

TENDER DOCUMENT

FOR

INTER-TANK SHIFTING OF PLANT & MACHINERY

WITHIN

INDIAN OIL CORPORATION LTD.

GUJARAT REFINERY, VADODARA

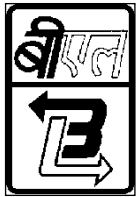
UNPRICED BID – PART – I

Tender No.: ROFS/2K20/01/ENQ/11

Tender Date : 10.09.2020

Due Date : 21.09.2020 UPTO 16:00 HOURS

Date & Time of Opening of Unpriced Bids: 21.09.2020 at 17:00 HOURS



Balmer Lawrie & Co. Ltd.

REFINERY & OILFIELD SERVICES
21, Netaji Subhas Road
Kolkata 700 001



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

TENDER NO. ROFS/2K20/01/ENQ/11 FOR INTER-TANK SHIFTING OF PLANT & MACHINERY
IN INDIAN OIL CORPORATION LTD, GUJARAT REFINERY, VADODARA
DUE ON 21.09.2020 UPTO 16:00.

1.0 PROCEDURE FOR BID SUBMISSION

The Tender Document comprises of two Bids viz Unpriced Part – I and Priced Part – II. The submission of offer can be made only through e-bidding. No physical bid will be accepted.

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 procedures and steps given below. The bidders would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online. The bidders shall submit offer comprising Notice Inviting Tender, pre-qualification documents, Vendors' Information, EMD details etc. in the standard formats prescribed in the Tender documents displayed in e-Procurement web site. The bidders shall download all the above documents, upload the same along with scanned copies of all the relevant certificates, documents etc., duly stamped and signed, in support of their eligibility criteria/NIT in the e-Procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same along with Unpriced Bid (Part-I) of the Tender Document, duly stamped and signed should be sent to the Tender Inviting Authority before the tender opening date along with proof of online payment of EMD amount. MSE bidders registered with MSME portal, shall upload/submit Udyog Aadhaar Registration along with their bid for EMD exemption. Similarly, Priced Bid (Part – II) should be downloaded, filled it up and uploaded in the specific online folder maintained at Balmer Lawrie's e-procurement site. No physical copy of the Priced Bid should be submitted by the vendors.

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.

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 Submission of Hard copies

After submission on-line bid, the bidders are requested to submit the demand draft towards EMD along and pre-qualification & documents which could not be uploaded due to its bulkiness to the Tender Inviting Authority on/before the due date of opening date under cover of Unpriced Bid, Part - I. These can be submitted either in person or through courier or by post. Under no circumstances, physical copy of Price Bid should accompany with these documents.

Balmer Lawrie shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false/ fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgment from the Tender Inviting Authority as proof of submission of hard copies.

1.1.4 Corrigendum to tender

The bidder has to keep track of any changes by viewing the addendum/ Corrigendum's issued by the Tender Inviting Authority from time-to-time in the e-Procurement platform. No separate newspaper advertisement will be published for this. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

1.1.5 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 the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.

1.1.6 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 BID SUBMISSION

Submission of offers under two bid system shall be done through online mode only. However, bidders shall send other voluminous prequalification documents in physical form, which could not be uploaded while submitting online offer, along with copy of Unpriced Bid to the Bid Inviting Authority on or before the due date of opening of tender to the following Bid Inviting Authority. If it is found that EMD (except MSME registered vendor/s) is not submitted online, such offers even qualify as per the tender requirement, shall be rejected.

Head (ROFS)
Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001
Contact : (033) 2222 5624/7604094499
e-mail id : dutta.snehasish@balmerlawrie.com

Fax/e-mail offers shall not be accepted. The company will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post. Offers not conforming to the above mentioned requirements are liable to be rejected.

3.0 OPENING OF TENDER

The Unpriced Bid (Part- I) will be opened on the due date and time as mentioned in the NIT.

Online Priced Offers of qualified and eligible bidders will be opened on a separate working day within the business hours of 09.30 to 18.30 Hours.

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

(A. Bandyopadhyay)
Head (ROFS)



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

ROFS/2K20/01/ENQ/11
10th September, 2020

Due Date: 21.09.2020 Upto : 16:00 Hours
Date & Time of Opening : 21.09.2020 at 17:00 Hours

Balmer Lawrie & Co. Ltd. (BL) invites offers in prescribed form through on-line mode under two bid system from experienced bidders for inter tank shifting of its BLABO Tank Cleaning System 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
	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

2.0 Scope of Work & Responsibility of the Bidders

- 2.1 The plant & machinery, as above, shall be lifted & loaded on to the tractor-trailers having capacity to accommodate 20' container with 15MT load, from adjacent area of one crude tank and unloaded/placed near another crude tank inside Gujarat Refinery, IOCL using crane, hydras, as required, and requisite no. of labourer. At least 2 (two) such tractor trailer are needed for shifting our Plant & Machinery by plying multiple times. Such inter-tank shifting shall be done for 3 to 4 times in periodic interval within a span of 2 years from the date of awarding the contract.
- 2.2 The distance between one tank to another tank is max. 5 KM within the refinery.
- 2.3 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
- 2.4 Arrangement of tractor-trailers, crane & hydra and requisite no. of labourer shall be under the scope of the bidder.
- 2.5 Arranging entry and exit passes for men and vehicles are the responsibility of the bidder.
- 2.6 Loading, movement/inter-tank 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 inside the refinery.
- 2.7 Necessary co-ordination with all concerned viz. Balmer Lawrie, IOCL and CISF for carrying out the material lifting, loading, unloading/placement shall be the responsibility of the bidder so that work is done without undue delay.
- 2.8 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.
- 2.9 Our decision will be final in the event of any dispute.
- 2.10 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.
- 2.11 Rates should be valid for acceptance for a period of 90 days from the due date.
- 2.12 Rates quoted should be firm and no escalation, whatsoever, will be granted within the contract period of two (2) years from the date of order.

2.13 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 etc.

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

3.0 Earnest Money Deposit (EMD)

An EMD amount of ₹7,000 (Rupees Seven Thousand only) shall be submitted through online payment mode as displayed in Balmer Lawrie's e-procurement site. Bid submitted without EMD is liable to be rejected. In order to qualify for EMD exemption, MSE units shall submit MSE registration document from MSME Udyog Aadhaar Portal. The MSE registration shall be valid as on date of placement of order.

EMD of the successful bidder shall be retained with us as Security Deposit and released after completion of inter-tank shifting for last tank/completion of contract period whichever is earlier. EMD exempted bidders shall submit Security Deposit of ₹7000 by bank draft in favour of Balmer Lawrie & Co. Ltd., payable at Kolkata within 15 days from the date of order.

4.0 Pre-qualification

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

- (i) Order/completion certificate for execution of similar nature of jobs inside IOCL, Gujarat Refinery premises during the period of last 7 years
- (ii) PAN Card
- (iii) Goods & Services Tax Registration Certificates.

5.0 Tender Conditions for Benefits / preference for Micro & Small Enterprises (MSEs)

5.1 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

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 The MSEs registered with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD)
- 5.6. 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

- 5.7 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.
- 5.8 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 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.

5.9 To avail the price preference in this tender, the bidder must submit MSE certificate from Udyog Aadhaar Portal of MSME.

6.0 Completion Schedule

The contract shall be valid for 2 (two) years from the date of order. Inter-tank shifting for each tank should be completed within 10 (ten) days from the date of intimation after placement of order.

7.0 Penalty

Penalty @ 1% of the basic order value of each tank per week or part thereof 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.

8.0 Transit Insurance

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

9.0 Goods & Service Tax (GST)

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

10.0 Incidental Charges

All incidental charges, if any, shall be under bidder's scope.

11.0 Billing Address

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

12.0 Payment Terms

Payment will be made on submission of bill, duly certified by our site in-charge after successful completion of each inter-tank shifting.

13.0 Tender Submission

Offers should be submitted through online bidding to Balmer Lawrie's e-procurement portal <https://balmerlawrie.eproc.in> as per the Instruction to Bidders. Documents (except Priced Bid) which bidders unable to upload should be sent to the Bid Inviting Authority as per the instruction laid down in 'Instructions to Bidder':

Head (ROFS)

SBU : Refinery & Field Services
Balmer Lawrie & Co. Ltd.
21, Netaji Subhas. Road,
Kolkata – 700 001

In case of any clarification / confirmation, please contact Shri Snehasish Dutta, Sr. Manager (Operations) at

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

for **BALMER LAWRIE & CO. LTD.**

(A. Bandyopadhyay)
HEAD (ROFS)

VENDORS' INFORMATION

SL. NO.	PARTICULARS	DETAILS
1.0	Name of the Company/Firm	
1.1	Full Address – HO/Regd. Office	
1.2	Full Address of Branch Office	
1.3	e-mail id	
1.4	Contact Person	
1.5	Landline No. Mobile No. Fax No.	
2.0	Goods & Service Tax Registration No.	
3.0	PAN No.	
4.0	Is your company MSME Unit? If yes, please provide details and attach valid certificate	
5.0	Is/are Proprietor/s belong to SC/ST category? If any, provide details	
6.0	Name of Bank	
6.1	Branch	
6.2	Branch Code	
6.3	Full Address of the Banker	
6.4	IFSC Code	
6.5	MICR Code	
6.6	Account No.	
6.7	Type of Account (Saving/Current)	