

TENDER DOCUMENT

FOR
LIAISON SERVICES FOR OBTAINING APPROVAL FROM POLLUTION
CONTROL BOARD: ASSAM FOR SLUDGE TRANSPORTATION
AND PROCESSING

AT
ONGC GELEKI & OIL, DIKOM

ASSAM

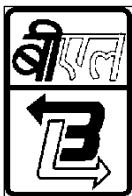
UNPRICED BID – PART – I

Tender No. : ROFS/2K18/05/ENQ/08

Tender Date : 16.03.2020

Due Date & Time: 23.03.2020 Upto 15:00 Hours

Date & Time of Opening: 23.03.2020 At 16:00 Hours



Balmer Lawrie & Co. Ltd.

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



Balmer Lawrie & Co. Ltd.

SBU: Refinery & Oil Field Services

INSTRUCTION TO BIDDERS

TENDER NO. ROFS/2K18/05/ENQ/08 DUE ON 23.03.2020 Upto 15:00 Hours

1.0 INVITATION FOR BIDS:

Balmer Lawrie & Co. Ltd. (BL) invites offers from experienced bidders in prescribed form for Liaison Services for Obtaining Approval from Pollution Control Board: Assam for Sludge Transportation and Processing at ONGC Geleki and OIL Dikom as per the following terms & conditions:

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 on line. The bidders shall submit offer comprising Notice Inviting Tender, pre-qualification documents, Vendors' Information, 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 need not be scanned and uploaded but physical copy of the same 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. Similarly, Priced Bids 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 on line bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., Shri Tuhin Ghosh, Mobile No. 08981165071 or Shri Tirtha Das, Mobile No. 9163254290 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 Submission of Hard copies

After submission on-line bid, the bidders are requested to submit the demand draft towards EMD (If Applicable) along with 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 the EMD, 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 from time-to-time in the e-Procurement platform. No separate intimation will be given in this regard. 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.

Detailed offer complete in all respects as stipulated in the tender shall be submitted in online format on our E-Procurement site, Physical documents, including EMD (If Applicable) should reach the Bid Inviting Authority at the following address within the due date and time:

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

1.3 OPENING OF TENDER

The Unpriced Offers (Part- I), will be opened on the due date and time as mentioned in the NIT No separate intimation will be sent to the bidders in this regard.

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.

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

(A. Bandyopadhyay)
Head (ROFS)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

NOTICE INVITING TENDER

Due Date : 23.03.2020 Upto 15:00 Hours
Date & Time of Opening of Bid : 23.03.2020 at 16:00 Hours

Balmer Lawrie & Co. Ltd. (BL) invites offers through online bid for Liaison Services for Obtaining Approval from Pollution Control Board: Assam for Sludge Transportation and Processing at ONGC Geleki and OIL Dikom.

The detailed scope of work and other terms & conditions are as under:

1.0 SCOPE OF WORK

M/s Balmer Lawrie & Co. Ltd (BL), a Govt. of India enterprise, is executing orders from Oil & Natural Gas Corporation Limited (ONGC) and Oil India Limited (OIL) for Collection, Processing and Disposal of Oily Sludge from production installations of ONGC. Processing plants are setup at ONGC Geleky CTF and OIL Dikom OCS.

The Scope of Work in this tender broadly covers (but not limited to) the following:

- (a) Providing services for obtaining clearance from Pollution Control authorities for trans boundary transportation, processing and disposal of oily sludge at the process plants at ONGC - Geleki and OIL Dikom as required for Pollution Board's approval for the following:

Sl. No	Site	Category of Hazardous Waste as per the schedules – I,II & III of these rules	Authorised Mode of Disposal or recycling or utilization or co-processing, etc.	Quantity For
1	ONGC Geleki	Schedule-I (2.2), (Sludge Containing Oil)	Generation, Storage, Transportation & Disposal	5000 M3 per annum
2	OIL Dikom	Schedule-I (2.2), (Sludge Containing Oil)	Generation, Storage, Transportation & Disposal	1000 M3 per month

The Authorizations shall be Valid for a Period of 3 years from the date of issuance/ as per norms of Assam Pollution Control Board.

- (b) Collection of the requisite forms and submission of the same to the Pollution authority duly signed by Balmer Lawrie representatives. Balmer Lawrie would provide necessary process details required for the same.

- (c) All liaison services for obtaining necessary approval/authorization required for handling/ transportation/ process methodology/ equipment etc. from Pollution Control Boards (APCB/ CPCB) under Hazardous Waste Management, Trans boundary movement & Handling Rules 2008 and subsequent amendment thereof. Certificate/ approval to this effect is to be submitted to Balmer Lawrie.
- (d) All necessary cost of such services for this approval is included in the scope of the bidders. However, fees of Pollution Control Board would be reimbursed against documentary evidences.
- (e) All local issues for such service would be in the scope of the contractor and Balmer Lawrie in no way would be involved in the same.
- (f) In case of intermediate inspection by the statutory body for such approval, the agency should co-ordinate the same and ensure themselves available during the inspection.

2.0 PRE-QUALIFICATION CRITERIA OF BIDDERS:

Bidders shall submit/upload copies of the following documents along with their bids:

- (i) Bidder should have successfully rendered liaison services during last five years from the date of bid submission, for their client for “necessary approval/authorization required for handling/ transportation/ process methodology/ equipment etc. from Pollution Control Boards (APCB/ CPCB) under Hazardous Waste Management, Trans boundary movement & Handling Rules 2008 and subsequent amendment thereof” for crude oil OR oily sludge application. Copy of Work Order and completion certificate/proof of payment of final bill for the same shall be submitted as proof of past experience
- (ii) PAN Card
- (iii) GST Registration Certificate
- (iv) PF & ESI Registration (Declaration, if not applicable)
- (v) “Affidavit on non-judicial stamp paper in case of proprietorship firm “Partnership Deed” in case of Partnership firm/”Memorandum and Articles of Association” in case of Limited Company.

3.0 EARNEST MONEY DEPOSIT

An EMD of Rs. 3,500/- (Rupees Three Thousand, Five Hundred only) through DD, drawn on any scheduled bank, in favour of ‘Balmer Lawrie & Co. Ltd.’ payable at Kolkata shall be submitted along with the offer. Bid submitted without EMD is liable to be rejected.

Bidders registered as Micro & Small Enterprises (MSEs) with valid Udyog Aadhar Number, shall be exempt from submission of EMD.

4.0 Completion time

20 (Twenty) days from the date of Work Order/LOA for completion of entire work for submission of such approval document to APCB. Receipt of necessary approval for Pollution control Board, Assam to be obtained at the earliest as per APCB norms.

5.0 PHYSICAL ASSESSMENT OF WORK

Bidders interested to participate in this tender should visit the worksite at ONGC-Geleki, with prior intimation to Balmer Lawrie, to understand the entire scope of work before quoting. Bidders may contact Mr. Tarun Das (Ph: 9038786939) for ONGC Geleki Site and Mr. Mahendra Jana (Ph: 8723891998) for OIL Dikom site for any further clarification.

6.0 TAXES & DUTIES

Goods & Services Tax (GST), contractor shall be payable extra, subject to contractor's compliance to the same.

7.0 PAYMENT TERMS

100% Payment shall be released for each site after completion of the entire scope of work and receipt of necessary authorization from Pollution control Board.

8.0 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.

9.0 BASIS OF RATES AND EVALUATION CRITERIA

Bidders shall have to quote for all categories of work delineated in the Priced Schedule. In case of any unquoted item in Price Schedule, bid/s IS liable to be cancelled.

The Contract cannot be split and the successful single bidder shall carry out all the work mentioned in Priced Schedules.

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

10.1 MSEs must have a valid **Udyog Aadhar Number (UAN)**, duly declared on Central Procurement Portal (CPMP) to avail the benefits/preference available vide Public Procurement Policy for MSEs

10.2 MSEs participating in the tender must submit UAN registration certificate along with their unpriced bid.

10.3 The successful bidder should ensure that the UAN is valid till the end of the contract period.

- 10.4. 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.
- 10.5. The MSEs with valid Udyog Aadhaar number are exempt from payment of Earnest Money Deposit (EMD).
- 10.6. 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

- 10.7 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.
- 10.8 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 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.

c. In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

11.0 FIRMNESS OF RATES

The rates as quoted by the contractor shall remain valid for the entire duration of the contract.

12.0 PENALTY

1% of the basic order value of this category of work per week of delay of part thereof subject to a maximum of 5%.

13.0 VALIDITY OF BID

The bid shall be kept valid for **90 days** from due date of this tender.

14.0 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.

15.0 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

16.0 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 and the Security Deposit of the contractor will be forfeited.

17.0 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.

18.0 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.

19.0 TENDER SUBMISSION

Offers should be submitted in online form to our e-procurement portal <https://balmerlawrie.eproc.in> after downloading the tender document.

EMD, and other voluminous documents shall be sent in physical form, to the following tender inviting authority:

Head (ROFS)

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

for **BALMER LAWRIE & CO. LTD.**

(A Bandyopadhyay)
HEAD (ROFS)

Annexure – I**VENDORS' 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.	
2.0	GST Registration No.	
3.0	PAN No.	
4.0	PF Registration No. & Date	
5.0	ESI Registration No. & Date	
6.0	Is your company MSME Unit? If yes, please provide details and attach valid certificate	
7.0	Is/are Proprietor/s belong to SC/ST category? If so, provide details	
8.0	Name of Bank	
8.1	Branch	
8.2	Branch Code	
8.3	Full Address of the Banker	
8.4	IFSC Code	
8.5	MICR Code	
8.6	Account No.	
8.7	Type of Account (Saving/Current)	