

Brahmaputra Valley Fertilizer Corporation Ltd.

Namrup:: Personnel Department(RS)

(A govt of India Undertaking)

P.O: Parbatpur-786623; Dist: Dibrugarh (Assam)

Ref No. .002/RS/LPG/12/700

Date : 04.02.2022

NOTICE INVITING TENDER

Sealed tenders are invited in TWO BID system from contractors having experience in the line of Handling / Delivery of LPG refill door to door / collection of empty cylinders in the all sectors of BVFCL Township and Suburb Area of Namrup by own Thela / Rickshaw / Tempo for a period of one year.

Sl. No	Name of jobs	Estimated Amount (Rs.)	Earnest money (Rs.)	Cost of Tender Paper per set (Rs.)	Period of Contract
01.	Handling /delivery of LPG refill door to door /collection of empty cylinders in sectors and suburb Area of Namrup.	1,38000.00	NIL	59.00 (including GST)	Initially for a period of 01(one) year which may be extended for another period of 01(one) year subject to satisfactory performance of the contract.

01.Tenderer(s) should submit the following documents along with his/their tender :

- Experience certificate of **handling /delivery of LPG refill door to door /collection of empty cylinders and attending of cylinder complain etc**
- Present Bank Solvency Certificate showing financial resourcefulness from any Nationalized Bank.
- Attested photocopy of Valid PAN card in his own / firm's name
- The NIT duly signed and sealed (if seal is available) affixed on all pages.

02.Tender papers can be obtained during office hours from the office Personnel Deptt.(Ration/LPG Store) on payment of Tender paper cost in **Cash Accounts (Finance Department), BVFCL or by challan (format is available at our corporation's website)** or by Demand Draft in favour of BVFCL, Namrup payable at State Bank of India / UCO/UBI Bank, Namrup as per the schedule detailed below

- Date of sale of tender Papers : w.e.f. 04.02.2022 to 23.02.2022
- Last date & time of submission of Tender paper : 24.02.2022 at 3.30.PM
- Date & time of opening of Tender : 24.02.2022 at 4.00 PM

The terms as per **Bid Security Declaration Form** (Annexure -) must be accepted and duly signed by the Tenderer failing which the submitted tender bid shall be liable for rejection.

Exemption from Tender Paper Cost & Security deposit for MSEs

A)MSE bidders must submit valid registration certification from any of the following (or any other body specified by Ministry of MSME) for exemption from submission of Tender paper cost.

- National Small Scale Industries Corporation (NSIC),
- ii) District Industries Centres (DIC),
- iii) Coir Board,
- iv) Khadi & Village Industries Commission (KVIC) ,
- v) Khadi & Village Industries Board (KVIB),
- vi) Directorate of Handicrafts & Handloom.

B) MSEs registered with NSIC will be exempt from paying Security deposit up to the monetary limit mentioned in the certificate.

3.0 Issuance of Tender paper does not guarantee for consideration of Tender.

4.0 BVFCL shall not be responsible for postal delay / loss of Tender documents / application.

5.0 BVFCL reserves the right to accept or reject any or all tenders without assigning any reason thereof.

06. In case of any Bandh / Holiday / Strike etc. on date of submission / opening, next working day shall be counted as date of submission / opening.

The tenderer(s) should carefully read and understand the tender documents and terms & conditions before submitting / completing the required format and quoting rate etc

7. All the above papers/documents which form the “Technical bid” shall be put in the sealed envelope and superscribed on the body as ‘ TECHNICAL BID’ mentioning the NIT No. and name of the party.

The Price Bid quoting the rates, should be put in a separate envelope and duly superscribed as ‘PRICE BID’, NIT No. and name of the party. The rates quoted should be indicated both in figures and words. In the event of any inconsistency /differences between figures and words, the words shall prevail. The figures should be only upto 2 decimals and quote for all the items mentioned in the tender duly signed and sealed in the pages.

08. The contract will be valid for a period of one year from the date of actual commencement subject to the conditions that the same can subsequently be renewed or extended for another period of 1(one) year on the same terms and conditions at the discretion of BVFCL Management subject to satisfactory performance of the contract.

09.(A) .BVFCL Management reserves the right to accept or reject any lowest quotation in part or full without assigning any reason and the contract may be terminated with seven days notice without assigning any reason thereof.

(B) “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 having to inform the matter to Vigilance Officer, BVFCL, Namrup, P.O. Parbatpur, Dist. Dibrugarh, Assam, PIN 786623 (vigilience@bvfcl.co.in)’

10. The tender should be submitted in the tender box in sealed cover at the office of the

Manager (HR)

11. Tender paper is available on BVFCL website www.bvfcl.com & BVFCL LPG section. The interested parties may download the Tender documents and the parties are advised to enclose a separate Demand Draft/pay order/challan (format is available at our corporation’s website) as Tender Paper cost along with the Technical Bid payable to BVFCL, Namrup at State Bank of India / UCO/UBI Bank, Namrup.

Both the ‘Technical Bid’ and the ‘Price Bid’ shall be put in third sealed envelope which shall bear the NIT No. and the name of the party .

For any clarification, please contact Manager (HR)

(D.Hembram)
Manager (HR)

Copy to:

1. All NOTICE BOARD

Brahmaputra Valley Fertilizer Corporation Ltd.,
Namrup :Personnel Deptt(RS&LPG)

Ref.No. 002/RS/LPG/12/ 700

Date : 04.02.2022

NOTICE INVITING TENDER

Terms and condition of works.

Collection of filled LPG Cylinders from BVFCL Employees LPG Store for door to door delivery at the residence of the employees located at various sectors in BVFCL Township and its suburb area and collection of empty LPG cylinders from those residences and deposits the same at BVFCL Employees LPG Store within working hours, daily.

01.The number of filled LPG Cylinders to be handled will be informed to the party in between 9.00 AM to 10.00 AM at LPG Store daily.

02.Number of delivery of Cylinder will be between 25 to 40 numbers per day in the sectors/area.

03.The empty cylinders collected from the residence of the employees are to be returned to LPG Store during the working hours on same day.

04.Proper care should be taken by the contractor in handling the LPG cylinders and penalty for any mishandling /damage / losses to the equipment will be charged as per rules of the IOC which will be deducted from monthly bills of the party.

05.Tenderer should have knowledge/experience of connection of Gas Cylinders/Burners and at least One year experience in the similar nature of job. Certificate copy to be enclosed.

06.The party(s) should have own arrangement of thellas / rickshaws or tempo shall have to be utilized so that the works do not suffer at any stage and the contractor should have 02 Nos. Smart Phone with seam card in the name of delivery boys for delivery confirmation etc. of LPG cylinder. Further the contractor have to provide uniforms for his delivery boys as per IOCL norms.

07.In absence of Thela /rickshow/tempo the contractor must ensure regular delivery of minimum 25 to 40 number of LPG Cylinder per day in the sectors/area by making alternative arrangement otherwise necessary deduction will be done from his monthly bill.

08.(a)The party should ensure that the LPG deliveryman carrying the weighing equipment and the cylinder is delivered to the customer after showing the weight of the LPG in his/her presence.

The successful tenderer/contractor should be responsible for the proper conduct of his persons. In case of wrong delivery of LPG refill/missing of cylinder, the contractor will responsible and necessary deduction will be made from his bill.

08(b)If the performance of the contractor is not found satisfactory due to negligence/failure on his part, the Corporation at its entire discretion may terminate the contract after giving a 7(seven) days notice in writing to the contractor or may get the job done through another carrier at the risk and cost of the contractor and shall be recovered from the Contractor's bill or Security Deposit apart from consequential losses if any.

09.The contractor will prepare his bill in triplicate supported by one copy of each challan which will be signed by the authorized representative of the BVFCL Employee's LPG Store at the end of each month for the works done by the contractor and submit it to the Manager (HR). The contractor shall be entitled for payment only for such work carried out as per the terms of contract

Contd.- 2

10.Earnest Money: Not applicable as per Govt .notification No.9/4/2020 PPD dtd.12 Nov.2020. Tendere have to submit **Bid Security Declaration in lieu of Earnest money deposit as per Annexure-C**

11.SECURITY DEPOSIT : The successful tenderer shall have to execute performance guarantee against the workmanship at the rate of 3% of the contract value in the form of a Bank guarantee from a scheduled nationalized Bank in favour of M/s Brahmaputra Valley Fertilizer Corporation Limited ,Namrup,P.O. Parabatpur,Dist. Dibrugarh (Assam) Pin- 786623.In case performance Guarantee/Security Deposit for 3% of the contract value are not executed the same shall be deducted from the bills and retained till the expiry of the guarantee period. The Security deposit will not accrue any interest. In the event of unsatisfactory service or non-fulfilment of the contract the Security Deposit shall be forfeited.

12.ASSIGNMENT OR SUBLETING OF CONTRACT: The contractor shall not assign or sublet the contract or part thereof. Any breach of this condition will entitle the Corporation to take such steps as deemed necessary at its discretion including termination of the contract and also rendering the contractor liable to make good to the Corporation in respect of any loss or damage arising or ensuing from such cancellation. No power-of-attorney shall be accepted/entertained.

13.SUBMISSION OF TENDER

Tender should be submitted in 01(single) bid i.e. Technical Bid and Price bid.

14.The Technical bid shall contain the followings:

- a)Attested copy of certificate of experience having successfully completed similar works.
- b)Present Bank Solvency Certificate showing financial resourcefulness from any Nationalized Bank.
- c)Attested photocopy of Valid PAN card in his own / firm's name
- d)The NIT duly signed and sealed (if seal is available) affixed on all pages.
- e)Demand Draft/Pay Order/Challan towards earnest money if require.

15.The Price Bid shall quoted rates only

FAILURE TO FULLY TO COMPLY WITH THE ABOVE REQUIREMENTS SHALL RESULT IN SUMMARY REJECTION OF THE TENDERER

All the documents submitted by tenderes in technical bids should be INDEXED.

THE TENDERER SHALL NOT SUBMIT ANY PAPER /DOCUMENTS WHICH IS /ARE NOT REQUIRED UNDER THE TERMS OF THE NIT.

CONDITIONAL OFFER (S)WILL BE SUMMARILY REJECTED.

16.EXECUTION OF AGREEMENT :

On acceptance of the tender, the contractor shall have to execute an Agreement on stamp paper of Rs.

20/=appropriate denomination at his own cost within 15 (fifteen) days of issue of the work order.

SETTLEMENT OF DISPUTES:

In respect of any dispute in the course of the currency of the contract, the decision of the Management of BVFCL, Namrup shall be final and binding.

(D.Hemram)
Manager(HR)

ANNEXURE -A

(To be filled in and signed by the Tenderer)

To,

The Manager (HR.)
BVFC Limited,
Namrup

Sub : Handling/Delivery of LPG refill door to dooe/collection of empty cylinder
NIT No. _____ dated _____

Dear Sir

Having understood the condition of the contract/specification of works for the above work as detailed in your NIT No. 002/RS/LPG/12----- dated-----, I/we offer the rates as per enclosed specifications for the job. The offer of the rate(s) is based keeping in mind all factors governing the matter and also keeping in consideration any change in circumstances in future.

I/we undertake to deliver the whole of the work comprised in the contract within the time stated.

If the tender accepted, I/we hereby agree to abide by and fulfill all the terms and provision of the said conditions of contract and annexed hereto or in default thereof, forfeit the sum(s) of money mentioned in the said condition as penalty etc.

A sum of Rs----- (Rupees -----) only in form of Challan /Demand Draft/Pay Order on -----Bank Vide No. -----dated----- is forwarded herewith as Earnest Money. The entire money (Earnest Money) shall be forfeited to the Brahmaputra Valley Fertilizer Corporation Ltd. Namrup, if I/we do not sign the Contract Agreement in time or fail to deliver the work within the time specified in the work order of the contract. The said earnest money shall be retained by Brahmaputra Valley Fertilizer Corporation Ltd., Namrup.

Unless and until a formal agreement is executed and complete in all respects, no payment will be made by BVFC Ltd., Namrup.

I/we understand that you are not bound to accept the lowest or any tender you may receive and also is not required to assign any reason for not allotting the contract to me/us or anybody. Further, I/we understand that advocacy of my/our case for any reason directly or indirectly will go against me/us.

As a sign of my having understood the terms and conditions and other details of the contract, I/we hereby return the subject NIT after signing and affixing seals on all pages and also agreeing that the same shall be used as a part of the duly executed contract document in event I/we am/are awarded the contract.

I/we further declare that I/we am/are not a partner/proprietor of any other firm/company or in any way the other participating in the above NIT.

Yours faithfully,

Date:

Signature of the tenderer :

Name in full(block letters):

ANNEXURE - B

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LTD.
NAMRUP : PERSONNEL DEPARTMENT

NIT No. 002/RS/LPG/12/700

Date : 04.02.2021

The Technical Bid shall contain the following

1. Status of the Contractor
2. Experience certificate of handling/delivery of LPG refill door to door/collection of empty cylinders and attending of cylinder complain etc.
3. Present Bank Solvency Certificate showing financial resourcefulness from any Nationalized Bank.
- 4 .PAN No. (Attested photocopy of the card shall be submitted).
5. The NIT duly signed and sealed (if seal is available) affixed on all pages.
6. Demand Draft/Pay Order/Challan towards earnest money deposit is to be furnished.
7. GST Registration No

Signature of Tenderer

Full name and status of Tenderer

**FORMATE FOR SUBMISSION OF QUOTATION RATES FOR HANDLING &
DELIVERY OF LPG REFILL TO DOOR TO DOOR.**

NIT NO.002/RS/LPG/12/700 DTD. 04.02.2021

SCHEDULE OF RATES

Location /area	Rate per cylinder (delivery of refill and collection of empty cylinder)
Sector A,B,F,C,D&E of BVFCL Township & Suburb area of Namrup	₹ _____ (Rupees _____ ____) Excluding GST

Signature of contractor/party.

Name:.....

Address:

.....

.....

Tel./M.No.....

Date:

Ref No. .002/RS/LPG/12/ 700

Date : 04/02/2021

Annexure- C

BID SECURITY DECLARATION

I, -----Son/Daughter of Shri -----
-----Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of
M/s. -----am competent to sign this declaration and accepting “**BID
SECURITY DECLARATION**” In lieu of Bid Security.

I/ we/ am are well aware of the fact that withdrawing or modifying our bids during the period of validity etc,
would lead to suspension of our tender for the time specified in the tender documents as per the office
memorandum dated 12.11.2020 of Rule 170 of General Financial Rules (GFRs) 2017.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my
acceptance of the same.

Signature of the Authorized Person

Date: -----

Full Name : -----

Place: -----

Company Seal : -----