



**Balmer Lawrie & Co. Ltd.**  
**SBU : Refinery & Oil Field Services**

**INSTRUCTION TO BIDDERS**  
**TENDER NO. ROFS/2K16/03/ENQ/05 DUE ON 17.11.2017**

**FOR HYDRO JETTING OF CRUDE TANK INTERNAL TO REMOVE SLUDGE**

**1.0 PROCEDURE FOR BID SUBMISSION**

The Tender Document is comprising of Notice Inviting Tender and Price Schedule I in a single bid system. The submission of offer can be made in two forms through e-bidding or in physical form as follows :

**1.1 BID SUBMISSION THROUGH E-BIDDING**

The bidder shall submit their response through bid submission to the tender on e- Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids on line. The bidders shall submit offer comprising Notice Inviting Tender and Price Schedule I in the standard formats displayed in e-Procurement web site. The bidders shall download the Tender Document, scan the same and upload after duly stamped, signed & filled in (wherever required), along with all credentials in the e-Procurement web site. Bidders should also upload their Price Bids in the prescribed format, duly filled in & stamped. Earnest Money Deposit will have to be sent to the Bid Inviting Authority on or before the due date of the tender.

**1.1.1 Registration with e Procurement platform**

For registration and on line bid submission, bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., Shri Tuhin Ghosh, Mobile No. 8981165071, Shri Ritabrata Chakraborty, Mobile No. 8697910411 or Shri Ujjal Mitra, Mobile No. 07702669806 and register themselves on line by logging in to the website <https://balmerlawrie.eproc.in>

**1.1.2 Digital Certificate authentication**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform.

All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt Ltd.

### **1.1.3 Corrigendum to tender**

The bidder has to keep track of any changes by viewing the addendum/Corrigendum's issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

### **1.1.4 Bid Submission Acknowledgment**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgment is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

**Before uploading scanned documents, the bidders shall sign on all page of the NIT, owning responsibility for their correctness/authenticity.**

### **1.1.5 Disclaimer Clause**

The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of Internet or other connectivity problems or reasons thereof.

## **1.2 BID SUBMISSION IN PHYSICAL FORM**

Bidders interested to participate in this tender in physical form can access to company's website: [www.balmerlawrie.com](http://www.balmerlawrie.com) and download the tender document. Offer consisting of 'Instruction to the Bidders', Notice Inviting Tender, Vendors' Information and Price Schedule I, duly stamped, signed and filled in along with EMD, should be submitted to the Bid Inviting Authority in single sealed envelope subscribing Tender No, Date, Due Date within due date of time.

Fax/e-mail offers shall not be accepted. The company will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post. Offers not conforming to the above mentioned requirements are liable to be rejected.

Detailed offer complete in all respects as stipulated in the tender should reach the Bid Inviting Authority at the following address within the due date and time:

**Sr. Vice President (Technical)**  
Balmer Lawrie & Co. Ltd.  
SBU : Refinery & ONGC Field Services  
21, Netaji Subhas Road  
Kolkata – 700 001  
Phone : (033) 22225627  
e-mail id : [banerjee.a@balmerlawrie.com](mailto:banerjee.a@balmerlawrie.com)

### **1.3 OPENING OF TENDER**

The tender will be opened on the due date and time as mentioned in the NIT and also in Balmer Lawrie's e-procurement and Website. No separate intimation will be sent in this regard. Bidders who shall submit their bids in physical form may attend to witness the bid opening on the due date and time at the above address with authorisation letter.

Thanking you,

for **Balmer Lawrie & Co. Ltd.**

**( A Mukhopadhyay )**  
**Sr. Vice President (Technical)**



**Balmer Lawrie & Co. Ltd.**  
**Refinery & Oil Field Services**

**NOTICE INVITING TENDER**

ROFS/2K16/03/ENQ/05

9<sup>th</sup> November, 2017

**Due Date : 17.11.2017 Upto 15:00 Hours**  
**Date & Time of Opening : 17.11.2017 at 16:00 Hours**

**Balmer Lawrie & Co. Ltd. (BL)** invites bids either through online or offline mode from experience and resourceful contractor/agency for hydro jetting of 79m dia floating roof crude tank (no. 008) internals for freeing of hydro carbon and make the tank ready for hot work at Mathura Refinery of Indian Oil Corporation Ltd.

The detailed scope of work and other terms & conditions are as under:

**1.0 SCOPE OF WORK**

The scope of work covers cleaning of all tank internals and removing of oily viscous scale from tank wall, roof and floor through hydro jetting at a minimum pressure of 250-300 bar depending upon the requirements. Water is to be pumped out through feed pump from the water tank and hydro jetted by water gun through piston pump-motor set. Finally water and removed oily sludge are to be drained out through clean out door and/or dumped at designated place as per the directive of the EIC, IOCL.

Bidders should have following equipment and comply with all required formalities :

- i) Transportation, unloading at site and loading of your plant & equipment after completion of work.
- ii) High pressure water jet pump, feed pump-Motor Set, Hoses, electric power cables, panel and all other accessories required for hydro-jetting.
- iii) All PEEs and safety equipment.
- iii) Requisite trained manpower to be deployed to carry out the job
- iii) Compliance of all formalities for obtaining gate passes for men & materials.
- iv) Arrangement of accommodation for your workmen etc.
- v) Area cleaning and demobilisation.
- vi) Cleaning must be acceptable to the concerned department(s) of IOCL, Mathura Refinery for the subject tank.

## 2.0 PRE-QUALIFICATION CRITERIA OF BIDDERS :

Bidders shall submit/upload copies of the following documents along with their bids:

- (i) Order/completion certificate for similar nature of job during the last 7 years from the due date of this tender
- (ii) PAN Card
- (iii) Goods & Services Tax (GST) Registration
- (iv) PF & ESI Registration
- (v) "Affidavit on non-judicial stamp paper in case of proprietorship firm "Partnership Deed" in case of Partnership firm/"Memorandum and Articles of Association" in case of Limited Company.

## 3.0 PLACE OF WORK

Bidders are specifically advised to visit our following worksite with prior appointment for assessing the requirement of the work in totality. It will be deemed that bidders have submitted their bid only after verification of the requirement of the work.

Balmer Lawrie & Co. Ltd.  
C/o Indian Oil Corporation Limited  
Mathura Refinery  
Mathura - 281 005 (U.P)  
Contact Person : Mr. Amit Kr. Mallik, Mobile No.7078651776

## 4.0 COMPLETION PERIOD

Successful bidder should mobilise at site within 14 (fourteen) days from the date of LOI/Work Order whichever is earlier. Completion period is 7 (seven) days from the date of handing over of site.

## 5.0 PAYMENT OF WAGES

The bidders should quote lump sum rates inclusive of all statutory payments such as PF, ESI, Insurance towards workmen compensation, probable expenses for taking care of local issues, any hidden cost whatsoever, any other prevailing Govt. levies, PPE, tools & tackles as mentioned in tender.

Contractor should ensure payment of wages to workers in compliance with Labour Ministry, Govt. of India or the applicable rates enforced by IOCL at Mathura Refinery whichever is higher.

Wages consist of the following components:

- i) Basic Daily Wages
- ii) Statutory and non-statutory allowances
- iii) Employers' contribution to Provident Fund, ESI and Workmen Compensation
- iv) Contractor's profit

## **6.0 GOODS & SERVICES TAX (GST)**

Payment of GST will be extra as per statute.

## **7.0 BILLING ADDRESS**

The contractor shall raise their bill at the following address :

Balmer Lawrie & Co. Ltd.  
10/491, Civil Lines  
Mc. Robert's Ganj Civil Lines  
Kanpur – 208001, Uttar Pradesh  
UP GST No. 09AABCB0984E1ZT

## **8.0 PAYMENT TERMS**

Payment shall be made after successful completion of work and acceptance by the EIC of IOCL. Bill should be accompanied with Workmen Compensation Policy document.

## **9.0 LEGAL JURISDICTION**

All questions, disputes, differences, arising out of and/or in connection with this purchase order, shall be subject to the appropriate court(s) under the jurisdiction of the High Court at Kolkata.

## **10.0 LABOUR LAWS & REGULATIONS**

It shall be the responsibility of contractor to obtain necessary labour license from the Licensing Authority under the "Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules made thereunder and produce the same to the Engineer-in-Charge before start of the job. You shall also comply with all obligations under the said Act/Rules as well as other applicable labour laws. Licensing Authority shall be Assistant Labour Commissioner (Central), Office of the Regional Labour Commissioner (Central), Uttar Pradesh.

## **11.0 PROVIDENT FUND**

The provisions of the EPF & MP Act, 1952 and Rules/Scheme framed thereunder, shall be complied by the contractor for the contractor's manpower to be engaged for this job. The contractor shall submit a declaration for compliance of all such obligations under the rule and keep Balmer Lawrie indemnified against any such claim(s) in future.

## **12.0 INSURANCE COVER FOR WORKMEN**

Contractor shall obtain Workmen Compensation policy in his name in respect of contractor's workmen to be engaged for the work towards compensations as admissible under the Workmen's Compensation Act, 1923 and Rules framed thereunder upon death/disablement and also medical treatment of a worker and the same has to be produced to the Engineer-in-Charge before start of the work.

## **13.0 EMD / SECURITY DEPOSIT**

An EMD of Rs. 10,000/- (Rupees Ten Thousand only) by DD in favour of 'Balmer Lawrie & Co. Ltd.' payable at Kolkata and shall be submitted along with the offer. Bid submitted without EMD is liable to be rejected.

EMD of the successful bidder shall be retained as interest free Security Deposit till successful completion of the job. EMD of the unsuccessful bidder(s) will be returned on finalization of the order and accepted by the successful party.

## **14.0 VALIDITY OF BID**

The bid shall be kept valid for **60 days** from due date. Validity shall be extended if so advised by BL.

## **15.0 ARBITRATION**

Any dispute or difference arising out of the contract/agreement shall be referred for adjudication to a Sole Arbitrator to be appointed jointly by both the parties in terms of Arbitration and Conciliation Act 1996 (as amended). Arbitration proceedings shall be conducted in English language and place of arbitration will be Kolkata. The Arbitrator so appointed will pass a speaking award which will be binding on both the parties. Cost of Arbitration will be shared equally between the parties, unless agreed otherwise.

## **16.0 JURISDICTION**

Notwithstanding anything contained in any other law, the courts in the city of Kolkata along shall have jurisdiction in respect of all or anything arising under this agreement and any award or awards made by the sole arbitrator

## 17.0 TERMINATION OF CONTRACT

In case of violation/breach of any agreed terms and conditions of contract and persistently failure/negligence to observe and perform all or any of the acts, deeds, matters or things to be observed and performed by the Contractor requiring the Owner to observe or perform the same, BL may cancel/terminate this contract . In such case, the Security Deposit of the contractor will be forfeited by BL.

## 18.0 RIGHT OF ACCEPTANCE/REJECTION

Mere issue of tender document, participation in e-procurement portal and submission of bids does not necessarily qualify for consideration of bids. M/s Balmer Lawrie & Co. Ltd. reserve the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

## 19.0 CONFLICT OF INTEREST

The bids of any tenderer may be rejected if a conflict of interest between the bidder and the company is detected at any stage.

## 20.0 TENDER SUBMISSION

Offers should be submitted either on online to our e-procurement portal <https://balmerlawrie.eproc.in> Or in physical form after downloading from company's website : [www.balmerlawrie.com](http://www.balmerlawrie.com) to our Bid Inviting Authority :

**Sr. Vice President (Technical)**

SBU : Refinery & ONGC Field Services

Balmer Lawrie & Co. Ltd.

Refinery & Oil Field Services,

21, Netaji Subhas. Road,

Kolkata – 700 001.

for **BALMER LAWRIE & CO. LTD.**

**( A Mukhopadhyay )**

**SR. VICE PRESIDENT (TECHNICAL)**



**VENDORS' INFORMATION**

SL. NO.	PARTICULARS	DETAILS
1.0	Name of the Company/Firm	
1.1	Full Address – HO/Regd. Office	
1.2	Full Address of Branch Office	
1.3	e-mail id	
1.4	Contact Person	
1.5	Landline No. Mobile No. Fax No.	
2.0	GST Registration No.	
3.0	PAN No.	
4.0	PF Registration No. & Date	
5.0	ESI Registration No. & Date	
6.0	Is your company MSME Unit? If yes, please provide details and attach valid certificate	
7.0	Is/are Proprietor/s belong to SC/ST category? If so, provide details	
8.0	Name of Bank	
8.1	Branch	
8.2	Branch Code	
8.3	Full Address of the Banker	
8.4	IFSC Code	
8.5	MICR Code	
8.6	Account No.	
8.7	Type of Account (Saving/Current)	



**BALMER LAWRIE & CO. LTD.**  
**SBU : REFINERY & OIL FIELD SERVICES**

**PRICE BID**

Tender no. : ROFS/2K16/03/ENQ/05  
 Dated : 09.11.2017  
 Due Date : 17.11.2017 UPTO 15:00 HOURS

Sl. No.	Description of Work	Rate (₹)	Amount (₹)
1.0	Cleaning and removing of oily viscous scale from 79m dia Crude Oil Tank (008) floor, shell upto the height of 2m, roof and draining out the same from clean out door and/or dumping at designated place within Mathura Refinery of Indian Oil Corporation Ltd. as per the Scope of Work of the NIT	Lumpsum	
2.0	GST	@	
3.0	Total Amount		