

NOTICE INVITING TENDER (NIT)
FOR
SUPPLY OF OFFICE STATIONERY AT M/S. ASSAM BIO REFINERY
PRIVATE LIMITED (ABRPL) AT NUMALIGARH, ASSAM
BIDDING DOCUMENT NO.: ABRPL/RFQ/OFFICE STATIONERY/136
(DOMESTIC COMPETITIVE BIDDING)
e-Tendering

1.0 INTRODUCTION:

1.1 M/s. Assam Bio Refinery Private Limited (ABRPL), invites e-bids under **Single Stage Two Part Bid** System for **“SUPPLY OF OFFICE STATIONERY”** at Assam Bio Refinery Private Limited, Numaligarh from competent agencies with sound technical and commercial capabilities meeting the Bidder’s Qualification Criteria stated in Cl. 5.0 below.

2.0 BRIEF SCOPE OF WORK:

The vendor shall supply **OFFICE STATIONERY** as per **Annexure_01**.

3.0 CONTRACT PERIOD:

01 (One) Year from the date of issue of Letter of Intent (LOI).

4.0 SALIENT DETAILS:

a)	Bidding Document available on Website	:	From 25/07/2023 to 07/08/2023 .
b)	Last date of Receipt of Bidder’s Queries	:	On 31/07/2023 .
c)	Date of Pre-Bid Meeting	:	Not Applicable
d)	Last Date and time of Online submission of Bids (Bid Due Date)	:	Up to 1200 Hrs. (IST) on 07/08/2023 .
e)	Online Opening of Techno-commercial Unpriced Bid	:	1500 Hrs. (IST) on 07/08/2023 (*)
f)	Cost of Bidding Document (Non-Refundable)	:	Not Applicable

If dates identified as (*) above happen to be a declared holiday in ABRPL Assam, the next working day shall be considered.

The complete Bidding Document is available on e-tendering Website: www.tenderwizard.com/ABRPLEPROC. Bidders can view / download the document from the website mentioned above.

All amendments, time extension, clarifications, etc. will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the above website to keep themselves updated.

Request for extension or any queries received from any bidder with less than four working days prior to bid due date shall generally be ignored, since there will not be adequate time for proper communication with Client and other Bidders. Bidders shall submit the bid directly and in their own name without involving any intermediaries.

5.0 BIDDER'S QUALIFICATION CRITERIA (BQC):

Agencies intending to participate shall fulfil the following qualification criteria:

TECHNICAL CRITERIA:

- a. Bidder must be a permanent residence of Assam. PRC (permanent residence certificate issued by District Administration) to be submitted along with the bid.
- b. The bidder must have minimum two years of experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Private Organization.

Note: For proof of requisite experience, self-attested photocopies of following documents must be submitted along with the bid:

(i) Contract documents / Work Order / Purchase Order showing details of work.

or

(ii) Completion Certificate / provisional completion certificate for the aforesaid Contract documents / Work Order / Purchase Order showing Contract number, Gross value of job done, Contract period /Contract start and completion date.

FINANCIAL CRITERIA:

Annual Turnover:

Annual Turnover of the Bidder shall not be less than **Rs. 5,00,000/- (Indian Rupees Five Lakhs only)** in **at least one of the immediately preceding three financial years** as on the date of submission of bid.

Net Worth:

Net Worth of the Bidder shall be at **POSITIVE** as per the immediate preceding year's.

Working Capital:

Minimum Working Capital of the bidder as per the immediate preceding year's should not be less than **Rs. 50,000/- (Indian Rupees Fifty Thousand only)**.

- d. Financial years/ previous period as above shall be reckoned from the due date of submission of bids.
- e. **Bidder to evidence the meeting of financial criteria shall furnish the complete ITR, balance sheets, profit & loss accounts statement, CA certificate and all other schedules for the preceding three financial years.**
- f. All documents furnished by the bidder in support of meeting the technical and financial criteria of BQC shall be submitted in a separate section/booklet along with their offer.
- g. Bidder shall submit the following documents duly filled, signed & stamped by authorized person.

PART-I (TECHNO-COMMERCIAL BID):

- (i) Notice Inviting Tender
- (ii) Tender Document
- (iii) Documents as per BQC
- (iv) Duly Filled Proposal Forms
- (v) Supplier Code of Conduct duly signed & stamped.
- (vi) Unpriced copy of Price Schedule with the word "Quoted".
- (vii) Compliance to bid requirements.
- (viii) PAN Card.
- (ix) GST Registration
- (x) Trade License
- (xi) Proof of Permanent Address (AADHAAR Card/Driving License/Voter's I-card/Electricity Bill (in own name)

Part-II (PRICED BID):

- (i) Duly filled Price Schedule

- h. Any additional documents if deemed necessary to establish the qualifying requirements may be submitted by the Bidder.
- i. Submission of authentic BQC documents is the prime responsibility of the Bidder. However, ABRPL reserves the right to getting the document cross verified, at their discretion from the document issuing authority & negotiation.
- j. In the event of submission of any document / certificate by the bidder in a language other than English, the bidder shall get the same translated into English and submit the same after getting the translation duly authenticated by local Chamber of Commerce of bidder's country.
- k. Failure to meet the above Qualification Criteria will render the Bid to be summarily rejected. Therefore, the bidder shall in his own interest furnish complete documentary evidence in the first instance itself along with their bids, in support of their fulfilling the Qualification Criteria as given above.
- l. ABRPL reserves the right to complete the evaluation based on the details furnished without seeking any additional information and/or in-house data, survey or other work.

6.0 SUBMISSION OF BIDS & VALIDITY

- 6.1 Bids are required to be submitted only through e-tendering website: 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 date of opening of Techno-commercial (Un-priced) Bids.

7.0 EVALUATION AND AWARD:

Price Evaluation and Award to be done on overall L1 basis of the techno commercial qualified bidders.

***Note:**

Bidders are requested to quote for all the items in the price schedule. If the bidder does not quote for any item(s) then their bid shall not be considered for evaluation.

8.0 PAYMENT TERMS:

100% payment shall be released within 30 days after receiving of goods & submission of correct invoice.

9.0 DELIVERY TIME:

Delivery shall be made within 03 days from the time of intimation by authorized ABRPL representative.

10.0 TRANSPORTATION AND PACKAGING & FORWARDING:

Shall be included in the Quoted price.

11.0 PENALTY/LD FOR DELAY IN SUPPLY:

In case of delay in delivery of goods, ABRPL may at its option, recover from the vendor, price reduction of 1% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value of goods.

12.0 OTHER TERMS & CONDITIONS

- 12.1 ABRPL reserves the right to negotiate and carry out capacity & capability assessment of the bidder using in-house information and past performance.
- 12.2 The ordered material shall have to be delivered in good packing condition to ABRPL Admin. Building, ABRPL Project site, Numaligarh, Dist. - Golaghat, Assam, Pin - 785699 within a

period of 03 days from the date of receipt of the indent. Necessary arrangements for unloading should be made by the Agency at his own cost.

- 12.3 The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
- 12.4 If the order is still not supplied, the supply order will be cancelled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills of the contractor. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.
- 12.5 The bidders who are on Holiday/Negative/ Black-listing/Suspension/Banning list of ABRPL/NRL/ Fortum or any Government Department / Public / Private Sector companies on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/Award. If the bidding document were issued inadvertently/ downloaded from website, offers submitted by such bidders shall also be not considered for bid opening/evaluation/Award.
- 12.6 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.
- 12.7 ABRPL authorised person shall be the Engineer-in-charge of the work and the supplier will have to abide by the instructions of Engineer-in-charge as given from time to time.
- 12.8 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 also be debarred from bidding in future.
- 12.9 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 12.10 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 12.11 Bidder shall not be under liquidation, court receivership or similar proceeding.
- 12.12 ABRPL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 12.13 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.
- 12.14 Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- 12.15 Clarification, if any, can be obtained from Mr Trinayan Gogoi through following numbers.

Telephone No.: 7002280922

E-mail: trinayan.gogoi@abrpl.co.in

*Please specify RFQ No.: **ABRPL/RFQ/OFFICE STATIONERY/136** in all Correspondence.

THIS IS NOT AN ORDER

Very truly yours,

For & on Behalf of ABRPL

