



**NOTICE INVITING TENDER (NIT)
FOR
PRINTING & STATIONERY WORKS FOR
ASSAM BIO REFINERY PRIVATE LIMITED (ABRPL) AT NUMALIGARH,
ASSAM
BIDDING DOCUMENT NO.: ABRPL/RFQ/PRINTING &
STATIONERY/140
(DOMESTIC COMPETITIVE BIDDING)
e-Tendering**

RFQ Ref No: ABRPL/RFQ/PRINTING & STATIONERY/215

Date: 03/05/2024

1.0 INTRODUCTION

1.1 M/s. Assam Bio Refinery Private Limited (ABRPL), invites e-bids under **Single Stage Two Part Bid** System for “**ANNUAL RATE CONTRACT FOR PRINTING & STATIONERY WORKS**” for 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 execute Printing and Stationery Works 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

Bidding Document available on Website	:	From 03/05/2024 to 10/05/2024.
Last date of Receipt of Bidder’s Queries	:	On 10/05/2024.
Date of Pre-Bid Meeting	:	Not Applicable
Last Date and time of Online submission of Bids (Bid Due Date)	:	Up to 1200 Hrs. (IST) on 10/05/2024.
Online Opening of Techno- commercial Unpriced Bid	:	1500 Hrs. (IST) on 10/04/2024 (*)
Cost of Bidding Document (Non- Refundable)	:	Not Applicable
Earnest Money Deposit / Bid Security	:	Rs. 16,043/- (Rupees Sixteen Thousand Forty Three only)

Place of Submission of EMD within BDD **ASSAM BIO REFINERY PVT. LIMITED,**

ABRPL SITE, ADMIN BUILDING,
NEAR CISF COLONY, TELGARAM
DISTRICT: GOLAGHAT, PIN: 785699,
ASSAM (INDIA)

KIND ATTN: MR. RUDRA PRASAD
NAG

(HEAD – PURCHASE, ABRPL)

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 will be uploaded on the website only and will not be published in Newspapers.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:

5.1 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 3 years of experience of PRINTING & STATIONERY WORKS 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/ Letter of Intent 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.

5.2 **FINANCIAL CRITERIA:**

(a) **Annual Turnover:**

Annual Turnover of the Bidder shall not be less than **Rs. 8,02,169.00 (Rupees Eight Lakhs Two Thousand One Hundred Sixty Nine only)** in **at least one of the immediately preceding three financial years** as on the date of submission of bid

(b) **Net Worth:**

The financial net worth of the Bidder as per the immediate proceeding year's audited annual financial results shall be positive

(c) **Working Capital:**

Minimum Working Capital of the bidder as per the immediate preceding year's should not be less than **Rs. 80,216.00 (Rupees Eighty Thousand Two Hundred Sixteen 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.

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.

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) **Brochure/ Technical Data Sheets (TDS)/ Specification** for the quoted items.
- (v) Duly Filled Proposal Forms

- (vi) Supplier Code of Conduct duly signed & stamped.
- (vii) Unpriced copy of Price Schedule with the word "Quoted".
- (viii) Compliance to bid requirements.
- (ix) PAN Card.
- (x) GST Registration
- (xi) Trade License
- (xii) Proof of Permanent Address (AADHAAR Card/Driving License/Voter's I-card/Electricity Bill (in own name)

Part-II (PRICED BID):

Duly filled Price Schedule

- (i) Any additional documents if deemed necessary to establish the qualifying requirements may be submitted by the Bidder
- (ii) 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.
- (iii) 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
- (iv) 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.
- (v) 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:

- (i) The evaluation of the tender shall be done in two parts viz. 1) Technical Bid/Qualifying bid and 2) Financial bid. The technical bid will be opened first and only if the tenderer qualifies in the technical bid then the Financial bid shall be opened on-line and considered for final evaluation
- (ii) The financial evaluation shall be carried out on L1 basis.
- (iii) ABRPL reserves the right to conduct negotiations.
- (iv) In case of tie between two or more bidders at L-1 position, all the L-1 bidders should be asked to submit discount over previous quoted rate in a sealed envelope

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.

8.2 Bidders are to deposit EMD irrespective of being MSE/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, MSE/Start up.

8.3 EMD in original shall be submitted in a sealed envelope titled "**Earnest Money Deposit for Bidding Document No. "ABRPL/RFQ/PRINTING & STATIONERY/140"**".

8.4 Bids not accompanied with EMD shall be rejected and such Bidder shall not be allowed to attend Bid opening.

9.0 **PAYMENT TERMS:**

- (i) Contractor shall submit bills in duplicate to the Engineer-In-Charge every month within 7th day of the calendar month.
- (ii) 100% payment shall be released within 30 days after receiving of goods, submission of correct invoice & certification of Engineer In Charge

10.0 **DELIVERY PERIOD**

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 3 days from the date of receipt of the indent or by any date as instructed by EIC. Necessary arrangements for unloading should be made by the Agency at his own cost.

11.0 **TRANSPORTATION AND PACKAGING & FORWARDING:**

Shall be included in the Quoted price

12.0 **CONTRACT PERFORMANCE BANK GUARANTEE (CPBG)**

CPBG to be submitted within 15 days from the date of issue of LOI, the Seller shall furnish Contracts cum performance guarantee in the form of Bank Guarantee as per the purchaser's proforma for an amount equivalent to 10% of the Total order value. CPBG shall be given on a non-judicial stamp paper of appropriate value (currently Rs. 100).

The Contracts cum Performance Guarantee shall be valid for the entire contract period

13.0 PENALTY/LD FOR DELAY IN SUPPLY

- 13.1 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.
- 13.2 For Delay in Supply: In case of delay in delivery of goods, ABRPL may at its option, recover from the vendor, price reduction of 2% 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.
- 13.3 For Non-Supply: 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.

14.0 OTHER TERMS & CONDITIONS

- (i) ABRPL reserves the right to negotiate and carry out capacity & capability assessment of the bidder using in-house information and past performance.
- (ii) Bidders may ask to submit sample of the quoted items as per the requirement.
- (iii) General Purchase Conditions (Indigenous) and SIB of ABRPL will be applicable for this contract.
- (iv) 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.
- (v) 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.
- (vi) "ENGINEER-IN-CHARGE" means Sr. Manager (HR) ABRPL, or his/her representative, who shall exercise overall control on the administration of this annual rate contract through this tender. All materials to be delivered as per the instruction of E-I-C. The supplier will have to abide by the instructions of Engineer-in-charge as given from time to time.
- (vii) 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.

- (viii) Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- (ix) Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- (x) Bidder shall not be under liquidation, court receivership or similar proceeding.
- (xi) ABRPL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- (xii) 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.
- (xiii) Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- (xiv) Clarification, if any, can be obtained from Mr Munmun Chetia through following numbers:

Telephone No.: 7 0 0 2 3 8 6 4 0 8

E-mail: munmun.chetia@abrpl.co.in

Please specify RFQ No.: ABRPL/RFQ/PRINTING & STATIONERY/140 in all Correspondence.

THIS IS NOT AN ORDER

Very truly yours,

For & on Behalf of ABRPL