

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED, NAMRUP  
TENDER FORM

SI. No.....

Tender Notice No.: Mech/U-II/19/Cont-250/3891      Date: - 22/03/2019

NOT TRANSFERABLE

Date of issue.....

Last date of submission      12-04-2019 at 03:00 PM

Name of work: Additional Helping Assistance for various maintenance/repair jobs during the forthcoming ATA-2019 in Urea-II plant.

Issue to (Name &amp; Address of the party)

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No. of tender documents

Issued.....

Signature of Issuing Officer

Dept.....

TO BE FILLED IN BY THE TENDERER

I/ we hereby tender for the execution for the BVFCL, Namrup of the work scheduled in underwritten memorandum within the time specified in such memorandum and at the rates specified therein & in all respect in accordance with the specification, designs, drawing and instructions referred to in the NIT conditions "THE GENERAL DIRECTIONS AND CONDITIONS" of contract and in all other respects in accordance with such conditions and special; conditions so far as applicable.

MEMORANDUM

1. General Description of the work: Additional Helping Assistance for various maintenance/repair jobs during the forthcoming ATA-2019 in Urea-II plant.
2. Earnest Money: - ` 2910.00 (Rupees two thousand nine hundred ten) only by way of A/C Payee Demand Draft drawn in favour of Brahmaputra Valley Fertilizer Corporation Ltd., Namrup and payable at State Bank of India, Namrup Branch (Branch Code: 0223)

**Tenders received without EMD are likely to be rejected. NSIC/MSME registered companies must submit valid copy of registration certificate for exemption of EMD.**

3. Place of Receipt & Opening of

Tenders                      :    Office of the –  
   Dy. Chief Engineer (Mech)  
   Amm-II & Urea-II  
   B.V.F.C. Ltd., Namrup  
   P. O. – Parbatpur-786623  
   Dist.- Dibrugarh(Assam)

4. Time allowed for the work: 30 days
5. Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions and conditions contained in NIT, GDCC and the special; conditions which have been read and understand by me/ us so far as applicable or in default thereof to forfeit and pay to the corporation or their successors or assignees, the sum of money mentioned in the said conditions.
6. The sum of ` ..... has been deposited vide..... dtd..... with the Finance Manager in favor BVFCL, Namrup as earnest money, the full value of which to be absolutely forfeited to the BVFCL, on their successors or assignees without prejudice to any other rights or remedies of the said Corporation or their successors or assignees should I/We fail to commence the work specified in the above memorandum.

Contd.....2/-

:2:

**ENCLOSURES:**

1. Earnest money through Payment Challan.
2. Scheduled of Quantity & Performa for Quoting Price (Annexure- III)
3. Scope of work duly read and signed on every page (Annexure- III A)
4. Special terms & conditions duly read and signed (Annexure- IV)
5. GST Registration Certificate.
6. PAN Card.

Dated.....

Signature of the contractor  
Name & Address of Contractor

.....  
.....

Witness i)

Signature 1.....

& address.....

of witness.....

ii)

2.....

.....

.....

NO. Mech/U-II/19/Cont-250/3891

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Sub: Additional Helping Assistance for various maintenance/repair jobs during the forthcoming ATA-2019 in Urea-II plant.

**SCHEDULE OF WORK, QUANTITY AND PROFORMA FOR QUOTING RATE**

Sl. no.	Description of work	Mandays	Rate (₹)	Amount (₹)
1.	Helper	240		
	Sub Total			
	Contractor's profit			
	GST @			
	Total			

( Rupees \_\_\_\_\_ ) only.

Signature.....

Name and Address of Contractor

.....

.....

Pan No.....

Date : .....

Place : .....

NO. Mech/U-II/19/Cont-250/3891

Date: - 22/03/2019

**SCOPE OF WORK**

Sub: Additional Helping Assistance for various maintenance/repair jobs during the forthcoming ATA-2019 in Urea-II plant.

A. Technical scope of work shall be consist of but shall not be limited to the followings:

1. The contractor has to mobilize required manpower to accelerate job in full potential.
2. The contractor has to take full responsibility of allocating his personnel on job in consultation with our site engineer.
3. Transportation of materials from central store to site.
4. Cleaning of spares of equipments.
5. To assist departmental manpower for the maintenance jobs of various equipments.
6. Any other activities, not included above but required for successful completion of the jobs, shall be in the party's scope.

(T.Das)  
Dy.C.E.(M), Amm-II & U-II

NO. Mech/U-II/19/Cont-250/3891

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**SPECIAL CONDITION RELATED TO THE WORK**

Sub: Additional Helping Assistance for various maintenance/repair jobs during the forthcoming ATA-2019 in Urea-II plant.

## A) Special Commercial Terms:

- 1) Tenderer must submit documentary evidence of PAN/TAN No.
- 2) Tenderer must furnish GST Registration Certificate with the tender.
- 3) The tenderer must pay their workmen the minimum wages & facilities as per latest circular of central Govt.
- 4) The Tenderer shall have to make an exgratia payment of ` 1000.00 ( ` One Thousand) only to the dependents of labour in the event of the labour's death occurring while on duty. The payment will be made by BVFCL immediately & will be recovered from the Contractor's bill.
- 5) Validity of Tender:  
The tender should remain valid for a period of 180 (One Hundred Eighty) days from the date of opening of tender.

Above documents shall have to be submitted along with the application of Tender paper or with the tender. In absence of any of the above, the Tender is liable to be cancelled.

## B) Brief description of the scope of work and responsibilities:

- 1) Additional Helping Assistance for various maintenance/repair jobs during the forthcoming ATA-2019 in Urea-II plant.
- 2) The tenderer shall be ready to engage his personnel on short information. Therefore, tenderer or his representative should be always in touch with the maintenance activities Engineer-In-Charge of BVFCL.
- 3) The job shall be started immediately (within a day) on LOI/written order.

**1.00 COMPLETION TIME:**

The subject job shall be completed within 30 (thirty) days.

**2.00 PAYMENT TERMS:**

Subject to deduction as admissible as per rule payment will be released as follows:

- 2.01 100% payment shall be made to contractor after completion of job as the job is purely labour oriented.
- 2.02 No Security Deposit shall be deducted from the bill as the job is purely labour oriented.
- 2.03 Payment shall be made within 30 days of submission of bill along with other relevant documents if any.
- 2.04 Clarification on the bills, if any, will be sought within 15 days from the date of receipt of the bill in one go. The party shall submit the sought clarifications within 15 days.
- 2.05 In case of any disagreement between contractor and BVFCL on any part of the invoice, such part of the invoice will be severed from the rest and payment against agreed admissible part will be processed as per laid down procedure, while the disputed part shall be dealt as per contract provisions.
- 2.06 All other statutory deductions will be made as per BVFCL rules.

**3.00 MEASUREMENT:**

Payment to be released as per joint measurement taken by contractor and BVFCL engineer and duly certified for actual quantity of work executed and at the rates quoted by you and accepted by BVFCL.

**4.00 TAXES:**

- 4.01 Income Tax at the prevailing rate shall be deducted from the party's bill.
- 4.02 Statutory deductions, if applicable as per BVFCL rules will also be recovered from the contractor's bill.

**5.00 MEDICAL FACILITY:**

Medical facilities to the extent available in BVFCL Hospital, Namrup shall be provided to the crew of contractor on chargeable basis, however, the "FIRST AID" facilities shall be provided free of cost.

**6.00 COMPENSATION FOR DELAY IN COMPLETION OF JOB:**

Time shall be regarded as the essence of contract and the failure on the part of the contractor to complete the contract on dates stipulated in the tender and the work order for completion of respective works shall be entitle BVFCL, Namrup to recover damages from the contractor by way of mutually agreed damages a sum equivalent to one half of one percent (subject to a maximum of ten percent) of the contract value of the work for each week or part of the week for which the contractor is in default. All terms & conditions of BVFCL GDCC shall be applicable to this contract.

**7.00 AGREEMENT:**

All the terms & conditions mentioned herein shall form the part of contract and be incorporated in the Agreement form which shall furnish non-judicial stamp paper of the State of Assam denomination or ` 10/- ( Ten) only along with 7 (Seven) sheets of water mark papers and executed the Agreement in prescribed Performa within 7 (seven) days from the date of receipt of the work order.

**8.00 Validity of Contract:**

8.01 The contract shall be valid for a period of one year from the date of award of work order.

**9.00 LAST DATE OF SUBMISSION OF TENDERS AND OPENING DATE:**

9.01 Tenders completed in all respect shall be mailed to Dy.C.E. (M), Amm-II & Urea-II, Brahmaputra Valley Fertilizer Corporation Limited, Namrup, P.O. Parbatpur, Dist.: Dibrugarh, Assam Pin- 786623 (Telephone- 0374-2507264) so as to reach him on or before 12-04-2019 at 03:00 PM. The tender shall be opened on 12-04-2019 at 03:30 PM.

9.02 If closing date of sale of tender papers/ last date of submission of tender papers/ scheduled opening date of tender happen to fall on Bandh Day/ Strike Day/ Holiday at Namrup, then the next working day shall be counted.

**10.00 TENDER LIABLE TO REJECTION:**

In addition to clause number 16 of GDCC tenders are liable to be rejected on following grounds:

10.01 Tenders submitted by tenderer who resort to canvassing.

10.02 Tenders which do not fulfill all or any of the conditions laid down in the tender documents or are incomplete in any respect.

10.03 Tenders, which contain uncalled for remarks or any alternative/additional conditions.

10.04 "BVFCL is committed to a corruption free work environment. All the works/purchase/service contracts and commitments of BVFCL will be honored without the citizen having to pay any bribe. In case any person demands any bribe, it is the duty of the responsible citizen to inform the matter to Vigilance Officer, BVFCL, Namrup, PO Parbatpur, Dist. Dibrugarh ,Assam,PIN 786623 ( Tel no. 0374-2507092/0374-2507176)".

(T.Das)  
Dy.C.E.(M), Amm-II & U-II