



बामर लॉरी एण्ड कं. लिमिटेड
Balmer Lawrie & Co. Ltd.

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

TENDER DOCUMENT

FOR

REPAIR & REFURBISHING OF EXISTING OFFICE CONTAINER
AT IOCL, GUJARAT REFINERY, VADODARA

Tender No.: ROFS/2K17/01/ENQ/12

Dated: 01.01.2020

Tender Due date & Time : 20.01.2020, 16:00 Hrs

PART-I (Un-Priced)

INDEX

SL. NO.	SUBJECTS
1.0	Check-List
2.0	Notice Inviting Tender
3.0	Instructions to Bidders regarding Bid Submission
4.0	Detailed Scope of Work and Technical Specifications
5.0	Proforma Bank Guarantee for Performance –Attachment - I
6.0	Details of Experience – Attachment - II
7.0	Deviation Statement – Attachment - III
8.0	Vendor's Information – Attachment –IV

**CHECK LIST FOR SUBMISSION OF TENDER
(TO BE SUBMITTED WITH UN-PRICED PART)**

Tenderers are requested to fill up this Check List and attach supporting documentary evidence.

Sl No.	Submission of Document	Bidder's Confirmation/Submission (Yes / No)
1	90 days validity of the offer confirmation	
2	Copy of Work Order and Completion Certificates for similar executed works	
3	Power of Attorney of the Signatory	
4	PAN	
5	GSTIN Registration	
6	Valid MSE Registration certificate as per NIT	
7	In case of SC/ST or woman entrepreneur, please provide details as per tender	
8	Price Schedule in Un-priced Bid duly blanked out and signed	
9	Tender Document (along with addendum if any) duly signed and stamped on all pages	
10	Price quoted strictly as per Tender price schedule	
11	Payment Terms in compliance to tender requirement	
12	Completion/Delivery Period in compliance to tender requirement	
13	LD clause in compliance to tender requirement	
14	Warranties and Guarantee in compliance to tender requirement	
15	All others Technical & Commercial Terms & Conditions shall remain unaltered as per Tender document	



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

Tender No. : ROFS/2K17/01/ENQ/12
Date : 01/01/2020
Due Date & Time : 20/01/2020, 16:00 Hrs
Date & Time of Opening : 20/01/2020, 16:30 Hrs

BALMER LAWRIE & CO. LTD. (BL) invites **ONLINE bids** in 2 bid system from experienced & resourceful fabricators/vendors for repair and refurbishing of Office container.

1.0 SCOPE OF WORK

The scope of work covers generally but not limited to the followings:

- i) Loading & Transportation of existing office container located at IOCL, Gujarat Refinery, Vadodara to vendor's works
- ii) Repair, Modification & refurbishing of existing Office Container at Vendor's works as per Technical Specification and Scope of Work
- iii) Supply & Fixing new fittings, Furnitures, ACs etc. as per Technical Specification & Schedule of Work
- iv) Loading, transportation of the refurbished container along with its accessories from vendor's works to IOCL, Gujarat Refinery, Vadodara and unloading at the place designated by BL.

2.0 PRE-QUALIFICATION (PQ) CRITERIA

- i) Order/completion certificate for similar nature of job i.e. fabrication, assembly and supply of new container or repair & refurbishing of old container.
- ii) Copy of PAN Card, GST Registration Certificate shall be submitted.
- iii) Tender document duly signed and company seal (as an acceptance of all our terms and conditions) shall also be submitted
- iv) 'Affidavit' in non-judicial stamp paper in case of proprietorship firm, "Partnership Deed" in case of Partnership Firm, "Memorandum & Article of Association" in case of Limited Company.

3.0 DELIVERY/COMPLETION PERIOD-EX WORKS

Time is the essence of the contract. The job must be completed within **6 (Six) weeks** from the date of handing over of the existing container for pick up.

The container shall be picked up from and delivered (after refurbishment) to the following address:

Indian Oil Corporation Ltd.
Gujarat Refinery
P.O. – Jawarharnagar

Dist – Vadodara, Gujarat – 391 320

Contact Person : Sri. Prodyot Kr. Chand, Mobile No. 9664871359.

4.0 TENDER DOCUMENTS

Tender Documents comprise two parts viz. Part-I (Un-priced) and Part-II (Priced). The Un-priced Part consists of Notice Inviting Tender, Instruction to Bidders, Detailed scope of Work and Technical Specifications. The Priced Part consists of Price Schedule.

5.0 VALIDITY OF OFFER

Tenderers shall keep their offer valid for a period of **90 (ninety) days** from the due date of this tender. Validity may be extended, if so advised by BL.

6.0 SECURITY DEPOSIT

The bidder, with whom the contract is decided to be entered into and intimation is so given will have to make a Security Deposit @ 2.5% of the basic Order value in the form of Demand Draft drawn in favour of Balmer Lawrie & Co. Ltd. payable at Kolkata within 15 days from the date of intimation of acceptance of their tender, failing which Balmer Lawrie & Co. Ltd. reserves the right to cancel the Order. Security Deposit shall be released after pick-up of last refurbished module from vendor's work.

7.0 FORCE MAJEURE

Any delay in or failure of the performance of either part hereto shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays failure of performance is caused by occurrences such as Acts of God or an enemy, expropriation or confiscation of facilities by Government authorities, acts of war, rebellion, sabotage or fires, floods, explosions, riots, or strikes. The Vendor shall keep records of the circumstances referred to above and bring these to the notice of the Engineer-In-Charge in writing immediately on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted for the delivery period. On decision of BL/Owner arrived at after consultation with the Vendor, shall be final and binding. Such a determined period of time be extended by the Owner to enable the Vendor to deliver the items within such extended period of time.

If Vendor is prevented or delayed from the performing any of its obligations under this agreement by Force Majeure, then Vendor shall notify Owner the circumstances constituting the Force Majeure and the obligations performance of which is thereby delayed or prevented, within seven days of the occurrence of the event.

8.0 ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman &

Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason therefor and is final & binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

9.0 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

10.0 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 Supplier requiring the Owner to observe or perform the same, BL may cancel/terminate this contract . In such case, the Security Deposit of the Supplier will be forfeited.

11.0 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. Conditional offer or offer with deviations will not be accepted. 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.

12.0 NON-CONFORMANCE

Tenders not conforming to the above mentioned requirements are liable to be rejected.

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

- 13.1 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
- 13.2 MSEs participating in the tender must submit the certificate of registration with any one of the above agencies.
- 13.3 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.
- 13.4. 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.
- 13.5 Registered MSME vendors shall be exempted from need to furnish EMD (as applicable), subject to their submission of registration details.
- 13.4 Declaration of Udyog Aadhar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSMEs
- 13.5. Price Preference - Subject to meeting terms and conditions stated in the tender document including but not limiting to prequalification criteria, 25% 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% shall be allowed to supply 25% 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% 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%	25% order on MSE subject to matching L1 price
Cannot be split	L1	Full Order on MSE

Cannot be split	Not L1 but within L1+15%	Full Order on MSE subject to matching
-----------------	--------------------------	---------------------------------------

- 13.6 Out of the 25% target of annual procurement from micro and small enterprises, 4% has been earmarked for procurement from MSEs owned by SC or ST entrepreneurs and 3% from within 25% has been earmarked from supply from the MSEs owned by Woman entrepreneurs. Provided that, in event of failure of such MSEs to participate in tender process or meet tender requirement and L-1 price, 4%/ 3% sub-target for procurement earmarked for MSEs owned by SC or ST entrepreneurs and woman entrepreneurs respectively shall be met from other MSEs.
- 13.7 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.

14.0 **CONFLICT OF INTEREST**

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

15.0 **PHYSICAL ASSESSMENT OF WORK**

Bidders interested to participate in this Tender may visit the containers to be repaired for a better assessment of quantum of work. The same are presently stationed at Kolkata. Bidders interested for physical assessment of work may contact Sri. Prodyot Kr. Chand, Mobile No. 9664871359 for the same.

16.0 **PAYMENT TERMS**

- i) **90% of basic order value** along with full taxes and duties will be paid after delivery of refurbished container.
- ii) **10% of basic order value** shall be paid against submission of PBG (Performance Bank Guarantee) of equivalent amount with validity of 12 months from the date of receipt of the office container at IOCL, Gujarat Refinery. PBG shall be submitted after receipt of refurbished container by BL. If PBG is not submitted 10% amount will be released after expiry of warranties & guarantees period.

17.0 WARRANTIES & GUARANTEES

Vendor shall guarantee BL and their authorized representative against any and all defects in manufacturing, workmanship, materials and performance for a period of twelve (12) months from the date of receipt of the refurbished container by BL. Should any defect develop during the guarantee period, it shall be remedied promptly free of charge by the Vendor and all expenses for transportation of goods necessitated for such repairs or replacement shall be borne by the vendor.

18.0 OTHER TERMS & CONDITIONS

Inspection of work is to be carried out by Balmer Lawrie at vendor's premises. Vendor shall make all necessary arrangements for inspection of work as per BL's instructions, without any additional charge.

19.0 LIQUIDATED DAMAGES

A reduction @0.5% of the basic order value per week or part thereof subject to a maximum of 5% of the basic order value will be applicable for delay in completion of work.

20.0 TAXES & DUTIES

GST shall be mentioned separately as per price schedule. Any taxes and duties other than GST shall be included in the basic rate. Prices should be firm till completion of the job and no escalation for whatsoever reason shall be granted. Our GST Registration No. 19AABC0984E1ZS for the state of West Bengal.

For further clarification on tender document, please contact Sk Abu Jafor, Manager (Business Development), Phone no +9133 2222 5283 Fax no. : + 91-33 2222 5333, E-Mail: jafor.a@balmerlawrie.com.

Yours faithfully,
for, **BALMER LAWRIE & CO. LTD.**

(Amitava Bandyopadhyay)
Head(ROFS)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

INSTRUCTIONS TO BIDDER REGARDING BID SUBMISSION

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 only be made through e-bidding as per following guidelines: :

1.1 BID SUBMISSION

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 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 their offers comprising the Tender Document (Part-I), duly filled up (wherever required), stamped and signed along with all pre-qualification documents, EMD. The bidders shall download the tender document, upload the same along with scanned copies of all the relevant certificates, documents etc., duly filled in, stamped and signed, in support of their eligibility criteria/NIT in the e-Procurement web site. However, bulky documents which could not be uploaded may be sent along with Unpriced Bid (Part-I) of the Tender Document, duly stamped and signed to the Tender Inviting Authority before date of tender opening along with the bank draft towards EMD amount, if applicable (unless otherwise MSME). A copy of Priced Bid **without rate and amount** but with percentage of taxes and duties should be submitted along with Unpriced Bid. **The price bid file in pdf format shall be downloaded from the website, bidder to fill in their item-wise rates & amounts on hard copy, stamp, sign, scan and upload the same. Total Contract Price with GST shall be entered as 'Project Contract Total' while uploading price bid.**

1.1.1 Registration with e Procurement platform

For registration and online bid submission tenderer may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> as mentioned below: during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):

Dedicated email : blsupport[at]c1india[dot]com			
Dedicated Helpdesk for Balmer Lawrie			
<u>Contact Person</u>	<u>E-Mail ID</u>	<u>Tel. No.</u>	<u>Helpdesk Nos are open from</u>
1. Mr. Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-6374241783	MON - SAT

3. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
4. Helpdesk Support (Kolkata)	blsupport@c1india.com	+91-8017272644	MON - SAT
Escalation Level 1			
Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	
Escalation Level 2			
Mr. Sandeep Bhandari	sandeep.bhandari@c1india.com	+91-8826814007	
Escalation Level 3			
Mr. Achal Garg	achal.garg@c1india.com		
In case, you are unable to get in touch with any of the Technical Support Associates, kindly drop a mail at blsupport@c1india.com mentioning your Name and Mobile No. One of our associates will get back shortly.			

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, bidders are requested to submit pre-qualification & documents (i.e. Unpriced Bid) which could not be uploaded due to its bulkiness to the following Tender Inviting Authority on/before the due date of opening date under cover of Unpriced Bid, Part - I.

Head (ROFS)
Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001

The above documents 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. If price bid is submitted in hardcopy, the bid will summarily be rejected.**

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/SD, 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 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.

1.1.5 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.

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.

Technical Specification & Scope of Work
for
Modification & Refurbishing of Office Container Module
Dimension: 20' X 8' X 8.5' (LXBXH)

- i. Loading & Transportation of existing container located at IOCL, Gujarat Refinery, Vadodara to vendor's works
- ii. Unloading of the existing Container at vendor's work.
- iii. Removal of complete internal cladding sheets along with insulations etc.
- iv. Removal of complete PVC floor mat and floor plywood (if remaining any).
- v. Complete dismantling & removal of the roof and new set of roof is to be fabricated ad fixed as per all other standard Containers.
- vi. Complete modification & repairing of the container.
- vii. Modification of internal framing work with thermal plug shall be done. All other wall, roof & floor structure will be repaired & refurbished.
- viii. Complete PUF insulation shall be done. Thickness for Wall-50 mm, Roof-75 mm
- ix. New set of cladding sheets shall be fixed with 4 mm Aluminium Composite Panels with aluminium strip & angle beading through aluminium pull rivets.
- x. External roof shall be properly cleaned and FRP coated.
- xi. This Container's floor shall have 3 mm MS sheet on existing structural cross members then 19 mm Plywood.
- xii. New set of PVC floor mat of 2 mm thickness shall be laid on newly made floor plywood with complete refurbishing with sealant.
- xiii. New set of electrifications shall be done. All wiring shall be surface type with PVC casing capping of ISI grade (make: Polycab /Precision) with PVC insulated copper wire. Necessary Weatherproof junction box with 40 Amps/63 Amps (3p+1E) Industrial sockets shall be provided for connecting the mains and shall be located on external wall. Connection with main incoming cable from industrial socket to small size DB with 40/63 amps incoming MCB shall be provided. All the electrical items as per material quantities provided later in tabular format shall be installed in the container.
- xiv. Installation of New AC as per specification provided later. Fixing of Outdoor unit of Split AC on exterior wall of the bunk house with suitable frame and Casing to make it suitable for transportation. The position of fixing the outdoor unit shall be intimated to the successful vendor before its installation.
- xv. After completion of all general structural refurbishing work, the Container shall be properly cleaned and finally repainted) with Balmer Lawrie/ ORECO Logo (4 nos.) on external wall as per painting specifications given afterward in this document.
- xvi. Loading, transportation of the refurbished container along with its accessories from vendor's works to IOCL, Gujarat Refinery, Vadodara and unloading at the place designated by BL.

**MATERIAL QUANTITIES TO BE PROVIDED BY BIDDER FOR REFURBISHED OFFICE
CONTAINER**

Sl.	DESCRIPTION	QTY (NOS.)
A	Accessories	
1	Single leaf Main Door (3'x7') with Standard Door Closure, Handle, Tower Bolt, Aldrop, with weather shed	01
2	Aluminum glazed sliding window anodized sections with weather shed & M.S Safety Grills & SS Mosquito net.	04
3	White Notice Board (3' X 2')	01
4	Hangers for keeping helmets	03
5	Soft Pin Board (3' x 2') above working table	02
B	Electricals	
1	Wall Mounted Fans -- 400 SWP (Make: Havells/Bajaj/Crompton/Polar)	03
2	2 x 40 watt tube light fitting LED tube lights-(Make: Philips/ Crompton),	03
3	External Bulkhead Light Fittings-(Make: Philips/ Crompton),	01
4	20 AMP Socket point with MCB for AC (Make: Anchor/Havells/Legrand)	01
5	Switch Board with 6A socket 2 sockets & 2 switches -6 module(Make: Anchor/Havells/Legrand)	04
6	6 amps sockets with switches 4 socket & 4 switches-12 module (Make: Anchor/Havells/Legrand)	01
7	Switchboard with 6 amp sockets for Lights , fans etc. (Make: Anchor/Havells/Legrand)	01
8	16 amps socket with switch for pantry (Make: Anchor/Havells/Legrand)	01
9	Main Power input industrial socket, RCCB, MCB, DB set (Make:Havells/Legrand/L&T	01
C	Furniture	
1	Supply of 3' x 2' x 2.5' Office Table with 1 drawer	4
2	Supply of 3' x 2' x 2.5' Tea Table with bottom shelf & doors – 1 no.	1
3	Supply of fixing of Over Head filling cabinet (4' x 18" x 14") – 2nos.	2
4	Supply of Office Chair with arm	7
D	Air Conditioner	
1	1.5 T Spilt Type Air Conditioning unit (minimum 3 star rating with copper condenser) (Make: Hitachi/Voltas/Daikin/LG) with plug top	1

Note: All above items shall be new.

Specifications for Painting applicable for all the Containers

The specifications for painting of containers shall be as follows:

- i) **Surface Preparation** : Entire surface of all structural members shall be properly cleaned through scrapping and power brushing as required to expose the bare metal surface.

However for the new office container, surface shall be sand blasted to SA2 ½ grade before subsequent painting as per the specification.
- ii) **Painting:** : The cleaned steel surface shall be painted by spray painting process.
- iii) **Inner & Outer surface:** : Two coats of Polyurethane based paint over one coat of zinc rich primer.
- iv) **Under frame and surface:** : Bituminous paint over one coat of zinc rich primer.
- v) **Thickness of Painting** : The aggregate painting thickness shall not be less than 110 micron DFT for all the above categories.
- v) **Shade & Logo** : Shade of paint will be confirmed by BL later. After painting, Logo of Balmer Lawrie/ Oreco, 4 Nos. to be painted on the container.

ATTACHMENT-I**To**

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

BG No. : _____
 DATED : _____
 VALID UPTO : _____

This deed of Guarantee made this ____ day of ____ 20__ by the _____ a Bank registered under the _____ and having its registered office at _____ and wherever the context so requires includes its successors and assigns (hereinafter called 'The Surety') in favour of Balmer Lawrie & Co. Ltd. a Company registered under Indian Companies Act and having its registered office at 21, Netaji Subhas Road, Kolkata 700001 and wherever the context so requires include its successors and assign (hereinafter called the Company).

Whereas

1. The Company has placed a Purchase Order No. _____ dated _____ (hereinafter referred to as the Order) on M/s. _____ a Company registered under Indian Companies Act 1956 having its registered office at _____ and whereas the context so require includes its successors and assigns (hereinafter called or referred to as the Supplier).
2. Under the terms of the order, the supplier is required to furnish the Company at his own cost a Bank Guarantee for an amount of Rs. _____ (Rupees _____ only) being the amount equivalent to ____% of the total value of the order for fulfilling the contract.
3. The Surety at the request of the Supplier, agreed to issue Bank Guarantee in terms of the said order on behalf of the Supplier and the Company has agreed to accept the same. It is hereby stipulated and agreed that the Supplier shall repair or replace free of cost equipment, machinery, its parts and components found defective on account of Workmanship or defective material or inferior manufacturer, as mentioned in Warranty & Guarantee clause of the order for a period of 12 months from the date of last delivery or 18 months from the date of commissioning.
4. The Surety binds himself to pay to the extent of Rs. _____ in case of failure on the part of the Supplier to perform this guarantee provided the Company inform the Surety in writing to this effect.
5. Notwithstanding anything contained hereinafter the liability of the Surety in respect of this guarantee is restricted to Rs. _____ being ____ % value of the order.
6. The Surety shall not be discharged or released from this guarantee by any arrangement between the Company and the Supplier with or without consent of the Surety or by any alteration in the obligation of the parties or by any indulgence, forbearance whether as to payment time performance or otherwise.
7. Notwithstanding anything contained hereunder, our liability under this Guarantee shall be restricted to Rs. _____ and the guarantee shall remain in force upto 20__ __ unless a claim is lodged under this Guarantee within three months from the date of expiry of Bank Guarantee, your rights under the Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

In witness whereof the said Surety subscribed and set its name and seal here onto ____ the day of 20 ____.

Place : _____
 Date : _____

ATTACHMENT - II**DETAILS OF EXPERIENCE**

Tenderer shall give information of similar works carried out during past five (5) years strictly as per the proforma given below.

Sl. No .	Full particulars of similar supply made by the Vendor	Supply Value	Completion time as stated in the Order	Actual Completion time	Year of completion	Name & Postal address of Client with Telephone/Fax No.
1	2	3	4	5	6	7

Certified that the above information is correct.

ATTACHMENT – III**DEVIATION STATEMENT (IF ANY)**

Please list clearly all Techno-commercial tender clauses against which a deviation / exception sought failing which it shall be deemed that the vendor has accepted the tender clause.

SL. NO.	TENDER REFERENCE (Page no., Clause No., Paragraph)	SUBJECT	DEVIATION / EXCEPTION PROPOSED

ATTACHMENT – IV**VENDOR'S INFORMATION**

<u>Sl no.</u>	<u>Description</u>	<u>To be filled in by the Tenderer</u>
1	Name1 (max. 35 char.)	
2	Name2 (max. 40 char.)	
3	Street/House No. (max. 50 char.)	
4	Street1 (max. 40 char.)	
5	Street2 (max. 40 char.)	
6	PIN Code (Postal Index No. e.g. "700001") (max. 6 char.)	
7	City/Place (e.g. "Kolkata" or "Dehradun") (max. 40 char.) or as the name of the city	
8	Country ("India" or "England" or as the name of country be)	
9	State (Name the state from where the office of Vendor/Supplier operates)	
10	First Tel. No. (With STD Code): (e.g. 033-22225280 or 022-66552814) (max. 30 char.)	
11	First Fax No. (with STD Code)	
12	Contact Person	
13	First Mobile No.	
14	E-mail Address) (max. 40 char.)	
15	PAN No. :	
16	GSTIN Registration No. :	
17	GSP Name (GST Suvidha Provider)	
18	Bank Name (max. 60 char.)	
19	Street (max. 35 char.)	
20	City (max. 35 char.)	
21	Branch (max. 40 char.)	
22	IFSC Code	
23	MICR Code	
24	Account No.	
25	Type of Account (Current, Savings, etc.)	

Seal and Signature of the Vendor



बामर लॉरी एण्ड कं. लिमिटेड
Balmer Lawrie & Co. Ltd.

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

TENDER DOCUMENT

FOR

REPAIR & REFURBISHING OF EXISTING OFFICE CONTAINER
AT IOCL, GUJARAT REFINERY, VADODARA

Tender No.: ROFS/2K17/01/ENQ/12

Dated: 01.01.2020

Tender Due date & Time: 20.01.2020, 16:00 Hrs

PART-II (Priced)

NOTES:

- 1.0 Details of the item under this Schedule shall be read in conjunction with this note and corresponding Specifications, data sheets and Tender documents.
- 2.0 The tenderer should quote for all items in the Price Bid. 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. All entries shall be in English language.
- 3.0 The rates should be quoted in the same units as mentioned in the tender schedule of quantities.
- 4.0 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.
- 5.0 The Quantities of the item mentioned in the Schedule of Items are approximate and may vary altogether.

PRICE SCHEDULE

Sl. No	Item Description	Qty (No)	Rate (Rs)	Amount (Rs)
1	Repair, Modification & refurbishing of existing Office Container Module with all new accessories, as specified in Tender document with supply of all required materials but except following items: Dimension: 20' x 8' x 8.5' (LXBXH).	1	<div style="border: 1px solid black; padding: 10px; text-align: center; color: red; font-weight: bold;">Do Not Quote Here</div>	
2	Supply of 3' x 2' x 2.5' Office Table with 1 drawer)	4		
3	Supply of 3' x 2' x 2.5' Tea Table with bottom shelf & doors	1		
4	Supply of fixing of Over Head filling cabinet (4' x 18" x 14")	2		
5	Supply of Office Chairs with arm	7		
6	Supply & Installation of 1.5 Ton Split Air Conditioner of approved make as per detailed scope of work of tender	1		
7	TOTAL BASIC BEFORE GST (1 + 2 + 3 + 4 +5 +6)			
8	GST (.....bidder to specify %)		%	
9	GRAND TOTAL WITH GST (5+6)			

Note :

- 1) The quantities mentioned above may change, however the rates should remain firm.
- 2) The price bid file in pdf format shall be downloaded from the website, bidder to fill in their item-wise rates & amounts on hard copy, stamp, sign, scan and upload the same. Total Contract Price with GST shall be entered as 'Project Contract Total' while uploading price bid.

Name of the Bidder :**Name & Signature**

:

Seal of the**Company :****Date :**