



**REQUEST FOR QUOTATION**

**JOB: HIRING OF VEHICLE FOR ABRPL**

RFQ No: ABRPL/RFQ/VEHICLE/104

Date: 02/09/2022

	Client: <b>ASSAM BIO REFINERY PRIVATE LIMITED (ABRPL)</b> Project: <b>ABRPL PROJECT</b> Item: <b>HIRING OF VEHICLE FOR ABRPL</b> Due Date & Time: <b>16/09/2022 &amp; Up to 12:00 Hrs. (IST)</b>																																
PRE-BID MEETING (IF APPLICABLE):	<b>NOT APPLICABLE</b>																																
UNPRICED BID OPENING:	<b>At 15:00 Hours (IST) on 16/09/2022 Hrs</b>																																
EARNEST MONEY DEPOSIT / BID SECURITY	Subject tender has 07 (seven) category. Bidders to submit separate EMD for each category. <table border="1"><thead><tr><th>SL NO</th><th>TYPE OF VEHICLE/ CATEGORY</th><th>DUTY HOUR</th><th>EMD (IN INR)</th></tr></thead><tbody><tr><td>1</td><td>SUV: MAHINDRA BOLERO B4- BS VI OR EQV</td><td>16 HRS</td><td>1,27,498</td></tr><tr><td>2</td><td>SUV: MAHINDRA BOLERO B4- BS VI OR EQV</td><td>9 HRS</td><td>90,816</td></tr><tr><td>3</td><td>SUV: MAHINDRA BOLERO B4- BS VI OR EQV</td><td>24 HRS</td><td>1,24,992</td></tr><tr><td>4</td><td>TATA WINGER 13+D BS-6 OR EQV.</td><td>9 HRS</td><td>29,928</td></tr><tr><td>5</td><td>TATA WINGER 13+D BS-6 OR EQV.</td><td>24 HRS</td><td>38,208</td></tr><tr><td>6</td><td>BUS: TATA STARBUS 24+D LP410/36/ BS-6 OR EQV</td><td>24 HRS</td><td>55,920</td></tr><tr><td>7</td><td>TATA WINGER 13+D BS-6 OR EQV.</td><td>16 HRS</td><td>33,948</td></tr></tbody></table>	SL NO	TYPE OF VEHICLE/ CATEGORY	DUTY HOUR	EMD (IN INR)	1	SUV: MAHINDRA BOLERO B4- BS VI OR EQV	16 HRS	1,27,498	2	SUV: MAHINDRA BOLERO B4- BS VI OR EQV	9 HRS	90,816	3	SUV: MAHINDRA BOLERO B4- BS VI OR EQV	24 HRS	1,24,992	4	TATA WINGER 13+D BS-6 OR EQV.	9 HRS	29,928	5	TATA WINGER 13+D BS-6 OR EQV.	24 HRS	38,208	6	BUS: TATA STARBUS 24+D LP410/36/ BS-6 OR EQV	24 HRS	55,920	7	TATA WINGER 13+D BS-6 OR EQV.	16 HRS	33,948
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PLACE OF SUBMISSION OF ORIGINAL DOCUMENTS (HARD COPY), EMD, POWER OF ATTORNEY	ASSAM BIO REFINERY PVT LTD DIFALLOO GUEST HOUSE, NEAR CISF COLONY TELGARAM, NUMALIGARH GOLAGHAT, ASSAM-785699  KIND ATTN: MR. RUDRA PRASAD NAG (HEAD PURCHASE, ABRPL)																																

**1.0 INTRODUCTION:**

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

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

1.3 Online Bids/ Offer through E-tender portal (<https://www.tenderwizard.com/abrpleproc>) only



shall be accepted. Bids/ Offer through Email or fax/ Telex/Telegraphic / Courier / Open or received through any other mode shall not be accepted and rejected.

- 1.4 Bidder is advised to submit quotations strictly based on the specifications, terms & conditions contained in the RFQ documents and not to stipulate any deviation.
- 1.5 Bidder can download the complete enquiry document from the web address <https://www.tenderwizard.com/abrpleproc>.
- 1.6 Bidder to upload the Un-price and Price part of their bid strictly in the Un-priced & Priced folders respectively in the e-tender portal (<https://www.tenderwizard.com/abrpleproc>).
- 1.7 Bidder is mandatorily required to indicate their name on each page of excel file / pdf file of Price Schedule while uploading the price bid.
- 1.8 All amendments, time extension, clarifications, etc. will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the above website to keep themselves updated. Bids are required to be submitted only through e-tendering website: <https://www.tenderwizard.com/abrpleproc> on or before the Bid submission date and time. It may also be noted that the price details are required to be filled & submitted only in the Schedule of Price format downloaded from above e-Tendering website.
- 1.9 Addendum / corrigendum to the RFQ documents if issued (will be uploaded on e-tender portal) must be submitted duly signed along with the bid.
- 1.10 In the event of failure in bidder's connectivity with e-procurement website during the last few hours on account of problem on bidders account, they are likely to miss the deadline for bid submission. Due date extension request due to this reason will not be entertained. In view of the same, bidders are advised to upload their bid in advance.
- 1.11 Bidder to note that no bid due date extension is possible. Bidder is requested to adhere to bid due date and submit their bid within the original due date & time.

## **2.0 BRIEF SCOPE OF WORK:**

Hiring of vehicle for ASSAM BIO REFINERY PVT LTD (ABRPL). Details mentioned in Prequalification criteria and Scope of work.

## **3.0 CONTRACT PERIOD:**

24 Months from the date of issue of Letter of Intent (LOI).

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

### **PART-I (TECHNO-COMMERCIAL BID):**

- 1) RFQ
- 2) COMPLIANCE TO BID REQUIREMENT
- 3) SUPPLIER CODE OF CONDUCT
- 4) DOCUMENTS AS PER PRE-QUALIFICATION CRITERIA
- 5) PROPOSAL FORMS
- 6) GENERAL CONDITION OF CONTRACT (GCC)



**Part-II (PRICED BID):**

This part shall contain only the PRICE BID Format.

**5.0 BIDDER'S QUALIFICATION CRITERIA (BQC):**

Please refer Pre-Qualification Criteria and Scope of Work.

**6.0 SUBMISSION OF BIDS & VALIDITY**

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

**7.0 PAYMENT TERMS**

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

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

**8.0 EARNEST MONEY DEPOSIT (EMD)**

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

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

- 8.2 Bidders are required to submit the **Original EMD** in ABRPL office within the Bid Due date and time to the following address:

**ASSAM BIO REFINERY PVT LTD  
DIFALLOO GUEST HOUSE, NEAR CISF COLONY  
TELGARAM, NUMALIGARH  
GOLAGHAT, ASSAM-785699**

**KIND ATTN: MR. RUDRA PRASAD NAG (HEAD PURCHASE, ABRPL)**

EMD in original shall be submitted in a sealed envelope titled "**Earnest Money Deposit for Bidding Document No. ABRPL/RFQ/VEHICEL/104 for SL No \_\_\_ Category \_\_\_\_\_ Duty Hours \_\_\_\_\_**". Bidders to specifically mentioned the category during the submission of EMD.



## 9.0 CONTRACT PERFORMANCE BANK GUARANTEE

Successful bidders have to submit **CONTRACT PERFORMANCE BANK GUARANTEE** as per GCC (General Conditions of Contract) of ABRPL

## 10.0 EVALUATION AND AWARD METHODOLOGY:

The subject tender has 07 (seven) category. Bidders can quote for all categories. Evaluation and ordering shall be done on category wise.

## 11.0 OTHER TERMS AND CONDITIONS:

- (a) Transfer of tender documents issued to one short-listed bidder to another is not permissible. Further, tender containing uncalled for remarks, or any additional conditions are liable to be rejected.
- (b) The management of ABRPL reserves the right to reject any or all the tenders received without assigning any reason thereof.
- (c) Variation in the value of the work will not vitiate the tender agreement.
- (d) The GENERAL CONDITIONS OF CONTRACT (GCC) of ABRPL will be applicable for this contract also.
- (e) The Provisions of Clause no 8 (ii) under section VIII of **GENERAL CONDITIONS OF CONTRACT (GCC)** stand modified as **Wages will be as per Assam Government Minimum wage notification.**

## 12. GENERAL

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



- The Bidder shall keep ABRPL indemnified from and against any and all claims, demands, prosecutions, penalties, damages, demurrages and/or other levies whatsoever arising out of infringement/infractions/non-compliances of including but not limited to infringement of Intellectual Property Rights, infringement of Patent Right, liens, non-compliances of Employees Insurance Acts, due to accident injury of workers or sellers employees, non-compliances of automobile insurance liabilities, damage to property or third person etc . demands, prosecutions, penalties, damages, demurrages and/or other levies whatsoever levied by any Court, Tribunal or the Customs, Tax or other Authorities with respect to any alleged breach, evasion or infraction of such duties, taxes, charges or levies or any breach or infraction of such laws, rules, regulations, orders or formalities concerning the same and from the consequence thereof.

Clarification, if any, can be raised to **Mr. Trinayan Gogoi (Senior Executive\_Purchase) & Mr. Rudra Prasad Nag, Head Purchase (ABRPL)** through following numbers & emails.

Telephone No. **7002280922, 9319595507**

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

For and on behalf of ABRPL



**Annexure – II**

(Letter from Statutory Auditor/CA)

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

**FINANCIAL DETAILS**

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

OR

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

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

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

OR

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

OR

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

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

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



Note:

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

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

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

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

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

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

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

Signature  
Name & Designation



**Annexure- III**

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

**FINANCIAL DETAILS**

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

OR

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

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

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

OR

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

OR





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

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

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

Note:

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

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

2. In case a bidder (Parent Company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited, which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the bidder certifying that separate annual report of bidder (without the financial data of subsidiaries) is not prepared and audited.
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# Reserves to be considered for the purpose of networth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

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

Paid up share capital	XXXX
Add: Share Application Money pending allotment	XXX



Add: Reserves (As defined Above)	XXXX
Les: Accumulated Losses	XX
Less: Deferred Revenue Expenditure to the extent not written off	<u>XX</u>
Networth	<u>XXXX</u>

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

Signature

Name & Designation

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