



REQUEST FOR QUOTATION

JOB: HIRING OF VEHICLE FOR ABRPL

RFQ No: ABRPL/RFQ/VEHICEL/048

Date: 27/04/2021

	Client: ASSAM BIO REFINERY PRIVATE LIMITED Project: ABRPL PROJECT Item: HIRING OF VEHICLE FOR ABRPL Due Date & Time: 07/05/2021 & Up to 1400 Hrs. (IST)
PRE-BID MEETING (IF APPLICABLE):	NOT APPLICABLE
UNPRICED BID OPENING:	At 1500 Hours (IST) on 07/05/2021 Hrs
EARNEST MONEY DEPOSIT / BID SECURITY	Rs 199,486 (Rupees One lakh Ninety-Nine Thousand Four Hundred Eighty-Six).
PLACE OF SUBMISSION OF ORIGINAL DOCUMENTS (HARD COPY), EMD, POWER OF ATTORNEY, BQC DOCUMENTS WITHIN BDD	Assam Bio Refinery Pvt. Limited, District: Golaghat, Pin: 785699, Assam (India) Kind Attn: Mr. Rudra Prasad Nag (Head Purchase, ABRPL)

1.0 INTRODUCTION:

1.1 M/s. Assam Bio Refinery Private Limited (ABRPL) is setting up the Assam Bio Refinery at Numaligarh, Assam. E-Bids are invited under Single Stage Two Bid System for Hiring of Vehicle for ABRPL, Numaligarh. Competent agencies with sound technical and commercial capabilities meeting the Bidder's Qualification Criteria stated in **Pre-Qualification Criteria and Scope of Work / Service** are requested to submit proposal.

1.2 This bid is intended to be "**ZERO DEVIATION BID**".

2.0 BRIEF SCOPE OF WORK:

HIRING OF VEHICLE FOR ABRPL

3.0 CONTRACT PERIOD:

12 Months from the date of issue of Letter of Intent (LOI)/ Purchase Order (PO).



4.0 Bidder shall submit the following documents duly filled, signed & stamped by authorized person.

PART-I (TECHNO-COMMERCIAL BID):

- 1) RFQ
- 2) COMPLIANCE TO BID REQUIRMENT
- 3) SUPPLIER CODE OF CONDUCT
- 4) DOCUMENTS AS PER PRE-QUALIFICATION CRITERIA

Part-II (PRICED BID):

This part shall contain only the PRICE BID Format.

5.0 BIDDER'S QUALIFICATION CRITERIA (BQC):

Please refer Pre-Qualification Criteria and Scope of Work.

6.0 SUBMISSION OF BIDS & VALIDITY

- 6.1 Bids are required to be submitted only through e-tendering website: <https://www.tenderwizard.com/abrpleproc> on or before the Bid submission date and time. It may also be noted that the price details are required to be filled & submitted only in the Schedule of Price format downloaded from above e-Tendering website.
- 6.2 Physical Bids / Offers or Bids through any other mode shall not be accepted. The Offers submitted through e-tendering system, as above shall only be considered for evaluation and ordering.
- 6.3 Validity of bid shall be **4 (four)** months from the final due date of opening of Techno-commercial (Un-priced) Bids.

7.0 PAYMENT TERMS

Payment shall be released within 30 days from the date of submission of correct Invoice. Monthly invoices are to be submitted by the Contractor within 7th day of the Calendar month along with the logbook duly certified by the user department and other relevant documents in support of the claims in the bill. The proof of payment of wages should be submitted along with bill.

Payments are subject to deduction towards Security deposit, TDS as per prevailing rates and other recoveries as applicable as per terms & conditions of the contract.

8.0 EARNEST MONEY DEPOSIT (EMD)

- 8.1 Bids must be accompanied with Earnest Money Deposit / Bid Security. Bids not accompanied with requisite Earnest Money deposit /Bid Security shall be considered as non-responsive and such Bids shall be summarily rejected. EMD/ Bid Security shall be in favour of Assam Bio Refinery Pvt. Limited, Numaligarh, Assam in the form of Demand Draft or Bank Guarantee in the prescribed proforma in favour of "**Assam Bio Refinery Pvt Ltd**" from any Indian Scheduled bank or from any Indian branch of an International bank. The Bank Guarantee shall be valid for a period of 3 months beyond the bid validity.

Bidders are to deposit EMD irrespective of being MSME/Start up without which offers will not be accepted. There will be no waiver of EMD for Public sector undertaking of central/ state Government undertakings, MSME/Start up.



- 8.2 Bidders are required to submit the **Original EMD** in OWNER office within the Bid Due date and time to the following address:
Assam Bio Refinery Pvt. Limited,
Post Box No. 003, Post office: N.R. Complex,
District: Golaghat, Pin: 785699,
Assam (India).
Kind Attn: Mr. Rudra Prasad Nag (Head Purchase, ABRPL)
EMD in original shall be submitted in a sealed envelope titled "**Earnest Money Deposit for Bidding Document No. ABRPL/RFQ/VEHICEL/048**".
- 8.3 Bids not accompanied with EMD shall be rejected and such Bidder shall not be allowed to attend Bid opening.

9.0 SECURITY DEPOSIT

Successful bidders have to submit Security deposit as per GCC (General Conditions of Contract) of ABRPL

10.0 EVALUATION AND AWARD METHEDOLOGY:

The subject tender has 2 (two) Groups (viz. GROUP-A & GROUP-B). The bidders can quote either for GROUP-A or GROUP-B or for both parts. GROUP-A and GROUP-B of the tender shall be awarded to two different bidders. One bidder will be awarded one Group only.

ABRPL reserve the rights to invite the Bidders for price negotiation. Bidder shall attend such negotiation meetings and if requested by ABRPL, bidders shall provide the analysis of rates/break-up of amount quoted by him for any or all items of Schedule of Rates to demonstrate the reasonability. As a result of negotiation, Bidder may offer rebate on his earlier quoted price.

11.0 OTHER TERMS AND CONDITIONS:

- (a) Transfer of tender documents issued to one short-listed bidder to another is not permissible. Further, tender containing uncalled for remarks or any additional conditions are liable to be rejected.
- (b) The management of ABRPL reserves the right to reject any or all the tenders received without assigning any reason thereof.
- (c) Variation in the value of the work will not vitiate the tender agreement.
- (d) The contractor will have to abide by the existing laws applicable to contract works and co-operate with other contractors working at site and will not cause hindrance to other works.
- (e) The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety and Environmental rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor and the company shall have no liability whatsoever on this account.
- (f) The contractor should engage skilled and unskilled labourers preferably from the local population to the extent available.
- (g) ABRPL authorised person shall be the Engineer-in-charge of the work and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.



- (h) The General Conditions of contract (GCC) of ABRPL will be applicable for this contract also.
- (i) Insurance shall be affected for all employees of the contractor, engaged in the performance of the subject job. (Refer clause 7.2 of GCC).

12. **GENERAL**

- ABRPL reserves the right to carry out capacity & capability assessment of the bidder using in-house information and past performance.
- ABRPL will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.
- In case any Bidder is found to be involved in cartel formation, their Bid will not be considered for evaluation / placement of order. Such Bidder will also be debarred from bidding in future.
- Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- Bidder shall not be under liquidation, court receivership or similar proceeding.
- ABRPL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- Consultant for the Project or their subsidiary company or companies under the management of consultant, are not eligible to quote for the execution of the same job for which they are working as consultant.
- Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- For detailed specifications, terms and conditions and other details, refer complete Bidding Document.

11.1 Clarification, if any, can be raised to Mr. Trinayan Gogoi, (P&C) & Mr. Rudra Prasad Nag, Head Purchase (ABRPL) through following numbers & emails.

Telephone No. 7002280922, 9319595507

E-mail: trinayan.gogoi@abrpl.co.in, rudra.nag@fortum.com

Last date & time for receiving any query : 14:00 Hours, 10.03.2021

For and on behalf of ABRPL



Annexure – II

(Letter from Statutory Auditor/CA)

(To be printed on Letter Head of Statutory Auditor/CA)

FINANCIAL DETAILS

We, _____, a CA firm having our registered office address _____ and certificate number _____ certify that we are statutory auditor of the Company M/s _____, having its registered office at _____.

OR

We, _____, a CA firm having our registered office address _____ and certificate number _____ certify that statutory auditor is not mandatory for the company M/s _____, having its registered office at _____ as per prevailing law and we are practicing Chartered Accountant, not being an employee / Director and not having any interest in the company.

Financial details of the above mentioned Company, as per latest available audited balance sheet are as follows: Auditor/CA to select either of the following options and strike off the other.

- a. In case bidder is a parent company, i.e., having its wholly owned subsidiaries: Auditor to select either of the following options and strike off the other.
 - i. Financial details are of parent company without the financial data of subsidiaries
 - ii. Financial details are of parent company including the financial data of subsidiaries. It is certified that separate annual report of bidder, without the financial data of subsidiaries, is not prepared and audited.

OR

- b. In case bidder is a subsidiary company: Auditor to select either of the following options and strike off the other.
 - i. Financial details are of subsidiary company
 - ii. Financial details are of parent company including the financial data of subsidiaries. It is certified that separate annual report of bidder, i.e., subsidiary, is not prepared and audited.

OR

- c. In case bidder does not have any subsidiary or parent company, Financial details of are of the company itself.

S No.	Description	Year	Value Currency (_____)
1.	Turnover	Latest financial year (_____)	



		Preceding 1 st year (_____)	
		Preceding 2 nd year (_____)	
2.	Net Worth	Latest financial year (_____)	(*)
3.	Working Capital	Latest financial year (_____)	

(*) – Indicate Positive or Negative (Value is not Mandatory)

Note:

1. In case the financial year closing date is within 9 months of bid due date and audited annual report of immediate preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years.

Example, In case, audited annual report of immediate preceding financial year (year ending 31st March) is not available and where bid closing date is up to 31st December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case the bid closing date is after 31st December, it is compulsory to submit the financial details of the immediate three preceding financial years only.

2. In case a bidder (Parent Company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited, which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the bidder certifying that separate annual report of bidder (without the financial data of subsidiaries) is not prepared and audited.
3. Further, in case a bidder is a subsidiary company and separate annual report of the bidder is not prepared and audited, but only a consolidated annual report of the Parent Company is available, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the parent company certifying that separate annual report of bidder is not prepared and audited.
4. **Networth calculation:** Networth means paid up share capital, Share Application Money pending allotment* and reserves# less accumulated losses and deferred expenditure to the extent not written off. Networth has been calculated using the following formula, as per provisions of the enquiry document:

Reserves to be considered for the purpose of networth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

*Share Application Money pending allotment will be considered only in respect of share to be allotted.

Paid up share capital	XXXX
Add: Share Application Money pending allotment XXX	
Add: Reserves (As defined Above)	XXXX
Les: Accumulated Losses	XX
Less: Deferred Revenue Expenditure to the extent not written off	<u>XX</u>
Networth	<u>XXXX</u>

5. **Working Capital calculation:** Working Capital shall be Current Assets minus Current Liabilities.
6. **Turnover:** Turnover shall be calculated including Excise Duty but excluding other Incomes.



7. Network, Working Capital and Turnover has been calculated using the above mentioned formulae and after giving effect to the impact of Audit Qualifications given in the Audit Report.

Signature
Name & Designation

Annexure- III

(Certification by Statutory Auditor/CA)
(To be printed on Letter Head of Company)

FINANCIAL DETAILS

We, M/s _____, having our registered office at _____ certify that M/s _____ is a CA firm having their registered office address _____ having certificate number _____ are our statutory auditor.

OR

We, M/s _____, having our registered office at _____ certify that statutory auditor is not mandatory for the company as per prevailing law and M/s _____, a CA firm having their registered office address _____ having certificate number _____ are practicing Chartered Accountant, not being an employee/Director and not having any interest in our company.

Financial details of our Company, as per latest available audited balance sheet are as follows: Company to select either of the following options and strike off the other.

- a. In case bidder is a parent company, i.e., having its wholly owned subsidiaries: Company to select either of the following options and strike off the other:
 - i. Financial details are of parent company without the financial data of subsidiaries
 - ii. Financial details are of parent company including the financial data of subsidiaries. It is certified that separate annual report of bidder, without the financial data of subsidiaries, is not prepared and audited.

OR



- b. In case bidder is a subsidiary company: Auditor to select either of the following options and strike off the other.
- i. Financial details are of subsidiary company
 - ii. Financial details are of parent company including the financial data of subsidiaries. It is certified that separate annual report of bidder, i.e., subsidiary, is not prepared and audited.

OR

- c. In case bidder does not have any subsidiary or parent company, Financial details of are of the company itself.

S No.	Description	Year	Value Currency (_____)
1.	Turnover	Latest financial year (_____)	
		Preceding 1 st year (_____)	
		Preceding 2 nd year (_____)	
2.	Net Worth	Latest financial year (_____)	(*)
3.	Working Capital	Latest financial year (_____)	

(*) – Indicate Positive or Negative (Value is not Mandatory)

Note:

1. In case the last financial year closing date is within 9 months of bid due date and audited annual report of immediate preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years.

Example, In case, audited annual report of immediate preceding financial year (year ending 31st March) is not available and where bid closing date is up to 31st December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case the bid closing date is after 31st December, it is compulsory to submit the financial details of the immediate three preceding financial years only.
2. In case a bidder (Parent Company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited, which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the bidder certifying that separate annual report of bidder (without the financial data of subsidiaries) is not prepared and audited.
3. Further, in case a bidder is a subsidiary company and separate annual report of the bidder is not prepared and audited, but only a consolidated annual report of the Parent Company is available, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the parent company certifying that separate annual report of bidder is not prepared and audited.
4. **Networth calculation:** Networth means paid up share capital, Share Application Money pending allotment* and reserves# less accumulated losses and deferred expenditure to the extent not written off. Networth has been calculated using the following formula, as per provisions of the enquiry document:



Reserves to be considered for the purpose of networth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

*Share Application Money pending allotment will be considered only in respect of share to be allotted.

Paid up share capital	XXXX
Add: Share Application Money pending allotment	XXX
Add: Reserves (As defined Above)	XXXX
Les: Accumulated Losses	XX
Less: Deferred Revenue Expenditure to the extent not written off	<u>XX</u>
Networth	<u>XXXX</u>

5. **Working Capital calculation:** Working Capital shall be Current Assets minus Current Liabilities.
6. **Turnover:** Turnover shall be calculated including Excise Duty but excluding other Incomes.
7. Networth, Working Capital and Turnover has been calculated using the above mentioned formulae and after giving effect to the impact of Audit Qualifications given in the Audit Report.

Signature

Name & Designation

Sign and Stamp of Statutory auditor / CA (on all pages)