

TENDER DOCUMENT
FOR
MONTHLY HIRING OF CAR
AT
CHENNAI PETROLEUM CORPORATION LTD.
MANALI REFIENRY, CHENNAI
UNPRICED BID - PART – I

Tender No.: ROFS/2K20/CPCL-117/ENQ/02

Tender Date: 09.12.2020

Due Date : 30.12.2020 UPTO 16:00 HOURS

Date of Opening of Bids: 30.12.2020 at 17:00 HOURS



Balmer Lawrie & Co. Ltd.

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

**BALMER LAWRIE & CO. LTD.**

SBU : Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001

INSTRUCTION TO BIDDERS

**TENDER NO. ROFS/2K20/CPCL-117/ENQ/02 DUE ON 30.12.2020 UPTO 16:00 HOURS
FOR MONTHLY HIRING OF CAR AT CPCL, MANALI REFINERY, CHENNAI
Date and Time of Opening : 30.12.2020 at 17:00 Hours**

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 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 which bidders unable to upload, may be sent 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. Earnest Money Deposit (EMD) shall have to be submitted through online mode as per direction in the e-procurement portal. MSE bidders registered with MSME portal, shall upload/submit Udyog Aadhaar Registration along with their Unpriced bid for EMD exemption and price preference. Similarly, Priced Bid 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 send/submit 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 Security Deposit, cancellation of work order 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

Bidders may send voluminous prequalification documents which could not be uploaded, along with copy of Unpriced Bid to the following Bid Inviting Authority on or before the due date of opening of tender :

Head (ROFS)
Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001
Contact : (033) 2222 5706/9433092888
e-mail id : biswas.s@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.

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

(A. Bandyopadhyay)
Head (ROFS)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

ROFS/2K20/CPCL-117/ENQ/02

9th December, 2020

NOTICE INVITING TENDER
DUE DATE 30.12.2020 UP TO 16:00 HOURS
DATE & TIME OF OPENING : 30.12.2020 AT 17:00 HOURS

M/s. Balmer Lawrie & Co. Ltd. (BL) invites offers through on-line bid from competent and experienced parties with sound financial capabilities for providing a non-AC Car to ply between our transit accommodation at Manali/Chennai to Chennai Petroleum Corporation Ltd. (CPCL), Manali Refinery and also inside the refinery premises as per following terms and conditions:

1.0 TYPE OF VEHICLE

Non A/c. diesel car suitable for accommodating minimum of 4 persons.

2.0 AREA OF TRAVEL

Car will generally ply between Balmer Lawrie's transit accommodation to CPCL, Manali Refinery, Chennai city, nearest Railway Station, Bus stand, Airport and adjacent areas as per our requirements. The car should move inside the Refinery premises with proper permission as per our requirement.

3.0 SCOPE

The detailed scope of work is as follows:

- (i) Providing road worthy Car with valid and relevant statutory documents as required to ply inside Manali Refinery and the area specified in sl. no. 2 above. The place of reporting would generally be at Balmer Lawrie's transit flat at Manali, Chennai.
- (ii) The car should be provided with experienced driver.
- (iii) Maintenance charges, fuel etc. will be borne by the bidder
- (iv) All necessary documents required for making the gate passes for car & the driver will have to be provided by the bidders for entry into Manali Refinery as and when required.
- (v) The driver should have valid license, ESI & PF coverage and any other statutory documents required for obtaining gate passes.
- (vi) A detailed logbook will be maintained by the driver and this will be signed every time this car is used.

- (vii) Suitable alternative arrangement should be made by the bidder, if the existing car is not available due to maintenance or any other reason.
- (viii) Car with Commercial Licence must be provided
- (xi) Meter reading and time of reporting will be considered from the place of reporting and releasing and not from Garage to Garage.

4.0 PRE-QUALIFICATION

Following pre-qualification criteria should be fulfilled and copies of same should be submitted along with the offer:

- (i) The Bidder shall have experience in similar nature of work i.e. supply of Passenger Vehicles/cars on hiring basis during last 7 years. Proof of the same shall be submitted in the form of Work Order/ Completion certificate.
- (ii) Car should not be more than 4 years' old at the time of its engagement. Valid ownership documents like Smart Card/Blue Book, Insurance Copy, Pollution Verification Certificate for having a commercial car should accompany with the offer.
- (iii) PAN Card
- (iv) Goods & Service Tax Registration Certificate
- (v) Provident Fund and ESI Registration Certificate

5.0 EARNEST MONEY DEPOSIT

Bidders participating in the bid shall submit EMD amount of Rs.3,500 (Rupees Three Thousand Five Hundred only) through online mode at the time of bid submission. EMD amount of successful bidder shall be converted into Security Deposit and shall retained with us till completion of the contract. Successful MSE exempted bidder, shall submit Security Deposit of Rs.3,500 in demand draft in favour of 'Balmer Lawrie & Co. Ltd.', payable at Kolkata within 15 days from the date of order failing which the amount will be recovered from the 1st RA bill.

EMD amount of unsuccessful bidders shall be returned after finalization of order.

6.0 DUTY HOURS

16 hour/day for all 7 (seven) days/week except National Holidays. The time duration may increase depending upon multiple shift operation at CPCL, Manali Refinery. Bidder must accept the same. Counting of time and KM will be based on the time of reporting and releasing of the car at our transit accommodation and not from garage to garage.

7.0 PERIOD OF HIRING

12 (Twelve) months from the day car enters into CPCL, Manali Refinery premises after complying with all formalities on placement of order. The hiring period may be shortened/extended depending upon project requirement and accordingly, a provision for extension of contract period of 6 months on the same rate and other terms & conditions are being kept in this Tender. Bidders shall have to accept the same.

8.0 PRICE BASIS

Bidder to quote on the basis of

- (i) Lumpsum all-inclusive charge per month for 16 hours per day and plying upto 2000 Km per month.
- (ii) Hourly rate for duty beyond 16 hours in a day.
- (iii) Rate per Km beyond the initial 2000 Km/month.
- (iv) Payment of GST will be as per Statute.
- (v) Toll tax will be reimbursed at actuals on submission of receipts along with your bill.
- (vi) The vendor must commence the car services within seven days from the date of placement of order and the hiring period will be reckoned from the date of usage after complying formalities required for entering into the Refinery.
- (vii) KM and time will be calculated from Balmer Transit Accommodation to Refinery worksite and not from Gurage to Gurage.

9.0 SPLITTING OF JOB

The job is not splittable.

10.0 LEGAL JURISDICTION

All questions, disputes, differences, arising out of and/or in connection with this purchase order, shall be subject to the appropriate court(s) under the jurisdiction of the High Court at Kolkata.

11.0 LABOUR LAWS & REGULATIONS

It shall be the responsibility of contractor to obtain necessary labour license from the Licensing Authority under the "Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules made thereunder and produce the same to the Engineer-in-Charge before start of the job. You shall also comply with all obligations under the said Act/Rules as well as other applicable labour laws. Licensing Authority shall be Assistant Labour Commissioner (Central), Office of the Regional Labour Commissioner (Central), Chennai, Tamil Nadu.

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

- 12.1 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
- 12.2 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.
- 12.3 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.
- 12.4. 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.
- 12.5. The MSEs registered with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD).
- 12.6. 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

- 12.7 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.
- 12.8 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 (l) 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.
- 12.9 To avail EMD exemption and price preference in this tender, the bidder has to submit Udyog Aadhar certificate from MSME portal.

13.0 ARBITRATION

Any dispute or difference arising out of the contract/agreement shall be referred for adjudication to a Sole Arbitrator to be appointed jointly by both the parties in terms of Arbitration and Conciliation Act 1996 (as amended). Arbitration proceedings shall be conducted in English language and place of arbitration will be Kolkata. The Arbitrator so appointed will pass a speaking award which will be binding on both the parties. Cost of Arbitration will be shared equally between the parties, unless agreed otherwise.

14.0 JURISDICTION

Notwithstanding anything contained in any other law, the courts in the city of Kolkata along shall have jurisdiction in respect of all or anything arising under this agreement and any award or awards made by the sole arbitrator

15.0 TERMINATION OF CONTRACT

In case of violation/breach of any agreed terms and conditions of contract and persistently failure/negligence to observe and perform all or any of the acts, deeds, matters or things to be observed and performed by the Contractor requiring the Owner to observe or perform the same, BL may cancel/terminate this contract.

16.0 RIGHT OF ACCEPTANCE/REJECTION

Mere issue of tender document, participation in e-procurement portal and submission of bids does not necessarily qualify for consideration of bids. M/s Balmer Lawrie & Co. Ltd. reserve the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

17.0 CONFLICT OF INTEREST

The bids of any tenderer may be rejected if a conflict of interest between the bidder and the company is detected at any stage.

18.0 GOODS & SERVICES TAX

GST will be as per statute. Bidder should indicate the percentage of GST in the Price Schedule.

19.0 PAYMENT OF DRIVER'S WAGES

The car driver/s' should have bank account and wages/salary will have be paid by direct remittance to his bank account. A copy of such remittance should be attached with monthly RA bill.

20.0 PAYMENT TERMS

Against monthly bill duly certified by Balmer Lawrie's site-in-charge. Photocopy of the relevant pages of the log-book duly certified by Balmer Lawrie should be attached with monthly bill.

21.0 BILLING ADDRESS

Balmer Lawrie & Co. Ltd.
32, Sattangadu Village, Thiruvottiyur
Manali, Chennai – 600 068
GST Regn. No. is : 33AABCB0984E1Z2.

22.0 VALIDITY

Offer shall be valid for 90 (Ninety) days from the due date of enquiry.

23.0 PENALTY

Alternate arrangement must be made on the day/s when regular car is not available due to break down, repair work or any other reasons. Failure to provide alternate car, will attract proportionate deduction from the RA bill.

24.0 BID SUBMISSION

Submission of online offer shall be as per guidelines given in the 'Instructions to the Bidder'. Tender Document may be accessed from Balmer Lawrie's e-procurement portal <https://balmerlawrie.eproc.in>

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

(A. Bandyopadhyay)
Head (ROFS)

VENDOR'S 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.	
1.6	Are you Registered with MSME (indicate Yes/No)	
1.7	Do you belong to SC/ST Category (indicate Yes/No)	
2.0	Goods & Services Tax No. (Please attach a copy)	
3.0	PAN No.	
4.0	Name of Banker	
4.1	Branch	
4.2	Branch Code	
4.3	Full Address of the Banker	
4.4	IFSC Code	
4.5	MICR Code	
4.6	Account No.	
4.7	Type of Account (Saving/Current)	

NOTES ON PRICE SCHEDULE

- 1.0 Details of the items under this Schedule shall be read in conjunction with this note and corresponding Specifications, Drawings and other Tender Documents.
- 2.0 The work shall be carried out as per Scope of Work, specifications and the description of the items in this Schedule and/or Engineer's instructions
- 3.0 The tenderer should quote for all items in the Schedule of Rates. The rates should be expressed in English both in figure and words. Where discrepancy exists between the two, rates expressed in words will prevail. Similarly, if there is any discrepancy between unit rate and total amount, the unit rate will prevail.
- 4.0 The rates should be quoted in the same units as mentioned in the tender schedule of quantities.
- 5.0 All entries in the tender documents should be in ink / type. Corrections if any should be attested by full signature of the tenderer.
- 6.0 Every page of the tender document including annexure / enclosures shall be stamped and signed by the tenderer or his authorized representative thereby indicating that each and every page has been read and the points noted.
- 7.0 Items of work provided in this Schedule but not covered in the Specifications shall be executed strictly as per instructions of the Engineer-In-Charge.
- 8.0 The Quantities of the various items mentioned in the Schedule of Items are approximate and may vary up to any extent or be deleted altogether.
- 9.0 Engineer's decision shall be final and binding on the Contractor regarding clarification of items in this Schedule with respect to the other sections of the Contract.