



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

TENDER NO. ROFS/2K20/01/ENQ/06 FOR DEMOBILISATION & MOBILISATION OF PLANT & MACHINERY FROM & TO INDIAN OIL CORPORATION LTD, GUJARAT REFINERY, VADODARA
DUE ON 27.02.2020 UPTO 16:00.

1.0 PROCEDURE FOR BID SUBMISSION

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

1.1 BID SUBMISSION THROUGH E-BIDDING

The bidders 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 bidders 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 offers comprising Notice Inviting Tender and Price Schedule in the standard formats displayed in e-Procurement web site. The bidders shall download the Tender Document, scan the NIT and Price Schedule and upload the same duly stamped and signed along with all pre-qualification document, in the Balmer Lawrie's e-Procurement site. Price Schedule should be filled up before scan and upload at site. Earnest Money Deposit, as applicable, should reach the Bid Inviting Authority on or before the due date and time.

1.1.1 Registration with e Procurement platform

For registration and online bid submission, bidders may contact HELP DESK of M/s C1 India Pvt., Ltd and register themselves on line by logging in to the website <https://balmerlawrie.eproc.in>

| Contact Person | Location | e-mail ID | Contact No. | Opening of Helpdesk |
|---------------------|----------|----------------------------------------------------------------------------------------------|-----------------------|---------------------|
| Mr. Tirtha Das | Kolkata | tirtha.das@c1india.com | 9163254290 | Monday to Friday |
| Mr. Ch. Mani Sankar | Chennai | chikkavarapu.manisankar@c1india.com | 6374241783 | Monday to Friday |
| Ms. Ritu Patil | Mumbai | ritu.patil@c1india.com | 0124-4302000 (Ex-236) | Monday to Friday |
| Helpdesk Support | Kolkata | blsupport@c1india.com | 8017272644 | Saturday |

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.

Empaneled bidders not having 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.

2.0 OPENING OF ON-LINE BID

e-bids will be opened on the date and time indicated in the e-procurement site and no intimation will be given to the bidders separately.

3.0 BID INVITING AUTHORITY

Bidders shall send Earnest Money Deposit (EMD) within the due date of the tender to the following Bid Inviting Authority:

Head (ROFS)
Refinery & Oil Field Services
Balmer Lawrie & Co. Ltd.
21, Netaji Subhas Road, Kolkata – 700 001

In case of any clarification/confirmation before and after tender submission, please contact Shri Snehasish Dutta at

Tel : 033 2222 5624
Cell : 7604094499
e-mail : dutta.snehasish@balmerlawrie.com

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

(**A Bandyopadhyay**)
Head (ROFS)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services
NOTICE INVITING TENDER

ROFS/2K20/01/ENQ/06
17th February, 2020

Due Date: 27.02.2020 Upto : 16:00 Hours
Date & Time of Opening : 27.02.2020 at 17:00 Hours

Balmer Lawrie & Co. Ltd. (BL) invites offers in prescribed form through on-line mode under single bid system from experienced bidders for demobilization of its BLABO Tank Cleaning System from the adjacent area of crude tank no. 901 and mobilization to another crude tank within Gujarat Refinery of Indian Oil Corporation Ltd. (IOCL), Vadodara as per the following terms & conditions :

1.0 List of Plant & Machinery

| Sl. No. | Description | Qty. | Dimension | Approx Wight (MT) |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------|-------------------|
| (i) | RO Tank | 1 | 20'(L)x8'(W)x9'(H) | 5 |
| (ii) | Mixing Tank | 1 | 20'(L)x8'(W)x9'(H) | 5 |
| (iii) | Module – I | 1 | 20'(L)x8'(W)x9.6'(H) | 10 |
| (iv) | Office Module | 1 | 20'(L)x8'(W)x8.6'(H) | 5 |
| (v) | Module - III | 1 | 20'(L)x8'(W)x9.6'(H) | 12 |
| (vi) | Decanter Module | 1 | 20'(L)x8'(W)x9.5'(H) | 12 |
| (vii) | Module - V | 1 | 20'(L)x8'(W)x5'(H) | 5 |
| (viii) | Module – VI | 1 | 20'(L)x8'(W)x4'(H) | 5 |
| (ix) | Store Container | 1 | 20'(L)x8'(W)x9.6'(H) | 8 |
| (x) | Loose Materials– (Centrifugal Pump (1No.), Screw Pump (2 Nos.), Air Compressor (1 No.), SNS Tool (5 Nos.), Sea Pipe (1 No), Header Assembly (3 Nos.), Bracket Assembly (1 No.), 2”dia 6m length pipe(60 Nos.),Filter (1 No), 210 Lit. Hyd. Oil Drum (2 Nos.), and misc. items etc. | Lot | | 9 |

3.0 Scope of Work & Responsibility of the Bidders

3.1 The plant & machinery, as listed above shall be lifted on to trailers & trucks and demobilized from the site of Crude tank no. 901 and mobilise and unload at an adjacent area of another tank in IOCL, Gujarat Refinery using crane, hydras and requisite no. of labourer. Around 4 Nos. 40' trailer, 1 no. 20' trailer/open dala and 1 standard truck are proposed for demobilization and mobilization of entire plant & machinery. Demobilisation must be made at a time and not by part by part spanning no. of days. Bidders may increase/decrease no. of vehicles as per their conveyance and depending upon space management.

3.2 Bidders may inspect the plant site for assessment and understanding the entire scope of work with prior intimation to our site in- charge at the following address:

Indian Oil Corporation Limited
Gujarat Refinery
P.O.- Jawaharnagar, Dist – Vadodara
Gujarat – 391 320
Site In-charge : Mr. Prodyot Chand, Mobile No. 9664871359

3.3. Maximum 2 (two) days' gap between demobilization and mobilization are allowed to enable the bidder to comply with formalities. However, in such a case, bidders shall be responsible possession & safe custody of our plant & machinery. No additional charges shall be payment for such transitional storage.

3.5 The driver of each vehicle (Trailer & truck) shall be accompanied with a helper.

3.6 Arranging entry and exit passes for men and vehicles are the responsibility of the bidder.

3.7 Loading, movement/shifting & unloading of materials shall be carried out in a safe manner and all the materials will have to be properly secured with the vehicles to the satisfaction of Balmer Lawrie's personnel so as to eliminate possibilities of any damage and overturning during movement & bidder's custody.

3.9 Necessary co-ordination with all concerned viz. Balmer Lawrie, IOCL and CISF for carrying out the material lifting, loading, demobilization and mobilization, unloading & placement shall be the responsibility of the bidder so that work is done without undue delay.

3.11 The order will be placed on strict understanding that the bidder has indemnified Balmer Lawrie & Co. Ltd. against any government action on them or their vehicles or drivers while on our duty.

3.12 Our decision will be final in the event of any dispute.

3.13 The bidder 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.

3.14 Rates should be valid for acceptance for a period of 90 days from the due date.

3.15 Rates quoted should be firm and no escalation, whatsoever, will be granted within the contract period of six (6) months from the date of order.

3.16 Bidders should strictly adhere safety norms of the Refinery and drivers of the vehicles and crane & hydras should have the following documents:

- a) Registration Certificate (RC) book of the vehicles.
- 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
- g) Vehicles should have Fire Arrester, Fire Cylinder and stepney

In absence of any of the above documents, the vehicles will not be allowed inside the Refinery.

2.0 Pre-qualification

Bidders should proses and upload following pre-qualification documents along with their offers:

- (i) Order/completion certificate for similar nature of job/maintenance work involving crane and/or hydra carried out inside Refinery/Oil installation during last 7 years
- (ii) PAN Card
- (iii) Goods & Services Tax Registration Certificates.

3.0 Single Order

The order is not splitable.

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 from MSME Udyog Aadhaar.

5.0 Completion Schedule

The contract shall be valid for 6 (six) months from the date of order. Demobilisation and mobilization of plant & machinery shall have to be completed within 10 (ten) days from the date of intimation after placement of order.

6.0 Penalty

Penalty @ 1% of the basic order value subject to a maximum of 10% shall be levied for delay in completion of work. Any damage to our plant & machinery shall be recovered from the bill unless such damage is compensated by our insurer.

7.0 Transit Insurance

The plant & machinery owned by Balmer Lawrie are covered with requisite insurance.

8.0 Goods & Service Tax (GST)

Payment of GST shall be extra and paid as per statute. Balmer Lawrie's Gujarat GST No. is : 24AABCB0984E1Z1

9.0 Incidental Charges

All incidental and intermediate storage charges during demobilization & mobilisation, if any, shall be under bidder's scope.

10.0 Billing Address

Balmer Lawrie & Co. Ltd.
Opp : Fertiliser Nagar Gate
P.O. – Dasarath
Dist – Vadodara – 391 750
Gujarat

11.0 Payment Terms

Payment will be released on submission of bill duly certified by our site in-charge after successful completion of demobilization-mobilisation work.

12.0 Tender Submission

The detailed offer enclosing requisite documents as stipulated should be submitted through online mode only as per 'Instruction to Bidders'.

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

(A Bandyopadhyay)
Head (ROFS)



Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
PRICE SCHEDULE

Tender No. : ROFS/2K20/01/ENQ/06

Date : 17.02.2020

Due Date : 27.02.2020 upto 16:00 Hours

| Sl. No. | Description of work | Unit | Quantity | Rate (Rs.) | Amount (Rs.) |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|------------|--------------|
| 1.0 | Lifting, loading & demobilisation of BLABO Tank Cleaning System from Crude Tank No. 901 and mobilisation and unloading near another crude tank within Indian Oil Corporation Ltd., Gujarat as per the Scope of Work of the Tender. Arrangement of trailers & trucks and crane, hydras and requisite no. of manpower and intermediate storage charge etc. shall be under the scope of bidder. | | | | |
| (i) | R.O. Tank | No. | 1 | L.S. | |
| (ii) | Mixing Tank - I | No. | 1 | | |
| (iii) | Module - I | No. | 1 | | |
| (iii) | Office Module | No. | 1 | | |
| (iv) | Module - III | No. | 1 | | |
| (v) | Module - V | No. | 1 | | |
| (vi) | Module - VI | No. | 1 | | |
| (vi) | Store Container | No. | 1 | | |
| (vii) | Loose Materials: 1 Lot (Centrifugal Pump (1No.), Screw Pump(2 Nos.), Air Compressor (1 No.), SNS Tool (5 Nos.), Sea Pipe (1 No), Header Assembly (3 Nos.), Bracket Assembly (1 No.), 2"dia 6m length pipe (30 Nos.), Filter (1 No), 210 Lit. Hyd. Oil Drums (2 Nos.) and misc. items etc. | Lot | Lot | | |
| 2.0 | Total basic Value | | | | |
| 3.0 | Add : Goods & Services Tax @ | | | | |
| 4.0 | Grand Total | | | | |

Notes : (i) Bidders should quote lump sum rate for the entire work.

(ii) Loose materials mentioned above under cl. No. (vii) are approximate quantity and may vary. However, no. of vehicles shall remain same.

