



## **CPO REFINERIES**

### **TENDER FOR**

### **MARKET STUDY FOR POLY PROPYLENE FOR BPCL**

### **REQUEST FOR QUOTATION**

**CRFQ 1000291915**

**E-Tender System ID: 30805**

| <b>Tender Calendar Details</b> |                                  |                                     |
|--------------------------------|----------------------------------|-------------------------------------|
| <b>Stage Name</b>              | <b>Start Date</b>                | <b>End date and Time</b>            |
| <b>Tender release</b>          | <b>06.11.2017</b>                | <b>27.11.2017<br/>11:00 hrs IST</b> |
| <b>Technical bid opening</b>   | <b>27.11.2017, 11:30 hrs IST</b> |                                     |
| <b>Priced Bid Opening</b>      | <b>Will be intimated later</b>   |                                     |

## **REQUEST FOR QUOTATION**

### **Market Study for Poly Propylene for BPCL**

- 1.0 This is a limited E-tender and only the bidder(s), who have been issued this e-tender, can submit their bid through e-platform.

Electronic digitally signed & sealed (encrypted) E-Bids are invited in 2 part bid system for the tender for 'Market Study for Poly Propylene for BPCL' in complete accordance with tender documents and its attachments.

- 1.1 All prospective bidders are requested enroll onto our e-tendering platform <https://bpcleproc.in/> maintained by M/s. E-procurement Technologies Ltd, our authorized Service Provider for E-tendering.

- 1.2 Upon logging in to the e-procurement website, bidders can download the bid documents and shall thoroughly go through the same. All documents required for the bid, shall be uploaded on the appropriate place in the E-Procurement web site, digitally signed. No physical scanned documents need to be uploaded except those specifically indicated.

- 1.3 **As a pre-requisite for participation in the tender, bidders are required to obtain a valid Digital Signature Certificate of Class 2B or Class 3 (Signing and Encryption/Decryption) and above as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). The cost of obtaining the digital certificate shall be borne by the bidder.**

- 1.4 Bidders are advised to read the Instructions for participating in the electronic tenders directly through internet (Bid Submission Manuals are available on the above mentioned e-procurement site) and get conversant with the process of online submission of the tenders well in time so as to submit tenders by the due date.

- 1.5 E-Bidding instructions are also attached along with the tender document for reference and guidance.

### **2.0 BRIEF DESCRIPTION:**

Mumbai Refinery (MR) of Bharat Petroleum Corporation Limited (BPCL), has an installed capacity of 12.0 Million Metric Tonnes per Annum (MMTPA) located at Mahul, Mumbai, Maharashtra, India. The refinery was commissioned in 1955 with a crude oil processing capacity of 2.2 MMTPA in a plot area of 450 acres. The refining capacity has been augmented to the present level (of ~ 13.5 MMTPA), through progressive revamps, addition of various process units and incorporating advanced refining technologies. In addition to petroleum products, the refinery also produces petro chemical feed stocks such as Propylene (Refinery Grade), Benzene and Toluene.

In order to remain competitive and improve refinery profitability further, as a part of long term strategy, MR intends to set up Bottom Upgradation Plant (BUP) and diversify into Petrochemicals (PC). MR has recently carried out a study for setting up of BUP. Based on the study, it is proposed to set up a Petrochemical Resid FCC (PRFCC) at MR. This would enable MR to increase its high Sulphur crude processing capability and would also produce about 50-55 / 450-500 KTA of Ethylene and Propylene respectively. Utilizing this feedstock, it is proposed to set up about 450 - 500 KTA Poly Propylene (Homo / Random / Impact grades) unit.

MR has space constraints to accommodate Petro Chemical facilities within the existing Refinery. Currently BPCL is in the process of acquiring about 442 Acres of HOCL land (out of which about 260 acres is proposed for Petchem facilities) at Rasayani, which would be considered for the above PP & associated facilities.

In order to facilitate the setting up of a Poly Propylene (PP) unit, a market study to establish the following objectives is proposed:

1. Grade wise Supply-Demand balance & Prices of PP (in India and logical export market)
2. Recommendation of optimal mix of various PP Grades
3. List of customers (product wise / grade wise - with volumes) capable of bulk evacuation of products for reducing storage requirements

The market survey would help MR to arrive at the best economical option for PP unit configuration and product mix.

### 3.0 OFFER VALIDITY:

The Offer shall be valid for a period of 180 days from Tender Due Date / Extended Tender Due Date for placement of order.

### 4.0 TAXES AND DUTIES :

Your quoted lump sum basic price shall be inclusive of all Indian taxes and duties except Goods and Services Tax (GST). GST shall be quoted separately and shall be applicable extra on the quoted lump sum basic price.

### 5.0 EARNEST MONEY DEPOSIT (EMD) :

- 5.1. The interest-free Earnest Money Deposit (EMD) of **Rs 1,00,000/- (Rupees One Lakh Only)** to be submitted by way of crossed account payee Demand Draft drawn on any nationalized / scheduled bank in favour of "**BHARAT PETROLEUM CORPORATION LTD**" payable at **Mumbai**. The EMD shall be arranged prior to the due date & time of opening of the "Pre-qualification Bid".

The following categories of bidders are however exempted from depositing EMD:

- a) Units registered with National Small Industries Corporation (NSIC);
- b) Units falling under Micro & Small Enterprises (MSEs) category and registered with authorities specified under Public Procurement Policy for MSEs and as defined under the MSMED Act 2006. Vendor shall submit the EMI and EMII certificate from DIC along with their offer.

The above are subject to the fulfilling of under mentioned conditions:

- a) Units should be registered with National Small Scale Industrial Corporation Limited (NSIC) or with any of the Authorities specified under the Public Procurement Policy for MSE's. (DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME.)
- b) The Unit should be registered for the item tendered.
- c) The monetary limit, if any, indicated in the registration certificate should cover value of items ordered.
- d) Registration Certificate is valid for a period at least up to validity of the offer.
- e) Self-attested copy of valid relevant registration certificate should be submitted in support.
- f) Registration with DGS&D will not entitle a Tenderer to claim above exemption.
- g) Units registered with National Small Industries Corporation (NSIC) or MSE subject to:

Such bidders must upload appropriate proof along with their "Technical Bid", to show that they are eligible for the exemption from EMD (application for registration as NSIC / MSE or for renewal will not be acceptable), failing which such bid will be treated as bid received without EMD and liable to be rejected.

- h) All MSEs who are having Udyog Aadhaar Memorandum (UAM) shall be given all benefits available under Public Procurement Policy for MSEs order 2012. Therefore, UAM shall also be accepted as a valid document for vendors seeking benefits under PPP for MSEs order 2012
- i) Registration with DGS&D will not entitle the Bidder to claim exemption from payment of EMD.

5.2 "Earnest Money Deposit" (EMD), wherever applicable, shall be paid separately by Demand Draft (DD) / Banker's Cheque drawn in favour of Bharat Petroleum Corporation Limited and payable at Mumbai, or by electronic funds transfer or bank guarantee.

5.3 The Bank Guarantee in lieu of EMD shall be furnished on non-judicial stamp paper of Rs. 500/- value and in the prescribed Performa given in the Tender Document.

5.4 Bank Guarantee (BG) shall be executed by any Scheduled Bank approved by Reserve Bank of India as per the proforma. The BG shall remain valid for a period of six months from the due date of opening the tender.

5.5 Original DD/ Banker's Cheque or BG as the case may be, towards EMD shall be sent separately to CPO (Head), CPO-Refineries, BPCL. Copy the DD/ Banker's cheque/ BG as the case may be, along with proof of dispatch to be uploaded along with "Pre-qualification Bid". Bids without EMD are liable to be rejected.

5.6 EMD can be also submitted through electronic fund transfer to the Account as detailed below;

Details of Bank for Electronic Fund Transfer:  
Beneficiary-Bharat Petroleum Corporation Limited

Name of the Bank- Standard Chartered Bank, M G Road, Address-90, M G Road, Fort, Mumbai-400 001,IFSC Code-SCBL0036001,MICR Code-400036002,Type of Account-11(Current), Account No:22205020115.

5.7 EMD of other unsuccessful bidders shall be released after issuance of FOA/LOA/contract Order against this tender. However, in case of successful bidder the EMD shall be released on receipt of performance bank guarantee.

5.8 Forfeiture of EMD - A tenderer who has submitted their bid shall not be permitted to alter/ amend or withdraw the bid, notwithstanding that the bid(s) has/ have not yet been opened/ finalized. A tenderer who purports to alter/ modify withdraw their offer after submission, within the validity of the offer shall be liable to have their offer rejected and their EMD forfeited/encashed.

5.9 The Earnest Money deposited by successful tenderer shall be forfeited if the successful tenderer fails to honour the offer terms prior to ordering and Contractual terms after issuance of FOA/LOA/contract Order.

5.10 Offers received without scan copy of EMD (DD/BG/Valid NSIC Certificate/Bank transfer details) in the e-tender and physically not received within 7 days after "Pre-qualification Bid" opening date (as indicated in the NIT or corrigendum thereof) are liable to be rejected.

5.11 EMD shall be valid for a period of 6 (Six) Months from the due date and in compliance with the terms provided in General Conditions of Contract (GCC) for the same. EMD format provided in GCC shall be complied.

5.12 Additional instructions for Foreign Bidders

Foreign bidders can submit EMD in Euro or USD only. Details are as follows;

1. EMD amount (net) in USD / EURO shall be USD 1600 OR EURO 1500.
2. EMD shall be paid by BG or wire transfer.
3. In case of BG, the validity of BG shall be 90 days beyond the validity of the offer for claim.
4. Bank Guarantee from foreign bank is acceptable only if the same is countersigned by their Indian branches (provided the Indian branch of the foreign bank is recognized Scheduled Bank by Reserve Bank of India) or any Indian Scheduled Bank.

5. SWIFT Details are mentioned below;

a. For USD Account

|                  |                                      |
|------------------|--------------------------------------|
| Beneficiary Name | Bharat Petroleum Corporation Limited |
| Bank Name        | Standard Chartered Bank              |
| Branch Address   | 90, M G Road, Fort, Mumbai-1         |
| USD Account no   | 22205032520                          |
| Swift Code       | SCBLINBBXXX                          |
| BSR Code         | 6470036                              |

b. For Euro Account

|                  |   |
|------------------|---|
| Beneficiary Name | Bharat Petroleum Corporation Limited  |
| Bank Name        | STATE BANK OF INDIA   |
| Branch Address   | CORPORATE ACCOUNTS GROUP BRANCH,<br>VOLTAS HOUSE, 23, J N HEREDIA MARG,<br>BALLARD ESTATE<br>MUMBAI - 400001, INDIA |
| EURO Account no  | 00000011083986979   |
| Swift Code       | SBININBB162   |

#### CURRENCY OF QUOTE

1. Foreign Bidders can quote in INR or USD or EURO only.
2. Currency once quoted shall not be allowed to change.
3. Foreign bidder to indicate the currency in UNPRICED BID as well as PRICE BID and ensure that they quote the same currency in UNPRICE BID as well as PRICED BID.
4. No discrepancy or ambiguity in quoted currency shall be allowed.
5. In case of any discrepancy or ambiguity in quoted currency, BPCL reserves the right to discard the offer and not consider the offer for further evaluation.

#### 6.0 COMPLETION PERIOD :

As mentioned in the Scope of Work.

## 7.0 GENERAL TERMS AND CONDITIONS OF CONTRACT / SPECIAL CONDITIONS OF CONTRACT

Attached General Terms and Conditions of Contract and Special Conditions of contract shall be applicable for this contract.

## 8.0 SUBMISSION OF TENDER:

- 8.1 Bids should be submitted in "TWO BID SYSTEM", i.e., "Unpriced Technical Bid" & "Priced Bid" through e-tendering portal.
- 8.2 "**Un-Priced Technical Bid**", i.e. Techno-Commercial Bid, shall be complete with all technical and commercial details (other than price) duly filled, signed and stamped essentially containing the following documents shall be submitted/ uploaded:-
- i) Performa of Holiday List to be submitted properly filled.
  - ii) Scanned copy of Bidder's PAN, GST Registration certificate.
  - iii) Un-Priced copy of Price Schedule with an indication "Quoted" or "Not-Quoted" against each item. **Please do not indicate prices in Un-Price Bid.**
  - iv) Details of taxes and duties as per the format FORM-A attached.
  - v) Acceptance / Deviation : Bidders are requested to have all their queries clarified before bidding. Bidders are required to confirm and accept all the terms and conditions of the Tender. However, if they still have deviations from our Tender and the attachments, they can indicate deviations in the Form-B giving reference to clause no.
  - vi) Duly signed Tender document as a token of acceptance.
  - vii) Any other supporting documents/ information in support of the Un-priced Bid.
- 8.3 "Priced Bid" shall be submitted online. Bidders shall input their prices online in the template created in the E Tendering portal.
- 8.4 Bids complete in all respects should be uploaded in BPCL e-tendering portal on or before the due date & time. Each page of all documents, submitted by the bidder, shall be duly signed & stamped, and then scanned and uploaded in the portal. The offer shall be submitted in the Portal under the digital signature of the bidder.
- 8.5 Offer submitted by Telex/ Telegraphic/ Fax/ E-Mail or Hard copy in sealed covers, shall not be accepted.
- 8.6 BPCL shall not be responsible for any delay in uploading of offer.

**9.0 TENDER OPENING:-**

The deadline for bid submission is 11:00 Hrs on the due date mentioned. The bids can be submitted in the e-procurement website upto the tender due date and time. The Un-priced Technical bids will be opened online through e-procurement website <https://bpcleproc.in>, on the same day at 11.30 Hrs.

9.1 Un-priced Technical bids:- The Un-priced Technical Bids (Techno-Commercial Bid) will be opened first and evaluated.

9.2 Priced bids:- Priced Bids of only techno-commercially acceptable bidders will be opened subsequently. The date and time of opening Price Bids shall be intimated separately to the techno-commercially acceptable bidders and the price bids shall be opened through e-portal. Such Techno-Commercially acceptable bidders can view/ witness the "Price Bids" opening through the e-portal.

**10.0 CONTACT PERSONS:**

Please note that tender against tender enquiry is invited through e-tendering mode. In case of any clarification regarding the tender, following are the contact persons:-

**10.1 FOR E-TENDERING RELATED ISSUES:**

If tenderers need some clarifications or are experiencing difficulties while enrolling or while participating in this e-Tender, please E-Mail to the following E-Mail ID along with the snapshots of the errors being faced to:

M/s E-procurement Technologies Ltd,  
E Mail - [support@bpcleproc.in](mailto:support@bpcleproc.in) / [ajay.nandangi@eptl.in](mailto:ajay.nandangi@eptl.in) & with a copy to:  
[bhatepp@bharatpetroleum.in](mailto:bhatepp@bharatpetroleum.in)

(OR)

Contact the following helpdesk numbers:  
Mr. Ajay Nandangi : Mobile 91 8433615195  
All India +91 79 4027 0573

**10.2 FOR TECHNICAL CLARIFICATIONS:**

For any technical clarifications regarding this RFQ, please contact:

Shri. S Rengarajan, Chief Manager (Project Tech), BPCL, Mumbai Refinery  
Tel. No. 022 2553 3352,  
EMAIL: [rengarajanr@bharatpetroleum.in](mailto:rengarajanr@bharatpetroleum.in)

Shri. C Rajeev, DGM (Project Tech), BPCL, Mumbai Refinery  
Tel No. 022 2553 3311.  
E mail : [rajeevc@bharatpetroleum.in](mailto:rajeevc@bharatpetroleum.in)



### 10.3 FOR COMMERCIAL CLARIFICATIONS:

For any commercial clarifications regarding this RFQ, please contact:

Procurement Manager - Shri. P P Bhate, BPCL- Mumbai Refinery, Mahul, Mumbai,  
Tel no. 022 - 25533010. Email: [bhatepp@bharatpetroleum.in](mailto:bhatepp@bharatpetroleum.in)  
(OR)

Procurement Leader - Shri. A.R.Menon, BPCL - Mumbai Refinery, Mahul, Mumbai,  
Tel no. 022 - 25533142. Email: [menonar@bharatpetroleum.in](mailto:menonar@bharatpetroleum.in)

### 11.0 INTEGRITY PACT (IP): NOT APPLICABLE

### 12.0 GENERAL POINTS:

- 12.1. BPCL reserves the right to extend due dates of tender, accept or reject any tender in part or full, without assigning any reason whatsoever. BPCL also reserves its right not to accept the lowest rates quoted by the bidders and also to give purchase/price preference to eligible Enterprises, as admissible under the existing policies of Government of India and to JVs/ Subsidiaries as per BPCL guidelines.
- 12.2. COST OF BIDDING: The Bidder shall bear all costs associated with the preparation and submission of Bid, all activities in connection with bidding. BPCL will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process. Each Bidder accept and agrees, as a condition of submitting its Bid that it waives any and all claims against BPCL, its Co-ventures and their affiliates, for remuneration or restitution relating to its costs and expenses in.
- 12.3. CONTENTS OF BIDDING DOCUMENT: The Bidder is expected to examine carefully all instructions, conditions, forms and terms given in the Bidding Documents. Failure to furnish all information required by the Bidding Document or not responsive to the requirements of the Bidding Document will be at the Bidder's risk, and may result in rejection of the bid.

#### Amendment of Bidding document

BPCL may, for any reason either at their own initiative or in response to the clarification requested by prospective bidders, issue amendment in the form of addendum during the bidding period or subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and Bidder shall submit 'Original' addendum duly signed and stamped in token of his acceptance. If addendum is issued during the bidding period, Bidder shall consider the impact in his bid. If addendum is issued subsequent to receiving the bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price/ revised price, if any.

- 12.4 **OWNER'S RIGHTS TO ACCEPT / REJECT ANY OR ALL BIDS:** BPCL reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Also BPCL reserves the absolute right to reject any or all the bids/tenders solely based upon the past unsatisfactory performance by the bidder/bidders in BPCL, the opinion/decision of BPCL regarding the same being final and conclusive
- 12.5 **LANGUAGE OF BIDS:** The bid prepared by the Bidder and all correspondence and documents relating to the bid, exchanged by the Bidder and BPCL, shall be written in the English language. All information in the "Bid" shall be in English language. Information in any other language shall be accompanied with its translation in English. Failure to comply with this condition shall disqualify a "BID". In the event of any contradictions between meanings as derived from various languages of the "BID", the meaning as derived from English language copy of the "BID" shall govern.
- 12.6 **CONFIDENTIALITY OF BID DOCUMENT:** The bidder shall not disclose any information contained in the bid document or otherwise supplied in connection with this bid to any third party, except for the purpose of preparing its bid and shall require any such third party to treat such information as confidential.
- 12.7 **PROCESS TO BE CONFIDENTIAL:** After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning to award of contract shall not be disclosed to Bidders. Canvassing in any form by the Bidder or by any other Agency on behalf of the Bidder after submission of the Bid may disqualify the said Bid. Any effort by a Bidder to influence the owner in the process of examination, clarification, evaluation and comparison of Bids, and in decisions concerning award of contract, may also result in the rejection of the said Bid.
- 12.8 **WRONG INFORMATION:** If the Bidder deliberately gives wrong information in his Bid to create circumstances for the acceptance of his Bid, Owner reserves the right to reject such Bids without any reference to the Bidder.
- 12.9 **CLARIFICATIONS OF BIDS:** As part of examination, evaluation and comparison of Bids, the Owner may at his discretion, ask Bidders individually for clarification or call them for discussion of their Bid.

For Techno-Commercial clarifications, bidders shall normally be given a cutoff date for furnishing clarifications. Clarifications received after the specified cutoff dates are liable not to be considered for evaluation. Technical Query (TQ)/Commercial Query (CQ) shall be issued to bidders through E-Mail/E Tendering platform. Reply of TQ/CQ shall also be received through E-Mail/E-Tendering platform.

- 12.10 **SIGNING OF BID:** The Bid must contain the name, designation, residence and place of business of the person or persons submitting the Bid, and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below their signature.

Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the Bid. The Bidder's name stated in the Bid shall be the EXACT

LEGAL NAME OF FIRM / COMPANY / CORPORATION, etc. as registered or incorporated.

The bid shall be signed by the bidder or a person or persons duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid.

- 12.11 VENDOR HOLIDAY LISTING : Vendors serving holiday listing order issued by BPCL, MOP&NG or any other Oil PSEs would not get qualified in the tenders floated in BPCL till the holiday listing order is revoked by the concerned authority and the proof of such revocation is submitted to the tendering department.

A declaration to be submitted by bidder indicating that they are not on holiday list by BPCL / MOP&NG or any other Oil PSEs as on due date of bid submission anywhere in the country. Offers not accompanied with such declaration shall make the bidders liable for rejection. Any wrong declaration in this context shall make the bidders liable for action under the Holiday Listing procedure.

- 12.12 TAX DEDUCTED AT SOURCE :

Income Tax deduction at source (TDS) at the applicable rates will be deducted from the running bills. Necessary certificates in this regard will be issued from BPCL.

- 12.13 FIRM PRICES : The Contract Price shall remain firm and fixed till the completion of Work in all respects and no escalation in prices on any account shall be admissible to the BIDDER / CONTRACTOR.

- 12.14 PURCHASE PREFERENCE POLICY LINKED WITH LOCAL CONTENT

"MOP&NG has notified the purchase preference (linked with local content) for the procurement of goods and services under Oil & Gas Projects in India. Under this Policy, the bidders are allowed to avail the purchase preference linked with attaining the stipulated Local content.

Details of Purchase Preference Policy Linked with Local Content is attached.

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**ATTACHMENTS TO THE TENDER;**

1. PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT
2. SCOPE OF WORK, GENERAL TERMS AND CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT.
3. UNPRICED BID FORMAT
4. FORM-A – FORMAT FOR TAXES AND DUTIES
5. FORM B – ACCEPTANCE -DEVIATION FORM
6. E-BIDDING INSTRUCTIONS.
7. PROFORMA OF DECLARATION OF HOLIDAY LISTING
8. PURCHASE PREFERENCE POLICY LINKED WITH LOCAL CONTENT
9. VENDOR ADVISORY – ENVIRONMENTAL
10. QEHS POLICY
11. POLICY OF HOLIDAY LISTING OF VENDORS IN BPCL

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**SECTION-1**

**PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**

PROFORMA OF BANK GUARANTEE for EARNEST MONEY /INITIAL/ FULL  
SECURITY DEPOSIT

(On non-judicial paper of appropriate value)

To  
**Bharat Petroleum Corporation Ltd.**  
**(CPO) Refineries**  
**Mumbai Refinery, Mahul**  
**MUMBAI 400074**

Dear Sirs,

M/s. \_\_\_\_\_ (hereinafter referred as "BIDDER"/"CONTRACTOR") (Bidder's / Contractor's name and address) have taken tender for the WORK of \_\_\_\_\_ (Name of Work) for Bharat Petroleum Corporation Limited, with registered office in Bharat Bhavan, 4 & 6 Currimbhoy Road, Ballard Estate, Mumbai, India and having Refinery at ... (Mumbai / Kochi as the case maybe) (hereinafter referred as "OWNER").

The tender conditions provide that the BIDDER / CONTRACTOR shall pay a sum of Rs. \_\_\_\_\_ (Rupees ) \_\_\_\_\_ as earnest money /initial/ full security deposit in the form therein mentioned .

The form of payment of earnest money / initial / full security deposit includes guarantee executed by schedule "A" Bank, undertaking full responsibility to indemnify OWNER in case of default. The said BIDDER/CONTRACTOR have approached us and at their request and in consideration of the premises, we \_\_\_\_\_ (Bank's name) having our office at \_\_\_\_\_ ( hereinafter referred as "GUARANTOR") have agreed to give such guarantee as hereinafter mentioned.

1. GUARANTOR hereby undertake and agree that if default shall be made by BIDDER / CONTRACTOR in performing any of the terms and conditions of the tender, GUARANTOR do hereby irrevocably bind themselves and undertake to pay the OWNER on first demand in writing by OWNER without protest or demur or proof or condition and without reference to the BIDDER / CONTRACTOR, the said amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
2. OWNER will have the full liberty without reference to GUARANTOR and without effecting this guarantee to postpone for any time or from time to time the exercise of any of the powers and rights conferred on OWNER under the tender with the said BIDDER/CONTRACTOR and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said BIDDER / CONTRACTOR which under law relating to the sureties would but for provision have the effect of releasing the GUARANTOR.

3. OWNER will have the right to recover the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from GUARANTOR in manner aforesaid and such rights will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said BIDDER / CONTRACTOR and or that any dispute or disputes are pending before any officer, tribunal or court.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the said \_\_\_\_\_ (Bidder's / Contractor's Name).
5. \_\_\_\_\_ GUARANTOR'S liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). This guarantee shall remain in force until \_\_\_\_\_ unless a demand (3 months beyond bid validity) under guarantee is made against GUARANTOR within the aforesaid date, in which event the validity of this bank guarantee shall automatically be extended for another 3 (three) months, all rights under the said guarantee shall be forfeited and GUARANTOR shall be relieved and discharged from all liabilities thereunder.
6. GUARANTOR have power to issue this guarantee in your favour under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated \_\_\_\_\_ granted to him by the Bank.

Yours faithfully,

\_\_\_\_\_ Bank  
by its Constituted Attorney.

Signature of a person duly authorized to  
Sign on behalf of the bank.

NOTE: In case of earnest money, BIDDER shall be applicable and in case of initial / full security deposit, CONTRACTOR shall be applicable.

**SECTION 2**

**SCOPE OF WORK, GENERAL TERMS AND CONDITIONS OF CONTRACT AND  
SPECIAL CONDITIONS OF CONTRACT**



## **SCOPE OF WORK**

### **MARKET STUDY FOR POLYPROPYLENE FOR BPCL MUMBAI REFINERY**

#### **INTRODUCTION**

Mumbai Refinery (MR) of Bharat Petroleum Corporation Limited (BPCL), has an installed capacity of 12.0 Million Metric Tonnes per Annum (MMTPA) located at Mahul, Mumbai, Maharashtra, India. The refinery was commissioned in 1955 with a crude oil processing capacity of 2.2 MMTPA in a plot area of 450 acres. The refining capacity has been augmented to the present level (of ~ 13.5 MMTPA), through progressive revamps, addition of various process units and incorporating advanced refining technologies. In addition to petroleum products, the refinery also produces petro chemical feed stocks such as Propylene (Refinery Grade), Benzene and Toluene.

In order to remain competitive and improve refinery profitability further, as a part of long term strategy, MR intends to set up Bottom Upgradation Plant (BUP) and diversify into Petrochemicals (PC). MR has recently carried out a study for setting up of BUP. Based on the study, it is proposed to set up a Petrochemical Resid FCC (PRFCC) at MR. This would enable MR to increase its high Sulphur crude processing capability and would also produce about 50-55 / 450-500 KTA of Ethylene and Propylene respectively. Utilizing this feedstock, it is proposed to set up about 450 - 500 KTA Poly Propylene (Homo / Random / Impact grades) unit.

MR has space constraints to accommodate Petro Chemical facilities within the existing Refinery. Currently BPCL is in the process of acquiring about 442 Acres of HOCL land (out of which about 260 acres is proposed for Petchem facilities) at Rasayani, which would be considered for the above PP & associated facilities.

#### **1. OBJECTIVES**

In order to facilitate the setting up of a Poly Propylene (PP) unit, a market study to establish the following objectives is proposed:

1. Grade wise Supply-Demand balance & Prices of PP (in India and logical export market)
2. Recommendation of optimal mix of various PP Grades
3. List of customers (product wise / grade wise - with volumes) capable of bulk evacuation of products for reducing storage requirements

The market survey would help MR to arrive at the best economical option for PP unit configuration and product mix.

## 2. BIDDER'S SCOPE OF SERVICES

Bidder shall consider the following specifically (but not limited to) in the scope of services:

- General Economic Overview (India)
- Assessment of targeted markets in India and logical export countries in terms of
  - Historical and present market size (grade wise, end-product application wise and total)
  - Potential for growth based on firm, announced and speculative projects
  - Supply, Demand and Gap scenario for each grade shall be indicated for the historical 10 years, current period (updated till the final report submission) as well as that projected over next 5/10/15/20 years with description of basic drivers behind demand as well as supply growth projections.
  - Target Customers for PP in India segment wise & region wise
  - Analysis to include logical export destinations to be targeted
  - The domestic market is to be divided into four key territories for the purpose of the analysis: Northern, Southern, Eastern and Western territories.
- Understanding of historical, current and future trends of domestic import-export.
- Overview of the major petrochemical players in India including understanding of their capacities / capacity utilization, major expansion plans, key geographies of operation and foreign participation, if any.
- Commercial factors including trade philosophy, economic policies, cost competitiveness etc., driving import / export / consumption.
- Current supply sources, term of contracts (short/spot/long), off-take arrangements (ex-works/delivered basis) to be provided for leading and major domestic consumers, along-with different types of domestic pricing mechanisms prevailing in Indian market.
- Estimates of inland freight costs for all modes of product movement (including coastal movement) to each of the domestic regional markets. Similarly for logical export markets details of transportation, shipping aspect, etc to be provided.
- Special requirement for storage and handling, if any
- Current and likely developments of legal and fiscal issue affecting trade:
  - Possible incentives or restrictions to international trade.
  - Import and export duties.
  - Taxes and duties on inter-state movements (possible drawbacks) - Local taxes and VAT.
  - Any other statutory regulation / fiscal issues impacting petrochemical business in the country.
  - GST Regime related Issues.
  - Proposed location (Mumbai) to be evaluated to determine logistic costs, expected netbacks to each of the listed regions.
  - To logical export markets.
  - Detailed break-up of all taxes and duties (with calculation for price buildup) taken must be included in the report and model delivered to the client.
- Prices of Naphtha, Propylene and PP should be provided.

- The following should be considered for pricing:
  - Historical 10 years (2007-2016)
  - Current as well as forecasted prices up to 2037 with description of current, past and expected futuristic trends in petrochemicals price cycles.
  - Prices should be given region wise & grade wise (like raffia grade, IM grade, film grade, Niche copolymer grades etc)
  - Price projections with collaborating methodology in both “dollars of the day” and “constant 2016 dollars”.
  - Correlation with Crude oil, Propylene and Naphtha.
- Scenario analysis of the price forecast – high, medium, low, based on assumptions relating to various factors affecting pricing. The scenarios may include crude pricing scenario, forecasted margins in the value chain of PP, etc.
- Indian Market Price Future Projections should be based on international reference price quotes, with estimates of domestic price build-up formula for PP based on import parity prices. The import parity prices should have a clear break-up in terms of base quote price, details on ocean freight, ocean insurance, port handling charges, import duties etc. The price build-up for PP to incorporate inland freight associated with selling in Northern, Southern, Eastern and Western territories. Detailed excel working with all links in place for the same to be provided.

The price forecast to include the following for each forecast:

- Details of the price forecast methodology,
- Factors driving the price forecast,
- Trends in pricing
- Price-setting mechanisms / influencing factors.
- Netback PP prices for BPCL Mumbai considering various domestic regions & logical export markets to be provided. Detailed build up calculations with individual components to be provided.
- The report to cover average production Cash Cost and Margin analysis for PP. The basic philosophy followed for arriving at Cash Cost of Production, Cash Cost Margin and Net-backs etc. to be stated in the report for clarity. The cost of production and margins over the corresponding feed stock (Propylene, Naphtha, etc) to be provided with detailed calculations.
- Competitiveness
  - Details of being competitive with imported products in India, including information on import duties, FTA etc. Cost competitiveness would include regional comparison of typical cost of production and typical logistics for placing the product with standard market specifications in India for an Indian producer, a Middle East producer, a Chinese producer, a producer in NEA and a producer in SEA. Threats and impact of import from Free trade agreement (FTA) countries (e.g., South Korea, Singapore, ASEAN nations).
  - Details of being competitive in targeted export markets.
- Bidder shall provide high level information regarding technologies available for the products along with a list of commercially proven technologies for the same
- Identify Market entry barriers for individual regions.

- Carrying out a detailed SWOT analysis for marketing of PP in individual regions. Bidder shall also provide marketing plans for domestic and international sale of all products.
- Individual product prices as well as Demand and supply forecasts to be classified into optimistic, realistic, and pessimistic scenarios for different regions in India as well as on country basis for logical export markets.

### **3. METHODOLOGY**

- Bidder shall be responsible for all aspects of the study and shall nominate a competent and experienced Project Manager who will be the primary point of contact for dealings with BPCL - MR. The Project Manager shall ensure that the work is carried out in accordance with the Contract and the schedule targets are met and that BPCL – MR is kept continuously informed on the progress of the work.
- The Project Manager shall be supported by a core team of specialists equipped to deliver the assignment completely to the satisfaction of BPCL - MR.

### **4. DELIVERABLES**

Broad deliverables shall be a Draft Report and a Final Report in MS Word, MS Excel, PDF Format. The Reports shall contain all information required under Scope of Work defined in this document as well as the following recommendations:

- Grade wise supply demand balance of PP (in India and logical export market)
- Suggested grades of products (with volumes) region wise including exports
- Prices of PP grades to be considered for financial analysis (to be carried out by BPCL at a later date)
- List of all potential customers to be targeted in western India.
- List of customers (product wise / grade wise - with volumes) capable of bulk evacuation of products for reducing storage requirements.

The Final Report is to be prepared in English in 4 copies and shall be delivered to BPCL-Mumbai Refinery (MR). In addition, Pen drive containing the entire final report including drawings, documents and data collected/collated shall be made available to BPCL-MR. The entire study report along with all the details shall be the property of BPCL-MR to use them as necessary.

Deliverables of the job shall include report and all associated files (word, excel & power point files) including all models developed during the study. All deliverables related to pricing, demand etc should be in editable properly linked stand-alone Excel format

- Appropriate back up/explanation/basis for inputs used for demand supply forecast/ analysis, price forecast/product competitive analysis such as feedstock pricing basis, trend-line prediction etc. should be included in the market report.
- All data/reports/presentations/deliverables generated as part of the study shall be the property of BPCL and will not be shared by the Consultant, with any other party, in any form or manner.

Soft copies (editable & PDF) version of the above also shall form a part of the deliverables.

## 5. COMPLETION SCHEDULE

Time of completion is the essence of this Contract. The schedule of completion of various activities under this Contract is given below:

The following schedule shall be followed by the Consultant for completing the study from the date of Kick-off Meeting (to be held at Mumbai Refinery within one week of Letter of Award):

|  |                  |
|--|------------------|
| Submission of draft Report                                 | : 04 weeks       |
| Presentation of draft Report                               | : 05 weeks       |
| Comments by BPCL-MR on the draft Report                    | : 05 weeks (end) |
| Submission of Final report / final presentation to BPCL-MR | : 06 weeks       |

The total time of completion is 08 weeks from the date of awarding the Contract.

## 6. PAYMENT TERMS

Payment shall be linked primarily to specified deliverables after satisfactory completion of works. Payment terms shall be as follows:

- 10% after KOM
- 30% after submission of Interim report and presentation by consultant
- 50% after submission of final report
- 10% after final presentation

Performance Security Deposit Clause, as per General Terms and Conditions, shall be applicable for this Contract.

## 7. OTHER TERMS AND CONDITIONS

The quotation shall be valid for 06 (Six) months from your quotation submission date.

- The bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- Secrecy of information furnished with this RFQ document and subsequently has to be maintained. The technical details/ information contained in the document shall not be used by the recipient for any purpose other than preparation of the bid.

## 8. EVALUATION CRITERIA

- Evaluation of the bid will be based on lowest quote basis.

9. **GENERAL**

- If any additional work relating to the study in hand is identified during the job or after completion of the job, in addition to the Scope of Work detailed herein, the same shall be carried out by Consultant on mutual consent.
  - Per-diem rates shall be paid for any additional work found necessary by BPCL-MR after completion of the job, as specified in the Commercial Terms & Conditions.
  - Consultant shall follow the agreed Methodology of Execution for the job including the key personnel involved.
  - Payment shall be made as per schedule given in the Commercial Terms & Conditions.
  - Consultant shall make a presentation at Mumbai on the results of the market survey.
  - Consultant has to quote a single lump sum amount for the job. The lump-sum amount quoted by the Consultant for the job shall be inclusive of travel expenses to make presentation and remuneration for any third party agency appointed by Consultant for carrying out any part of the job covered under this Scope of Work.
  - The Consultant shall abide by the terms and conditions of the contract.
-

## GENERAL TERMS AND CONDITIONS OF CONTRACT

### 1. DEFINITIONS:

In the contract documents as herein defined where the context so admits, the following words and expressions will have following meanings:

- (a) "BPCL/Company" means Bharat Petroleum Corporation Limited, incorporated in India having its registered office at 4 & 6, Currimbhoy Road, Ballard Estate, Mumbai - 400 001 or their successors or assigns.
- (b) "Consultant" means the person or the persons, firm or Company whose tender has been accepted by BPCL and includes the Consultant's legal representative, his successor and permitted assigns.
- (c) "Managing Director" shall mean the Chairman and Managing Director of Bharat Petroleum Corporation Limited or his successor in office designated by BPCL.
- (d) "Officer-In-Charge" shall mean the person designated as such by BPCL and shall include those who are expressly authorized by BPCL to act for and on his behalf for operation of this contract.
- (e) "Work" shall mean the works and/or services to be executed in accordance with the contract or part thereof as the case may be and shall include extra, additional, altered or substituted works and/or services as required for purpose of the contract.
- (f) "Contract Document" means collectively the Tender Document, Terms of Reference, agreed variations, if any, and such other document constituting the tender and acceptance thereof.
- (g) "Contract" shall mean the Agreement between BPCL and the Consultant for the execution of the works including therein all contract documents.
- (h) "Terms of Reference" shall mean the various works to be carried out, reports to be generated and commercial documents to be created in line with the law, as detailed in the tender document
- (i) "Tender" means the tender submitted by the Consultant for acceptance by BPCL.
- (j) "Alteration Order" means an order given in writing by the Officer-in-Charge to effect additions to or deletion from and alterations in the works.

- (k) "Completion Certificate" shall mean the certificate to be issued by the Officer-in-Charge to the Consultant when the works have been completed to his satisfaction.
- (l) "Final Certificate" in relation to a work means the certificate issued by the Officer-in-Charge after the period of liability is over for releasing the Security Deposit.
- (m) "Period of Liability" in relation to a work means the specified period during which the Consultant stands responsible for rectifying all defects that may appear in the services.

## **2. PROPRIETARY INFORMATION AND DATA:**

All designs, drawings, specifications, data, computer printouts, files, documents, reports, manuals, analyses and all other items produced by Bidder in the performance of work and identified as deliverables, shall become and remain the property of BPCL, and Bidder shall deliver the same to BPCL in accordance with the provisions of this Contract and in any event upon termination of this Contract and shall be used only for this project.

"Proprietary Information", shall mean all the information which the bidder, directly or indirectly, acquires from BPCL or its Affiliates or for the performance of the work or any other information concerning the technical and business activities and know-how of BPCL or its Affiliates.

Bidder represents that it has policy and procedure designed to protect trade secret rights and its own proprietary information including notices to its employees to prevent unauthorised copying, publication and disclosure of such information. Bidder agrees that Proprietary Information shall be subject to such policy and procedure. In addition, Bidder agrees that it shall not disclose any Proprietary Information nor use Proprietary Information other than on BPCL's behalf, except as BPCL may otherwise authorise in writing. If disclosure to a third party is so authorised, Bidder shall first enter into a written confidentiality agreement with the said party containing the same terms and conditions with respect to use or disclosure of Proprietary Information.

The bidder also agrees to safeguard any documents and information which BPCL may provide to the bidder there under. Bidder may make copies of such documents only to the extent necessary for the performance of the work. On completion of the work, Bidder agrees to return to BPCL all documents supplied by BPCL and to destroy all copies thereof. Should the Bidder, however, desire to retain certain documents and receives BPCL's written approval therefore, Bidder shall treat said documents as it does Proprietary Information.



The bidder also agrees to enter into written confidentiality agreements with third parties upon BPCL's request and to keep in force confidentiality agreements concerning third parties' proprietary information, which agreements shall permit the bidder to use such parties' proprietary information in the work.

It is not BPCL's desire to be afforded access to Bidder's confidential information. It is therefore agreed that any information which Bidder provides to BPCL shall not be subject to any obligation of confidence, (notices on drawings, proposals, graphs, tables, specifications and the like to the contrary notwithstanding), and BPCL shall not be liable for any use or disclosure of any of such information unless such information is the subject of an express written confidentiality agreement between BPCL and Bidder. Bidder also agrees that it will not disclose to BPCL any information which is subject to an obligation of confidence by Bidder to any third persons.

On or before the date of the Certificate of Acceptance of the work, Bidder shall deliver or cause to be delivered to BPCL such licenses of all patents and other proprietary rights held by Bidder, any Subcontractor, or any of their respective Affiliates as may be required for BPCL in the optimal use of the Work in the manner intended.

### **3. PATENT INDEMNIFICATION:**

Bidder shall indemnify BPCL against all loss, cost, damage and expense arising from any claim asserted against BPCL, that the work or part thereof, or any methods, designs or things furnished or specified by Bidder under this Contract, or any use thereof in the reasonable contemplation of the Parties at the time furnished, or any methods, processes or acts employed by Bidder in connection with the performance of its obligations hereunder, constitutes an infringement of any intellectual property right, patent, trade secret, proprietary information, know-how, copyright (statutory or non-statutory), unpatented invention or any unauthorised use of the work of others.

Bidder shall at his own expense defend any suit or proceeding based on any claim asserted against BPCL. BPCL shall give Bidder such assistance as Bidder may reasonably require in the defence of such suit, and shall have the right to be represented therein by counsel of its own choosing at its own expense. Neither BPCL nor Bidder shall settle or compromise any such suit or action without the written consent of the other if the settlement or compromise obligates the other to make any payments or part with any property or assume any other obligations or other rights or be subject to any injunction by reason of such settlement or compromise.

Persons included within Indemnity shall include BPCL, its Affiliates and their respective officers, directors, employees, servants, Bidders and agents, or any of them as the context may require.

**4. CONFLICT OF INTEREST:**

The Consultant appointed by BPCL, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of BPCL.

**5. PERFORMANCE OF DUTIES AND SERVICES BY CONSULTANT:**

- a. The Consultant shall perform its Services in full accordance with the terms and conditions of the Contract and any applicable local laws and regulations and shall exercise all reasonable professional skill, care and diligence in the discharge of said project work.
  - i. Consultant shall in all professional matters act as faithful advisor to BPCL, and will provide expert commercial/technical advice and skills which are normally required for the class of services for which they are engaged.
  - ii. Consultant, its staff, employees shall carry out all its responsibilities in accordance with the best professional standards.
  - iii. Consultant shall prepare and submit documents /reports etc. in due time and in accordance with the Tender Conditions.
- b. Consultant will maintain for the performance of the Contract, personnel as determined to be responsible for carrying out the job and such persons shall not be replaced or substituted without written approval of BPCL.

**6. PRIORITY OF WORKS:**

BPCL reserves the right to fix up the priorities which will be conveyed by Officer-in-Charge and the Consultant shall plan and execute the work accordingly.

**7. INTELLECTUAL PROPERTY RIGHTS:**

Accessibility to the documents of BPCL shall be provided to the Consultant for performing necessary activities as per the requirement. The Consultant should maintain secrecy and should not divulge any information to any person/Organization in India or abroad.

**8. REPORT / PRESENTATION:**

The Consultant will submit copies of report, analysis from time to time as required during execution of the work for comments of BPCL. The scope of work involves giving presentation to Senior Management of BPCL if required for understanding of various activities and strategies to be finalized at different stages of the work.

**9. SIGNING OF THE CONTRACT:**

The successful tenderer shall be required to execute an agreement within a period of 30 days from the receipt of notification of acceptance of tender. The payment will not be processed until the agreement is executed.

**10. MODIFICATION:**

Any modifications or additions to the contract shall not be binding unless made in writing and agreed by both the parties.

**11. RECTIFICATION PERIOD:**

All services shall be rendered strictly in accordance with the terms and conditions stated in the contract.

No deviation from such conditions shall be made without BPCL'S agreement in writing which must be obtained before any work against the order is commenced. All services rendered by Consultant pursuant to the Contract (irrespective of whether any information has been furnished, reviewed or approved by BPCL) are guaranteed to be of the best quality of their respective kinds.

The Consultant shall rectify at his own cost any mistake in assumption of any data in the study or use of wrong data or faulty study observed within twelve months of the acceptance of the report and will submit the rectified report incorporating the changes wherever applicable within 30 days of observance of mistake.

**12. INTERPRETATION OF CONTRACT DOCUMENT:**

Except if and to the extent otherwise provided by the Contract, the provisions of the Contract Terms and Conditions shall prevail over those of any other documents forming part of the contract. Several documents forming the contract are to be taken as mutually explanatory. Should there be any discrepancy, inconsistency, error or omission in the contract or any of the matter may be referred to Officer-in-Charge, who shall give his decisions and issue to the Consultant instructions directing in what manner the work is to be carried out. The decision of the Officer-in-Charge shall be final and conclusive and the Consultant shall carry out work in accordance with this decision.

Singular and Plural: In the contract documents unless otherwise stated specifically, the singular shall include the plural and vice-versa wherever the context so requires. Words indicating persons shall include relevant incorporated companies/ registered as associations/ body of individual/ firm or partnership.

Notwithstanding the sub-division of documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every

other part and shall be read with and into the contract so far as it may be practicable to do so.

Wherever it is mentioned in the Terms of Reference that the Consultant shall perform certain work or provide certain facilities, it is understood that the Consultant shall do so at his own cost.

### **13. SECURITY DEPOSIT TOWARDS PERFORMANCE :**

To ensure performance of the contract and due discharge of the contractual obligations, the successful contractor will have to provide security deposit of 10% of the contract value within 30 days of receipt by him of the notifications of acceptance of tender.

This Security deposit may be furnished in the form of an Account payee Demand Draft payable to BPCL or Bank Guarantee in the prescribed format. The contractor shall have the option to adjust any Earnest Money Deposit (EMD), if paid in forms other than Bank Guarantee, towards security deposit if he so desires.

In the case of security deposit submitted in the form of Bank guarantee, the Bank Guarantee shall be valid and remain in force till the completion of contractual completion period, defect liability period of 12 months plus a claim period of 3 months. The Bank Guarantee shall be in the form prescribed.

The security deposit will be retained till the successful completion of the work and thereafter till the expiry of the defect liability period, if applicable. This retention money/Bank guarantee held shall be released after the expiry of the defect liability period provided that any defects appearing during that period are corrected by the contractor and subject to Clause 1.2 below.

If the Contract Value is in more than one currency, the Security deposit shall also be in multiple currencies amounting to 10% for each currency of awarded contract. In the case of value/rate/quantity contracts, the security deposit shall be based on individual release orders issued.

If the contractor/ sub-contractor or their employees shall break, deface or destroy any property belonging to the Owner or other agency during the execution of the contract, the same shall be made good by the Contractor at his own expenses and in default thereof, the Engineer-in-Charge may cause the same to be made good by other agencies and recover expenses from the contractor (for which the certificate of the Engineer-in-Charge shall be final). These expenses can be recovered from the security deposit if recovery from other sources is not possible.

All compensation or other sums of money payable by the contractor to the Owner under terms of this contract may be deducted from his security deposit/retention money or from any sums which may be or may become due to the contractor by the Owner on any account whatsoever and in the event of his security deposit/retention money being reduced by reasons of any such deductions. The contractor shall within ten days thereafter make good any sum or sums, which may have been deducted from his security Deposit/retention money. No interest shall be payable by the Owner from sum deposited as security deposit/retention money.

The security deposit shall be held by the Owner, as security for the due performance of the Contractor's obligations under the contract, provided that nothing herein stated shall make it incumbent upon the Owner to utilize the security deposit/retention money in preference to any other remedy which the Owner may have, nor shall be construed as confining the claims of the Owner against the contractor to the quantum of the Security Deposit/retention money.

The Bank guarantee if submitted shall be from any Indian scheduled bank or an international bank of repute having a branch in India or a corresponding banking relationship with an Indian scheduled bank. The security deposit/retention money shall be in Indian Rupee in the case of domestic bidders and in the quoted currency in the case of foreign bidders (INR/USD/EURO as the case may be.)

**14. FORFEITURE OF SECURITY DEPOSIT:**

Whenever any claim against the Consultant for the payment of a sum of money arises out of or under the contract, the BPCL shall be entitled to recover such sum by appropriating in part or whole, security deposit of the Consultant, forming whole or part of such security being insufficient or if no security has been taken from the Consultant then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Consultant. The Consultant shall pay to the BPCL on demand any balance remaining due.

**15. ACTION WHEN WHOLE OF SECURITY DEPOSIT IS FORFEITED:**

In any case in which, under any clause or clauses of this contract, the Consultant shall have forfeited the whole of his security deposit (whether paid in one sum or deducted by installment) or have committed a breach of any of the terms contained in this contract the BPCL shall have power to adopt any of the following courses as he may deem best suited to his interest.

To rescind the contract (of which rescission notice in writing to the Consultant under the hand of the BPCL shall be conclusive evidence) in which case the security deposit of the Consultant shall stand forfeited and be absolutely at the disposal of the BPCL.

To measure up the work of the Consultant and to take such part thereof as shall be unexecuted out of his hand to give it to another Consultant to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original Consultant, if the whole work had been executed by him (of the amount of which excess, the certificate in writing of the Officer-in-Charge shall be final and conclusive) shall be borne and paid by the original Consultant and may be deducted from any money due to him by the BPCL under the contract or otherwise or from his security deposit or from the proceeds of sale thereof, of a sufficient part thereof.

In the event of any of the above course being adopted by the BPCL, the Consultant shall have no claim to compensation for any loss sustained by him by reason of his entered into any agreements or made any advances on account of or with a view to the execution of the work of the performance of the contract. In case the Consultant shall not be entitled to recover or be paid any sum for any work actually performed under this contract unless the Officer-in-Charge will certify in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

#### **16. TIME OF PERFORMANCE:**

The work covered by this contract shall be commenced as detailed in the purchase order or as per the instructions of the Engineer in charge and be completed in stages on or before the dates as mentioned in the time schedule of completion of work. The contractor should bear in mind that time is the essence of this agreement. Request for revision of Completion time after tenders are opened will not receive consideration.

Time Schedule of Completion: The general time schedule of completion is given in the tender document. Contractor should prepare a detailed monthly and weekly execution programme, jointly with the Engineer-in-Charge within two weeks of receipt of Letter of Intent or acceptance of tender. The work shall be executed strictly as per the time schedule given in this document. The period of completion given includes the time required for testing, rectifications, if any, retesting and completion in all respects to the entire satisfaction of the Engineer-in-Charge.

#### **17. FORCE MAJEURE:**

Any delays in or failure of the performance of either party hereto shall not constitute default here under or give rise to any claims for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Acts of God or the public enemy expropriation or confiscation of facilities by Govt./authorities, compliances with any order or request of any Government authorities, acts of war, rebellion or sabotage or fires, floods, explosions, riots or strikes. The contractor shall keep records of the circumstances referred to above and bring these to the notice of Engineer-in-Charge in writing immediately on such occurrences.

**18. EXTENSION OF TIME:**

If the contractor shall desire an extension of the time for completion of the work on the grounds of his having been unavoidably hindered in its execution or on any other grounds, he shall apply in writing to the Engineer-in-Charge within two weeks of the date of hindrance on account of which he desires such extension as aforesaid, and the Engineer-in-Charge shall if in his opinion (which shall be final), reasonable grounds have been shown thereof, authorize such extension of time as may in his opinion be necessary or proper.

In the event of extension of Time of the contract, if granted, the contractor shall be required to suitably extend the period of Bank Guarantee if submitted, towards security Deposit/retention money suitably.

**19. LIQUIDATED DAMAGES FOR DELAY:**

Time is the essence of the contract. In case the contractor fails to complete the whole work within the stipulated period, he shall be liable to pay liquidated damages of 0.5% of the value of contract per week and or part thereof of the delay subject to a maximum of 5% of the value of the contract. The parties agree that this is a genuine preestimate of the loss/damage which will be suffered by the owner on account of delay on the part of the contractor and the said amount will be payable on demand without there being any proof of the actual loss or damages having been caused by such delay/breach. The owner shall be at liberty to adjust or deduct the said amount of liquidated damages from any amount due to the contractor including Security Deposit.

The owner shall be at liberty to deduct or retain from any amount payable to the contractor periodically, the proportionate or full amount of liquidated damages as the case may be for the delay periodically caused by the contractor.

**20. PROJECT MANAGEMENT:**

The project management will be the responsibility of the Officer-in-Charge, who will be nominated by BPCL. The Officer-in-Charge may also authorize his representatives to perform his duties and functions.

**21. CONSULTANT'S TEAM:**

Consultant shall nominate a qualified and experienced person as its Team Leader who will be the contact person between BPCL and Consultant for the performance of the Contract. The nomination shall be done at the time of filling the bid. Consultant shall notify BPCL in writing prior to the appointment of a new Team Leader.

BPCL shall be at liberty to object to any nomination and to require Consultant to remove Consultant's representative for good causes. Consultant shall replace immediately such person by competent substitute at no extra cost to BPCL.

Consultant's Representative shall be entitled to act on behalf of Consultant with respect to any decisions to be made under the Contract.

**22. RETIRED/RESIGNED COMPANY OFFICER:**

No officer of BPCL is allowed to work as a Consultant for a period of two years after his retirement/resignation from the employment of BPCL without the previous permission of BPCL. The contract, if awarded, is liable to be cancelled if either the Consultant or any of his employees is found at any time to be such a person, who had not obtained the permission of BPCL as aforesaid before submission of tender, or engagement in the Consultant's service as the case may be.

**23. FIRM PRICE:**

The fees quoted by the Consultant should be firm and not subject to any price escalation.

**24. OWNER MAY DO PART OF WORK:**

Upon failure of the consultant to comply with any instructions given in accordance with the provisions of the contract, the owner has the alternative right, instead of assuming charge for entire work to place additional manpower, technological solutions on such parts of the work, as the owner may designate or also engage another consultant to carry out the work. In such cases, the owner shall deduct from the amount which otherwise might become due to the consultant, the cost of such work and materials with ten percent added to cover all departmental charges and should the total amount thereof exceed the amount due to the consultant, the consultant shall pay the difference to the owner.

**25. TERMINATION/OFFLOADING:**

The Consultant fully understands that timely completion of work as per the schedule is of paramount necessity as otherwise it would lead to adversely affecting the schedules of other works/project with resultant financial and other losses to BPCL. In view of this, the Consultant unconditionally agrees and binds himself to be liable for all the consequences for non-completion of work within the stipulated time period.

In case a situation is brought about by the Consultant warranting termination/off-loading of the whole or any part of the work for any reason whatsoever, BPCL shall have the liberty and right to entrust/engage/award the work so terminated/off loaded at the risk



and cost of the Consultant to any other Agency/Consultant by adopting any mode of inviting tenders, i.e. open/limited/ single party/negotiation basis etc. in order to ensure the completion of work as per the schedule or at the quickest possible time.

## **26. LIABILITIES:**

The aggregate total liability of the Contractor to Owner under the Contract shall not exceed the total Contract Price, except that this Clause shall not limit the liability of the Contractor for following:

- (a)** In the event of breach of any Applicable Law;
- (b)** In the event of fraud, willful misconduct or illegal or unlawful acts, or gross negligence of the Contractor or any person acting on behalf of the Contractor; or
- (c)** In the event of acts or omissions of the Contractor which are contrary to the most elementary rules of diligence which a conscientious Contractor would have followed in similar circumstances; or
- (d)** In the event of any claim or loss or damage arising out of infringement of Intellectual Property; or
- (e)** For any damage to any third party, including death or injury of any third party caused by the Contractor or any person or firm acting on behalf of the Contractor in executing the Works.

Neither Party shall be liable to the other Party for any kind of indirect nor consequential loss or damage like, loss of use, loss of profit, loss of production or business interruption which is connected with any claim arising under the Contract.

## **27. PROFESSIONAL LIABILITY:**

The Consultant is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession.

## **28. INDUSTRIAL AND INTELLECTUAL PROPERTY:**

In order to perform the services, Consultant must obtain at its sole account, the necessary assignments, permits and authorizations from the title holder of the corresponding patents, models, trademarks, names or other protected rights and shall keep BPCL harmless and indemnify BPCL from and against claims, proceedings, damages, costs and expenses (including but not limited to legal costs) for and/or on account of infringements of said patents, models, trademarks names or other protected rights.

All documents, reports, information, data collected and prepared by Consultant in connection with the scope of work submitted to BPCL will be the property of BPCL.

Consultant shall not be entitled either directly or indirectly to make use of documents, reports given by BPCL for carrying out of any services with the third parties.

Consultant shall not without the prior written consent of BPCL be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.

**29. LIENS:**

If, at any time, there should be evidence or any lien or claim for which BPCL might have become liable and which is chargeable to the Consultant, BPCL shall have the right to retain out of any payment then due or thereafter to become due an amount sufficient to completely indemnify BPCL against such lien or claim and if such lien or claim be valid, BPCL may pay and discharge the same and deduct the amount so paid from any money which may be or may become due and payable to the Consultant. If any lien or claim remain unsettled after all payments are made, the Consultant shall refund or pay to BPCL all money that the latter may be compelled to pay in discharging such lien or claim including all costs and reasonable expenses.

Consultant will not disclose details of work to any person or persons except those engaged in its performance, and only to the extent required for a particular portion of work being done. Consultant will not give any items concerning details of work to the press or news disseminating agency without prior written approval of BPCL.

**30. SUB-LETTING AGREEMENT:**

The Consultant shall not sub-let or assign the work or any part thereof to another party without the written consent of BPCL and no such sub-letting or assignment shall relieve the Consultant from full and entire responsibility of his obligation under the Agreement.

**31. SUSPENSION OF WORKS:**

The Consultant shall, if ordered in writing by the Officer-in-Charge or his representative, temporarily suspend the works or any part thereof for such period and such time as so ordered and shall not, after receiving such written order, proceed with the work therein ordered to be suspended, until he shall have received a written order to proceed therewith. The Consultant shall not be entitled to claim/compensation for any loss or damage sustained by him by reason of temporary suspension of the works aforesaid. An extension of time for completion, corresponding with the delay caused by any such

suspension of works as aforesaid will be granted to the Consultant, should he apply for the same, provided that suspension was not consequent to any default or failure on the part of the Consultant.

### **32. CANCELLATION:**

The Company shall at any and all times during the period stipulated for the work, has the right forthwith to cancel the agreement by giving written notice thereof to the Consultant and in such case the Consultant shall be paid for such part of the work as has been executed by him up to the date of cancellation, on the basis of schedule of rates as per Purchase Order/Contract and shall be reimbursed by the Company for the cost and expenses incurred by him but which would now be wasted as a direct consequence of the cancellation of Agreement.

### **33. ARBITRATION:**

Option "1".

"Law, Arbitration and Jurisdiction:

#### **A. Negotiation and Conciliation:**

The Parties shall endeavor to settle any dispute, difference, claim, counter-claim, question or controversy between the Parties arising out of, in connection with or in relation to this Agreement ("Dispute") amicably between themselves, through negotiation.

#### **B. Reference to Arbitrator:**

- I. Any Dispute which the Parties are unable to resolve pursuant to Clause (A) within thirty (30) days of the written notification by one Party to the other of the existence of a Dispute shall be finally determined by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.
- II. All arbitration proceedings shall be conducted in English language. For the purpose of such arbitration, both parties shall in good faith explore the possibility of agreement on a Sole Arbitrator and in case of failure of such mutual agreement on Sole Arbitrator, each party shall appoint one arbitrator and both appointed arbitrator shall appoint third arbitrator. The Arbitral tribunal shall decide any such dispute or claim strictly in accordance with the governing law specified below. The arbitration shall be conducted in accordance with the provisions of Indian Arbitration and Conciliation Act, 1996.
- III. The venue of arbitration shall be Mumbai, India. The Award may include an award of costs. Each Party shall bear their respective expenses in relation to the

arbitration and the eventual liability for the costs shall be in terms of the arbitral award.

IV. Notwithstanding of arbitration in respect of such dispute, the parties shall continue to perform their respective obligations under this Agreement without prejudice to the final determination/ Award in respect of such dispute.

C. Decision/ Award:

Any decision or Award of the Arbitrator appointed pursuant to this clause shall be final and binding upon the parties.

D. Governing Laws/ Jurisdiction:

This Agreement shall be governed by and construed in accordance with Laws of India. Each of the Parties hereto irrevocably submits to the sole and exclusive jurisdiction of the Courts at Mumbai, India.”

In case 1st Option is not acceptable then:

Option “2”.

Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration under LCIA India Arbitration Rules, which Rules are deed to be incorporated by reference into this clause.

The number of arbitrator shall be three.

The seat or arbitration shall be Mumbai, India.

The language to be used in the arbitration shall be English.

The governing law of the contract shall be the substantive law of India.

In case Option “1 & 2” are not acceptable then:

Option “3”.

Any dispute arising out of or in connection with this contract, including any question regarding is existence, validity or termination, shall be referred to and finally resolved by arbitration in Singapore in accordance with the Arbitration Rules of Singapore International Arbitration Centre (“SIAC Rules”) for the time being in force, which rules are deemed to be incorporated by reference in this clause.

The Tribunal shall consist of one arbitrator. The language of the arbitration shall be English.

This contract is governed by the Laws of India.

## **SETTLEMENT OF DISPUTE BETWEEN GOVT. DEPT. / PUBLIC SECTOR UNDERTAKINGS IN A PURCHASE OR SERVICE CONTRACT :**

In the event of any dispute or differences between the VENDOR / CONTRACTOR / SUPPLIER and the OWNER, if the VENDOR /CONTRACTOR / SUPPLIER is a Government Department, a Government Company or a undertaking in the public sector, then in suppression of the provisions of above Arbitration clause, stands modified to the following extent:-

All disputes and differences of whatsoever nature arising out of or in relation to this Contract / Agreement or in relation to any subsequent contract / agreement between the parties shall be attempted to be resolved amicably by mutual discussions between the parties. If they are not settled at the implementation level of officers, then these unresolved disputes/ differences will be referred for resolution by discussions with the concerned Director of BPCL and the concerned Director of Vendor / Contractor / Supplier.

In case same does not resolve the difference within 30 days, arbitration clause as hereunder would apply.

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

### **34. JURISDICTION :**

The contractor shall be governed by the Laws in force in INDIA. The contractor hereby submits to the jurisdiction of the Courts situated at Mumbai (Ernakulam-in the case of Kochi Refinery), for the purpose of actions and proceedings arising out of the contract and the courts at Mumbai (Ernakulam-in the case of Kochi Refinery), only will have jurisdiction to hear and decide such actions and proceedings.

**35. RISK PURCHASE CLAUSE :**

BPCL reserves the right to curtail or cancel the order either in full or part thereof if the vendor fails to comply with the delivery schedule and other terms & conditions of the order. BPCL also reserves the right to procure the same or similar materials/equipment through other sources at vendor's entire risk, cost and consequences. Further, the vendor agrees that in case of procurement by the owner from other sources the differential amount paid by the owner shall be on account of the vendor together with any interest and other costs accrued thereon for such procurement.

**36. OPERATION OF CONTRACT:**

36.1 Law Governing:

Regardless of the place of contracting, place of performance or otherwise, this Agreement, and all amendments, modifications, alterations, or supplements, thereto shall be governed by the laws of India and respective state laws for the nature, validity and interpretation thereof.

36.2 Non-Waiver of Default:

Any failure by the Owner or Contractor at any time, or from time to time, to enforce or require the strict keeping and performance of any of the terms or conditions of this agreement, or to exercise a right hereunder, shall not constitute a waiver of such terms, conditions or rights, and shall not affect or impair same, or the right of the Owner or the Contractor, as the case may be at any time to avail itself of same.

**37. PURCHASE PREFERENCE:**

Owner reserves its right to allow Public Sector Enterprises (Central/State), purchase preference as admissible/applicable from time to time under the existing Govt. policy. Purchase preference to a PSE shall be decided based on the price quoted by PSE as compared to L1 Vendor at the time of evaluation of the price bid.

Owner reserves its right to allow Micro and Small Enterprises (MSEs) and MSEs owned by Scheduled Caste (SC) or the Scheduled tribe (ST) entrepreneurs, purchase preference as admissible/applicable from time to time under the existing Govt. policy. Purchase preference to a MSE and a MSE owned by SC/ST entrepreneurs shall be decided based on the price quoted by the said MSEs as compared to L1 Vendor at the time of evaluation of the price bid.

**38. RIGHT OF OWNER TO ACCEPT OR REJECT TENDER:**

The right to accept the tender will rest with the Owner. The Owner, however, does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.

The whole work may be split up between two or more contractors or accepted in part and not entirely if considered expedient.

Tenders in which any of the particulars and prescribed information are missing or are incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected.

Canvassing in connection with tenders is strictly prohibited and tenders submitted by the tenderer who resort to canvassing will be liable to rejection.

Tender containing uncalled remarks or any additional conditions are liable to be rejected.

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## **ADDITIONAL GENERAL TERMS AND CONDITIONS FOR FOREIGN BIDDERS**

It is mandatory for the foreign bidder to furnish the documents for the compliance to requirement of PAN No. , Tax Residency Certificate and Form No.10F (applicable for foreign bidder in case of services in India is required as per scope of bidding document) as per Income Tax Act in case his receipts are subject to tax deduction at source in India:

(a) PAN No.

PAN as per the Indian Income Tax requirements shall be submitted, failing which the Consultant shall be responsible for any additional tax deduction at source as per the provisions of the Indian Income Tax Act/Rules and the same shall be deducted from the payment made to Consultant.

(b) Tax Residency Certificate (TRC)

TRC containing prescribed particulars as per the Annexure 1 from the Government of foreign country in order to claim the benefits of DTAA as per the Indian Income Tax requirements shall be submitted, failing which the relief under DTAA will not be available and consequently the actual rate of withholding tax will be applicable and deducted from the payment made to Consultant (i.e., non-resident taxpayer). The TRC shall be duly verified by the Government of the country of which the assessee claims to be a resident for the purposes of tax.

(c) Form 10F

In addition to TRC, in order to claim the benefits of DTAA, bidder shall also submit additional information in form no. 10F as per Annexure 2. Form 10F has to be signed & verified by the assessee himself.

The above shall be furnished before release of any payment or within one month of the release of Order, whichever is earlier. In case of failure to submit the above information, any additional tax liability on Owner, will be deducted from the payment due to the Consultant.



## ANNEXURE 1

### TAX RESIDENCY CERTIFICATE

TRC obtained by the Non-resident from Government of foreign country shall contain the following particulars:

- i. Name of the assessee
- ii. Status (individual, company, firm, etc.) of the assessee
- iii. Nationality (in case of individual)
- iv. Country or specified territory of incorporation or registration (in case of others)
- v. Assessee's tax identification number in the country or specified territory of residence or in case of no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory
- vi. Residential status for the purpose of Tax
- vii. Period for which the certificate is applicable
- viii. Address of the applicant for the period for which the certificate is applicable.

ANNEXURE 2

FORM NO. 10 F

[See sub-rule (1) of rule 21AB of the Income-tax Act, 1961]

Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act,1961

1. I \_\_\_\_\_\*son/daughter of Shri \_\_\_\_\_ in the capacity of \_\_\_\_\_(designation)do provide the following information, relevant to the previous year \_\_\_\_\_,\*in my case/in the case of \_\_\_\_\_for the purposes of sub-section (5) of \*section 90/section 90A:-

| Sr. No | Nature of Information  | : | Details # |
|--------|--|---|-----------|
| i      | Status (individual, company, firm etc.) of the assessee  | : |           |
| ii     | Permanent Account Number (PAN) of the assessee if allotted   | : |           |
| iii    | Nationality (in the case of an individual) Or Country or specified territory of incorporation or registration (in the case of others)  | : |           |
| iv     | Assessee's tax identification number in the country or specified territory of residence and if there is no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory of which the assessee claims to be a resident | : |           |
| v      | Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub section (4 )of section 90A is applicable   | : |           |
| vi     | Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable   | : |           |

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of \_\_\_\_\_(name of country or specified territory outside India).

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Permanent Account Number : \_\_\_\_\_

### Verification

I \_\_\_\_\_do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.

Verified today the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of the person providing the information

Place: \_\_\_\_\_

### Notes:

1. \* Delete whichever is not applicable.
2. #Write N.A. if the relevant information forms part of the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A."

## **SPECIAL CONDITIONS OF CONTRACT**

### GENERAL:

This Special Conditions of Contract (SCC) shall be read in conjunction with the General Terms and Conditions of Contract (GTC), including its amendments, specifications of work, drawings and any other document forming part of this contract wherever the context so requires.

BIDDER / CONTRACTOR shall adhere to all the instructions covered under GCC & SCC including all design standards, as stipulated in the respective sections and should be in a position to submit the required records as evidence for review of OWNER as and when required and shall carry out changes based on PMC / OWNER review.

Notwithstanding the sub-division of the document into separate sections and volumes wherever done, every part of each shall be deemed to be supplementary of every other part and shall be read with and as part of the contract so far as it may be practicable to do so.

Where any portions of the GCC are repugnant to or at variance with any provisions of the special conditions of contract, then, unless different intentions appear, the provisions of the special conditions of contract shall be deemed to override the provisions of the GCC shall to the extent of such repugnancy, or variations prevail.

The materials, design and workmanship shall satisfy the applicable relevant Indian Standards, the job specifications contained herein and codes referred. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any Standard / Specifications / Codes of practice for detailed specifications covering any part of the work covered in this bidding document, the instructions / directions of BPCL will be binding upon the Contractor.

### A) **TAXES AND DUTIES**

Your quoted rates shall be inclusive of all applicable taxes and duties except Goods and Services Tax (GST) which shall be quoted separately in the enclosed form (Form-A). Please note that submission of this form along with Technical / Un-priced Bid is mandatory.

Your rates shall remain firm till completion of work. The applicability of GST as a percentage rate of total quoted price shall be clearly mentioned in this form. If the information is not provided, it will be assumed that GST is included in your quoted price. No claim for GST will be entertained subsequently. Please note that registration for GST is mandatory for receipt of GST payments from BPCL. In absence of valid registration, your offer will remain invalid and will not be considered for evaluation. In case GST is not applicable, please indicate the same as "Nil" while submitting this form.

GST, if applicable, shall be paid after verifying GST Registration no. Break up of Basic cost, GST as applicable shall be provided in all your invoices along with GST registration no. & SAC code for the services provided.

Any statutory variation in GST or introduction of any new taxes and duties within the contractual completion period shall be to BPCL account, against submission of documentary evidence for substantiating the variation by way of relevant notification. However in case of delay in completion period beyond the contractual date, for reasons attributable to contractor, any increase in these rates or any new taxes and duties introduced during the period beyond the contractual completion date shall be borne by the contractor, whereas any decrease shall be passed on to BPCL.

Input tax credit towards GST, if available to BPCL, shall be considered for evaluation.

B) **INCOME TAX & CORPORATE TAX**

Income Tax deduction at source (TDS) at the applicable rates will be deducted from the running bills. Necessary certificates in this regard will be issued from BPCL.

Corporate Tax Liability if any shall be to Contractor's account.

C) **POST ORDER EXECUTION & CORRESPONDENCE:**

Correspondence regarding execution, payments and subsequent correspondence etc. shall be with P & CS Dept of Mumbai Refinery after issue of purchase order.

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**SECTION-3**

**UNPRICED BID FORMAT**

**(VENDOR SHALL INDICATE QUOTED/ NOT QUOTED IN THIS FORMAT)  
(TO BE FILLED ONLINE ON E-PORTAL)**

**SECTION-4**

**FORM A – FORMAT FOR TAXES AND DUTIES**

**FORM-A**

|   |   |   |
|---|---|---|
| A | NAME OF WORK :                                | <u>Market Study for Poly Propylene for BPCL</u> |
| B | E-tender                                      | CRFQ 1000291915, E-tender System ID : 30805     |
| C | NAME OF BIDDER :                              |   |
| D | SAC Code                                      |   |
| E | CGST Rate (Percentage of total quoted price)  |   |
| F | SGST Rate (Percentage of total quoted price)  |   |
| G | IGST Rate (Percentage of total quoted price)  |   |
| H | UTGST Rate (Percentage of total quoted price) |   |
| I | INVOICING LOCATION                            |   |

\_\_\_\_\_  
SIGNATURE  
NAME & ADDRESS

## Note:

1. Filling up and submission of this form is mandatory for Indian Bidders.
2. A copy of GST registration certificate to be provided along with this form, for Indian Bidders.

## Additional Notes:

1. Indian bidders are required to indicate GST (in percentage).
2. Non-Indian bidders : GST is payable by BPCL directly to the tax authorities.
3. TDS (Tax Deducted at Source) :
  - a. Indian Bidders : TDS shall be deducted from the invoice value by BPCL and necessary certificate shall be issued by BPCL.
  - b. Non-Indian Bidders : Withholding tax shall be deducted from the invoice value by BPCL and necessary certificate shall be issued by BPCL.



**SECTION 5**

**FORM-B – ACCEPTANCE - DEVIATION FORM**

**FORM B****FORMAT FOR ACCEPTANCE AND DEVIATION**

|   |                  |   |
|---|------------------|---|
| A | NAME OF WORK :   | Market Study for Poly Propylene for BPCL    |
| B | E-tender         | CRFQ 1000291915, E-tender System ID : 30805 |
| C | NAME OF BIDDER : |   |

TABLE – 1

| Sl. No. | DOCUMENT                       | ACCEPTED               |                 |
|---------|--------------------------------|------------------------|-----------------|
|         |                                | WITHOUT ANY DEVIATIONS | WITH DEVIATIONS |
| 1       | SCOPE OF WORK                  |                        |                 |
| 2       | GENERAL TERMS AND CONDIITIONS  |                        |                 |
| 3       | SPECIAL CONDITIONS OF CONTRACT |                        |                 |

Note:- Bidders are required to confirm acceptance of all terms and conditions mentioned in the tender document. Duly filled in, Signed, stamped and scanned copies of Tender, special Conditions of Contract (SCC)/ Special Purchase conditions, special instructions to bidders, scope of work, specification, Scalable requirements, Agreed Terms & Conditions , unpriced part of price schedule are to be uploaded in the web. The format given above in Table 1 is to be filled for all other documents. Any deviations, taken may be stipulated in the format given in Table 2 (below).

TABLE – 2

| DEVIATIONS |                        |        |         |           |
|------------|------------------------|--------|---------|-----------|
| Sl. No.    | Bid Document Reference |        | Subject | Deviation |
|            | Page                   | Clause |         |           |
| 1          |                        |        |         |           |
| 2          |                        |        |         |           |
| 3          |                        |        |         |           |

I/We confirm that I/ we have studied all the Terms and Conditions of the RFQ/ tender document and confirm our acceptance of the same except for the clauses mentioned above in this deviation form.

In case our offer is successful, we will submit hard copies of all documents duly signed and stamped on all pages.

---

SIGNATURE WITH NAME & ADDRESS, SEAL AND DATE.

Note:

1. Filling up and submission of this form is mandatory.
2. If a document is accepted without any deviation, the vendor is required to put a tick mark in the respective column against the document. If there are deviations, the vendor is required to put a tick mark in the respective column against the document and indicate the deviation(s) in the format given for indicating the same.
3. Successful bidder is required to submit hard copies of all documents duly signed and stamped on all pages.

**SECTION-6**

**E-BIDDING INSTRUCTIONS**

## **INSTRUCTIONS TO BIDDERS ON E-TENDERING**

### **1.0 GUIDELINE FOR E-PROCUREMENT SYSTEM:**

Bharat Petroleum Corporation Ltd. has gone for online submission of bid through e-procurement system on <https://bpcleproc.in>. Bidders are advised to read the Instructions for participating in the electronic tenders directly through internet (Bid Submission Manuals are available on the above mentioned e-procurement site).

To participate on tenders hosted by BPCL on e-procurement site, bidders are required to have a digital certificate and do “Enrollment” (Register on site) by creating one User Id on the above site.

Bidders shall make their own arrangement for e-bidding. The Un-priced Technical Bids along with all the copies of documents should be submitted in e-form only through BPCL e-Procurement system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000. If any modifications are required to be made to a document after attaching digital signatures, the digital signature shall again be attached to the modified documents before uploading the same.

Late and delayed Bids / Offers after due date / time shall not be permitted in E-procurement system. However if bidder intends to change the bid already entered may change / revise the same on or before the last date and time of submission deadline. No bid can be submitted after the last date and time of submission has reached. The system time (IST) that will be displayed on e-Procurement web page shall be the time and no other time shall be taken into cognizance. Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. No bid can be modified after the dead line for submission of bids.

BPCL shall not be responsible in any way for failure on the part of the bidder to follow the instructions. Further BPCL in any case will not be responsible for inability of the bidder in participating in the event due to ignorance, failure in Internet connectivity or any other reason. It is advised that the bidder uploads small sized documents preferably (up to 5 MB) at a time to facilitate in easy uploading into e-Procurement site. BPCL does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

Bidders are required to Login with their User ID & Password (along with Digital Certificate) on e-tendering site (<https://bpcleproc.in>), then click on “Dashboard”, click on “Action” button against required Tender, If the required tender number/ details are not available in the first displayed page, then they can click on “more” button, for proceeding to next page(s). They will get “Download files” as well as “Tender Common Forms” on the same page. For participating in tender and for download Tender Documents, click on “Participate”. In the same menu, one can upload the scanned, signed stamped documents in “Edit Bid Common Forms”.

For downloading Java, please click on “Download JRE 6” on login page or more details about Bidding steps. Also, “New User Instruction Manual” from log in page can be referred.

Bidders are required to save / store their bid documents for each item into their computers before submitting their bid into e-tender.

## **2.0 CONTACT PERSONS:-**

### **FOR E-TENDERING RELATED ISSUES:**

If tenderers need some clarifications or are experiencing difficulties while enrolling or while participating in this e-Tender, please E-Mail to the following E-Mail ID along with the snapshots of the errors being faced to:

Email - [support@bpceleproc.in](mailto:support@bpceleproc.in)

(OR) Contact the following helpdesk numbers: All India +91 79 4027 0573.

\*\*\*\*\*

**SECTION - 7**

**PROFORMA OF DECLARATION OF HOLIDAY LISTING**

**ANNEXURE – I**

**PROFORMA OF DECLARATION OF HOLIDAY LISTING**

In the case of a Proprietary Concern:

I hereby declare that neither I in the name of my Proprietary concern M/s. \_\_\_\_\_ which is submitting the accompanying Bid / Tender nor any other concern in which I am a proprietor nor in any partnership firm in which I am involved as a Managing Partner have been placed on holiday list declared by Bharat Petroleum Corporation Limited/MOP&NG/any other Oil PSEs, except as indicated below:

(Here given particulars of holiday listing and in absence thereof state "NIL").

In the case of a Partnership Firm

We hereby declare that neither we, M/s. \_\_\_\_\_ submitting the accompanying Bid / Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor of any firm or concern have or has been placed on holiday list declared by Bharat Petroleum Corporation Limited/MOP&NG/any other Oil PSEs, except as indicated below:

(Here given particulars of holiday listing and in absence thereof state "NIL").

In the case of Company

We hereby declared that we have not been placed on any holiday list declared by Bharat Petroleum Corporation Limited/MOP&NG/any other Oil PSEs, except as indicated below:

(Here given particulars of holiday listing and in absence thereof state "NIL").

It is understood that if this declaration is found to be false in any particular, Bharat Petroleum Corporation Limited shall have the right to reject my / our bid, and, if the bid has resulted in a contract, the contract is liable to be terminated.

Place: \_\_\_\_\_

Signature of the Bidder\_\_\_\_\_

Date: \_\_\_\_\_

Name of the Signatory\_\_\_\_\_



**SECTION-8**

**PURCHASE PREFERENCE POLICY LINKED WITH LOCAL CONTENT**

**(ATTACHED)**

**SECTION 9**  
**VENDOR ADVISORY – ENVIRONMENTAL**  
**(ATTACHED)**

**SECTION 10**  
**QEHS POLICY**  
**(ATTACHED)**

**SECTION 11**

**POLICY OF HOLIDAY LISTING OF VENDORS IN BPCL**

**(ATTACHED)**