



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

TENDER NO. ROFS/2K17/02/ENQ/13 DUE ON 10.02.2020 AT 16:00 HOURS

1.0 PROCEDURE FOR BID SUBMISSION

The Tender Document is comprising of Notice Inviting Tender and Price Schedule in a 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. Similarly, bidders should download the Price Bid, fill it up and upload duly stamped and signed in BL e-procurement site.

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 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 and no intimation will be given to the bidders separately.

1.4 Bid Inviting Authority

Bidders may also contact the following Bid Inviting Authority before and after submission of their online bids for any clarifications.

Manager (Commercial)
Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001
Contact : (033) 22225706/94330929888
e-mail id : biswas.s@balmerlawrie.com

Thanking you,
For **Balmer Lawrie & Co. Ltd.**

(A Bandyopadhyay)
Head (ROFS)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

NOTICE INVITING TENDER

ROFS/2K17/02/ENQ/13

29th January, 2020

DUE DATE – 10.02.2020 upto 16:00 Hours

M/s Balmer Lawrie & Co. Ltd. invite online offers from the empanelled transporters of SBU:ROFS for **Loading & Transportation of Plant & Machinery** from Indian Oil Corporation Ltd (IOCL), Digboi Refinery and unloading at Balmer Lawrie's Sludge Processing Plant, Oil Collecting Station of Oil India, Dikom, Assam as per the following details and terms & conditions

1.0 Description of Plant & Machinery

Sl. No.	Description	Dimension	Approx. Weight (MT)	Vehicle	
				Quantity	Proposed type
1.1	Store Module	21'(L)x7.9'(W)x8.5'(H)	6.0	1	40' Trailer
1.2	Office Module	21'(L)x8'(W)x8.5'(H)	5.0		
1.3	Tank Module	21'(L)x7.9'(W)x8.9'(H)	4.5	1	40' Trailer
1.4	Mixing Tank	21'(L)x7.9'(W)x8.9'(H)	4.5		
1.5	Solvent Tank – I	21'(L)x7.9'(W)x8.9'(H)	4.5	1	40' Trailer
1.6	Solvent Tank - II	21'(L)x7.9'(W)x8.9'(H)	4.5		
1.7	Decanter Module	15'(L)x7.9'(W)x9.5'(H)	9	1	24' Trailer
1.8	Electrical Panel	7.5'(L)x1.8'(W)x6.9'(H)	4.5		
1.9	De-emulsifier Drum	16 Nos. (210 Lit/drum)	3.2	1	20' Truck
1.10	Pipes & Pipes Fittings	Lot (6m length)	4.0	1	20' Truck
1.11	Loose Materials – Cable, Hose, Shaker, Vertical Centrifuge, Valves & other misc. items	Lot	5.5	1	20' Truck

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.9.

- 2.2 Bidders must 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. Bidders shall make own arrangement for crane, hydras and manpower for loading and unloading at both locations. 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 at IOCL, Digboi Refinery. Loading of materials with suitable crane and hydras and requisite no. of manpower shall be under the scope of bidder. Loading of materials shall require about 5-6 days as it involves intermediate lifting of individual units from the worksite & unloading at nearby approach road and further lifting & loading of the same on to the vehicles. Obtaining gate passes for vehicles, crane & hydras and labourer shall be under bidder's scope.
- 2.4 The above transported Plant & Machinery shall be unloaded at Balmer Lawrie's Sludge Processing Plant at Oil India, Dikom, Dist – Dibrugarh, Assam by the bidder with suitable crane, hydras and requisite no. of manpower. All incidental charges both at loading & unloading points will be borne by the bidder.
- 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 vehicles 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 No detention charges shall be paid.
- 2.10 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.
- 2.11 Our decision will be final in the event of any dispute.

- 2.12 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.
- 2.13 Rates should be valid for acceptance for a period of 90 days from the due date.
- 2.14 Rates quoted should be firm and no escalation, whatsoever, will be granted.
- 2.15 No deviation from the tendered condition is acceptable.
- 2.16 Gross & Tare weights may be taken and submitted along with the invoice.
- 2.17 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.
- 2.18 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 vehicles.
 - b) Valid Fitness Certificate of the Vehicle
 - c) Valid Insurance Policy of the Vehicle d) Driving License of the Driver
 - d) Valid Pollution Control Certificate of the Vehicle
 - e) Any Photo Identify of the Helper/Khalasi accompanying the drive
- In absence of any of the above documents, vehicles will not be allowed inside the Refinery and the reasons for delay due to vehicle detention at the entry gate shall be attributable to the transporter.
- 2.18 No materials, other than those specified in our challans, should be loaded on to the vehicles.
- 2.19 Challans and e-waybills (Part – I) shall be issued on the day of loading. The transporter shall generate Part – II after incorporating necessary details.

3.0 Taxes, Duties and Statutory Charges

Goods & Services Tax, as applicable, will be extras and paid by Balmer Lawrie directly to the tax authority.

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 Non-Splitable Job

The job is not splitable.

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

- 6.1 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
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 The MSEs registered with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD).
- 6.6 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

- 6.7 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.

- 6.8 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 IOCL 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.

- 6.9 To avail the price preference in this tender, the bidder has to submit MSE Udyog Aadhaar certificate.

7.0 Payment Terms

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

8.0 Address of Destination

Balmer Lawrie & Co. Ltd.
Near : Oil Collecting Station of Indian Oil Ltd.
Dikom, Dist - Dibrugarh
Assam – 786 101
Contact Person : Shri Mahendra Kr. Jana, Mobile No. 8723891998

9.0 Address of Origin

Balmer Lawrie & Co. Ltd
C/o. Indian Oil Corporation Limited
Assam Oil Division
Dist. – Tinsukia
P.O. – Digboi – 786171
Assam
Contact Person : Shri Mahendra Kr. Jana, Mobile No. 8723891998

10.0 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.

11.0 Completion Schedule

The consignment must reach Balmer Lawrie, Dikom Site within 2 (two) days (excluding day of loading and day of reaching). 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 @ Rs.5000.00 per day/vehicle will be levied for delay in completion schedule.

12.0 Placement of Vehicle

Placement of vehicles and loading of materials must be completed within 9 (nine) working days of from the date of our intimation after placement of order, failing which penalty @ Rs.5000.00 per day will be levied over and above the compensation due to delay in completion schedule as specified in Clause no. 11.0 above.

13.0 Tender Submission

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

14.0 Tender may be accessed from Balmer Lawrie's e-procurement site at <https://balmerlawrie.eproc.in>

Thanking you,

Yours faithfully

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

(A Bandyopadhyay)
Head (ROFS)



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

Tender No. ROFS/2K17/02/ENQ/13

Dated : 29.01.2020

Due on: 10.02.2020 UPTO 16:00 Hours

Sl. No	Description	Material Qty.	Type of Vehicle	Rate (Rs.)	Amount (Rs.)
1.0	Loading & Transportation of Plant & Machinery from Indian Oil Corporation Ltd, Digboi Refinery and unloading at Balmer Lawrie Sludge Processing Plant, Oil Collecting Station of Oil India, Dikom, Assam as per the Scope of Work under Sl. No. 2.0 of the Tender Document. Arrangement of suitable capacity of crane, hydras and requisite no. of labourer for loading & unloading of Plant & Machinery under Bidder's Scope				
1.1	Store Module	1	40'		
1.2	Office Module	1	Trailer		
1.3	Tank Module	1	40'		
1.4	Mixing Tank	1	Trailer		
1.5	Solvent Tank - I	1	40'		
1.6	Solvent Tank	1	Trailer		
1.7	Decanter Module	1	24'		
1.8	Electrical Panel	2	Trailer		
1.9	De-emulsifier Drum	1	20' Truck		
1.10	Pipes & Pipe fittings	Lots	20' Truck		
1.11	Loose Materials – Cable, Hose, Shaker, vertical centrifuge, valves and other misc. items	Lots	20' Truck		
2.0	Basic Price				
3.0	Goods & Services Tax			5%	
4.0	Grand Total				