



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

TENDER NO. ROFS/2K18/02/ENQ/4 DUE ON 05.09.2019 AT 16:00 HOURS

1.0 PROCEDURE FOR BID SUBMISSION

The Tender Document is comprising of Notice Inviting Tender and Price Schedule under 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 Schedule in the standard formats displayed in e-Procurement web site. The bidders shall download the NIT and Price Schedule and upload the same duly filled in, stamped and signed, in the e-Procurement site. Bidders should submit their Price Bid 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 & 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 K Basak)
Head (Technical)



Balmer Lawrie & Co. Ltd.

Refinery & Oilfield Services

ROFS/2K18/02/ENQ/4

29th August, 2019

TENDER ENQUIRY

DUE DATE – 05.09.2019 upto 16:00 Hours

M/s Balmer Lawrie & Co. Ltd. invite online bids from the empanelled transporters of SBU:ROFS for **Transportation of Plant & Machinery** from Bokaro Power Supply Co. Pvt. Ltd. (BPSCPL), Bokaro, Jharkhand to Indian Oil Corporation Limited (IOCL), Guwahati Refinery, Noonmati, Assam as per the following details and terms & conditions

1.0 Description of Plant & Machinery

| Sl. No | Description | Quantity (Nos.) | Dimension | Approx. Wt (MT) | Type of Vehicle proposed |
|--------|---|-----------------|----------------------|-----------------|--------------------------|
| 1.1 | Electrical-cum-Store Module (SNS, Hydraulic Drive Unit, SS Hoses etc. to be kept inside the module) | 1 | 20'(L)X8'(W)X8.5'(H) | 9 | 20' Open Dalah/ Traller |
| 1.2 | 3 Nos. Pump-Motor Set Hydraulic Power Pack (. Hydraulic Oil, Derrick Assembly, Filter other misc. items | Lots | | 9 | 9 MT Standard Truck |
| 1.3 | SS & MS Pipes, Fittings, SS Hoses & other loose materials | Lots | | 9 | 22' Truck |

Note : Loading pattern and vehiclewise list of materials may change at the time of loading. However, no. & type of vehicles proposed above shall remain unaltered.

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. 7.
- 2.2 Bidders may visit loading and unloading points with prior intimation to access the quantity & dimensions of plant & machinery as well as approach road for entry & exit of vehicles. Any claim or dispute with regard to the same during post tendering stage will not be entertained.

- 2.3 The above Plant & Machinery shall be loaded on to vehicles at BPSCPL, Bokaro Loading of materials with suitable crane/hydras and requisite manpower will be under Balmer Lawrie's scope.
- 2.4 The transported Plant & Machinery shall be unloaded at IOCL, Guwahati Refinery. Suitable crane/hydras and requisite manpower will be provided by Balmer Lawrie for unloading and placement of materials inside the Refinery premises. However, all incidental charges both at loading and unloading points shall be borne by the transporter.
- 2.5 Loading must be done properly to ensure no damage is caused to any or all the materials.
- 2.6 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.
- 2.7 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.
- 2.8 The transporter's vehicles must meet concerned RTO regulations and drivers shall have valid license.
- 2.9 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.
- 2.10 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) working days. Such detention charges shall be paid at a pre-fixed rate at ₹1000/day for truck.
- 2.11 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.
- 2.12 Rates should be valid for acceptance for a period of 90 days from the due date.
- 2.13 Rates quoted should be firm and no escalation, whatsoever, will be granted.
- 2.14 No deviation from the tendered condition is acceptable.
2. 15 Gross & Tare weights may be taken and submitted along with the invoice.

2.16 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.

2.17 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

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

2.18 No materials, other than those specified in our challans, should be loaded on to the vehicle en-route.

2.19 Invoices & e-bay bills (Part-I) will be issued on the day of loading at BPSCPL, Bokaro. The transporter shall generate Part – II of way bills.

3.0 Splitting of Job

The job is not splitable.

4.0 Tender Conditions for Benefits/Preference for Micro & Small Enterprises (MSEs)

4.1 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

4.2 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.

- 4.3 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.
- 4.4. 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.
- 4.5. 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 |

- 4.6 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.
- 4.7 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.

4.8 To avail the price preference in this tender, the bidder has to submit MSE certificate issued for services involved in tender.

5.0 Evaluation Criteria

Successful bidder shall be selected for placement of order based on acceptance of all terms & conditions of the tender and overall L1 rate. Balmer Lawrie may carryout price negotiation with the L1 bidder only.

6.0 Goods & Services Tax (GST)

GST will be extra as per statute.

7.0 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.

8.0 Payment Terms

Payment will be made on submission of bill along with receipted copy of LR and Part – II of e-way bill after successful completion of work.

9.0 Address of Destination

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

10.0 Address of Origin

Balmer Lawrie & Co. Ltd.
C/o Bokaro Power Supply Company (P) Ltd.
Inside Bokaro Steel Plant
Bokaro Steel City - 827001
Jharkhand

11.0 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.

12.0 Completion Schedule

The consignment must reach IOCL, Guwahati Refinery within 8 (Eight) days (excluding day of loading & reaching at destination) of leaving the place of origin. The bidder shall have to do all sorts of coordination and liaisoning 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.

13.0 Placement of Vehicle

Placement of vehicles and loading of materials must be completed within four (4) working days of from the date of intimation after placement of order, 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. 12.0 above.

14.0 Tender Submission

Offers which include Instruction to Bidder, NIT and Priced Schedule should be uploaded as delineated in the 'Instruction to Bidder' through e-bidding within the due date and time.

15.0 Tender may be accessed from Balmer Lawrie's e-procurement site at <https://balmerlawrie.eproc.in> as well as website : www.balmerlawrie.com.

Yours faithfully

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

(A K Basak)
Head (Technical)



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

Tender No. ROFS/2K18/02/ENQ/04

Dated : 29.08.2019

Due on : 05.09.2019 upto 16:00 Hours

| Sl. No | Description | No. of Vehicle | Type of Vehicle | Rate (₹) | Amount(₹) |
|------------|---|----------------|-------------------------|----------|-----------|
| 1.0 | Transportation of Plant & Machinery from Bokaro Power Supply Co. (P) Ltd., Bokaro, Jharkhand to Indian Oil Corporation Ltd., Guwahati Refinery, Noonmati, Assam | XXXXX | XXXXX | XXXXX | XXXXX |
| 1.1 | Electrical-cum-Store Module (SNS, Hydraulic Drive Unit, SS Hoses etc. to be kept inside the module) | 1 | 20' Open Dalah/ Trailer | | |
| 1.2 | 3 Nos. Pump-Motor Set Hydraulic Power Pack (. Hydraulic Oil, Derrick Assembly, Filter other misc. items | 1 | 9 MT Standard Truck | | |
| 1.3 | SS & MS Pipes, Fittings, SS Hoses & other loose materials | 1 | 22' Truck | | |
| 2.0 | Basic Price | | | | |
| 3.0 | Goods & Services Tax | | | 5% | |
| 4.0 | Total Amount | | | | |