

❖ **Bidder's Acceptance to Tender documents/ Clauses:**

S.N.	Tender Document / Clause / Policy	Bidder Acceptance
1	Acceptance of CRFQ / Tender Document	
2	BPCL General Purchase Conditions (GPC) / General Contract Conditions (GCC)	
3	Policy Document (QEHSS, Energy Policy and Holiday Listing Policy)	
4	Tender clause with respect to Compliance of Restrictions for Countries which share land order with India as stipulated by Govt. of India.	
5	Integrity Pact	
6	Make in India Policy	
	Other important Tender Clauses-	
1	Acceptance of penalty for breach of Contract Clause:	
2	Price Validity 120 days from the bid due date or extended bid due date whichever is later. (BPCL reserves the right to reject the offers having price validity less than 90 days).	
3	Quoted prices shall remain firm and fixed till complete execution of the order.	
4	Material, if rejected shall be replaced free of cost on F.O.R. BPCL Warehouse/ Delivery location basis.	
5	Bidder to confirm that the physical & chemical properties of the material have been indicated in their quotation. Bidder to confirm that MSDS is uploaded with tender document.	
6	Details of Packing of goods offered	
7	Bidder to confirm that during emergencies, supply shall be made at a short notice on priority.	
8	Prices quoted shall exclude transit insurance charges as the same shall be arranged by BPCL.	
9	Performance Bank Guarantee 5%	
10	If the items are covered under DGS&D rate contract, confirm that a copy of rate contract is enclosed with your offer	
11	The Vendor to ensure that Handling, Use & Disposal of product supplied by them shall not have any adverse Effect on Safety, Environment & Health of the flora & fauna. Otherwise, Vendor to furnish the conditions & Precautions to be adopted.	
12	PRICE REDUCTION/LIQUIDATED DAMAGES FOR LATE DELIVERY / DELAYED COMPLETION	

❖ **Clarification on Clause Regarding purchase preference to Micro and Small Enterprise:**

S.N.	Clarification required from MSE Bidder	Bidder's Remarks
1	Are you Micro and Small Enterprise (MSE)	

2	Are you Micro and Small Enterprise (MSE) owned by "Women Entrepreneurs"	
3	Are you Micro and Small Enterprise (MSE) owned by "SC/ST"	
4	If you are MSE Bidder, are you the MSE manufacturer of tendered material?	
5	If you are MSE Bidder, whether Udyam Certificate + CA verification letter / NSIC Certificate uploaded.	
6	If you are MSE bidder, in case of award of job the materials/services shall be delivered from the plant for which you have obtained the NSIC certification. Kindly confirm the same.	

❖ **BPCL Holiday Listing Policy and Bidder Declaration:**

Bidders are required to accept Holiday Listing Policy of BPCL and provide declaration regarding Holiday Listing as per given Format in Tender document. Offers received without this declaration shall be liable for rejection. Any wrong declaration by Bidder in this context is liable for action under Holiday listing Policy of BPCL.

Bidder shall provide following information regarding Details of holiday listing (if any): (Please mention "Nil" if not applicable):

S.N.	Clarification required	Bidder's Remarks
1	Number and Date of Show-cause Notice	
2	Notice of Holiday listing	
3	Holiday listing Notice served by	
4	Period of Holiday Listing	

❖ **Mandatory Tender Documents:**

Bidder shall submit Signed/ stamped copies of following mandatory tender documents along with their Techno-commercial offer, failing to which the bid will be considered to be non-responsive and will be rejected.

S.N.	Tender Document	Document Submitted (Yes / No)
1	Undertaking for Land border clause (in given format - on letter head)	
2	Declaration regarding Holiday listing (in given format - on letter head)	
3	Integrity Pact (duly filled - Tender number & organization details on 1st page, Sign & stamp of Authorized Signatory on all pages and two witness signatures on last page)	
4	Declaration of Local Content as per PPP MII policy (in given format - on letter head)	
5	EMD (DD/BG) -or- Valid NSIC / UDYAM Certificate (Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD)	

Bidder shall also submit Signed/ stamped copies of following tender documents.

S.N.	Tender Document	Document Submitted (Yes / No)
1	CRFQ document / Technical specifications / Scope of work	
2	BPCL General Purchase Conditions (GPC) / General Contract Conditions (GCC) document	
3	Special Purchase Conditions (SPC) document	
4	Technical deviations, in given form (mention 'NIL' in case of no deviation)	
5	Commercial deviations, in given form (mention 'NIL' in case of no deviation)	
6	ATC (Additional Terms and Conditions) document.	
7	Technical Specification and scope of work document.	
8	OEM Authorization Letter, if applicable (on OEM's Letterhead).	

*	<i>In case of MSE bidder, following additional documents to be submitted.</i>	
9	<i>MSE / Udyam Certificate</i>	
10	<i>CA certificate -or- NSIC certificate</i>	

❖ **Deviations (If any)**

* Deviations appearing in the 'DEVIATIONS FORMS' only will be considered while evaluating the offers and Deviations mentioned elsewhere (in any other tender documents) will not be considered.

* Bidders are requested not to take any deviation on the 'Limitation of Liability clause and Termination for convenience clause of BPCL GPC (General Purchase Conditions)'. BPCL reserves the right to accept or reject the offers received with deviations on the 'Limitation of Liability and Termination for convenience clause'.

* It is mandatory to quote for all service items in the price bid for this tender.

Bidder should not quote 'ZERO' for any service items in the price bid for this tender.

If bidder does not quote for any service item in the price bid or quotes 'zero' for any service item in the price bid, their offer/bid will be rejected.

BPCL at its own discretion may accept or reject offers received with deviations.

❖ **EARNEST MONEY DEPOSIT (EMD):**

Bidders are required to submit an interest free EMD of the amount mentioned in Tender document.

Offers received without scan copy of EMD (DD/BG/Valid NSIC/UDYAM Certificate) in the E-tender portal and physically not received within 7 days after "Technical Bid" opening date (as indicated on the GeM portal or corrigendum thereof) are liable to be rejected.

❖ **Vendor code in BPCL:**

(A) If bidder is already registered in BPCL and has vendor code:

- Kindly mention the vendor code in your offer which can be used to create the SAP PO in future for payment purposes.

(B) If bidder is not registered in BPCL:

- For bidders who are not registered in BPCL and don't have their vendor code in BPCL, it is mandatory to submit signed and stamped scan copies of vendor template (attached in T&C form) along with following documents so that their vendor code can be created in BPCL.
 - o Pan card copy
 - o GST certificate
 - o Incorporation certificate.... (in case of Pvt Ltd and Public sector)
 - o Partnership deed.... (if Type of Company is Partnership Firm)
 - o Cancelled cheque or Bank statement.
 - o MSE Udyam certificate..... (if MSE vendor).
- Note:
 - o Payment process in BPCL is outside GeM against the SAP Purchase order.
 - o Successful bidder will receive GeM contract as well as SAP PO, wherein SAP PO is created only for the purpose of payment.
 - o SAP PO cannot be created without vendor code; hence it is important to submit the required documents for vendor code creation.

● **Instructions for Uploading the invoice:**

- Successful bidder after getting the order and after supplying the material / completing the job as per scope of work, shall upload digitally signed invoice on GeM portal as well as on BPCL 'Digital Invoice Management (DIM) portal' i.e. on website <https://econnect.bpcl.in>.
- Bidder must have vendor code in BPCL in order to login and upload invoice on 'Digital Invoice Management (DIM) portal'.

Kindly submit duly filled, signed & stamped copy of following vendor template for creation of your vendor code in BPCL SAP system.

BPCL VENDOR MASTER - VENDOR CODE CREATION/ UPDATION FORM

SEC 1.0 ORGANIZATION AND TAX RELATED DETAILS																		
Sr. No	Description	Vendor Response														Remarks		
1	Type of Company (Nature of Entity or Business Concern (Please tick the appropriate Value)	01 Individual				02 HUF				03 Association of Persons (AOP)				04 Body of Individuals (BOI)				1. Pl tick wherever applicable. 2. Pls. attach self-attested and stamped copy of relevant Registration Certificate/Partnership/Trust Deed/lease deed 3. For foreign vendors, details mentioned in Sl. no.6 is optional and Sl.no. 7 to 11 are not applicable.
		05 Co-op. Society				06 Trust				07 Partnership Firm				08 Sole Proprietorship Firm				
		09 Public Ltd. Company				10 Private Ltd. Company				11 Central PSU				12 State PSU				
		13 Central Govt. Authority/Department				14 State Govt. Authority/Department				15 Limited Liability Partnership (LLP)				16 Foreign Vendor				
		17 Others, pl Specify:																
2	E-mail ID															Pls. indicate e-mail Id to be used by us for sending updates, information, etc.		
	E-mail ID (alternate)																	
3	Mobile No.	+	9	1	-												Pls. indicate mobile No to be used by us for sending updates, information	
	Mobile No. (alternate)	+	9	1	-													
4	Telephone No.	STD				Landline												Pls. indicate STD code followed by Telephone No.
5	Communication Address as per GST registration address	Building														Pls provide address details		
		Street																
		Village/City							District/Taluka/Zilla									
		State				PIN												
6	PAN Number															Please attach self-attested Copy of Pan Card		
7	GST Registered Status	Registered				Unregistered				Composition								Pl tick wherever applicable.
8	GST Regn No. / Composition Registration No.															Please attach the self-attested registration Certificate		

9	Whether unit for which GST no. is provided is located in SEZ	YES		NO		<i>Pl tick wherever applicable.</i>	
10	Whether having multiple GST registration in a state	YES		if Yes, Business Division		NO	<i>Pl tick wherever applicable. If Yes, specify business Division</i>
11	Whether registered under MSME	YES		NO		<i>Pl tick wherever applicable.</i>	
	MSME Category	MSME Women (Yes/ No)		SC/ST MSME (Yes/ No)			
I/We confirm that all the information provided above is correct and belongs to my organization/ business.							
(Vendor Name)		(Vendor Code in BPCL) [applicable in case details to be updated for existing vendor code]		(Name & Signature of Authorized Signatory)		(Company Seal)	
Date (dd-mm-yyyy)							

SEC 2.0	Micro Small & Medium Enterprises (MSME) / Udyam Registration Details						
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Sr. No	Description	Details					Remarks	
1	MSME Udyam Registration Number						Please attach self-attested and stamped Copy of MSME Udyam Registration certificate	
2	Date of Udyam Registration						As mentioned in Registration Certificate.	
3	State of Udyam Registration				District of Udyam Registration			As mentioned in Registration Certificate.
4	Registration Category	Micro		Small		Medium		Tick against correct option as mentioned in Registration Certificate. 01- Micro / 02- Small/ 03 - Medium
5	MSME Social Category Status - 1	General		SC/ST		OBC		Tick against correct option as mentioned in Registration Certificate. 01- General / 02- SC/ST / 03 - OBC
6	MSME Social Category Status - 2	Women		Physically Challenged		Others		01 - Women / 02 - Physically Challenged / 03 - Others
7	Registered activities for MSME						As mentioned in Registration Certificate. 01 - Manufacturing 02 - Services	
8	Proprietor/Partners/Promoters details belonging to Schedule cast/Schedule tribe (SC/ST)/ Women Enterprenuer						Please provide CA Certificate for sharing holding pattern along with caste certificate/ Aadhar for SC/ST/ Women partners. (Please note that in case no certificate is enclosed for SC/ST/Women, it shall be deemed that the entity owners do not fall in the category.)	

I/We confirm that all the information provided above is correct and belongs to my organization/ business.

_____ (Vendor Name)	_____ (Vendor Code in BPCL) [applicable in case details to be updated for existing vendor code]	_____ (Name & Signature of Authorized Signatory)	_____ (Company Seal)
Date (dd-mm-yyyy)			

SEC 3.0	GST Registration Details												
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S.No	Particulars	Details												
1	Vendor Name													As per GST Registration Certificate
2	Vendor Code													Leave blank for new vendor. Mention existing vendor code for updation of details.
3	Email ID													
4	Mobile No.	+	9	1	-									
5	GST Registration Status	Registered				Composition				Unregistered				Tick against correct option
6	If Unregistered, reasons	Below Threshold Limit												provide details
		In process of registration												
		others, pl. specify												
7	Whether located in SEZ	Yes				No							Tick against correct option	
8	GSTN No./ Composition Registration No.													Please attach the self-attested registration Certificate
9	Address as per GST Registration for the state	Address												
		City												
		State												
		Pin Code												
10	Whether having multiple GST registration in a state	YES				if Yes, Business Division				NO				<i>Pl tick wherever applicable. If Yes, specify business Division</i>

I/We confirm that all the information provided above is correct and belongs to my organization/ business.

_____ (Vendor Name)	_____ (Vendor Code in BPCL) [applicable in case details to be updated for existing vendor code]	_____ (Name & Signature of Authorized Signatory)	_____ (Company Seal)
Date (dd-mm-yyyy)			

BPCL VENDOR MASTER - CREATION/ UPDATION FORM FOR BANK DETAILS

SEC 1.0 National Electronic Fund Transfer (NEFT) Mandate

S. No	Particulars	Details													
1	Vendor Name													As per GST Registration Certificate	
2	Vendor Code														Leave blank for new vendor. Mention existing vendor code for updation of details.
3	Particulars of Bank Account														
3(a)	Name of the Bank													Attach Self attested and stamped copy of cancelled cheque or Duly Filled latest bank certificate	
3(b)	Name of the Branch														
3(c)	Bank Address														
3(d)	City Name														
3(e)	NEFT IFSC Code														
3(f)	Bank Account No.														
3(g)	Type of Account														

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, We would not hold the company responsible.

_____ Date	_____ (Name & Signature of Authorized Signatory)	_____ (Company Seal)
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Bank Certificate for BPCL's purpose

We certify that the details given above are correct as per our records.

_____ Date	_____ (Name & Signature of Authorized Official of bank)	_____ (Bank Seal)
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