

T E N D E R for “Annual Rate contract for Sale of Polymer Scrap”

ANNEXURE – I

INSTRUCTION TO BIDDERS

1. **CALENDER OF TENDER**

Distribution of Tender forms and response to enquiries : **27.11.2024**

Inspection of material by interested parties : **2.12.2024 to 07.12.2024**

Timings : 09 am to 4 pm (Monday to Friday)

09 am to 11 am (Saturday)

Latest Bids submission date by : **10.12.2024 , 5 PM.**

2. **REJECTION OF BIDS**

Bidders must ensure that their quotations are received in time. Late Tenders, tenders without EMD & un-sealed tenders are liable to be rejected.

**3. EARNEST MONEY DEPOSIT (EMD)**

* Each tender must be accompanied by **EMD for Rs.300,000 (Rupees Three Lakhs only)** by way of D/D on any scheduled Bank in favour of Haldia Petrochemicals Limited payable at Calcutta.
* No interest will accrue on EMD.
* Any request for adjustment of EMD against any pending dues of the Tenderer and/or any previous EMD/Security Deposit will not be entertained except solely at HPL’s discretion.

In case of un-successful tenderer(s), the EMD will be refunded within 90 days of tender closing date. However if the tenderer withdraws/modifies/amends or rescinds the quotation/offer after opening of the tender during the validity/Extended validity period, the EMD shall stand automatically forfeited

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4 **SUBMISSION OF BIDS (With EMD)**

1. Bids must be submitted in a sealed envelope addressed to

Animesh Chattopadhyay, **Chief General Manager** in Tender box at the office of HPL at Bengal Eco Intelligent Park , EM-3 , Sector 5, Salt Lake, Kolkata 700091.Please mention Tender for Polymer Scrap, Due date on top left side of the envelope.

1. **Rates must be submitted as Basic Sales Price in Percentage (%) term. Tax will be extra as applicable.** 
   1. Please read all the terms & conditions mentioned in all the annexures attached herein .The polymer scrap will be sold on **“AS IS WHERE IS BASIS”**

6. The successful bidder shall keep an interest free Security Deposit (SD) with HPL till successful lifting of the quantity.

7. **Validity of contract : 12 months from the date of issue.**

**Monthly Total materials as per attached annexure need to be lifted within 30 days positively, otherwise HPL has every right to cancel the contact**.

8. Bidders must accept all the terms & conditions mentioned in the annexures attached herein.

9. It is requested to submit the Bids (Filled Schedule Of Rates) along with all tender documents duly signed & stamped. Absence of any sheet will make the Bid liable for rejection.

1. HPL reserves the right to change the tender calendar / cancel the tender / re-float the tender as it may consider necessary.

For **HALDIA PETROCHEMICALS LIMITED**,

## Animesh Chattopadhyay

Chief General Manager