



## **Balmer Lawrie & Co. Ltd.**

### **Refinery & Oilfield Services** **INSTRUCTION TO BIDDERS**

**TENDER NO. ROFS/2K19/02/ENQ/19 DUE ON 02.03.2020 AT 16:00 HOURS**

#### **1.0 PROCEDURE FOR BID SUBMISSION**

The Tender Document is comprising of Notice Inviting Tender and Price Schedules (A & B) 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 Schedules (A&B) for two different locations in the standard formats displayed in e-Procurement web site. The bidders shall download the NIT and Price Schedules and upload the same duly filled in, stamped and signed, in the e-Procurement site. Bidders should submit their Price Bids 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 & Oilfields Services**

ROFS/2K19/02/ENQ/19  
 20<sup>th</sup> February, 2020

**NOTICE INVITING TENDER**

**DUE DATE & TIME – 02.03.2020 UPTO 16:00 HOURS**  
**DATE & TIME OF OPENING : 02.03.2020 AT 17:00 HOURS**

**Balmer Lawrie & Co. Ltd. (BL)** invites online offers in this prescribed format from vendors registered with SBU: Refinery & Oil Field Services for supply of SS Hoses for two different locations as per the following terms & conditions:

**1.0 DESCRIPTION OF ITEMS AND QUANTITY**

**1.1 Hoses to be delivered at BL, Warehousing & Distribution, Kolkata**

Sl. No.	Description	Qty. (No.)
(i)	3 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 3" Flange at one end and 4" groove at other end	15
(ii)	4 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at both ends	20
(iii)	4 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" MS flange as per ASA 150 at both ends.	6
(iv)	4 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at one end and 4" MS flange as per ASA 150 at other end.	4
(v)	6" dia x 4m in length SS 316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80°C max. temp. fitted with 6" groove at one end and 6" Flange as per ASA 150 at other end.	1
(vi)	2" dia x 4m in length SS 304 Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for steam of working pressure 10Kg/cm <sup>2</sup> (g) at 180oC max. temp. fitted with 2" groove at both ends.	2
(vii)	2" dia x 4m in length SS 304 Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for steam of working pressure 10Kg/cm <sup>2</sup> (g) at 180oC max. temp. fitted with 2" MS Flange at both ends	2

**1.2 Hoses to be delivered at ONGC, Uran Plant, Uran**

Sl. No.	Description	Qty. (No.)
(i)	4 dia x 3m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at one end and 4" MS Flange as per ASA 150 at other end.	6
(ii)	3 dia x 3m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at one end and 3" MS Flange at other end	5
(iii)	2 dia x 3m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 2" MS flange as per ASA 150 at both ends.	5

Note : Groove dimensions are enclosed with this tender.

**2.0 VALIDITY OF OFFER**

Rates to be quoted by the bidders will have a validity of 90 days from the due date of the tender.

**3.0 QUANTITY VARIATIONS**

Quantities mentioned in the price schedules for two different locations are estimated and Balmer Lawrie may amend the quantity during placement of order at same rates and terms & conditions.

**4.0 EVALUATION CRITERIA**

Order is spittable based on L1 rates for two different locations i.e. total of Price Schedule A and B (before GST) separately and subject to acceptance of all terms & conditions of this tender and without any deviation in technical specification. Single order shall be placed in case a particular bidder becomes L1 for both the locations.

**5.0 DELIVERY ADDRESSES**

5.1 Materials mentioned in Price Schedule – A shall be delivered at the following address:

Balmer Lawrie & Co. Ltd.  
Warehousing & Distribution  
1, Sonapur Road  
Kolkata -700 001

5.2 Materials mentioned in Price Schedule – B shall be delivered at the following address:

Balmer Lawrie & Co. Ltd.  
C/o. Oil & Natural Gas Corporation Limited  
Uran Plant, Uran  
Dist – Raigad Maharashtra – 400 702  
Contact Person : Shri Rupesh Kr. Singh, Mob: 8433469334

**6.0 TENDER CONDITIONS FOR BENEFITS/PREFERENCE FOR MICRO & SMALL ENTERPRISES (MSES)**

- 6.1 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
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 The MSEs registered with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD).
- 6.6 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

- 6.7 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.
- 6.8 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 IOCL 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.
- 6.9 To avail the price preference in this tender, the bidder has to submit MSE certificate registered with MSME Udyog Aadhaar portal.

## **7.0 GUARANTEE/WARRANTY**

The vendor/s shall guarantee the owner & their authorized representatives against defects in material for a period of 12 months from the date of supply. Any defect brought to the vendor's notice within the guarantee period shall be made good/replaced/changed promptly free of cost/charge.

**8.0 INSPECTION**

Balmer Lawrie reserves the right to inspect the materials at your works prior to despatch and you will provide all assistance in carrying out such inspection free of any charges. Internal inspection reports should be provided by the vendor at the time of intimation of date of inspection to Balmer Lawrie.

**9.0 DELIVERY OF MATERIALS**

The entire ordered quantities should reach at respective locations within 40 (forty) days from the date of order/LOI whichever is earlier.

**10.0 REDUCTION IN PRICE**

A reduction in price @ 0.5% of the basic order value for each location separately per week or part thereof subject to a maximum of 10% of the basic order value/location will be applicable for delay in readiness of materials.

**11.0 BILLING ADDRESSES**

Bidder/s should raise separate bills for delivery of hoses at BL, Kolkata and ONGC, Uran Plant.

**11.1 Delivery of hoses at BL, Kolkata**

Balmer Lawrie & Co. Ltd.  
Refinery & Oil Field Services  
21, Netaji Subhas Road  
Kolkata – 700 001  
GST Regn. No.19AABCB0984E1ZS

**11.2 Delivery of hoses at ONGC, Uran**

Balmer Lawrie & Co. Ltd.  
5, J N Heredia Marg  
Ballard Estate  
Mumbai – 400 001, Maharashtra  
GST Regn. No. 27AABCB0984E1ZV

**12.0 PAYMENT TERMS**

Payment shall be made separately for each location after receipt of materials in good condition at respective site and on submission of separate invoices accompanied with receipted copy of challan, test and guarantee certificate.

**13.0** No deviations whatsoever regarding specifications of the items or makes will be accepted and vendor should quote strictly on the basis of the specifications and makes mentioned in the tender.



#### **14.0 SUBMISSION OF OFFER**

Registered bidders are requested to submit their online offers in the prescribed Tender Document as described in 'Instructions to Bidder', duly stamped and signed along with MSE Certificate (in case of MSME Registered Vendor) within the due date and time.

#### **15.0 NON-COMPLIANCE**

Bidders participating in this tender must submit their quotes for the entire quantities of both Price Schedule – A & B accepting all terms & conditions of this tender failing which their offers shall be rejected.

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

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



**Balmer Lawrie & Co. Ltd.**  
**Refinery & Oilfields Services**  
**PRICE SCHEDULE – A (FOR DELIVERY AT BL, KOLKATA)**

Sl. No.	Description	Qty. (No.)	Rate (Rs.)	Amount (Rs)
(i)	3 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 3" Flange at one end and 4" groove at other end	15		
(ii)	4 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at both ends	20		
(iii)	4 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" MS flange as per ASA 150 at both ends.	6		
(iv)	4 dia x 4m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at one end and 4" MS flange as per ASA 150 at other end.	4		
(v)	6" dia x 4m in length SS 316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80°C max. temp. fitted with 6" groove at one end and 6" Flange as per ASA 150 at other end.	1		
(vi)	2" dia x 4m in length SS 304 Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for steam of working pressure 10Kg/cm <sup>2</sup> (g) at 180oC max. temp. fitted with 2" groove at both ends.	2		
(vii)	2" dia x 4m in length SS 304 Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for steam of working pressure 10Kg/cm <sup>2</sup> (g) at 180oC max. temp. fitted with 2" MS Flange at both ends	2		
2.0	Basic Price			
3.0	Packing & Forwarding			
4.0	Freight charges upto Balmer Lawrie, Warehousing & Distribution, Sonapur Road, Kolkata		L.S.	
5.0	Goods & Services Tax			
6.0	Landed Price			



**Balmer Lawrie & Co. Ltd.**  
**Refinery & Oilfields Services**  
**PRICE SCHEDULE – B (FOR ONGC, URAN)**

Sl. No.	Description	Qty. (No.)	Rate (Rs.)	Amount (Rs.)
(i)	4 dia x 3m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at one end and 4" MS Flange as per ASA 150 at other end.	6		
(ii)	3 dia x 3m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 4" groove at one end and 3" MS Flange at other end	5		
(iii)	2 dia x 3m in length SS316L Corrugated Flexible Hose Reinforced steel double helix crossing antistatic wires suitable for working pressure of 16 Kg/cm <sup>2</sup> (g) at 80 deg. C max. temp. fitted with 2" MS flange as per ASA 150 at both ends.	5		
2.0	Basic Price			
3.0	Packing & Forwarding			
4.0	Freight charges upto ONGC, Uran		L.S.	
5.0	Goods & Services Tax			
6.0	Landed Price			