



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services
TENDER ENQUIRY

ROFS/RM/19-20/ENQ/07
 11th September, 2019

DUE DATE – 23.09.2019 upto 16:00 Hours

M/s Balmer Lawrie & Co. Ltd. invite sealed offers in this prescribed format from the empaneled transporters of SBU: ROFS for Transportation of 1 No. Office-cum-Store Container (Bunk House) from ARP Engineering, Kolkata, West Bengal to Oil & Natural Gas Corporation Ltd. (ONGC), Geleki, Assam as per the following details and terms & conditions

1.0 Description of Plant & Machinery

Sl. No.	Description	Quantity (Nos.)	Dimension	Approx. Weight (MT)	Proposed Vehicle
1.1	Office-cum-Store Container	1	20'(L)X8'(W))X9.5'(H)	5 MT	20'Trailer/ Open Dalah

2.0 Scope of Work / Responsibilities

- 2.1 Loading of materials with Transportation of the above materials from starting point to destination at the addresses noted in page no. 5.
- 2.2 Bidders must 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 above Office-cum-Store Container will be loaded at ARP Engineering, Kolkata Loading of material will be under the scope of Balmer Lawrie.
- 2.4 The Container shall be unloaded at ONGC, Geleki. Unloading with hydras and manpower shall be under bidder's scope.
- 2.5 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.

- 2.6 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.
- 2.7 The transporter's vehicle must meet concerned RTO regulations and drivers shall have valid license.
- 2.8 No detention charges will be paid at any of the locations. However, if it is found that the detention of vehicle is caused due to reasons not attributable to the bidder, such detention charges, claimed by the bidder may be considered for reimbursement at loading point & unloading points after 2 (two) working days from the date of reaching. Such detention charges shall be paid at a prefixed rate of ₹1500/day.
- 2.9 The order will be placed on strict understanding that the transporter has indemnified Balmer Lawrie & Co. Ltd. against any government action on them or their vehicles or drivers while on our duty.
- 2.10 Our decision will be final in the event of any dispute.
- 2.11 The transporter must keep Balmer Lawrie & Co. Ltd. fully absolved from all legal responsibilities arising out of any accident, injury, death etc. to their staff/labourers involved in the operation.
- 2.12 Rates should be valid for acceptance for a period of 90 days from the due date.
- 2.13 Rates quoted should be firm & inclusive of all expenses and no escalation, whatsoever, will be granted.
- 2.14 No deviation from the tendered condition is acceptable.
- 2.15 A responsible person from and on behalf of the bidder should be present at the loading and unloading points to take care of incidental expenses and also to ensure that the materials are loaded/stacked/placed/unloaded properly and safely.
- 2.16 Driver of the vehicle 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 ONGC, Geleki and the reasons for delay due to vehicle detention at the gate shall be attributable to the transporter.

- 2.17 No materials, other than those specified in our invoice, should be loaded on to the vehicle en-route.
- 2.18 Way Bill and Invoice for the consignment will be issued on the day of loading.

3.0 Splitting of Job

The job is not splittable.

4.0 Tender Conditions for Benefits/Preference for Micro & Small Enterprises (MSEs)

- 4.1 As Per Public procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must be registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order,2012
- a. District Industries Centers (DIC)
 - b. Khadi and Village Industries Commission (KVIC)
 - c. Khadi and Village industries Board and Coir Board
 - e. National Small Industries Corporation (NSIC)
 - f. Directorate of Handicraft and Handloom
 - g. Any other body specified by Ministry of MSME
- 4.2 MSEs participating in the tender must submit the certificate of registration with any one of the above agencies indicating the details of the particular tendered item along with their bid.
- 4.3 The registration certificate issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.
- 4.4. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.
- 4.5. Price Preference - Subject to meeting terms and conditions stated in the tender document including but not limiting to prequalification criteria, twenty percent of the total quantity of the tender is earmarked for MSEs registered with above mentioned agencies/bodies for the tendered item. Where the tendered quantity can be split, MSEs quoting a price within a price band of L1+15 percent shall be allowed to supply up to 20 percent of total tendered quantity provided they match L1 price. In case the tendered quantity cannot be Split, MSE shall be allowed to supply total tendered quantity provided their quoted price is within a price band of L1+15 percent and they match the L1 price. In case of more than one such MSEs are in the price band of L1+15% and matches the L1 price, the supply may be shared proportionately.

For Further clarity in this regard a table is furnished below:

Type of Tender	Price Quoted by MSE	How to Finalize the Tender
Can be split	L1	Full Order on MSE
Can be split	Not L1 but within L1+15%	20% order on MSE subject to matching
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1+15%	Full Order on MSE subject to matching

- 4.6 Out of the twenty percent target of annual procurement from micro and small enterprises four percent shall be earmarked for procurement from micro and small enterprises owned by Scheduled Caste & Scheduled Tribe entrepreneurs. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price four percent sub-target so earmarked shall be met from other MSEs.
- 4.7 To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by District Authority must be submitted by the bidder in addition to certificate of registration with any one of the agencies mentioned in paragraph (I) above. The bidder shall be responsible to furnish necessary documentary evidence for enabling BL to ascertain that the MSE is owned by SC/ST. MSE owned by SC/ST is defined as:
- In case of proprietary MSE, proprietor (s) shall be SC/ST
 - In case of partnership MSE, The SC/ST partners shall be holding at least 51% shares in the enterprise.
 - In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- 4.8 To avail the price preference in this tender, the bidder has to submit MSE certificate issued for services involved in tender.

5.0 Goods & Services Tax (GST)

GST shall be extra as per statute.

6.0 Incidental Charges

All incidental charges from loading, unloading and enroute shall be borne by the bidder.

7.0 Payment Terms

Payment will be released on submission of bill along with receipted copy of LR & Part – II of e-way bill after successful completion of work.

8.0 Address of Origin

Balmer Lawrie & Co. Ltd
C/o. ARP Engineering
147, Nilgunj Road
Kolkata – 700 056

9.0 Address of Destination

Oil & Natural Gas Corporation Limited
Central Tank Farm (CTF)
P.O. Geleki (Atakhel), P.S. - Geleki
Dist: Sivasagar,
Assam - 785696

10.0 Transit Insurance

Transit Insurance will be arranged by Balmer Lawrie & Co. Ltd. However, in the event of any loss, damage, pilferage, shortages of goods during transit/your possession, you need to substantiate such causes and amount of such loss will be deducted from your bill and retained with us till settlement of our claims with insurance company.

11.0 Completion Schedule

The consignment must reach ARP Engineering within 9 (Nine) days (excluding day of loading and day of reaching). The bidder shall have to do all sorts of coordination and liaisoning enroute/at the check posts, as applicable to achieve this time target. Penalty @ ₹5000.00 per day/vehicle will be levied for delay in completion schedule.

12.0 Placement of Vehicle

Placement of vehicle and loading of material must be completed within three (3) working days of from the date of intimation after placement of order, 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. 11.0 above.

13.0 Tender Submission

Offer should include a stamped and signed copy of the Tender Document as a token of acceptance of the terms and conditions herein.

Detailed offer complete in all respects should reach the following office within the due date.

**Manager (Commercial)
Balmer Lawrie & Co. Ltd,
Refinery & Oil Field Services,
21, Netaji Subhas Road,
Kolkata-700 001**

Bidder may contact Mr. Samir Biswas for any query/information at contact No. (033)22258706/9433092888 and through e-mail : biswas.s@balmerlawrie.com

14.0 Tender may be downloaded from our website www.balmerlawrie.com.

Thanking you,

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

**(A K Basak)
Head (Technical)**



BALMER LAWRIE & CO. LTD.
REFINERY & OIL FIELD SERVICES
PRICE SCHEDULE

Tender No. ROFS/RM/19-20/ENQ/07

Dated : 11.09.2019

Due on : 23.09.2019 UPTO 16:00 Hours

Sl. No.	Particulars	No. of Vehicle	Type of Vehicle	Rate (₹)	Amount(₹)
1.0	Transportation of 1 No. Office-cum-Store Container from ARP Engineering, Kolkata and unloading at ONGC, Geleki, Dist – Sivasagar, Assam as per Scope of Work under Sl. No. 2.0 of NIT. Unloading shall be under bidder's scope.	1	Trailer		
3.0	Basic Price				
4.0	GST @ 5%				
5.0	Total Price				