



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

INSTRUCTION TO BIDDERS
TENDER NO. ROFS/2K17/01/ENQ/03 FOR MONTHLY HIRING OF CAR FOR SITE
PERSONNEL AT IOCL, GUJARAT REFINERY, VADODASRA
DUE ON 04.04.2017 UPTO 16:00.

1.0 PROCEDURE FOR BID SUBMISSION

The Tender Document is comprising of Notice Inviting Tender and Price Schedule – I in a single bid system. The submission of offer can be made in two forms through e-bidding or in physical form as follows :

1.1 BID SUBMISSION THROUGH E-BIDDING

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 I in the standard formats displayed in e-Procurement web site. The bidders shall download the Tender Document, scan the NIT and uploading the same duly stamped and signed, in the e-Procurement web 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 on line bid submission, bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., Shri Tuhin Ghosh, Mobile No. 8981165071, Shri Ritabrata Chakraborty, Mobile No. 8697910411 or Shri Ujjal Mitra, Mobile No. 07702669806 and register themselves on line by logging in to the website <https://balmerlawrie.eproc.in>

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 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

Bidders interested to participate in this tender in physical form can access to company's website: www.balmerlawrie.com and download the tender document. Offer consisting of 'Instruction to the Bidders', Notice Inviting Tender and Price Schedules I and II, duly stamped, signed and filled up in, should be submitted to the Bid Inviting Authority in single sealed envelope subscribing Tender No, Date, Due Date within due date of time.

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.

Detailed offer complete in all respects as stipulated in the tender should reach the Bid Inviting Authority at the following address within the due date and time:

Vice President (ROFS & Projects)
Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001
Phone : (033) 22225569
e-mail id : mondal.cr@balmerlawrie.com

Thanking you,

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

(C R Mondal)
Vice President (ROFS & Projects)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

ROFS/2K17/01/ENQ/03

Dated : 24.03.2017

NOTICE INVITING TENDER
DUE DATE 04.04.2017 UP TO 16:00 HOURS
DATE & TIME OF OPENING : 04.04.2017 AT 17:00 HOURS

M/s. Balmer Lawrie & Co. Ltd. (BL) invites offers in prescribed form either through on-line or offline from competent and experienced parties with sound financial capabilities for providing a non-AC Car for Balmer Lawrie's site personnel to commute between transit accommodation to IOCL Gujarat Refinery, Jawaharnagar, Vadodara as per following terms and conditions:

- | | |
|----------------------|---|
| (1) Type of Vehicle: | Non A/c. diesel car — suitable for accommodating minimum of 4 persons. |
| (2) Area of Travel | Car will generally ply between Balmer Lawrie's transit accommodation to Gujarat Refinery, Jawaharnagar, entire Vadodara, 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) Scope: | <ul style="list-style-type: none">(i) Providing road worthy vehicle (Indica or equivalent car) with valid and relevant statutory documents as required to ply inside the Refinery and the area specified in sl. no. 2 above. Car should report to our site personnel at the transit accommodation and to other predetermined locations, as informed by our officers every day.(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 for entry into the Refinery as and when required. |

- (v) The driver should have valid license, ESI & PF papers and any other statutory documents required for obtaining gate passes.
- (vi) A detailed logbook is to be maintained by the driver and this is to be signed every time this car is used by Balmer Lawrie personnel.
- (v) Suitable alternative arrangement should be made by the bidder, if the car is not available due to maintenance or any other problem.

(4) Pre-Qualifications

Bidders should fulfill the following pre-qualification criteria and copies of same should be submitted along with their offers:

- (ii) Service Tax Registration for 'Rent a Cab'
- (ii) Car should not be more than 4 years' old.
- (i) Car should have commercial licence.

(5) Duty Hours

12 hours/day. However, the time may increase during our plant operation in two shifts except Sundays/National Holidays.

(6) Period of hiring

12 (twelve) months from the date of work order. However, duration of hiring may be extended for another year at the same rate and other terms & conditions. Since Balmer Lawir's work at IOCL Gujarat Refinery may not be on continuous basis for which there will not be any usage of car, hiring charges during idle period of more than 1 (one) month will not be paid.

(7) Price Basis:

Bidder to quote on the basis of

- (i) Lumpsum all-inclusive charge per month for 17 hours per day and plying upto 3000 Km per month.
- (ii) Hourly rate for duty beyond 17 hours in a day.
- (iii) Rate per Km beyond the initial 3000 Km/month.
- (iv) Payment of Service Tax 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.
- (vii) KM and time will be calculated from Balmer Transit Accommodation to Refinery worksite and not from Gurage to Gurage.

(8) 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 At 1996 (as amended). Arbitration proceedings shall be conducted in English language and place of arbitration will be Kolkata. The Arbitrator so appointed with 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.

(9) Service Tax

Service Tax will be as per statute. Bidder should not mention Service Tax component in the tender.

(10) 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. As copy of such remittance should be attached with monthly RA bill.

(11) Payment Terms:

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

(12) Earnest Money Deposit(EMD)

Bid should be accompanied with a bank draft of Rs.10,000/- (Rupees Ten Thousand only) toward EMD drawn in favour of "Balmer Lawrie & Co. Ltd." payable at Kolkata. EMD of successful bidder will be converted into interest free Security Deposit till completion of project and released upon expiry/termination of contract.

(13) Validity:

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

(14) Penalty

Alternate arrangement must be made on the day when regular car is not available due to break down, repair work or any other reason. Failure to provide alternate vehicle, will attract proportionate deduction from the RA bill. Deduction will be based on KM running of that particular month and working days whichever is higher.

(15) Bid Submission

As per the instructions given in the 'Instructions to the Bidder'. Tender Document may be accessed to our e-procurement site <https://balmerlawrie.eproc.in> or downloaded from our website: www.balmerlawrie.com

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

(C R Mondal)
Vice President (ROFS & Projects)

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	Service Tax Registration No.	
3.0	PAN No.	
4.0	CST No. VAT No.	
5.0	Name of Banker	
5.1	Branch	
5.2	Branch Code	
5.3	Full Address of the Banker	
5.4	IFSC Code	
5.5	MICR Code	
5.6	Account No.	
5.7	Type of Account (Saving/Current)	

Seal and Signature of the Vendor



BALMER LAWRIE & CO. LTD.
REFINERY & OIL FIELD SERVICES
PRICE SCHEDULE

TENDER NO. : ROFS/2K17/01/ENQ/03

DATE : 24.03.2017

DUE ON : 04.04.2017 UPTO 16:00 HOURS

DATE & TIME OF OPENING : 04.04.2017 AT 17:00 HOURS

Hiring of Non-AC Car for our site personnel at Indian Oil Corporation Ltd, Jawaharnagar, Vadodara as per scope mentioned in the NIT		
Sl. No	Particulars	Rate (Rs.)
1.0	Lump sum all inclusive charges per Month for 17 hours/day duration and 3000 KM/month	
2.0	Hourly rate beyond 17 Hours/day	
3.0	KM rate beyond 3000 KM/month	

Service Tax Registration No. (Please enclose a copy)

Notes :(i) Rate should be inclusive of all. No other charges will be paid.

(ii) Toll Tax, if any will be payable at actuals.

(iii) Service Tax will be as per statute