

Chennai Petroleum Corporation Limited

Manali, Chennai-600068

Materials & Contracts Department

Tender No	for	Dt.	Due dt.
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Tender conditions and Bids evaluation criteria

Relating to Public Procurement Policy – Ministry of Micro, Small & Medium Enterprises

CPCL reserves its right to allow Micro and Small Enterprises for purchase preference as admissible/applicable from time to time under existing Policy. In line with Public Procurement Policy for Micro & Small Enterprises (MSE) Order 2012 of Government of India, following are applicable:

1. **Applicability:**

The bidder shall get registered with any one of the following:

- a. Micro, Small Enterprises registered with District Industries Centers
- b. National Small Industries Corporation
- c. Directorate of Handicrafts and Handlooms
- d. Khadi & Village Industries Commission
- e. Khadi & Village Industries Board
- f. Coir Board
- g. or any other body specified by Ministry of Micro, Small and Medium Enterprises

2. **Bidder's compliance and submission of documentary evidences**

The bidder shall refer the enclosed questionnaire cum bidder's compliance document for MSE Order 2012 and comply to the same by filling the relevant details (Certificate No, dated and expiry) and enclosing all the applicable documentary evidences failing which the bidder will be considered as non-MSE bidder and no further communication in this regard will be sent to the bidder.

In case of order, the MSE bidder shall furnish,

- a. Notarized copy of all relevant documents mentioned in MSE-2012
- b. Vendors' declaration on a duly notarized Rs.100/- stamp paper stating that, in the event of award of contract, all the ordered supplies shall be made in the unit for which MSE certificate has been submitted.

3. Quantity reservations for MSEs:

Subject to other terms & conditions stated in the tender document/enquiry conditions including but not limiting to the pre-qualification criteria,

1. Twenty percent (20%) of the total tender quantity is earmarked for MSEs and
2. Out of the above 20%, a sub-target of 20% on this (i.e 4% out of 20%) is earmarked for MSE(s) owned by Scheduled Caste or Scheduled Tribe Entrepreneurs (MSE-Reserved category) subject to price matching of L1.
3. In the event of failure of such MSE-Reserved category bidders to participate in tender process or meet tender requirements and L1 price, 4% sub-target earmarked for procurement for MSE-Reserved category shall be met from other MSE-General bidder(s) qualified in the tender.

4. Opportunities & consideration given to MSE bidder(s)

1. MSE bidders are exempted from the payment of Tender fee and Earnest Money Deposit
2. If no MSE bidder (General/Reserved) becomes qualified, then 100% of the tender quantity will be awarded to the L1 bidder (or) splitting as per tender conditions.
3. If qualified MSE bidder (General/Reserved) becomes L1, then 100% of the tender quantity (subject to bidder's capacity / commitment limitation) will be awarded to the same qualified MSE bidder (or) splitting as per tender conditions.
4. If qualified MSE bidder(s) (General/Reserved) become other than L1 and splitting of quantity is NOT stipulated in the tender, then
 - a. 80% of the tender quantity will be awarded to the respective original L1 bidder as per the tender conditions and
 - b. In order to give opportunity to the same MSE bidder(s), whose evaluated prices are within the price band of "L1+15%", the MSE bidder(s) will be communicated for price matching to L1.
 - i. If accepted, then remaining 20% of the tender quantity will be awarded to the same MSE bidder and if there are more than one MSE bidders happen to be applicable in the tender, then the quantity (i.e.20%) will be shared equally among the MSE bidders and orders will be placed accordingly.
 - ii. If NOT accepted, then the same portion (i.e 20%) will be awarded to the original L1 bidder
5. In case splitting of tendered quantity is stipulated in the tender elsewhere and if there are MSE bidders whose evaluated prices are within the price band of L1+15%, then 20% of the tendered quantity will be allocated to such MSE bidders as above subject to price matching to L1 and the balance quantity (i.e. 80%) will be allocated to L1 & L2 bidders (non-MSE bidders) in the same stipulated ratio given in the tender as per the tender conditions.

5. Non-consideration:

If the stipulated details and the documentary evidences authenticating as a MSE bidder are NOT furnished by the MSE bidders along with their offer, then the bid will NOT be considered under MSE category and the tender will be processed accordingly.

6. Non-applicability:

The above consideration to MSE bidders (i.e. asking to non-L1 MSE bidder for price matching) is NOT applicable in tenders where the splitting of quantity is NOT possible. For example, tenders for equipments and similar materials which are to be procured in single unit / from single source where splitting is NOT possible.

Loading and Evaluation criteria if given in this tender document are also applicable for MSE bidders (General/Reserved) in addition to the conditions given above.

Questionnaire cum bidder's confirmation sheet

Tender No:

We Belong to MSE category Yes / No

If the bidder belongs to MSE category the following shall be filled and signed

S.N	Tender condition	Bidder's confirmation/compliance
1	<p>Whether the bidder is registered with any one of the following</p> <ul style="list-style-type: none"> a. Micro, Small Enterprises registered with District Industries Centers b. National Small Industries Corporation c. Directorate of Handicrafts and Handlooms d. Khadi & Village Industries Commission e. Khadi & Village Industries Board f. Coir Board g. or any other body specified by Ministry of Micro, Small and Medium Enterprises 	Yes / No
2	<p>If so,</p> <ul style="list-style-type: none"> a. Bidder shall indicate the details of the relevant certificate (Certificate issued by, reference number, date, and validity, wherever applicable). Bidder shall enclose the copy of relevant documentary evidence pertaining to the above. Original of the same is subject to our verification. 	
	<ul style="list-style-type: none"> b. Bidder shall confirm whether their company is owned by Scheduled Caste or Scheduled Tribe Entrepreneur in accordance with the Public Procurement Policy for Micro & Small Enterprises (MSE) Order 2012 of Government of India. Copy of relevant documentary evidence for the same has to be enclosed along with the offer. 	Yes / No

Signature of the competent authority in bidder side

Name

Name of the bidder

Seal

Date