



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

**TENDER NO. ROFS/2K19/02/ENQ/17 DUE ON 28.02.2020 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 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	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	9163254290	Monday to Friday
Mr. Ch. Mani Sankar	Chennai	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	6374241783	Monday to Friday
Ms. Ritu Patil	Mumbai	<a href="mailto:ritu.patil@c1india.com">ritu.patil@c1india.com</a>	0124-4302000 (Ex-236)	Monday to Friday
Helpdesk Support	Kolkata	<a href="mailto:blsupport@c1india.com">blsupport@c1india.com</a>	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.

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



**Balmer Lawrie & Co. Ltd.**  
**Refinery & Oilfield Services**

ROFS/2K19/02/ENQ/17

18<sup>th</sup> February, 2020

**TENDER ENQUIRY**  
**DUE DATE – 28.02.2020 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)	No. of Vehicle	Proposed Type of Vehicle
1.2	Decanter Module	1	20'(L)X8'(W)X9.5'(H)	9MT	1	40' Trailer
1.3	Office Module	1	20'(L)X8'(W)X9.5'(H)	6MT		
1.4	Electrical Module		20'(L)X8'(W)X8.5'(H)	9 MT	1	40' Trailer
1.5	Decanted Oil Tank & Module – VI		20'(L)X8'(W)X4'(H)	5 MT		
1.6	Loose Materials – Screw Pumps, 3 Nos. 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	2	20' 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.8.
- 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
- g) Fire Arrestor of approved make should be attached with every vehicle.

In absence of any of the above, 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 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:
- a. In case of proprietary MSE, proprietor (s) shall be SC/ST

- b. In case of partnership MSE, The SC/ST partners shall be holding at least 51% shares in the enterprise.
- c. 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 Evaluation Criteria**

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.

#### **6.0 Goods & Services Tax (GST)**

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

#### **7.0 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.

#### **8.0 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.

#### **9.0 Destination Address**

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

#### **10.0 Place of Origin**

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

#### **11.0 Transit Insurance**

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



## **12.0 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 liaisoning enroute etc., as applicable to achieve this time target. Penalty @ ₹5000.00 per day will be levied for delay in completion schedule.

## **13.0 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. 12.0 above.

## **14.0 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.

**15.0** Tender may be accessed from Balmer Lawrie's e-procurement site at <https://balmerlawrie.eproc.in> as well as website : [www.balmerlawrie.com](http://www.balmerlawrie.com).

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

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



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

**Tender No. ROFS/2K19/02/ENQ/17**

**Dated : 18.02.2020**

**Due on : 28.02.2020 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	XXXXXXX	XXXXXXX	XXXXXXXXXXXX
1.1 1.2	Decanter Module Office Module	1	40' Trailer		
1.3 1.4	Electrical Module Decanted Oil Tank with Module VI	1	40' 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	20' Long Truck		
2.0	<b>Basic Price</b>				
3.0	GST @ 5%				
4.0	<b>Total Price</b>				

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