



REF NO: APL/C&P/ELECT/2025-26/562

**ASSAM PETRO-CHEMICALS LIMITED
NAMRUP**

NOTICE INVITING TENDER

FOR

ANNUAL MAINTENANCE OF SERVICE-ROOM AIR CONDITIONERS

TENDER NO: APL/C&P/ELECT/2025-26/562

HEAD OFFICE:

Namrup, P.O. Parbatpur -786623,

Dist- Dibrugarh, Assam

Tel: (0374) 2500331/212/518

E-mail: contract@assampetrochemicals.co.in

Website: www.assampetrochemicals.co.in

REGD. OFFICE:

4th Floor, ORION Place, Bhangagarh

Srimanta Sankardev Path, Guwahati-781005

Tel: (0361) 2461470/2461471/246

E-mail: contract@assampetrochemicals.co.in



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NOTICE INVITING TENDER

Assam Petrochemicals Limited (APL) invites limited 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
ANNUAL MAINTENANCE OF SERVICE-ROOM AIR CONDITIONERS	INR 10,440.00	INR 100.00

BID DOCUMENT ISSUE PERIOD	From 15:00 Hrs on dt. 19.02.2026 up to 15:00 Hrs on dt. 09.03.2026
LAST DATE OF BID SUBMISSION	Up to 15:00 Hrs on dt. 09.03.2026
BID OPENING DATE	At 15:00 Hrs on dt. 10.03.2026
BID SUBMISSION	In e-tendering portal https://assamtenders.gov.in/nicgep/app
AVAILABILITY OF TENDER DOCUMENTS	1. https://assamtenders.gov.in/nicgep/app 2. www.assampetrochemicals.co.in

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. TERMS AND CONDITION OF WORK:

- a) The contract will be for period of 01 (One) w.e.f. 13-05-2026 to 12-05-2027, which may be extended for another 01 (One) year depending upon performance of the contractor.
- b) During this period of contract all maintenance jobs of all room conditioners will have to be attended by the contractor.
- c) All materials and labour required during this period of contract will be supplied by the contractor without any extra cost.
- d) The contractor/ authorized skilled person must stay at Namrup for extending prompt service as and when required.
- e) The contractor must keep an adequate no of spares with him and a list of spares must be submitted to the concerned department.



- f) No additional payment will be made towards any kind of repair or labour charges during comprehensive AMC period.
- g) The AMC includes routine servicing like gas refilling, overhauling of system, leakage testing of refrigerant and air duct, cleaning of relays/ contactors, washing and cleaning of condenser fans and outdoor cooling unit, oiling/ greasing of motors, refilling of compressors oil etc. Must be completed within first week of every quarter month and submit a report to the concerned department.
- h) The contractor will have to provide guarantee of 01 (one) year from the date of installation for the compressor, blower fan motor supplied by the contractor.
- i) Any kind of reporting/ call for nay fault in ACs for any other services must attend immediately.
- j) If in case third party has to be engaged for any kind of job which are in the scope of contract, the cost for engagement of third party will be carried out by the contractor.
- k) The comprehensive annual maintenance contract can be terminated at any time without any reason by the concern department.
- l) In case of compressor replacement in any unit, the firm will provide branded new seal packed compressor or equivalent rating and make. Guarantee/ warranty for a period of one year must be deposited to the concern department with proper date and seal of the company. The old defective compressor can be taken by the firm. No additional payment will be paid for replacement of the compressor.

3. SCHEDULE OF CONTRACT:

The contract will be for period of 01 (One) w.e.f. 13-05-2026 to 12-05-2027, which may be extended for another 01 (One) year depending upon performance of the contractor.

4. PAYMENT TERMS:

1. For item No 1 (As per Scheduled of Work):

All inclusive AMC amount will be paid in 04 (four) equal instalment at the end of each quarter after completion of job as per **Point No. g of terms and condition** and **SI No. 01** of scheduled of work on submission of bill.

2. For items No 02 to 05 (As per Scheduled of Work):

100 % payment will made after completion of work within 30 (Thirty) days on submission of bill.



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SCHEDULE OF WORK					
SL NO	DESCRIPTION OF WORK/ ITEMS (s)	UOM	QUANTITY	RATE	AMOUNT (Rs.)
1	Complete overhauling of Room Air-Conditioners (Window/ Split) including cleaning of condensers and evaporators by soap solution, lubrication of all moving parts, painting of chassis etc. This include maintenance of Room Air-Conditioners, repair/ replacement of blower fan motor, repair or replacement of compressors, charging of refrigerant and supply and fitting of spares such as thermostat, PCB, capacitors, starting capacitors, fan capacitor, starting relay, selector switch, air filter etc.	Nos.	95		Quoted
2	Installation charges of window type AC machine of 1.00 Ton to 2.00 Ton Capacity	Nos.	5		Quoted
3	Installation charges of split type AC machine of 1.00 Ton to 2.00 Ton Capacity	Nos.	15		Quoted
4	Dismantling shifting and re-installation charges of window type ac machine of 1.00 Ton to 2.00 Ton capacity. Bidder has to supply all the additional material such as copper pipe with insulation, electrical cable, refrigerant etc. if required for installation/ commissioning the air conditioner after shifting	Nos.	5		Quoted
5	Dismantling shifting and re-installation charges of split type ac machine of 1.00 Ton to 2.00 Ton capacity. Bidder has to supply all the additional material such as copper pipe with insulation, electrical cable, refrigerant etc. if required for installation/ commissioning the air conditioner after shifting	Nos.	15		Quoted
TOTAL					Quoted
GST					Quoted
AMOUNT IN TOTAL					Quoted



5. BIDDER'S QUALIFICATION CRITERIA:

a) TECHNICAL:

1) Prospective vendors shall have well experienced in similar type of works with Central/State/PSU/Govt. Societies or worked with MNC's multi-storied office complex/well known organization.

2) Experience of having successfully completed similar works for comprehensive maintenance during last 7 years ending last day of month previous to the one which application are invited should be either of the following:-

Three similar completed works each costing not less than the amount equal to

Rs. 2,08,820.00

Or

Two similar completed works each costing not less than the amount equal to

Rs. 2,61,025.00

Or

One similar completed work costing not less than the amount equal to

Rs. 4,17,640.00

2. Bidder shall not be an employee in Government/Quasi Government/Public Sector Undertaking and/or dependant of an employee of Assam Petro-chemicals Limited in service.
3. 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 31st March viz. **2024-2025, 2023-2024 and 2022-2023** should not be less than **Rs. 1,56,615.00**.
2. The Income Tax Return of the last 3 (three) financial years must be submitted along with the Bid documents.
3. The bidder shall have earned a net positive profit for the last three consecutive years.



6. INSTRUCTION TO BIDDER:

1. Rates quoted should be exclusive of all taxes, duties and 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. (**Annexure-I**).
3. Rates quoted should be inclusive of transportation, mobilization, demobilization, site clearance Operation Cum Maintenance / Servicing charges etc.
4. **EARNEST MONEY DEPOSIT:** The bidder has to deposit a sum of Rs. **10,440.00.00** (Rupees Ten thousand Four hundred and Forty) 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.
5. The bidder shall be solely responsible for compliance of safety rules and regulation as per Factory Act as applicable.
6. Safety Appliances/ PPEs required at the time of execution of the jobs shall be made available by Bidder to his workmen.
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 sole right to terminate the contract at any point of time and deploy other party / parties to complete the job. In such case payment would be given to the newly deployed party / parties. APL reserves the right to accept or reject any of the proposals received at its sole discretion without assigning any reasons whatsoever. Incomplete bids and bids submitted after due date will be rejected.



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8. APL shall not provide any site facility like accommodation for workers, tools and tackles, electricity, water etc if required for execution of the work the same will have to be arranged by the bidder.
9. If any statutory clearance for manpower deployment/Erection/Installation/Annual Maintenance, it is under the scope of the Contractor. However, APL will assist if any assistance required.
10. 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.
11. APL 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.
12. The CONTRACTOR shall ensure compliance with all statutes, laws, rules and regulations of the Central or State Government or any other authority such as the Workmen's Compensation Act 1923, Payment of Wages Act, Minimum Wages Act 1948, Employees State Insurance Act, Employees Provident Fund Act, etc. and any and all statutory modifications thereof in connection with employees engaged by him or his sub-contractors in the work including proper insurance coverage.
13. All safety norms to be maintained during execution of the work. All safety equipment required including PPE is in the scope of the contractor. APL is not liable for any compensation in this regard.
14. Guarantee certificate for all the items supplied and workmanship must be supplied to APL against the replaced spare parts.
15. Payment would be made only on actual quantum of work successfully executed to the satisfaction of the Officer-in-Charge.
16. All supplied items/tools & tackles/manpower/Attendance Register with challan must be properly recorded at specified designated location. Any mismatch would lead to deduction in the bill amount.
17. Relevant IS codes as applicable in the entire works and commodities supplied shall be strictly applicable. Non compliance would lead to rejection of the executed job or the commodity supplied.
18. The bidder may at its own discretion can examine the site of works and its surrounding and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into the contract. Claims of any kind due to variation or ignorance of site conditions and environmental conditions will not be eligible in any circumstances.
19. The bidder may at its own discretion can examine the site of works and its surrounding and obtain for itself on its own responsibility all information that may be necessary for preparing the



bid and entering into the contract. Claims of any kind due to variation or ignorance of site conditions and environment conditions will not be eligible in any circumstances.

20. If job from the selected L1 bidder is found to be unsatisfied, APL has the right to discontinue the service/ contract with the party.
21. 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.
22. No advance shall be paid for this work.
23. **MOBILIZATION ADVANCE:** There will be no mobilization advance.
24. **DIFFERENTIAL TAXES/DUTIES:**
 - i. Any Differential in taxes and duties will be cost loaded on case to case basis. However, if a vendor states that taxes / duties are not applicable at present and will be charged as applicable at the time of delivery then his bid shall be loaded by the maximum rate of taxes / duties applicable as on date of price evaluation.
25. **BID VALIDITY:** Bid validity period is 180 days from the DUE DATE or EXTENDED DUE DATE.
26. **CONTRACT PERIOD:** The contract shall be in force for initial period of one year and may be extendable further based on performance of previous year keeping other terms and conditions same as per Work Order. The contract can be terminated by M/s APL by issuing one month advance notice in writing.
27. **INSOLVENCY OR INHABILITY TO PERFORM THE CONTRACT SATISFACTORILY:**

If the contractor's performance of any portion of it or his subsequent rate of progress is unsatisfactory, the Company shall have the power to declare the contract to an end. In case, the contractor shall be liable for any expenses or damage, which the Company may incur in connection with contractor's default will be recovered from the Contractor and security deposit shall stand forfeited.
28. **FORCE MAJEURE:**
 - i. Neither the contractor nor the company shall be considered in default of it 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.

29. ASSIGNMENT OF SUB-LETTING OF CONTRACT:

The contractor shall not assign or sub-let the contract or any part thereof or allow any person interested therein, in any manner, whatsoever. Any breach of this condition shall entitle to take such steps as may be necessary and also terminate the contract. However the contractor can assign / depute his authorized representative to look after the job including billing, receipt and payment to his worker already engaged for the job.

- 30. 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.

31. LIQUIDATED DAMAGES (LD)

In case the job is delayed beyond the stipulated completion period (mentioned in Work order) due to negligence, poor workmanship, deployment of unskilled manpower or any other reason whatsoever on contractor's part, a penalty at the rate of 1% of work order value per week, limited to maximum of 10%, shall be recovered from the contractors bill.

32. AGREEMENT

- i. On acceptance of the tender, the contractor has to execute an agreement on Non Judicial stamp paper of Rs. 100.00 (Hundred) only at his own cost within 10 (Ten) days from the date of receipt of the order.

- 33.** The contract will be implemented strictly as per specification and all other conditions of APL General Direction and Conditions of Contract.

- 34.** The Company also reserve the right to add or make any amendment of the above clauses as and when company feels necessary depending upon the changing situation.

- 35.** Any dispute and subsequent course of action relating to the contract will be deemed to have arisen within jurisdiction of Dibrugarh Court only, no other court.

- 36.** For Clarification relating to bid/ Site visit the bidder may contact following:

37. TERMINATION OF CONTRACT:



If Contractor shall neglect to execute work with due diligence or expedition, or shall refuse or neglect to comply any reasonable order given to it in writing / or oral by Management of APL in connection of work, or shall contravene any of the provisions of the contract, Company / Management may give notice in writing to contractor calling upon it to make good the failure, neglect or contravention complained of, within a period of 30 (Thirty) days. If contractor defaults to comply with any such notice, the Management may without prejudice terminate the contract.

38. For Clarification relating to bid/ Site visit the bidder may contact following:

Contact Person	U. Dey, DGM (C&P) Mob: +91-9402476773 Email id- dey.uttam@assampetrochemicals.co.in B.C. Deka, Sr. Manager (Elect) Mob. No. +91-9394053200 Email- bdeka@assampetrochemicals.co.in
Address	Assam Petro-Chemicals Limited P.O. Parbatpur, Dist-Dibrugarh(Assam), PIN-786623

40. The Proposal Exhibits No. 1, Proposal Exhibits 2, Proposal Exhibits 3 and Annexure-III (Integrity Pact) listed below to be filled up by the bidder.

6. 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-II** 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.



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- 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.

7. BID REJECTION CRITERIA:

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

1. Non-Submission of EMD along with the Bid if applicable
2. Submission of Prices or rates in SOQ / SOR in un-priced bid.
3. Non-Submission of Important Bid Documents as mentioned.
4. Not-Meeting Bidder's qualification criteria.

8. IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID:

1. **EMD** of required amount or **MSME** Certificate.
2. Work orders & completion certificates to comply the Bidder's qualification criteria.
3. The Income Tax Return for the last 3 (three) financial years.
4. Average Annual Turnover report duly certified by CA for the last 3 (three) financial years.
5. Copy of **PAN** card and **GST** registration.

9. AMENDMENT OF BIDDING DOCUMENTS:

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.
2. 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.
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.

10. TECHNO-COMMERCIAL EXAMINATION OF BIDS:

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.



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

11. 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.

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

- I. 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.
- II. 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.

13. LIMITATION OF LIABILITY: Notwithstanding anything contrary contained herein, the aggregate total liability of Service Provider to Employer under the Contract shall not exceed the Total Contract Value, except that this clause shall not limit the liability of the Service Provider for following:

- (a) In the event of breach of any Applicable Law;
 - (b) In the event of fraud, willful misconduct or illegal or unlawful acts, or gross Negligence of the Service Provider or any person acting on behalf of the Service Provider; or
 - (c) In the event of acts or omissions of the Service Provider which are contrary to the most elementary rules of diligence which a conscientious Service Provider would have followed in similar circumstances; or
 - (d) In the event of any claim or loss or damage arising out of infringement of Intellectual Property; or
 - (e) For any damage to any third party, including death or injury of any third party caused by the Service Provider or any person or firm acting on behalf of the Service Provider in executing the Works/Services.
- However, neither party shall be liable to the other Party for any indirect nor consequential loss or damage like loss of use, loss of profit, loss of production or business interruption which is connected with any claim arising under the Contract.



ANNEXURE-I

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 _____).



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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.

Notice to One Part/ Owner:

M/s Assam Petro-chemicals Ltd, Orion Place ,Mahapurush Srimanta , sankardev Path, Guwahati, Pin 781006 Assam

Notice to Other Part/ Bidder:

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

Signed for and on behalf of

Signed for and on behalf of

Assam Petrochemicals Ltd.

Bidder

SIGNATURE

SIGNATURE

NAME

NAME

DESIGNATION:

DESIGNATION:

PLACE:

PLACE:

DATE:

DATE:

WITNESS:

WITNESS:



ANNEXURE-II
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 forebear from enforcement of all or any of the obligations of "the Vendor" under the said supply contract and/or the remedies of "the Corporation" under any other security(ies) now or hereafter held by "the Corporation" and no such dealing(s), variation(s) or other indulgence(s) or agreement(s) with "the Vendor" or release of forbearance whatsoever shall have the effect of releasing "the Bank" from its full liability to "the Corporation" hereunder or of prejudicing rights of "the Corporation" against "the Bank".

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

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

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

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

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

IN WITNESS Where of _____ Bank, has executed this document at _____ on _____ Bank

(by its constituted attorney)

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



ANNEXURE-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

SL NO	DESCRIPTION OF WORK/ ITEMS (s)	UOM	QUANTITY	RATE	AMOUNT (Rs.)
1	Complete overhauling of Room Air-Conditioners (Window/ Split) including cleaning of condensers and evaporators by soap solution, lubrication of all moving parts, painting of chassis etc. This include maintenance of Room Air-Conditioners, repair/ replacement of blower fan motor, repair or replacement of compressors, charging of refrigerant and supply and fitting of spares such as thermostat, PCB, capacitors, starting capacitors, fan capacitor, starting relay, selector switch, air filter etc.	Nos.	95		Quoted
2	Installation charges of window type AC machine of 1.00 Ton to 2.00 Ton Capacity	Nos.	5		Quoted
3	Installation charges of split type AC machine of 1.00 Ton to 2.00 Ton Capacity	Nos.	15		Quoted
4	Dismantling shifting and re-installation charges of window type ac machine of 1.00 Ton to 2.00 Ton capacity. Bidder has to supply all the additional material such as copper pipe with insulation, electrical cable, refrigerant etc. if required for installation/ commissioning the air conditioner after shifting	Nos.	5		Quoted
5	Dismantling shifting and re-installation charges of split type ac machine of 1.00 Ton to 2.00 Ton capacity. Bidder has to supply all the additional material such as copper pipe with insulation, electrical cable, refrigerant etc. if required for installation/ commissioning the air conditioner after shifting	Nos.	15		Quoted
TOTAL					Quoted
GST					Quoted
AMOUNT IN TOTAL					Quoted



REF NO: APL/C&P/ELECT/2025-26/562

NOTES:

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

- a. IGST _____%
- b. CGST _____%
- c. SGST _____%

2. Bidder has to submit the above SOR along with Un-Priced Bid specifying in the Rate & Amount column as "QUOTED". No Price related information is to be submitted in Un-Priced Bid.

Note: In case the bidder is covered under composition scheme under GST laws then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "cover under composition system" in above column for GST (CGST & SGST/UTGST or IGST) under such circumstances, 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.



REF NO: APL/C&P/ELECT/2025-26/562

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:

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.



REF NO: APL/C&P/ELECT/2025-26/562

PROPOSAL EXHIBITS NO. 2

UNDERTAKING

(IN LETTER HEAD)

TENDER TITLE: ANNUAL MAINTENANCE OF SERVICE-ROOM AIR CONDITIONERS

Tender No: APL/C&P/ELECT/2025-26/562

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:



REF NO: APL/C&P/ELECT/2025-26/562

PROPOSAL EXHIBITS NO. 3

FINANCIAL STATUS QUESTIONNAIRE

A. ANNUAL TURNOVER:

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

B. PAN Number:

C. GST Registration No:

SEAL OF TENDERER

SIGNATURE OF TENDERER

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



REF NO: APL/C&P/ELECT/2025-26/562

PROPOSAL EXHIBITS NO. 4

AGREED TERMS & CONDITIONS

To
M/s ASSAM PETROCHEMICALS LIMITED

TENDER DESCRIPTION – ANNUAL MAINTENANCE OF SERVICE-ROOM AIR CONDITIONERS

Tender No – **APL/C&P/ELECT/2025-26/562**

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

SI.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable GST	
a	Applicable GST is	CGST+SGST/IGST (Please tick as applicable)
b	CGST+SGST%age
c	IGST
d	Cess (if any)%age



e	Service Accounting Codes (SAC) has been submitted and mentioned in un-priced SOR	
5.	i) Confirm acceptance of relevant Terms of Payments specified in the Bid Document. ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	
7.	Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs.100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
8.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.	
9.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
10.	a) Confirm acceptance of all terms and conditions of Bid Document (all sections). b) Confirm that printed terms and conditions of bidder are not applicable.	
11.	Confirm your offer is valid for 3 months from Final/Extended due date of opening of Techno-commercial Bids.	
12	Please furnish EMD/Bid Security details : a) EMD/ Bid Security No. & date b) Value c) Validity	
13	Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).	
14	Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.	



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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: