



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

ROFS/2K20/05/ENQ/02
 16th September, 2020

TENDER ENQUIRY
DUE DATE – 28.09.2020 upto 16:00 Hours

M/s Balmer Lawrie & Co. Ltd. invite sealed tenders under single bid system from the empanelled transporters of SBU:ROFS for **Transportation of Plant & Machinery** from Indian Oil Corporation Limited (IOCL), Guwahati Refinery to Oil India Ltd. (OIL), Dikom, Assam as per the following details and terms & conditions

1.0 Description of Plant & Machinery

| SI No | Description | Dimension | Approx. Weight (MT) | Type of Vehicle proposed |
|-------|--|-----------------------------|---------------------|--------------------------|
| (i) | Store-cum Electric Panel Module | 20' (L) X 8'(W) X 9' (H) | 7 | 40' Trailer |
| (ii) | Tricanter Module | 20' (L) X 8' (W) X 9.5' (H) | 7 | |
| (iii) | Loose Materials–Centrifugal Pump (2 Nos.), Screw Pump (2 Nos.), Air Compressor (1 No.), SNS Tool (3 Nos.), Filter (1 No), 210 Lit. Hyd. Oil (2 Nos.), SNS Nozzle - 3 nos. Hydraulic Power Pack- 1 no. & and misc. items etc. | Lot | 5 | 20' truck |
| (iv) | Pipes: MS Pipe 6 mtr length-45 nos– SS Pipe 6 mtr length- 30 nos, Header Assembly (1 Nos.), Bracket Assembly (1 No.), 2"dia 6m length pipe (10 Nos.) | Lot | 5 | 20' Truck |

Note : Transporters must mention the types and no. of vehicles in the Priced Schedule.

2.0 Scope of Work / Responsibilities

- 2.1 Transportation of the above materials from starting point to destination at the addresses noted in page no. 5.
- 2.2 The above Plant & Machinery shall be loaded on to trailer & trucks at IOCL, Guwahati Refinery. Suitable crane & hydras for loading of materials will be provided free of cost. However, arrangement of requisite manpower for lifting & loading of loose materials shall be under bidder's scope.
- 2.3 The transported Plant & Machinery shall be unloaded at Oil India, Dikoim. Unloading shall be under the scope of Balmer Lawrie. All incidental charges both at loading and unloading points shall be borne by the transporter.
- 2.4 Loading must be done properly to ensure no damage is caused to any or all the materials.
- 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 materials 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 vehicles must meet concerned RTO regulations and drivers shall have valid license.
- 2.8 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.
- 2.9 In general, no detention charges for vehicles will be paid by us. However, if it is found that the detention of vehicles are caused due to reasons not attributable to the bidder, such detention charges, claimed by the transporter may be considered for reimbursement at loading & unloading points for detention of vehicle after 2 (two) complete working days. Such detention charges shall be paid at a fixed rate of ₹1500/day for 40' trailer and ₹1000/day for truck.
- 2.10 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.
- 2.11 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.
- 2.13 No deviation from the tendered condition is acceptable.

2. 14 Gross & Tare weights may be taken and submitted along with the invoice.
- 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 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 fitted with each vehicle. Original receipt along with Certificate of such Fire Arrestor should be available with the driver.

In absence of any of the above documents, vehicles will not be allowed inside the Refinery and Oil India and the reason for delay due to vehicle detention at the respective gates shall be attributable to the transporter.

- 2.17 No materials, other than those specified in our challans, should be loaded on to the vehicle en-route.
- 2.18 Challans & e-bay bills (Part-I) will be issued on the day of loading at IOCL, Guwahati Refinery. The transporter shall generate Part – I of way bills.

3.0 Goods & Services Tax (GST)

GST will be extra as per statute.

4.0 Incidental Charges

All incidental 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.

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 has to submit Udyog Aadhar certificate from MSME portal.

6.0 Payment Terms

Payment will be released on submission of bill along with receipted copy of LR after successful completion of work.

7.0 Address of Destination

Balmer Lawrie & Co. Ltd.
Near : Oil Collecting Station of Indian Oil Ltd.
Dikom, Dist - Dibrugarh
Assam – 786 101

8.0 Address of Origin

Balmer Lawrie & Co. Ltd.
C/o Indian Oil Corporation Limited
Guwahati Refinery
P.O. – Noonmati, Dist – Kamrup
Guwahati, Assam – 781 020

9.0 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.

10.0 Completion Schedule

The consignment must reach Oil India, Dikom within 5 (Five) days of leaving the place of origin (excluding the date of loading and reaching). The bidder shall have to do all sorts of coordination and liaising 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.

11.0 Placement of Vehicle

Placement of vehicles and loading of materials must be completed within four (4) working days of from the date of LOI/Order or our 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. 10.0 above.

11.0 Tender Submission

Offer should include a stamped and signed copy of the Tender Document with filled up Price Schedule and to be submitted to the following Bid Receiving Authority within the due date and time.

Manager (Commercial)
Balmer Lawrie & Co. Ltd,
Refinery & Oil Field Services,
21, Netaji Subhas Road, Kolkata-700 001
e-mail : biswas.s@balmerlawrie.com
Ph/Mobile : (033) 2222 5706/9433092888

12.0 The tender document may be accessed at Balmer Lawrie's website:
www.balmerlawrie.com

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

(A Bandyopadhyay)
Head (ROFS)



BALMER LAWRIE & CO. LTD.
REFINERY & OIL FIELD SERVICES
PRICE SCHEDULE Tender No. ROFS/2K20/05/ENQ/02

Dated : 16.09.2020

Due on : 28.09.2020 upto 16:00 Hours

| Sl. No. | Particulars | No. of Vehicle | Vehicle Type | Rate (₹) | Amount (₹) |
|---------|--|----------------|--------------|----------|------------|
| 1.0 | Transportation of following Plant & Machinery from Indian Oil Corporation Ltd, Guwahati Refinery, Noonmati to Oil India Ltd, Dikom, Assam as per the Scope of Work/Responsibility mentioned under Sl. No.2.0 of the Tender Document. Arrangement of requisite manpower for loading of materials in Guwahati Refinery and incidental expenses both at loading & unloading points shall be borne by the bidder | | | | |
| 1.1 | Store-cum Electric Panel Module | 1 | 40' | | |
| 1.2 | Tricanter Module | | Trailer | | |
| 1.3 | Loose Materials —Centrifugal Pump (2 Nos.), Screw Pump (2 Nos.), Air Compressor (1 No.), SNS Tool (3 Nos.), Filter (1 No), 210 Lit. Hyd. Oil (2 Nos.), SNS Nozzle - 3 nos, Hydraulic Power Pack-1 no. & and misc. items etc. | 1 | 20' Truck | | |
| 1.4 | Pipes: MS Pipe 6 mtr length-45 nos—SS Pipe 6 mtr length- 30 nos, Header Assembly (1 Nos.), Bracket Assembly (1 No.), 2"dia 6m length pipe (10 Nos.) | 1 | 20' Truck | | |
| 2.0 | Basic Price | | | | |
| 3.0 | GST @ 5% | | | | |
| 4.0 | Total | | | | |

Bidder must indicate the following:

- i) No. of Vehicles :
ii) Type of Vehicles :