

**NOTICE INVITING TENDER (NIT)
FOR
MANPOWER SUPPORT SERVICE FOR OPERATIONAL ASSISTANCE AT ASSAM
BIO ETHANOL PVT LTD (ABEPL)**

**BIDDING DOCUMENT NO: ABEPL/NIT/MANPOWER SERVICE FOR
OPERATIONAL ASSISTANCE/526**

(DOMESTIC COMPETITIVE BIDDING)

e-Tendering

1.0 INTRODUCTION:

M/s. Assam Bio Ethanol Private Limited (ABEPL) is setting up a Bio-Ethanol Plant at Numaligarh, Assam. To support its operational activities, ABEPL invites e-bids under a Single Stage Two-Part Bid System from eligible bidders for execution of **“MANPOWER SUPPORT SERVICE FOR OPERATIONAL ASSISTANCE AT ASSAM BIO ETHANOL PVT. LTD. (ABEPL).”**

2.0 BRIEF SCOPE OF WORK :

M/s. Assam Bio Ethanol Private Limited (ABEPL) [formerly Assam Bio Refinery Private Limited (ABEPL)] is India's first bio-refinery dedicated to producing fuel-grade bio-ethanol from bamboo biomass, with a production capacity of 187 KLPD. Established on June 4, 2018, ABEPL is a joint venture promoted by Numaligarh Refinery Limited (NRL) and two Finnish companies, Fortum and ChempolisOy.

The plant comprises several integrated process sections, including:

- Raw Bamboo Handling (RBH)
- Fractionation
- Washing
- Hydrolysis
- Fermentation
- Ethanol Separation
- Chemical Recovery
- Decanter
- Bio-coal Drying

This tender is for engagement of manpower support service for operational assistance at ASSAM BIO ETHANOL PVT LTD (ABEPL). Details Scope of works is enclosed as **Annexure-01**.

3.0 CONTRACT PERIOD:

The contract shall remain valid for a period of **01 (One) year** from the date of issuance of the Letter of Intent (LOI)/Purchase Order (PO).

4.0 SALIENT DETAILS:

a)	Bidding Document available on Website	:	From 03/09/2026 to 10/09/2026
b)	Last date of Receipt of Bidder's Queries	:	On 07/09/2026
c)	Last Date and time of Online submission of Bids (Bid Due Date)	:	Up to 1200 Hrs. (IST) on 10/09/2026

d)	Online Opening of Techno-commercial Unpriced Bid	:	1500 Hrs. (IST) on 10/09/2026 (*)
e)	Place of Submission of Original Documents (Hard copy), EMD, Power of Attorney, BQC Documents within BDD		ASSAM BIO-ETHANOL PVT LTD. ADMIN CUM SS BUILDING, PURCHASE DEPARTMENT POST BOX NO. 003, N.R. COMPLEX, DISTRICT: GOLAGHAT, PIN: 785699 (ASSAM), INDIA KIND ATTN: MR PARTHA PRATIM SAUD (HEAD-PURCHASE)
f)	Earnest Money Deposit / Bid Security	:	INR 90,000/- (Indian Rupees Ninety Thousand Only)
g)	Cost of Bidding Document (Non-Refundable)	:	Not Applicable
h)	MSME Exemption for Years of Experience, Turnover and EMD	:	NO
i)	Startup Exemption for Years of Experience, over and EMD	:	NO

If dates identified as (*) above happen to be a declared holiday in ABEPL Assam, the next working day shall be considered.

The complete Bidding Document is available on e-tendering Website: <https://www.tenderwizard.com/abrpeproc>. Bidders can view / download the document from the website mentioned above.

All amendments, time extension, clarifications, etc. will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the above website to keep themselves updated.

Request for extension or any queries received from any bidder with less than Three working days prior to bid due date shall generally be ignored, since there will not be adequate time for proper communication with Client and other Bidders. Bidders shall submit the bid directly and in their own name without involving any intermediaries.

It is hereby notified that the name "Assam Bio Refinery Private Limited (ABRPL)" has been officially changed to "Assam Bio Ethanol Private Limited (ABEPL)". This name change shall apply to all documents and communications related to this tender process. All references to "Assam Bio Refinery Private Limited (ABRPL)" in this tender document, annexures, agreements, contracts, and any associated correspondence shall henceforth be interpreted as referring to "Assam Bio Ethanol Private Limited (ABEPL)".

4.1 CLARIFICATION OF BIDDING DOCUMENT

The information provided in this bidding document, including the Scope of Work, Special Conditions of Contract, Bid Qualification Criteria, and other related documents, has been prepared with due care. However, it is the bidder's responsibility to thoroughly review and satisfy themselves regarding the adequacy and understanding of all requirements before submitting the bid.

4.2 CLARIFICATION ON BIDDING CONDITIONS:

- i. The Bidder shall examine the Bidding Document thoroughly in all respects. If the Bidder identifies any conflict, discrepancy, ambiguity, error, omission, or requires any clarification regarding the Bidding Document, the Bidder shall seek clarification from ABEPL in writing via e-mail. Such requests must reach the office of ABEPL at least 03 (Three) days prior to the last date for submission of bids specified in the bidding schedule. Requests received after the stipulated time may not be considered.
- ii. Bidders are advised to seek clarification on all queries relating to the Bidding Document before submitting their bids. The bid shall be submitted in full compliance with the requirements of the Bidding Document, without any deviations, exceptions, qualifications, assumptions, or stipulations unless specifically permitted by ABEPL. Accordingly, the Bidder shall submit the **"Compliance to Bid Requirements"** in the prescribed format as per **Annexure-A**, duly signed and sealed, along with the Un-priced Bid.
- iii. The responses to Bidder's queries/ clarifications raised will be furnished as expeditiously as possible in the form of Corrigendum/Addendum. Any modification of the Bidding Document, which may become necessary as a result of the bidders query, or for any reason at ABEPL's initiative, shall be published as a Corrigendum/Addendum which shall form a part of the Bidding document. Bidder shall submit a copy of all the Corrigendum/Addendum duly signed and stamped in token of his acceptance. Bidder shall consider its impact in his bid/submit revised bid within the last bid submission date & time. Bids submitted without all Corrigendum/Addendum are liable to be rejected.
- iv. The Bidder is advised to visit and examine the site, its surroundings, existing facilities, and prevailing conditions, and to obtain all necessary information that may be required for preparing and submitting the Bid. Submission of the Bid shall be deemed to constitute the Bidder's confirmation that it has satisfied itself regarding all relevant conditions and factors affecting the execution of the work. No claim, objection, or request for additional compensation arising out of ignorance of site conditions or inadequacy of information shall be entertained after submission of the Bid or during execution of the Contract. Any injury, loss of life, or damage to property suffered by the Bidder or its representatives during the site visit due to their negligence shall be solely at their own risk and responsibility. The Bidder shall indemnify and keep ABEPL harmless against any claims, liabilities, losses, damages, or legal proceedings arising out of such incidents.
- v. **Bidder shall not tamper/modify the downloaded priced Schedule template in any manner.** In case if the same is found to be tampered/modified in any manner, offer will be completely rejected and tenderer is liable to be banned from doing business with ABEPL.
- vi. The Bidder shall quote its prices after carefully assessing all costs associated with the execution and completion of the work, taking into consideration the entire Bidding Document. The quoted prices shall be deemed to include the cost of all activities, materials, labour, equipment, services, and incidental items necessary for the satisfactory completion of the work, whether or not such activities are specifically described in the Price Schedule, provided they can be reasonably inferred or implied from the scope and requirements of the Bidding Document. No additional payment shall be admissible for such activities, and the Bidder shall have no claim on this account during the execution of the Contract.
- vii. The prices shall be based on conditions specified in General Conditions of Contract, Special Conditions of Contract (SCC), Scope of Work and other contents of Bidding Document. Bidders are therefore advised to get themselves familiarized with the site conditions before quoting.
- viii. Post priced bid opening, ABEPL at its discretion, may ask for a detailed rate analysis from the bidder(s) to ensure understanding of the scope of work by the bidder and for considering the reasonableness and workability of their quote.
- ix. The rates/prices quoted by the Bidder shall be firm, fixed, and non-revisable throughout the validity of the Bid and the entire Contract Period. No variation, escalation, or revision in the quoted rates/prices shall be permitted on any account after the due date and time for submission of the

Bid. However, ABEPL reserves the right to negotiate with the successful Bidder and seek a reduction in the quoted prices, wherever considered necessary, prior to the award of the Contract. The quoted rates/prices, as finally accepted by ABEPL, shall remain valid until the satisfactory completion of the Contract.

- x. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

Note:

The Bidder shall submit the following documents, duly completed, signed, and stamped by the authorized signatory, along with the Bid:

Unpriced / Technical Bid shall comprise of:

- a) SUPPLIER'S CODE OF CONDUCT- duly signed and stamped.
- b) ANNEXURE-A COMPLIANCE TO BID REQUIREMENT – duly signed & stamped.
- c) ANNEXURE_01_SCOPE OF WORK - duly signed & stamped.
- d) ANNEXURE_02_BID QUALIFICATION CRITERIA - duly signed & stamped.
- e) PROPOSAL FORM - duly signed & stamped.
- f) ANNEXURE_03_EHS MANAGEMENT SYSTEM AND GUIDELINES
- g) SPECIAL CONDITIONS OF CONTRACT - duly signed & stamped.
- h) GENERAL CONDITIONS OF CONTRACT - duly signed & stamped.
- i) UNPRICED PRICE SCHEDULE CLEARLY INDICATING ITEMS AS "QUOTED/NOT QUOTED"-duly signed & stamped.
- j) NIT DOCUMENT AND SUBSEQUENT ADDENDUMS – duly signed and stamped.
- k) ANNEXURE_04_PREAMBLE TO THE PRICE SCHEDULE_ duly signed and stamped.

Price Bid shall comprise of:

- a) This part shall contain only duly filled in prices in the Price Schedule format of NIT.
- (i) Submission of authentic documents is the prime responsibility of the Bidder. However, ABEPL reserves the right to getting the document cross verified, at their discretion from the document issuing authority.
- (ii) In the event of submission of any document / certificate by the bidder in a language other than English, the bidder shall get the same translated into English and submit the same after getting the translation duly authenticated by local Chamber of Commerce of bidder's country.
- (iii) ABEPL reserves the right to complete the evaluation based on the details furnished without seeking any additional information and/or in-house data, survey or other work.

5.0 PRE-BID MEETING

5.1 Not Applicable

However, bidders requiring any clarification regarding the tender documents may submit to **trinayan.gogoi@abepl.co.in** or contact **Mr. Trinayan Gogoi** at **+91 70022 80922** on or before **07/09/2026**. Queries received after the specified date may not be considered. All clarifications issued by ABEPL shall form an integral part of the bidding documents.

Bidders are strongly advised to visit the ABEPL site at Numaligarh, Assam, at their own cost and responsibility to familiarize themselves with the site conditions, work environment, scope of work, logistics, safety requirements, and all other factors that may affect the execution of the Contract. Submission of a bid shall be deemed as confirmation that the bidder has understood the site conditions and assessed all associated risks and requirements. No additional claim arising out of lack of knowledge of site conditions shall be entertained by ABEPL.

- 5.2 The text of questions raised by bidder as pre-bid clarifications through mail (without identifying the source of the query) and the responses given will be transmitted to all the bidders.
- 5.3 Bidder should understand the requirement of submission of documents / data along with the bid so that bids received are in compliance with requirement of Bidding Document.

6.0 SUBMISSION OF BIDS & VALIDITY

- 6.1 Bids are required to be submitted only through e-tendering website: <https://www.tenderwizard.com/abrpeproc> 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.
- 6.4 Bidder to quote validity as required above. In case Bidder quotes shorter validity than required then Bid may be rejected.

7.0 EVALUATION METHODOLOGY:

The job shall be awarded on an overall L1 basis, and the entire contract shall be placed on a single bidder.

In the event that more than one bidder emerges as L1, the successful bidder shall be selected through a lottery mechanism. The draw of lots shall be conducted in the presence of the eligible L1 bidders who choose to attend.

If the L1 bidder selected through the lottery refuses to accept the award or fails to execute the job, ABEPL reserves the right to offer the job, in whole or in part, to any of the other L1 bidders who were not selected initially. Such selection shall be made through an appropriate process, including a lottery among the remaining eligible and interested L1 bidders, as deemed suitable by ABEPL.

In case of refusal by the selected bidder, the subsequent award shall be made to the next eligible bidder within the original or extended validity period of the offer.

In case of failure to perform after award, the unexecuted portion of the work may be offered to the next eligible bidder within a maximum period of One (01) year from the original date of award.

The defaulting contractor shall be liable for appropriate action and penalties in accordance with ABEPL's applicable procedures and contract provisions.

8.0 BIDDERS QUALIFICATION CRITERIA:

Refer **ANNEXURE_02_BIDDER QUALIFICATION CRITERIA** of the tender documents.

9.0 EARNEST MONEY DEPOSIT (EMD)

Bids must be accompanied by the prescribed Earnest Money Deposit (EMD) / Bid Security. Bids not accompanied by the requisite EMD / Bid Security shall be treated as non-responsive and shall be summarily rejected.

The EMD / Bid Security shall be submitted in favour of Assam Bio Ethanol Pvt. Ltd., Numaligarh, Assam, in the form of a Demand Draft or Bank Guarantee as per the prescribed format. The Bank Guarantee shall be issued by any Indian Scheduled Bank or by an Indian branch of an international bank and shall remain valid for a period of three (03) months beyond the bid validity period.

Submission of EMD / Bid Security is mandatory for all bidders, including Micro and Small Enterprises (MSEs), Start-ups, Public Sector Undertakings (PSUs), and Central/State Government Undertakings. No exemption or waiver of EMD / Bid Security shall be granted to any category of bidder. Failure to submit the requisite EMD / Bid Security shall result in rejection of the bid.

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

**ASSAM BIO-ETHANOL PVT LTD.
ADMIN CUM SS BUILDING
POST BOX NO. 003, N.R. COMPLEX, DISTRICT: GOLAGHAT,
PIN: 785699 (ASSAM), INDIA**

KIND ATTN: MR. PARTHA PRATIM SAUD (HEAD PURCHASE, ABEPL)

EMD in original shall be submitted in a sealed envelope titled "**Earnest Money Deposit for Bidding Document No. ABEPL/NIT/MANPOWER SERVICE FOR OPERATIONAL ASSISTANCE/526**".

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

10.0 CONTRACT PERFORMANCE GUARANTEE/ SECURITY DEPOSIT:

Within FIFTEEN (15) days from the date of notification of award of works by the Owner, the successful Bidder shall furnish the required security deposit for an amount equal to ten percent of the total Contract Price or the initial Security deposit as per the provisions of clause 4.6 of General Conditions of Contract (GCC) in the form of a Bank Guarantee in accordance with proforma enclosed with General Conditions of Contract.

11.0 PAYMENT TERMS:

- i. Payment shall be released against Monthly Running Account (RA) Bills for services satisfactorily rendered during the preceding month, duly certified by the Engineer-in-Charge (EIC).
- ii. The Contractor shall maintain wage records in the prescribed format and ensure payment of wages to all deployed workmen on or before the 7th day of the succeeding month, in compliance with applicable labour laws.
- iii. Reimbursement towards EPF, ESIC/WCI, PPE, Leave Encashment, PMJJBY, PMSBY, and other reimbursable items, wherever applicable under the Contract, shall be made only upon submission of satisfactory documentary evidence and verification by the EIC.
- iv. In the event of failure to provide PPE as specified under the Contract, the corresponding reimbursable amount shall be withheld and shall be released only upon submission of documentary evidence of procurement and issuance, duly certified by the EIC.
- v. Goods and Services Tax (GST), as applicable, shall be paid extra against submission of a valid tax invoice.
- vi. The above payment terms shall be subject to deductions towards Security Deposit, Income Tax (TDS), GST-TDS, statutory recoveries, penalties, and any other recoveries applicable under the Contract. Any further break-up or clarification of payment terms, if required for smooth administration of the Contract, shall be decided by the EIC.
- vii. The following documents shall be submitted along with each RA Bill for processing of payment:

a) Wage Sheet/Payroll Register duly certified by the Contractor.

b) Proof of EPF contribution, including ECR and challan.

- c) Proof of ESIC/WCI contribution, wherever applicable.
- d) Leave record of each deployed workman.
- e) Attendance record duly certified by the EIC.
- f) Documentary evidence for reimbursement claims, wherever applicable.

12.0 BID REJECTION CRITERIA:

The bidders shall strictly comply with the following provisions of the Bidding Document without any deviation. Any deviation from these provisions shall render the Bid non-responsive and liable for rejection:

- a) Firm Price (wherever applicable)
- b) Technical Specifications and Scope of Work
- c) Schedule of Rates/Price Schedule/Price Basis, including any alteration, modification, or tampering thereof
- d) Contract Duration/Period and Completion Schedule
- e) Bid Validity Period
- f) Contract Performance Security / Security Deposit Requirements
- g) Payment Terms
- h) Submission of Earnest Money Deposit (EMD) / Bid Security
- i) Complete Submission of Price Schedule, including all Parts and line items as specified in the Bidding Document.

Any bid containing deviations, conditions, qualifications, or omissions with respect to the above provisions shall be treated as non-responsive and may be rejected without further consideration.

13.0 GENERAL

- 13.1 ABEPL reserves the right to negotiate and use in-house information for assessment of the bidder's capability for evaluation of the Bid.
- 13.2 The bidders who are on Holiday/Negative/ Black-listing /Suspension/Banning list of ABEPL/NRL/FORTUM/CHEMPOLIS/ on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/Award. If the bidding document were issued inadvertently/ downloaded from website, offers submitted by such bidders shall also be not considered for bid opening/evaluation/Award.
- 13.3 ABEPL 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.
- 13.4 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.
- 13.5 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 13.6 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 13.7 Bidder shall not be under liquidation, court receivership or similar proceeding.
- 13.8 ABEPL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 13.9 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.
- 13.10 Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- 13.11 For detailed specifications, terms and conditions and other details, refer complete Bidding Document.
- 13.12 The bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser/Consultant shall in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- 13.13 A bidder (i.e., the bidding entity) shall not submit more than one Bid, either directly (as an individual bidder) or indirectly (as a subcontractor or through any other arrangement).

13.14 General Conditions of Contract (GCC) is applicable for this RFQ.

Note: -

- (i) 'NRL' to be read as 'ABEPL' in case of General Conditions of Contract Clause no. 3.7, 5.32, 5.35, 8.0 (ii), 8.1.2 d), 8.5, 10.5.
- (ii) Provisions of Clause no. 8.0 (ii) under section VIII of GENERAL CONDITIONS OF CONTRACT (GCC) stand modified as Wages will be as per Assam Government Minimum wage notification.

- 13.15 The contractor will have to abide by the existing laws applicable to contract works and co-operate with other contractors working at site and will not cause hindrance to other works.
- 13.16 The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety and Environmental rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor and the company shall have no liability whatsoever on this account.
- 13.17 HEAD PROCESS-ABEPL shall be the Engineer-in-charge of the work and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- 13.18 The contractor is required to obtain labour license under Contract Labour (R&A) Act, 1970 & PF registration number on awarding the contract, wherever applicable.
- 13.19 The bidders are advised to submit IT PAN No, GST registration Certificate, PF & ESI registration Certificate with their offer.
- 13.20 Clarification, if any, can be obtained from Mr. Trinayan Gogoi through following numbers

Telephone No.: +91 7002280922

E-mail: trinayan.gogoi@abepl.co.in

This is not an order.

Very truly yours,
For & on Behalf of ABEPL

Head Purchase

A large, light blue watermark of the ABEPL logo is centered on the page. It consists of a stylized circular emblem with vertical bars inside, and the letters 'ABEPL' in a large, bold, sans-serif font below it.