

**INSTRUCTIONS TO BIDDERS for e-TENDERS**

1. Bidders shall study carefully the complete enquiry documents viz. Notice Inviting Tenders, Technical Procurement Specifications, Pre-Qualification Criteria, Instructions to Bidders, Special Terms & Conditions of the enquiry, Standard Terms and Conditions, Price Bid format (BoQ), Bank Guarantee formats etc., as applicable to the Enquiry.
2. Offers against this enquiry shall be submitted online on e-procurement portal <https://e-procure.gov.in>, with valid 'Digital Signature Certificate' (DSC). Offers submitted on any other platform or in any other mode including e-mails, typed/printed offers as hard copy etc. SHALL NOT be accepted.
3. All interested bidders are requested to register themselves on the above website with their valid DSC. It is mandatory for bidders to have valid DSC (of Class II or Class III) issued by any of the Certifying Authority approved by Govt. of India for participating in the enquiry. Valid DSC shall be arranged by the bidders themselves at their cost. Bidders may refer **Bidders Manual Kit** available on the above website for detailed information and instructions for registering, submitting offers etc.
4. The documents, if any, which necessarily have to be submitted in originals if specified specifically in the enquiry documents, shall be submitted offline. However, scanned copies of such documents shall be uploaded along with the offer submitted online.
5. **EARNEST MONEY DEPOSIT (EMD):**
 - 5.1 EMD, if specified in the Enquiry / NIT, shall be remitted through RTGS / NEFT. UTR No. / scanned copy of the payment receipt shall be submitted along with the Part-A of the bid. Details of Bank A/c for remittance of EMD are given below:

Name of A/c Holder: Fertilisers And Chemicals Travancore Ltd.
Account Type : Cash Credit
Account No : 57017844467
IFS CODE : SBIN0070158
Name of Bank : State Bank of India
Branch : Udyogamandal
District : Ernakulam
State : Kerala.
 - 5.2 Bids without EMD shall be rejected except in the following cases. EMD will be exempted for Govt. Depts./firms/public sector units / Start-ups recognised by Dept. of Industrial Policy & Promotion, GoI / MSE units registered under MSMED

- Act / firms registered under NSIC/Khadi Board etc. as per applicable govt. directives, on submission of valid documents in proof of the same.
- 5.3 If the bidder retracts from or without request of FACT revises, his bid within the validity period of the bid, the EMD shall be liable to be forfeited without prejudice to FACT's other rights to claim damages.
- 5.4 EMD of the bidder whose bid is accepted and order / contract is awarded will be adjusted against Security Deposit (SD) to be remitted or refunded after the remittance of SD as per the terms and conditions of the Contract.
- 5.5 In case the bidder whose bid is accepted, fails to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work within the specified time, the contract issued to him is liable to be cancelled and the Earnest Money already deposited by the contractor shall be forfeited without any further reference to the contractor and alternative arrangements made at the risk and cost of the Contractor without prejudice to FACT's other rights to claim damages
- 5.6 EMD of the unsuccessful bidders shall be refunded immediately after the contract is finalized.
- 5.7 No interest shall be paid on the EMD.
6. **PRE-QUALIFICATION**
 - 6.1 The bidders shall meet the pre-qualification criteria prescribed, if any, for the tender. The bids of such bidders who meet the pre-qualification criteria will only be considered for evaluation and ordering.
 - 6.2 Bidders shall submit self-attested copies of supporting documents as specified in the enquiry, failing which such bidders are liable to be considered not meeting pre-qualification criteria and their bids will not be considered further for evaluation and ordering.
 - 6.3 Except in the cases of items / services related to public safety, health, critical security operations and equipment etc., FACT at its discretion may relax the conditions of prior turnover and prior experience for Start-ups recognised by Dept. of Industrial Policy & Promotion (DIPP), subject to meeting quality and technical specifications, on furnishing copies of relevant certificates / documents in proof of the such recognition by DIPP.



7. The vendor shall confirm their adherence to technical specifications and other terms and conditions of the enquiry documents forming part of this enquiry by furnishing duly filled in Compliance Statement. Deviations to the enquiry terms and conditions, if any, shall be specified therein.
8. Technical Brochures, if any, of all items quoted shall be attached along with the offer. Detailed instruction manuals should accompany supply of items.
9. The approximate weight and size of the offered items shall be indicated in the bid.
10. Transit insurance shall be in the scope of FACT, unless specified otherwise.
11. The payment term offered shall be as specified in the enquiry. Unless otherwise specified, the payment term shall be 100% after receipt and acceptance of the items at FACT Stores.
12. If the situation so warrants, the purchaser reserves the right to accept any part of the offer or portion of the quantity offered and the bidder shall supply the same at the rate quoted.
13. **SUBMISSION OF BIDS**
- 13.1 Bids shall be submitted in two parts or in single part as specified in the Enquiry.
- 13.2 **TWO PART BIDDING**
- Bids shall be submitted in two parts, if specified in the Enquiry, as follows:
- 13.2.1 **PART-A: PRE-QUALIFICATION cum TECHNO-COMMERCIAL BID.**
- This part shall contain:
- i. Scanned copy of EMD Instrument / claim for exemption with supporting documents.
 - ii. Pre-qualification format duly filled in along with self-attested scanned copies of supporting documents as specified in the enquiry or claim for exemption as per Cl. 6.3 above with supporting documents.
 - iii. Techno-Commercial Offer.
 - iv. Drawings, technical specifications, data sheets, catalogues/technical brochures etc. as per Enquiry, as applicable.
- v. Technical Check-List duly filled in.
- vi. Compliance Statement duly filled in.
- vii. UN-PRICED PRICE BID duly filling all relevant columns for P&F, taxes, duties and any other charges, as applicable, as percentage of the basic price quoted, but without mentioning prices. Against each line item the bidder shall mention 'QUOTED' or 'NOT QUOTED' as the case may be.
- 13.2.2 **Part-B: PRICE BID**
- This part shall contain Price Bid i.e. Bill of Quantity (BoQ) attached to the enquiry filling all relevant information such as, name of the bidder, and basic price, P&F, taxes, freight etc.as called for each line item.
- 13.2.3 The priced BoQ shall be uploaded strictly in the format attached with the enquiry, failing which the offer is liable to be rejected. Renaming or changing format of the BoQ sheet will not be accepted by the System.
- 13.2.4 Please fill-in all the relevant fields. Blank fields in the uploaded BoQ shall be taken as that particular tax / duty / charge is not applicable or as included in the basic price. No claim afterwards will be entertained.
- 13.2.5 Prices shall be quoted only in the prescribed BoQ and those indicated elsewhere, if any, shall not be considered.
- 13.2.6 Bidders shall quote the unit prices in figures strictly in the order of serial numbers and units as per the Price Bid (BOQ). The rates of all applicable taxes/duties shall be clearly indicated. The Price Basis shall be indicated in Part-A and the break-up of all expenses shall be furnished in Part-B to facilitate evaluation. The prices shall be firm without any escalation on any account till the order is completely executed.
- 13.2.7 **BoQ shall be uploaded only in Part B**
- 13.3 **SINGLE PART BIDDING**
- Bids shall be submitted with all the documents as specified in Part-A & Part B above in a single part.
- 13.4 All parts of the Bid shall be uploaded with all relevant documents **before due date & time** in the above portal. The system does not allow submission of bids or any other document forming part of the bid after the due date & time of bid submission. Non-submission of any document or submission of



- incomplete documents may result in rejection of offers.
- 13.5 Timely submission of offers along with all the relevant documents online is the responsibility of the bidders. The bids shall be submitted well in advance to avoid last minute issues like non availability of internet, server etc., FACT shall not be held responsible for bidder's inability to submit documents in time due to power failure, non-availability of internet etc., and for incomplete submission of offers or non submission of any documents forming part of the offers.
- 14. GOODS & SERVICE TAX (GST)**
- 14.1 FACT's provisional Id in the state of Kerala is 32AAACT6204C1Z2. The bidder shall furnish the following details in the offer:
- Place of supply
 - Address of the supplier billing the item if it is different from (i) above.
 - GST rates applicable for each item / service.
 - HSN/SAC codes applicable for each item/ service.
- 14.2 In the case of unregistered supplier, a declaration to that effect with reasons thereof shall be furnished.
- 14.3 In the event of an order, the seller shall
- submit GST compliant tax invoice to FACT along with supply and ensure uploading the same as per statute in the prescribed time limit and
 - file monthly returns in time enabling FACT to claim input tax credit.
- 14.4 GST charged by the supplier/contractor shall be released separately to the supplier/contractor only after filing of
- the outward supply details & the monthly return on GSTN portal by the supplier / contractor and
 - on matching the input tax credit to such invoice with the corresponding details of outward supply of the supplier / contractor.
- 14.5 In case FACT incurs any loss or liable for any interest, penalty etc. due to denial / reversal of such input tax credit in respect of the invoice submitted by the supplier / contractor, for the reasons attributable to the supplier / contractor, the same shall be recovered from the supplier / contractor.
- 14.6 Further in case FACT is deprived of the input tax credit due to any reason attributable to the supplier / contractor the same shall not be paid or recovered, if already paid to the supplier / contractor.
- 15. OVERSEAS VENDORS**
- Overseas vendors shall note the following while quoting:
- 15.1 Vendor shall quote CFR Cochin (Kochi), India basis.
- 15.2 Shipping terms referred to shall be governed by the definitions of latest INCOTERMS.
- 15.3 Please mention the Country of Origin, location of works, shipping point(s) / port of shipment and Banker's address in the offer.
- 15.4 Seller shall be responsible for all taxes, duties and levies chargeable to export of goods in the country of origin and / or upto Port of Shipment / Gateway Airport. All taxes and duties in India shall be borne by FACT, excluding those for free replacements due to short shipment / guarantee failure etc.
- 15.5 Agency commission, if any, shall be clearly indicated in the offer with full address of the Indian Agent. The rate of agency commission, included or payable extra is to be clearly indicated in the offer and shall be shown separately in the Invoice also. Agency commission shall be paid in Indian Rupees.
- 16. BID OPENING**
- 16.1 The bids of all bidders (only Part-A in the case of two-part bidding) who submit their Bid by the due date and time shall be opened online, on the specified bid opening date & time
- 16.2 In the case of Two Part Bidding, Part-B - Price bids of bidders whose Part-A bid is found acceptable based on pre-qualification and techno-commercial evaluation only will be opened on a subsequent date. Price bid opening date & time shall be intimated to the qualified bidders by email, SMS etc. through the system.
- 17. PURCHASE PREFERENCE:**
- 17.1 FACT reserves the right to allow Purchase Preference to Public Sector Enterprises or any other firms as admissible under the existing Government Policy/rules.

**17.2 MSE UNITS**

17.2.1 Firms registered under MSME Act shall be extended benefits under public procurement policy for MSEs and such other provisions effected by Govt from time to time, as applicable, (hereinafter called 'the Policy') including special benefits to MSE firms owned by SC/ST and women entrepreneurs, on furnishing relevant documents as proof.

17.2.2 MSE bidders shall declare their UAM number in the CPP Portal, failing which such bidders will not be able to enjoy the benefits as per the Policy.

17.2.3 When supply / service as per the tender is divisible in nature, MSEs quoting within the price band prescribed in the Policy shall be allowed to supply / execute a portion of the requirement as prescribed in the Policy, subject to conditions as mentioned in the Policy.

17.2.4 When supply / service as per the tender is non-divisible or non-splitable in nature, MSEs quoting within the price band prescribed in the Policy (in ascending order) may be awarded full / complete supply of total tendered value to such MSEs, subject to conditions as mentioned in the Policy.

18. DEVIATIONS:

18.1 Bidders are requested not to deviate from enquiry terms & conditions as set out in the enquiry documents / enquiry, such as submission of security deposit, performance bank guarantee, delivery period and payment terms indicated in the enquiry. Offers with deviations in SD clause are liable to be rejected, unless specific exemption is available to any bidder by virtue of any valid govt. Notification / policy. Suitable price loadings shall be done as specified in the enquiry. No advance payment will be made.

19. STANDARDS:

19.1 All the Bids and correspondence, including but not limited to drawings, bill of materials, spare parts list, lubrication requirements, instruction booklets, etc., shall be in English language only.

19.2 Bidders shall quote/supply only acceptable makes of equipment/items as indicated in the enquiry, wherever applicable.

19.3 Where a brand name with the phrase 'Or Equal' has been used in the Enquiry, bidders may offer

alternative equipment and materials, which have similar characteristics and provide performance and quality equal or superior to that of the specified brand. Supporting documentation shall be provided.

19.4 All weights and dimensions shall be in metric system only, unless otherwise specified in the enquiry documents.

20. BANK GUARANTEES:

20.1 All Bank guarantees shall be submitted as per the relevant formats attached and shall be issued/confirmed by a nationalized / scheduled bank in India.

21. COMPLETION PERIOD:

21.1 The bidder shall quote completion period for supply and commissioning of the equipment / system (if specified in the enquiry) within the delivery period as required as per the enquiry documents, reckoned from the date of placement of Letter of Intent / Order.

22. CONFORMITY:

22.1 Bids must conform in all respects with the applicable Specifications, Drawings, Data Sheets, and the Terms and Conditions of this enquiry. Bidders must certify in the form of Compliance Statement that his bid complies with all Enquiry documents and Technical Specifications.

22.2 Bidders may offer alternate proposal (viz. his standard design), but in doing so, he must state all deviations and/or exceptions to the enquiry specification and the reasons thereof. However, FACT reserves the right to reject such alternate offers, without assigning any reason whatsoever.

22.3 Normally no deviations are accepted by FACT. If at all the bidder requires any deviations, the same shall be listed out specifically and enclosed with the enquiry as per Compliance Statement. Except for such deviations specifically listed out in the bid, all other terms and conditions in the enquiry form, drawings and Annexures shall be deemed to have been accepted by the bidder.

23. EVALUATION OF QUOTATION

23.1 Landed cost of items to be supplied including mandatory spares, operational spares and accessories services, etc. as specified in the enquiry, are considered for determining the L1 bidder. (Landed cost inter - alia, includes taxes,



- duties, freight, P&F charges, inspection charges and any other additional charges to FACT's account)
- 23.2 All bids shall be compared in Indian Rupees. In case bids are in foreign currency (applicable to foreign bidders) the exchange rate as on the date of price bid opening will be considered for comparison.
- 23.3 Terms of payment: Interest charges shall be considered at the prevailing bank rate for payments not envisaged in the enquiry documents.
- 23.4 Other Deviations: Suitable loading will be done for other deviations, if specified in the enquiry.
24. **PURCHASER'S RIGHT:**
- 24.1 FACT reserves the right to reject any or all bids without assigning any reason whatsoever. No claims shall lie against FACT on this account and FACT's decision in this regard shall be final and binding on the bidders.
25. **BID VALIDITY:**
- 25.1 The rates quoted by the bidder shall be valid for FACT's acceptance for a period of 90 days from the date of opening of Part-A bids.
26. **ENQUIRY UPDATES:**
- 26.1 Bidders are requested to visit our web site (www.fact.co.in) or Central Public Procurement Portal (<https://eprocure.gov.in>) for any updates/corrigenda on the enquiry, including extension of due date, if any. No advertisement will be given in the print media.
27. **BLACK LISTED / VENDORS UNDER ENQUIRY HOLIDAY:**
- 27.1 Offers of vendors who are Black listed / put under Enquiry Holiday by FACT will not be considered.
28. **FRAUD PREVENTION POLICY:**
- Bidders shall comply with Fraud Prevention Policy of FACT 2012 (FPPF 2012). The said policy is available in FACT Website www.fact.co.in.

29 GENERAL

Unless otherwise mentioned specifically, all correspondence relating to this enquiry shall be made in English referring the enquiry number and date, to:

The Senior Manager (Materials),
Corporate Materials,
Petrochemical Division Administrative Building,
FACT Limited, Udyogamandal,
Cochin-683501
India