



TENDER NO – APL/C&P/F&A/2025-26/480



**ASSAM PETRO-CHEMICALS LIMITED
NAMRUP**

**Notice Inviting Tender for
“APPOINTMENT OF GST CONSULTANT IN APL ”**

TENDER NO – APL/C&P/F&A/2025-26/480

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

**NOTICE INVITING TENDER**

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

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

Assam Petro-chemicals Limited invites applications for GST Consultancy Services for a period of One Year extendable for another two years on mutual agreement.in **Single stage Two bid** system comprising Techno-Commercial Bid & Price Bid.

<u>Name of Service/Work</u>	<u>Earnest Money</u>
APPOINTMENT OF GST CONSULTANT IN APL	Rs 10,000/-

AVAILABILITY OF TENDER DOCUMENTS	1. www.assampetrochemicals.co.in 2. https://assamtenders.gov.in/nicgep/app
Bid Submission	In e-tendering portal https://assamtenders.gov.in/nicgep/app
Email for communication	contract@assampetrochemicals.co.in

**1. SALIENT FEATURES OF BIDDING DOCUMENT****CRITICAL DATE SHEET:**

Tender Announcement Date	Date: 23.07.2025
Pre-Bid Meeting Venue and time	Date: 01.08.2025 Time: 10.00AM onwards
Starting date & time for Bid submission	Date: 23.07.2025 Time: 05.00PM
Last Date and Time of Bid Submission	Date: 12.08.2025 Time: 03.00PM
Date and Time of opening of bid	Date: 12.08.2025 Time: 03.30PM
Validity of Bids	180 days from opening of the technical bids

Instructions/Guidelines for Submission of Tender

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

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

If there are any clarifications, this may be obtained through pre-bid meeting, attending the same is compulsory.

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

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



2. SCOPE OF WORK

The consultancy work should be carried out on a weekly basis without any overlapping. Monthly reports (MIS) need to be submitted to the Officer-in-charge, after completion of each month. The work period should be a minimum of 2 working days per week.

The consultant is required to visit APL offices as and when required as per scope of work. The assignment should be executed by a competent team of professionals, who have strong exposure & experience and should be closely supervised by a partner level person who will oversee the work and attend all meetings with the Top Management/Audit Committee/Board of Directors, as and when required.

PART A: FILING OF GST RETURNS:

Filing of all GST returns during the period and filing of annual return for the financial year 2025-26. Based on the satisfactory performance the tenure may further extended Year-to Year basis for a maximum period of two more years at the same terms and conditions.

Filing of all monthly/ quarterly/ Annual Return and other returns (viz. GSTR7, GSTR1, GSTR3B, GSTR9, GSTR9C, etc.) which shall include:

1. Collection of data from each of the units or preparation of data from books of accounts and consolidation thereof.
2. Checking of back up data/ invoices and assisting in preparation of details/summary
w.r.t outward and inward supplies (including reverse charge).
3. Scrutinizing calculation of ITC (Eligible Input as well as Ineligible/Reversed ITC as per Rule 42 & 43, section 17(5) of CGST Act and others relevant GST act/rules/circulars/notifications) particular to specific to the Assam Petro-chemicals Limited. Invoice wise reconciliation of ITC (Input Tax Credit) claimed in GSTR 3B with GSTR2A and books of accounts.
4. Checking and assisting correct reporting of inward as well as outward of supplies, documents issued, etc. in GST returns and ensuring consonance thereof with the books of accounts of all units.
5. Reconciliation of all the GST returns with Books of accounts on monthly basis (GSTR 7, GSTR 1, GSTR 3B, any other).
6. Review of GST practices being followed by Assam Petro-chemicals Limited units on regular basis viz. GST rate, HSN code, ITC availment, review of masters from GST point of view in billing used by the Assam Petro-chemicals Limited.
7. Preparation of Debit/Credit Advices in respect of Inter-unit GST transactions.
8. Filling of LUT/any other documents for GST compliance in respect of Duty-Free Shops/any other unit.



9. To ensure and assist all the units of company on regular basis that E-invoices are being generated successfully. Furnish report on monthly basis in respect of e- invoices generated/not generated.
10. Update details of signatories/authorities on the GST portal as when required.
11. Uploading missing/ modifying incorrect inward/purchase invoices and taking necessary actions on GST portal with respect to them in coordination with units and vendors/suppliers/contractors.
12. Assisting in preparation of data required for filing of all other returns
13. Furnish work progress report as and when required
14. Preparation of any kind of reconciliation required in respect of GST for the purpose of Audit, GST Annual Return (GSTR9), GST Audit (GSTR9C), etc.
15. Any changes / updates in future in GST acts/rules & regulations needs to be complied.
16. Any kind of GST return and filling related issue pertaining to Assam Petro-chemicals Limited, including but not limited to coordination with GST auditor, Internal Auditor, Statutory Auditor, CAG, etc.
17. Provide monthly, quarterly and Annual MIS on total GST paid, ITC claimed, interest if any paid and other aspects relating to GST returns.
18. Conduct training on GST related matters on a regular basis. (minimum 1 training in a month).

PART B: ADVISORY SERVICES

- a. Advise on place of supply, GST rate, time of supply and principles for determination of taxable value for the purpose of computation and payment of GST
- b. Review of agreements with clients/ vendors from GST perspective and provide comments within two working days.
- c. Advise on GST implications on transactions undertaken/ proposed to be undertaken by APL including day to day GST related queries. Reply shall be furnished within two working days.
- d. Analyse the impact of any amendment/ notification relevant to APL and its impact thereof
- e. Advise on transactions which trigger GST under reverse charge mechanism where APL

PART C: FILING OF REPLIES AND REPRESENTATIONAL SERVICE FOR CURRENT AS WELL AS PREVIOUS PERIODS:

- a. Drafting, filing of replies and representing Institute for various permissions, advance ruling, certificates, GST cases/matters before Competent/ Appellate Authority, etc. and expediting



on any issue thereon.

- b. Preparation of any kind of reconciliation required for submission to authorities. etc.
- c. Updating with notices received from statutory authorities replies made and final outcome thereof on regular basis (at each notice received).

PRICE BASIS AND PAYMENTS:

The proposal should include price all-inclusive lump sum in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at Form I. The Contract price and the scope of work also include any services certification etc. which is not specifically identified but are required for completion of the assignment. **Minimum fee of Rs. 5,00,320/- (Rupees five lakh three hundred twenty) only (including GST @ 18%)** will be paid for the assignment.

The Company will provide accommodation and fooding facilities to the principal as well as the staff at the company's guest house at Namrup.

TERMS OF PAYMENT:

For service mentioned in Serial No. 1

{(i.e. Data collection, checking, verification & Filing of Monthly & Annual Returns (GSTR 1, GSTR 3B, GSTR 7, GSTR 9, GSTR 9C & Other (if required))}

- a. 90 % of the price per award on work completion on a monthly basis.
- b. Balance 10 % of the price will be paid after successful filing of Annual Returns (i.e. GSTR 9 and GSTR9 C).

For other services:

100% on completion of each assignment in all respects.

- c. 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 invoicing Rules there under. OWNER/APL shall not be liable to make payment against the invoice.
- d. GST shall be paid against receipt of tax invoice and proper payment of GST to government in India. In case of non-receipt of tax invoice or non-payment of GST by the contractor/vendor, OWNER/APL shall withhold the payment of GST.
- e. Notwithstanding anything contained anywhere in the Agreement in the event that the input tax credit of GST charged 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 an 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.

- f. Payments will be made against bills certified by the Owner's Engineer-in-Charge/Site-in-Charge within 30 days from the date of receipt of the certified bill along with complete documents by the disbursement section of the owner.
- g. Payment shall be tendered to the contractor in electronic mode (e-payment) through any of the designated banks. The contractor will comply by furnishing full particulars of Bank account (mandate) to which the payments will be routed. Owner reserves the right to make payment in any alternate mode also

PENALTY PROVISIONS:

In case of delay in completion as per the scope of work before the due date, a penalty of Rs. 200/- per day may be imposed on Contractor for unjustified delay at the sole discretion of the Officer-In-Charge / Competent Authority, subject to maximum 10% of amount of Contract Price.

3. Pre-Qualifying Requirements (PQR)

The bidder should currently be in practice and must have experience in the field of similar nature jobs and resources as per the following table. The supporting document requirement is also specified in the table below. The Notice Inviting Tender publishing date will be considered as Cut-Off date for checking eligibility and technical evaluation.

Sl	Qualification Criteria	Specific Requirement	Documents Required
I	Registration	The bidder should have been registered with ICAI/ICMAI as a Practicing Firm for a period of at least 5 years as on the last date of bid submission.	Certificate of Registration/ Approval Letter issued by ICAI/ICMAI

II	Registered/ Branch Office	The bidder must have a fully functional office in Guwahati / Dibrugarh/ Tinsukia and all the services shall be provided by the bidder only from such office.	Any government approved valid address proof such as bank statement, telephone / electricity/ water bill, GST or other registration certificate, etc. along with a declaration on the letterhead that all the services will be provided and all the correspondence shall be made only through this address.
III	Human Resources	The bidder must have minimum two Chartered / Cost Accountants as partners/ full time employees each of which should be associated with the bidder for at least two years as on date of publication of this quotation document.	Certificate of Practice of incumbents and proof of association with the bidder such as partnership deed in case of partners and joining letter, pay slips, TDS certificates, etc. in case of fulltime employees
IV	Experience	The bidder should, during last three years from the date of publishing of this tender document, have completed similar assignments of minimum three limited companies.	Copies of completion certificates issued by service recipients along with copies of work orders/ letters of award/ appointment orders or

			board resolutions. In the absence of completion certificate, copies of invoices raised by the bidder and TDS certificate or pay order issued by the service recipient or any such proof of payment may be enclosed with the work orders.
V	Financial Strength	The bidder must have an average annual revenue of Rs 50 Lakh or more from professional services during last three Financial Years i.e. 2022-23, 2023-24 and 2024-25.	Audited Financial Statement / Certificate from a Chartered Accountant with UDIN
VI	Net Worth	The bidder must have positive net worth	Audited Financial Statement / Certificate from a Chartered Accountant with UDIN
VII	GST	Bidder must have valid GST Number	GST registration certificate
VIII	Disqualification	The bidder should not have been black-listed or de-barred by Central/ State Government Department/ Public Sector Undertaking for any contract executed in past.	Declaration by the bidder as per Appendix I of this quotation document on letterhead under seal and signature of authorized signatory



IX	Unconditional Acceptance	Unconditional Acceptance of terms and conditions regarding the work	Letter by the bidder as per Appendix II of this quotation document on letterhead under seal and signature of authorized signatory
X	Others	Any agency, in itself or having any common partner with another agency, having taken up any audit assignment of the company at present or in past three years will not be eligible to apply.	Declaration by the Bidder

The Management reserves its rights to relax any of the above conditions in appropriate cases considering the experience and expertise of the firm.



4. GENERAL TERMS AND CONDITIONS

1. Bidder shall, as part of their bid, submit a written Authorization Letter from Partner of Bidding firm if the signatory is other than Partner.
2. Bidder shall not be under liquidation, court receivership or similar proceedings.
3. Bidding documents shall at all times remain the exclusive property of the Assam Petrochemicals Limited.
4. Bidder may note that Bid shall be submitted on the basis of “ZERO DEVIATION” and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as nonresponsive and may be liable for rejection. Kindly fill Annexure at the end of this document in this regard
5. Assam Petro-chemicals Limited shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
6. Assam Petro-chemicals Limited reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
7. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
8. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
9. The Contractor shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
10. The quoted and agreed prices shall be inclusive of all expenses, charges, taxes, etc and to be expressed only in Indian Rupees (INR). GST at a rate of 18% shall be considered inclusive in the quoted prices. All the calculations shall be done accordingly. No payment over and above the quoted rates shall be made. However, fees paid on behalf of company to a statutory body for carrying out an assigned work and permitted incidental expenses incurred during the course of work shall be reimbursed. Further, in case of visit outside Assam to represent company with prior approval of competent authority, travelling and out of pocket expenses and miscellaneous expenses in accordance with company policies will be reimbursed. Such reimbursements shall be made on actual basis i.e. without adding any service charge, profit or any other charge whatsoever on production of relevant receipts, bills, etc.
11. Chief Financial Officer/HOD (F&A) of the Company shall be the Officer-In-Charge of the work. After successful bidding, the Agency should contact Officer-In-Charge or his designated officer immediately who will arrange to hand over the work to the Consultant.



12. The period of the contract shall be one year. In view of the existence, the contract may be extended by a suitable period by competent authority of the company at discretion at same prices and other terms and conditions.
13. The contract can be terminated by the company by giving one-month notice without assigning any reason thereof. However, the Company reserves the right to terminate the services of the Consultant if not found satisfactory with giving shorter period notice. Further, the Company may at any time terminate the contract by giving shorter period notice, if the Consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Company.
14. If at any time after acceptance of the tender or during the progress of work the purpose or object for which the work is being done changes due to any supervening cause and as a result of which the work has to be abandoned or reduced in scope, a notice to effect the same shall be given to the Consultant and the Consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which might have been derived from the execution of the work in full but which is foregone in consequence of the foreclosure of the whole or part of the work.
15. There shall be no liability on the part of the Company to pay any compensation arising out of any dispute, accident etc. for official work of company. The Consultant will be fully responsible for safety, security and coordination at company. Nothing extra will be paid to the Consultant on this account.
16. The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
17. The Bidder shall employ and provide such qualified and experienced personnel as are required to carry out the services as per the norms.
18. At any time prior to the deadline for submission of bid, the Company may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the tender document by the issuance of corrigendum on the Portal.
19. **Confidentiality:** Information relating to the examination, clarification, evaluation, and recommendation for the selection of bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Company in relation to matters arising out of, or concerning the selection process. The Company will treat all information, submitted as part of the bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Company may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Company. Bidders are required to treat all such documents and information as strictly confidential.
20. **Proprietary Data:** All documents and other information provided by the Company or submitted by a bidder to the Company shall remain or become the property of the Company.



The Company will not return any bid or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Company in relation to the consultancy shall be the property of the Company.

21. **Right to Cancel the Tender:** The Company, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to suspend and/ or cancel the selection process and/ or amend and/ prior supplement the selection process or modify the dates or other terms and conditions relating thereto; consult with any bidder in order to receive clarification or further information; retain any information and/ or evidence submitted to the Company by, on behalf of and/ or in relation to any bidder; and/ or independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any bidder.
22. **Right to Inquiry:** The Company reserves the right to make inquiries with any of the clients listed by the bidders in their previous experience record.
23. **Jurisdiction:** The selection process shall be governed by, and construed in accordance with, the laws of India and the courts at Guwahati shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the selection process.
24. **Ambiguity:** The eligibility criteria and other requirements mentioned in this tender document shall prevail over anything contained on Portal or elsewhere, if any.



5. EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit (EMD): EMD of Rs. 10,000/- (Rupees Ten Thousand Only) is to be deposited through NEFT/ RTGS before closing of bid.

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

EMD will be refunded to unsuccessful bidders after finalisation of successful bidder/ cancellation of tender. Also, the said EMD will be refunded to successful Bidder on signing of the Contract and after submission and confirmation of Performance Security Deposit/Bank Guarantee or can be adjusted against the Performance Security Deposit/Bank Guarantee upon request. EMD shall not carry any interest.

EMD of the bidder will be forfeited if:

I. After opening of the tender, the bidder revokes his tender or modifies his bid.

II. The bidder does not submit Performance Security Deposit/Bank Guarantee within stipulated period.

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

BANK DETAILS FOR PAYMENT OF EMD THROUGH NEFT/RTGS

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



6. CONTRACT PERFORMANCE BANK GUARANTEE

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

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

7. ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the contract@assampetrochemicals.co.in on or before **31.07.2025 (03.00PM)**, after which no queries would be entertained.

8. PROFESSIONAL LIABILITY

The successful bidder will be expected to carry out the assignment with due diligence and in accordance with prevailing standards of the profession. He/ she will always act, in respect of any matter relating to the contract or the services, as faithful advisor to Assam Petro-chemicals Limited and will at all times support and safeguard Assam Petro-chemicals Limited's legitimate interests in any dealing with the third parties.

The successful bidder shall be responsible for accuracy of data. The successful bidder shall indemnify Assam Petro-chemicals Limited against any negligence, deficiency in services, or inaccuracy/ deficiency in the work. The successful bidder will also be responsible for correcting at his/ her own cost.

9. PRE-BID MEETING

Pre-bid Meeting will be held on **01.08.2025** at Assam Petro-chemicals Limited, Namrup **10.00 AM** onwards, to address any queries of bidders. For VC link kindly email to contract@assampetrochemicals.co.in.

10. SELECTION PROCESS:

Professional firms which obtain at least 30 marks based on technical parameters would be considered for opening a financial bid. The contract will be awarded on "Least cost basis".

In case of tie, the highest point achieved by the bidder in technical criteria will be selected. If tie again, the highest point achieved technical criteria Sl. No 2 will be selected. If tie again, the same process will be followed chronologically through assessment criteria Sl. no 3, than 4, for



selection.

10. SUBMISSION OF BIDS

The Bid shall be submitted two sealed envelopes as per the following method:

A) ENVELOPE- I: to be labelled as “Technical Bid”

Please submit all relevant documents for evaluation points listed below

NAME OF THE AGENCY: -

Proforma for Evaluation of Technical Proposal

S I	Criteria	Max. Mark s	Marks Obtained
1	Registration/Establishment: a. 5 marks for 5 years b. For an additional 1 mark for each year establishment	10	To fill in Annexure D
2	Office in Guwahati / Dibrugarh/ Tinsukia a. Registered – 5 marks b. Branch Office – 3 marks	5	To fill in Annexure D
3	No. of Partners: a. 2 nos.: 5 marks b. For an additional one partner over and above 2 partners, 1 mark each for additional partners	10	To fill in Annexure D
4	No of years' Experience in GST Consultancy services a. 2 years: 5 marks b. For an additional one year over and above 2 years, 2.5 additional mark each for additional client	10	To fill in Annexure D
5	Client list containing Central Government or State Government Universities / Autonomous Bodies/ PSUs during last three financial year (i.e. 2022-23, 2023-24 & 2024-25) a. 2 nos.: 5 marks b. For an additional one client over and above 2, 2 mark each for additional client	15	To fill in Annexure D
6	Present Client list with turnover (Central Government or State Government Universities / Autonomous Bodies/ PSUs) a. 50 crores nos.: 5 marks	10	To fill in Annexure D



	b. For an additional 10 crores over and above 50 crores, 1 mark each for an additional 10 crores		
7	Minimum average annual turnover during preceding last 3 financial years (i.e. Financial Year 2022-23, 2023-24 & 2024-25) a. 50 crores: 5 marks b. For additional 10 lakh over and above 50 lakh, 1 additional mark each for additional 10 laks	10	To fill in Annexure D
	Total	70	To fill in Annexure D

B) ENVELOPE II – to be labelled as “FINANCIAL BID”

- i. The Financial/Price Bid shall also be submitted as per **Form-I** provided in the Bidding Document.
- ii. Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.
- iii. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
- iv. Unless stated otherwise in the Bidding Documents, the Contract shall be for the total works as described in Bidding Document.
- v. Bidder shall quote the price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
- vi. Alternative / conditional bids shall not be considered.
- vii. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
- viii. **The quoted price shall be deemed to be all inclusive and GST @ 18%.**

11. BID VALIDITY

- I. Bid submitted by Bidder shall remain valid for a minimum period of 120 days from the last date of submission of bid. Bidders shall not be entitled during the said period of two months,



without the consent in writing of the Assam Petro-chemicals Limited, to revoke or cancel their Bid or to vary the Bid given or any term thereof.

- II. Assam Petro-chemicals Limited may solicit the Bidders consent to an extension of the period of validity of bid. The request and the responses there shall be made in writing. However, Bidder's agreeing to the request for extension of validity of bid will not be permitted to modify the bid.

12. EVALUATION OF TECHNICAL BIDS

- I. The Assam Petro-chemicals Limited will determine whether each of the bids conforms to the terms, conditions and specification of the Bidding Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Bidding Document, the Assam Petro-chemicals Limited's rights or the Bidder's obligations as envisaged in the Bidding Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- II. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- III. Assam Petro-chemicals Limited, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by Assam Petro-chemicals Limited.
- IV. Assam Petro-chemicals Limited reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

Appendix I

(To be printed on letterhead of agency, sealed and signed by duly authorized signatory and placed under Technical Bid)



To,
Chief Financial Officer,
Assam Petro-chemicals Limited,

**Subject: Unconditional Acceptance of terms and conditions regarding the work
“GST Returns Filing and Consultancy”**

Sir,

1. The tender/ quotation document for the subject work has been collected from the office of company/ downloaded from CPP/ GeM portal. I/ we hereby certify that I/ we have read and understood the entire terms and conditions of the tender/ quotation document for the subject work.
2. I/ We hereby unconditionally accept the entire terms and conditions of the tender/ quotation document for the subject work in entirety and undertake that my agency shall abide by all the terms and conditions.
3. I/ We understand that after unconditionally accepting the tender/ quotation conditions in entirety, it is not permissible to put any remark/ condition in my/ our bid and that in case I/ we put any remark/ condition, my/ our bid shall be liable to be rejected at the sole discretion of APL.

Yours faithfully,

(Signature with Seal and Date)

Appendix II



(To be printed on letterhead of agency, sealed and signed by duly authorized signatory and placed under Technical Bid)

DECLARATION CUM UNDERTAKING

Name of Work: GST Returns Filing and Consultancy

I undersigned _____ s/o _____
r/o _____ on behalf of
M/s. _____
(hereinafter referred as the firm) having its Registered Office situated at _____, do solemnly declare and affirm as follows;

1. That the firm/ company or proprietor/ any of the partners of the firm/ directors/ key managers of the company is not black listed by any Central or State Government Department or Public Sector Undertaking or Government Company or any authority or any judiciary or any other organization for any contract executed in past or in respect of any assignment or behaviour.
2. That no FIR has been lodged or complaint is not filed and no criminal proceedings are in progress against the firm/ company or proprietor/ any of the partners of the firm/ directors/ key managers of the company.
3. That in case the company finds above certificate as false or concealing any information, bid of the firm for above-mentioned work shall be cancelled at any stage during the tender process and thereafter and the firm shall be debarred from participating in any tender/ quotation issued by the company and the company can take any other legal action as deemed fit.

VERIFICATION

Verified this _____ day of _____, 2025 that the contents of my above declaration are true to the best of my knowledge and belief and nothing untrue has been stated nor has any facts been concealed.

Yours faithfully, (Signature with Seal and Date)

**Form-I****Schedule of rates****Name of Job/ services: GST Consultancy Services****Name of Organization:**

Sl	Item Name	Unit	Quantity (Nos.) (Estimated)	Rate Including GST (Rs.)	Amount (Rs.)
A	B	C	D	E	F = D x E
1	Data collection, checking, verification & Filing of Monthly & Annual Returns (GSTR 1, GSTR 3B, GSTR 7, GSTR 9, GSTR 9C & Other (if required))	Month	12	Quoted	Quoted
2	Lump sum price for each Show Cause Notice per GSTN	No.	2	Quoted	Quoted
3	Lump sum price for each year assessment per GSTIN / Show Cause Notice per GSTN	No.	2	Quoted	Quoted
4	Lump sum price for each Appeal	No.	2	Quoted	Quoted
5	Lump sum price for each Opinion	No.	2	Quoted	Quoted
	Total			Quoted	Quoted

(The rate should be inclusive of GST @ 18%)

Rupees in words..... only

(Signature of Authorized person)

Full Name:

Designation:

Bidder's official Seal:



Annexure-A

INTEGRITY PACT

BETWEEN

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

AND

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

Preamble

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

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

Section 1 -Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
- a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
 - b) The Principal will, during the tender process treat all Bidders- with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential / additional information through which the Bidder could obtain an advantage in relation to the tender process or the tender execution.
 - c) The Principal will exclude from the process all known prejudiced persons.
- 2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC / PC Act, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder / Bidder

- (1) The Bidder / Bidder commit itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- a) The Bidder / Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to



any third person any material or immaterial benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b) The Bidder / Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices,

specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

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

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

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

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

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

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

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

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

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

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



Section 4 - Compensation for Damages

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

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

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

Section 5 -Previous Transgression

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

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

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

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

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

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

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

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

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



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

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

Section 9 – Pact Duration

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

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

Section 10 - Other Provisions

- 1) This agreement is subject to Indian as well as state of Assam local laws. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Guwahati.



2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

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

FOR THE PRINCIPAL

FOR THE BIDDER/BIDDER

WITNESS 1

WITNESS 2

Place : _____

Date : _____

**ANNEXURE-B****BIDDER'S GENERAL INFORMATION**

To
M/s ASSAM PETROCHEMICALS LIMITED

SUB – APPOINTMENT OF GST CONSULTANT IN APL

Tender No – APL/C&P/F&A/2025-26/480

1	Bidder Name (With Contact Person Name & Details)	
2	Status of Firm	Proprietorship Firm/Partnership firm/Limited/Others If Others Specify: _____ [Enclose
3	Name of Proprietor/Partners/Director sof the firm/company	
4	Number of Years in Operation	
5	Address of Registered Office: *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	City: District: State: PIN/ZIP:
6	Operation Address (if different from above)	City: District: State: PIN/ZIP:
8	Telephone Number [Mobile & Landline]	(Country Code) (Area Code) (TelephoneNo.)
9	E-mail address	
10	Website	



11	Fax Number:	_____ (Country Code) (Area Code) (TelephoneNo.)
12	ISO Certification, if any	{If yes, please furnish details}
13	Bid Currency	
14	Banker's Name	
15	Branch	
17	Bank account number	
18	PAN No.	[Enclose copy of PAN Card]
19	GST No.	[Enclose copy of GST RegistrationCertificate]
20	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
21	We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act	Yes / No <i>(If the response to the above is 'Yes', Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM) filled with the authority specified by the respective State Government.)</i>
22	Whether Micro/Small Enterprise	(Bidder to submit documents as specified it ITB)
23	Type of Micro/Small Enterprise	General/ SC / ST (Bidder will submit documentary evidence for the same).
24	Type of Entity	Corporate/ Non-Corporate (As per Service tax Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).

Place:
of Bidder]Date:

[Signature of Authorized Signatory
Name:
Designation:
Seal:



ANNEXURE-C

“NO DEVIATION” CONFIRMATION

**To
M/s ASSAM PETROCHEMICALS LIMITED**

SUB – APPOINTMENT OF GST CONSULTANT IN APL

Tender No – APL/C&P/F&A/2025-26/480

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:
Date:

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

**Annexure-D**

(On Letter Head of the Firm)
Format for Claiming Marks

Sl No	Criteria	Max. Marks	Marks Obtained
1	Registration/Establishment:	10	
2	Office in Guwahati / Dibrugarh/ Tinsukia	5	
3	No. of Partners:	10	
4	No of years' Experience in GST Consultancy services	10	
5	Client list containing Central Government or State Government Universities / Autonomous Bodies/ PSUs during last three financial year (i.e. 2022-23, 2023-24 & 2024-25)	15	
6	Present Client list with turnover (Central Government or State Government Universities / Autonomous Bodies/ PSUs)	10	
7	Minimum average annual turnover during preceding last 3 financial years (i.e. Financial Year 2022-23, 2023-24 & 2024-25)	10	
	Total	70	

.....X.....