidders a commitment in conformity with this Integrity Pact. The Bidder / Bidder shall be responsible for any violation(s) of the principles laid down in this agreement / Pact by any of its Sub bidders / Sub-vendors.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Bidders.

(3) The Principal will disqualify from the tender process all bidders who do not sign this pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidders / Bidders / Sub- Bidders**

If the Principal obtains knowledge of conduct of a Bidder, Bidder or Sub-Bidder or of an employee or a representative or an associate of a Bidder, Bidder or Sub-Bidder which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will report to appropriate authority in this regards.

#### **Section 8 - External Independent Monitor / Monitors (number depending on the size of the contract to be decided by the Chairperson of the Principal)**

(1) The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his



functions neutrally and independently.

- (3) The Bidder accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Bidder. The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-bidders. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Bidder / Sub-contractor with confidentiality.
- (4) In case of tenders having an estimated value of Rs.100 Crore, the Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Bidder.
- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the CEO of the Principal within 2 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the Monitor has reported to the CEO of the Principal substantiated suspicion of an offence under the IPC / PC Act and the CEO has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India,
- (8) The word 'Monitor' would include both singular and plural.

### **Section 9 – Pact Duration**

This Pact begins when both the parties have legally signed it. It expires for the Bidder / Bidder 12 months after the completion of work under Contract or till the continuation of guarantee period, whichever is more and for all other bidders, till the contract is awarded.

If any claim is made / lodged during this time, the same shall continue to be valid despite the lapse of this pact as specified it is discharged / determined by the CEO of the Principal.

### **Section 10 - Other Provisions**

- 1) This agreement is subject to Indian as well as state of Assam local laws. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Guwahati.
- 2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- 3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.



4) Should one or several provision of this agreement turn out to be invalid the remainder of this agreement remains valid. In this the parties will strive to come to an agreement to their original intentions.

\_\_\_\_\_

FOR THE PRINCIPAL

\_\_\_\_\_

FOR THE BIDDER/BIDDER

WITNESS 1

WITNESS 2

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEXURE-IV**  
**SCHEDULE OF RATES**  
**TOWNSHIP AREA (GROUP: B)**

Sl. No.	Description of Works	Quantity	Unit	Rate	Amount
1	Sweeping, cleaning Group B- Unskilled 22 Nos. of manpower (22 x 365 x 2= 16060 Man days per year)	16060	Man days	QUOTED	QUOTED
2	Over time-Unskilled 6 nos. of manpower (Sunday) (6 x 5= 30 Man days per month)	720	Man days	QUOTED	QUOTED
3	Contractor's profit (%)	24	Monthly	QUOTED	QUOTED
4	PF (Unskilled-22 nos.)	24	Monthly	QUOTED	QUOTED
5	ESIC(Unskilled-22 nos.)	24	Monthly	QUOTED	QUOTED
6	Material Cost	24	Monthly	QUOTED	QUOTED
7	Carcass (10 Nos. in a month)	240	Carcass	QUOTED	QUOTED
8	Jungle cutting (30 in a year)	60	Nos.	QUOTED	QUOTED
9	Details of sanitary job done				
9.1	Repairing and replacement of sanitary pvc pipe (90 mtr. In a month)	2160	Metre	QUOTED	QUOTED
9.2	Extension and repairing of sanitary inspection chamber (2 Nos. in a month)	48	Nos.	QUOTED	QUOTED
9.3	Replacement of sanitary CI inspection pit cover lid (2 Nos. in a month)	48	Nos.	QUOTED	QUOTED
9.4	Repairing of sanitary flush pipe of cistern (3 Nos. in a month)	72	Nos.	QUOTED	QUOTED
9.5	Unloading of sanitary septic tank chamber (10 tank in a month)	240	Tanks	QUOTED	QUOTED
10	Leave With Wages (1 day leave against 20 working days)	803	Mandays	QUOTED	QUOTED

11	Bonus(Unskilled-22 nos.) for 2 years	1	Lumpsum	QUOTED	QUOTED
12	Holiday Pay (11 days) - Festival Holiday 8 Days + National Holiday 3 Days	484	Mandays	QUOTED	QUOTED
13	Thela (210 Thelas per month)	5040	Thelas	QUOTED	QUOTED
14	Overhead Cost				
14.1	Administrative Charges & Health Check-up for 2 years	1	Lumpsum	QUOTED	QUOTED
14.2	Safety Gears, Uniform and PPE for 2 years	1	Lumpsum	QUOTED	QUOTED
14.3	Contingencies for 2 years	1	Lumpsum	QUOTED	QUOTED
<b>TOTAL---I</b>					QUOTED
<b>GST----II</b>					QUOTED
<b>AMOUNT IN TOTAL--- (I+II)</b>					QUOTED

**NOTES:**
**1. Applicable rate of GST to be mentioned by the Bidders**

- a. IGST \_\_\_\_\_%
- b. CGST \_\_\_\_\_%
- c. SGST \_\_\_\_\_%

- 1. Bidder is to quote considering the minimum wage @ Rs. 411.77 (Rs. 365.86/ day as per GoA + 12.55% VDA adjustment) per day for unskilled worker. The minimum wages of GoA are revised from time to time as per government notifications.**
- 2. VDA adjustment of 12.55% is equivalent to 2 revisions of VDA amount of GoA per year.**

Note: In case the bidder is covered under composition scheme under GST laws then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "cover under composition system" in above column for GST (CGST & SGST/UTGST or IGST) under such circumstances, bidders price will not be loaded with GST

I. No claim shall be entertained from contractor if the actual quantities or items of work differ from those indicated in SOQ.



II. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.

III. The quantities of work actually carried out against each item will be measured jointly by APL and authorized person of contractor or contractor himself and paid at the rates quoted in the Schedule of Quantities.



**Annexure – V**

**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..... for .....on 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 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

TABLE OF CONTENTS

1. BIODATA FORMAT
2. FINANCIAL STATUS QUESTIONNAIRE
3. AGREED TERMS & CONDITIONS
4. NO DEVIATION CONFIRMATION
5. UNDERTAKING
6. CHECKLIST

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



**PROPOSAL EXHIBITS NO. 1**

**BIO DATA FORMAT**

**(Of Bidders for Communication)**

- A. **NAME OF BIDDER :**
- B. **ADDRESS OF THE BIDDER :**
  
- C. **CONTACT PERSON :**  
**(With e-mail ID and mobile No)**
  
- D. **GST Number:**
  
- E. **PAN NO:**
  
- F. **EPFO NO:**
  
- G. **Bank Details:**
  - i. Name of the Bank :
  
  - ii. Branch :
  
  - iii. IFSC code :

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SEAL OF BIDDER

---

SIGNATURE OF BIDDER

**Note:** Enclose copies of PAN, GST registration, and work completion certificate with amount, to support financial qualification criteria. The bidder shall submit following in support:

**(a) Copies of PAN, GST registration.**

**(b) Cancelled Cheque**

**All the documents shall be signed with date and shall bear the seal of the bidder.**

**PROPOSAL EXHIBITS NO. 2****FINANCIAL STATUS QUESTIONNAIRE**

## A. ANNUAL TURNOVER:

Financial Year	Gross Turnover	Turnover against Works of Similar Nature
<b>2023-2024</b>		
<b>2022-2023</b>		
<b>2021-2022</b>		

B. PAN Number:

C. GST Registration No:

D. EPF Registration No:

---

SEAL OF TENDERER

---

SIGNATURE OF TENDERER

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

**PROPOSAL EXHIBITS NO. 3****AGREED TERMS & CONDITIONS**

To  
M/s ASSAM PETROCHEMICALS LIMITED

Tender Description – **CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/  
DISPOSAL OF GARBAGE CONTRACT GROUP B (TOWNSHIP AREA)**

Tender No – APL/C&P/Admin/2025-26/470

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.

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



5.	i) Confirm acceptance of relevant Terms of Payments specified in the Bid Document. ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	
7.	Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs.100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
8.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.	
9.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
10.	a) Confirm acceptance of all terms and conditions of Bid Document (all sections). b) Confirm that printed terms and conditions of bidder are not applicable.	
11.	Confirm your offer is valid for 3 months from Final/Extended due date of opening of Techno-commercial Bids.	
12.	Please furnish EMD/Bid Security details : a) EMD/ Bid Security No. & date b) Value c) Validity	
13.	Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).	
14.	Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.	
15.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
16.	Confirm that none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ APL or his relative is a partner.	
17.	All correspondence must be in ENGLISH language only.	



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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



**PROPOSAL EXHIBITS NO. 4**

**“NO DEVIATION” CONFIRMATION**

To  
M/s ASSAM PETROCHEMICALS LIMITED

Tender Description – **CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/  
DISPOSAL OF GARBAGE CONTRACT GROUP B (TOWNSHIP AREA)**

Tender No – APL/C&P/Admin/2025-26/470

Dear Sir,

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

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:  
Designation:  
Seal:



**PROPOSAL EXHIBITS NO. 5**

**UNDERTAKING**

**(IN LETTER HEAD)**

**Tender Description – CLEANING / SWEEPING OF ROADS AND COLLECTION & REMOVAL/  
DISPOSAL OF GARBAGE CONTRACT GROUP B (TOWNSHIP AREA)**

Tender No – APL/C&P/Admin/2025-26/470

1. We solemnly declare that we have never initiated or filed any case/ litigation for any reason against M/s Assam Petro-Chemicals Limited/ Management/ Officials and if so we would be barred from participating in the tender process of the company.
2. We understand that we are fully responsible for the contents of this undertaking and its truthfulness.
3. The above statements have been made by us voluntarily which are true to the best of knowledge and belief.

We hereby put our signature with full sound mind and without any force or coercion upon us on the date month and year mentioned herein before.

**Place:**

**[Signature of Authorized Signatory of Bidder]**

**Date:**

**Name:**

**Designation:**

**Seal:**

**PROPOSAL EXHIBITS NO. 6****CHECKLIST of Documents required to be submitted with Technical (Un-priced) Bid**

Please tick (v) in the CHECK BOX

Sl. No.	Description	CHECK BOX
1.	Signed Tender Documents	
2.	EMD of required amount / MSME certificate	
3.	Work orders & completion certificates to comply the Bidder's qualification criteria.	
4.	Copy of PAN card, GST registration, EPF registration	
5.	Cancelled Bank Cheque	
6.	Filled up Proposal Exhibits	
7.	Applicable Rate of GST in SOR (Annexure – IV)	
8.	Copies of Audited Balance Sheet and Profit & Loss Account for FY 2021-2022, 2022-2023 & 2023-2024	
9.	Copies of Income Tax Return for FY 2021-2022, 2022-2023 & 2023-2024	

\_\_\_\_\_  
SEAL OF BIDDER\_\_\_\_\_  
SIGNATURE OF BIDDER