



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services
INSTRUCTION TO BIDDERS

TENDER NO. ROFS/2K19/02/ENQ/02 DUE ON 02.08.2019 AT 16:00 HOURS

1.0 PROCEDURE FOR BID SUBMISSION

The Tender Document is comprising of Notice Inviting Tender and Price Schedule in a single bid system. The submission of offer can be made through e-bidding only as per following :

1.1 BID SUBMISSION

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 in the standard formats displayed in e-Procurement web site. The bidders shall download the NIT and Price Schedule and upload the same duly filled in, stamped and signed, in the e-Procurement site. Bidders should submit their Price Bid in the prescribed e-format available in BL e-procurement site.

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 & stamp 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

No physical bid will be accepted by Notice Inviting Authority.

1.3 Opening of On-line Bid

e-bid will be opened on the date and time indicated in the e-procurement site.

1.4 Bid Inviting Authority

Bidders may also contact the following Bid Inviting Authority before and after submission of their bids for any clarifications.

Manager (commercial)
Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001
Phone : (033) 22225706/ Mob : 9433092888
e-mail id : biswas.s@balmerlawrie.com

Thanking you,
For **Balmer Lawrie & Co. Ltd.**

(A K Basak)
Head (Technical)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

ROFS/2K19/02/ENQ/02
23rd July, 2019

TENDER ENQUIRY
DUE DATE – 02.08.2019 upto 16:00 Hours

M/s Balmer Lawrie & Co. Ltd. invite online offers through e-bidding from empaneled transporters of SBU : Refinery & Oil Field Services (ROFS) for **Transportation of Plant & Machinery** from Indian Oil Corporation Limited (IOCL), Barauni Refinery, Bihar to Oil & Gas Corporation Ltd (ONGC), Uran, Maharashtra as per the following details and terms & conditions

1.0 Description of Plant & Machinery

Sl. No.	Description	Qty.	Dimension	Approx. Wight (MT)	Proposed Type of Vehicle
1.2	Decanter Module	1	20'(L)X8'(W)X9.5'(H)	9MT	40' Trailer
1.3	Decanter Oil Tank & Module – VI	1	20'(L)X8'(W)X4'(H)	5MT	
1.4	Electrical Module		20'(L)X8'(W)X8.5'(H)	9 MT	40' Trailer
1.5	Office Module		20'(L)X8'(W)X9.5'(H)	6 MT	
1.6	Loose Materials – Screw Pumps, Centrifugal Pumps, Derik Assembly, Air Compressor, Cable Drums, Hyd. Power Packs, Pipes of 6m length, Hyd. Oil, Hoses, fittings & other misc. items	Lot		9 MT each	22' long Truck

Note : Vehicle-wise list of materials mentioned above may vary at the time of loading. However, there will not be any change in no. of vehicles.

2.0 Scope of Work / Responsibilities

- 2.1 Transportation of the above Plant & Machinery from starting point to destination at the addresses noted in page no.5 & 6.
- 2.2 Bidders may visit loading and unloading points with prior intimation to access the quantity & dimensions of plant & machinery as well as approach road for entry & exit of vehicles. Any claim or dispute with regard to the same during post tendering stage will not be entertained.
- 2.3 The Plant & Machinery (P&M), as described above, shall be loaded at IOCL, Barauni Refinery Loading of P&M with suitable crane/hydra and requisite no. of manpower shall be under the scope of Balmer Lawrie.

- 2.4 The above P&M shall be unloaded at ONGC, Uran Plant, Uran by the bidder to the satisfaction of Balmer Lawrie's Site-in-charge. Arrangement of suitable crane/hydras and requisite no. of manpower for unloading & placement of P&M inside the plant will be the bidder's responsibility. All incidental charges both at loading and unloading points shall be borne by the transporter.
- 2.5 Unloading will only be allowed after reaching all the vehicles.
- 2.6 Loading and unloading must be done properly to ensure no damage to any or all the materials.
- 2.7 Necessary co-ordination with all concerned for carrying out the material loading & unloading at respective locations shall be the responsibility of the transporter so that, the loading/unloading is carried out smoothly and without undue delay.
- 2.8 Transportation of material shall be carried out in a safe manner and all the materials will have to be properly secured with the vehicle to the satisfaction of Balmer Lawrie's personnel so as to eliminate possibilities of any damage and overturning during transit.
- 2.9 The transport vehicles shall meet concerned RTO regulations and drivers shall have valid driving license and the type of vehicle to be engaged at the place of origin to be indicated in the offer.
- 2.10 The transport vehicles shall meet concerned RTO regulations and drivers shall have valid license.
- 2.11 The order will be placed on strict understanding that the transporter has indemnified Balmer Lawrie & Co. Ltd. against any government action on him or his vehicle or his driver while on our duty.
- 2.12 Our decision will be final in the event of any dispute.
- 2.13 The transporter must keep Balmer Lawrie & Co. Ltd. fully absolved from all legal responsibilities arising out of any accident, injury, death etc. to his staff / labourers involved in the operation.
- 2.14 Rates should be valid for acceptance for a period of 90 days from the due date.
- 2.15 Rates quoted should be firm and no escalation, whatsoever, will be granted.
- 2.16 No deviation from the tendered condition is acceptable.
- 2.17 Gross & Tare weights of each vehicle may preferably be attached along within the transporter's invoice.
- 2.18 A responsible person from and on behalf of the bidder should be present at the loading and unloading points to take care of payments and also to ensure that the materials are loaded/stacked/placed/unloaded properly and safely.

2.19 Drivers of the vehicles shall keep the following documents under their possession all the time, while carrying out the road transportation job/:

- a) Registration Certificate (RC) book of the Vehicle.
- b) Valid Fitness Certificate of the Vehicle
- c) Valid Insurance Policy of the Vehicle
- d) Driving License of the Driver
- e) Valid Pollution Control Certificate of the Vehicle
- f) Any Photo Identify of the Helper/Khalasi accompanying the drive

In absence of any of the above documents, vehicles will not be allowed inside IOCL, Barauni Refinery and ONGC, Uran Plant. The reason for delay due to vehicle detention at the respective gates shall be attributable to the transporter.

2.20 No materials, other than those specified in our invoices, should be loaded on to the vehicle en-route.

2.21 Invoice and e-way bills (Part-I) will be issued at the time of loading of Plant & Machinery at IOCL, Barauni Refinery.

2.22 No detention charges will be paid at unloading & unloading points since it is under the scope of vendor. However, if it is found that the detention of vehicle(s) is/are caused due to reasons not attributable to the bidder, such detention charges, claimed by the bidder may be considered for reimbursement after detention of 2 (two) working days at respective locations. Detention charges beyond the specified days are prefixed at ₹1000/day for Truck and ₹1500/day for 40' trailer. Bidder must accept such prefixed amounts and no additional amount would be entertained after placement of order.

3.0 Evaluation Criteria

The job is not splittable. Successful bidder shall be selected for placement of order based on overall L1 rate. Balmer Lawrie may carryout price negotiation with the L1 bidder only.

4.0 Goods & Services Tax (GST)

GST shall be extra as per statute and to be paid by Balmer Lawrie to the concerned authority.

5.0 Incidental Charges

All charges from loading, unloading and enroute shall be borne by the bidder. Balmer Lawrie's site personnel should not be requested to make any payment at the loading and unloading points.

6.0 Payment Terms

Full payment will be released against invoice along with receipted LR and Part – II of e-way bills after successful completion of work.

7.0 Destination Address

Balmer Lawrie & Co. Ltd.
C/o. Oil & Natural Gas Corporation Limited
Uran Plant, Uran
Dist : Raigad, Maharashtra – 400 702

8.0 Place of Origin

Balmer Lawrie & Co. Ltd
C/o. Indian Oil Corporation Limited
P.O. – Barauni Oil Refinery
Dist : Begusarai, Bihar – 851114

9.0 Transit Insurance

Transit Insurance will be arranged by Balmer Lawrie & Co. Ltd.

10.0 Completion Schedule

The consignment must reach ONGC, Uran within 11(Eleven) days (excluding the date of loading & reaching) of leaving the place of origin. The bidder shall have to do all sorts of coordination and liaisons enroute etc., as applicable to achieve this time target. Penalty @ ₹5000.00 per day will be levied for delay in completion schedule.

11.0 Placement of Vehicle

Placement of vehicles and loading of Plant & Machinery must be completed within four (4) working days of issue of LOI/PO/verbal or written intimation, whichever is earlier, failing which penalty @ ₹5000.00 per day will be levied over and above the compensation due to delay in completion schedule as specified in Clause no. 9.0 above.

12.0 Tender Submission

Offers which include Instruction to Bidder, NIT and Priced Schedule should be uploaded as delineated in the 'Instruction to Bidder' through e-bidding within the due date and time.

13.0 Tender may be accessed from Balmer Lawrie's e-procurement site at <https://balmerlawrie.eproc.in> as well as website : www.balmerlawrie.com.

Yours faithfully
For **Balmer Lawrie & Co. Ltd.**

(A K Basak)
Head (Technical)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services
PRICE SCHEDULE

Tender No. ROFS/2K19/02/ENQ/02
Dated : 23.07.2019
Due on : 02.08.2019 UPTO 16:00 Hours

Sl. No.	Particulars	No. of Vehicle	Type of Vehicle	Rate (₹)	Amount(₹)
1.0	Transportation of following Plant & Machinery from IOCL, Barauni Refinery and unloading at ONGC, Uran Plant, Uran as per the Scope of Work under Sl. No. 2.0 of the Tender Document. Unloading will be under bidder's scope.	XXXXXX	XXXXXX	XXXXXX	XXXXXXXXXX
1.1	Decanter Module	1	40'		
1.2	Decanted Oil Tank with Module VI		Trailer		
1.3	Electrical Module	1	40'		
1.4	Office Module		Trailer		
1.5	Loose Materials – Screw Pumps, Centrifugal Pumps, Derik Assembly, Air Compressor, Shaker with Motor, Cable Drums, Electrical Panel, Hyd. Power Packs, Pipes of 6m length, Hyd. Oil, Hoses, fittings & other misc. items	2	22' Long Truck		
2.0	Basic Price				
3.0	GST @ 5%				
4.0	Total Price				

Notes : (i) Type of Vehicles :
(ii) No. of Vehicles :