

TENDER DOCUMENT
FOR
HIRING OF STEAM BOILER SERVICES FOR BALMER LAWRIE'S
SLUDGE PROCESSING PLANT AT DIKOM, ASSAM

UNPRICED BID – PART -I

Tender No.: ROFS/2K20/03/ENQ/04

Tender Date : 08.06.2020

Due Date : 03.07.2020 UPTO 15:00 HOURS

Date & Time of Opening of Unpriced Bids:03.07.2020 AT 16:00 HOURS



Balmer Lawrie & Co. Ltd .

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



Balmer Lawrie & Co. Ltd.
SBU : Refinery & Oil Field Services

INSTRUCTIONS TO BIDDER
TENDER NO. ROFS/2K20/03/ENQ/08 DUE ON 03.07.2020
FOR HIRING OF STEAM BOILER SERVICES

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 be made through e-bidding as follows :

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, Annexures, EMD details 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 along with EMD amount. Similarly, Priced Bid 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 opting for e-bidding.

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, Shri Tirtha Das Mobile No. +91-9163254290 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 along with original Affidavit and 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 newspaper advertisement shall be published on this account. 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.

1.2 BID SUBMISSION

Bidders should send EMD and other voluminous prequalification documents which could not be uploaded, along with copy of Unpriced Bid to the Bid Inviting Authority on or before the due date of opening of tender. If it is found that EMD (except MSME registered vendor/s) is not received before opening of the online bid on due date, such offers even qualify as per the tender requirement, shall be rejected.

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.

Documents which could not be submitted by the bidders (except Price Bid) along with EMD as stipulated in the tender 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 Bid (Part- I) will be opened on the due date and time as mentioned in the NIT.

Online 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

Tender No. : ROFS/2K20/03/ENQ/04

Date : 08.06.2020

Due Date & Time :03.07.2020 Upto 15:00 Hours

Date & Time of Opening : 03.07.2020 at 16:00 Hours

M/s Balmer Lawrie & Co. Ltd. (BL) invite offers through on-line or off-line mode for "Hiring of Steam Boilers Services" for a period of 24 months. Steam Boiler is required for Crude Sludge Processing activity and will have to be installed at Balmer Lawrie's Sludge Processing Plant at DIKOM, opposite of 'Oil Collection Station' (OCS) of 'M/s. Oil India Ltd.' (OIL) at Dikom, District : Dibrugarh, Assam . Bidders are requested to visit the site before submitting their bids. The detailed scope of work and other terms & conditions are as under:

1.0 JOB DESCRIPTION

Providing Mobile Steaming Unit on hiring basis including all accessories, statutory approval, setting up the plant and running the unit for steam generation for sludge cleaning operation at Dikom. The boiler would be operated on free issue Gas.

Supply of maintenance spares, consumables, etc. shall be part of the system and to be supplied by the vendor to make it a complete steam generation unit for un-interrupted supply of steam as specified below:

1.1 Technical Specification

- | | |
|-------------------------------------|------------------------------|
| a) Capacity of steam at Boiler unit | : 1000 Kg/ hr, F & A 100 ° C |
| b) Temperature | : 180 deg C |
| c) Working Pressure (minimum) | : 10 Kg/Cm ² (g) |
| d) Fuel | : Gas |
| e) Type of Boiler | : Automatic, Dual Fired |
| f) Process requirement of steam | : 600 kg/hr |

1.2 Accessories / Spares/ Consumables

- a) Raw & Treated water storage tanks as required
- b) Water Feed pump with motor
- c) Water supply/treatment plant of suitable capacity to meet soft water requirement of boiler, if felt necessary by the boiler operator.
- d) Burner comprising fuel oil pump and blower complete with motor, as applicable.

- e) MS Chimney with flue gas ducting
- g) Steam line with insulation, valves, tapping, drain, steam trap etc. with pressure reducing valves, if required
- h) Safety cutouts – high temp. and low temp. safety control, low water cutout /alarm etc.
- l) All consumables, spares, lubricants as required to run the unit as per process requirement

1.3 **Scope of Work**

Supply of necessary equipment and providing uninterrupted supply of steam of required capacity & quality for our processing equipment along with all machinery, manpower, consumables and maintenance fulfilling all statutory requirements.

Scope shall include supply, erection, testing & commissioning of uninterrupted generation and supply system of steam complete in all respects: -

- a) Mobilization and demobilization of boiler
- b) Equipment transportation, loading & unloading
- c) Erection of boiler
- d) Insulation of boiler and piping work
- e) Supply of boiler quality water, pumping arrangement of the same after suitable treatment (Water will be made available by us at one point at site)
- f) Supply and installation of water tank
- g) Necessary piping of steam line with insulation upto the user point
- h) Supply, installation and erection of chimney and hook up
- i) Electrical connection
- j) Arrangement of hydro testing for boiler and testing up to required pressure as per IBR guideline
- k) Preparation of isometric drawing of total steam pipelines with all accessories as per IBR guideline wherever required.
- l) Statutory Approval from Local Boiler Inspectorate and other statutory bodies (as applicable)
- m) Supply of Trained Boiler Operator having valid certificate.
- n) Accommodation for one Boiler Operator shall be provided at Site by Balmer Lawrie
- o) Handling of local issues for smooth operation of Boiler
- p) Necessary preventative and breakdown maintenance and descaling of boiler whenever required

Note: Foundation for installation of Boiler Set shall be provided by BL and drawing to be furnished in the Technical bid by the vendor.

1.4 **PLACE OF SERVICES**

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. 08723891998

2.0 PRE-QUALIFICATION CRITERIA OF BIDDERS

Bidders must satisfy the following criteria to make their bids technically and commercially acceptable for this tender. They shall submit copies of the following documents along with their bid:

- a) As per sub-section 6 of Section 5 of the Boiler Act, 1923 and its all amendment, the bidder who intends to give boiler on hiring basis including installation of boiler, erection of steam pipeline, feed line etc. must have valid Class-I registration certificate as per Regulation, 392 from the Boiler Directorate, Assam only (in the state of Assam) to undertake all sorts of job along with operation of boiler. Copy of requisite certificate must be submitted as part of Unpriced Bid.
- b) Bidders should provide undertaking of possession of multiple numbers of boilers of required specification (refer Sl. No. 1.1 of NIT) readily available with them for installation within 10-days from the date of placement of Work Order/LOI and / or replace the boiler in the event of major breakdown.
- c) Average annual financial turnover of the tenderer shall be minimum of Rs. 37.5 lacs during last three financial year ending 31st March, 2020. Proof of the same needs to be submitted in the form of financial statements/ Turnover Certificate and IT Returns for the past 3 years.
- d) The tenderer should have successfully executed similar work of the following values during past seven (7) years ending 31st March, 2020
 1. 3 jobs each of value not less than Rs. 50 lacs or
 2. 2 jobs each of value not less than Rs.62.5 lacs or
 3. 1 job of value not less than Rs.100 Lakhs

Copy of work order and/or completion certificate should be enclosed in support of the above along with the following:

- e) Photocopy of PAN card
- f) Copy of PF & ESI Registration Certificate (Declaration in case of non-applicability of ESI)
- g) Copy of GST Registration Certificate.
- h) "Affidavit" in non-judicial stamp paper in case of proprietorship firm "Partnership Deed" in case of Partnership firm/"Memorandum of Article of Association" in case of Limited Company
- i) Technical Data as Per Clause 24 of the Tender Document.

3.0 EARNEST MONEY DEPOSIT

Bid should be accompanied by a Bank Draft of Rs. 63,000.00 (Rupees Sixty Three Thousand only) towards earnest money deposit executed by any schedule bank drawn in favour of M/s. Balmer Lawrie & Co. Ltd. payable at Kolkata

Bidders registered as **Micro & Small Enterprises (MSEs)** with valid **Udyog Aadhar Number** shall be exempted from submission of EMD. Copy of Udyog Aadhar must be submitted as part of Unpriced bid in order to claim exemption from submission of EMD

4.0 GENERAL NOTES

1. Providing safety articles like helmets, goggles, gumboots, safety shoes, gloves, soaps, waste cloth etc. for workmen shall be under bidder's scope.
2. Operator to be provided with all normal tools and tackles e.g., wrenches & spanners (both ring and double ended), adjustable wrenches, pipe wrenches, hacksaw frame and blades, screw drivers, testers etc.
3. Obtaining all requisite clearance from statutory authorities and Oil India Limited, including police verification from local Police Station, if required shall be in bidder's scope.
4. Compliance with all Safety & Environmental Regulations and Requirement of OIL/BL
5. All local issues should be taken care of by the bidder for smooth operation of Boiler and Balmer Lawrie & Co. Ltd., under no circumstance, should be involved into these.
6. Labour license, if required, shall have to be obtained by the bidders and statutory compliance shall be met by the bidders.
7. The rates quoted should be firm and there should be no variation in the rates quoted during the tenure of the contract.
8. The duration of the activities of operation may change depending on actual conditions. Rates should remain firm till the completion of the contract.
9. The bidder need to take all approvals from Pollution Control authority and abide by all the norms/take necessary corrective action for its compliance at any point of time during the contract period wherever required.
10. The Job is not Splittable and Full order shall be placed on L1 Bidder

5.0 GAS FOR RUNNING OF THE BOILER

Gas will be issued as Free Issue item through pipeline near to the boiler for its operation. However, connection of the same to the boiler will be in the scope of the bidders. The bidder shall install a meter **(FREE ISSUE item from the owner)** for measurement of Gas Consumption at Boiler. The cost for erection shall be included in the package.

6.0 POWER & WATER

Electric Power will be provided free of cost in BL's Panel which is 50 M (app.) away from the Steam Generating Unit. However, Contractor has to lay suitable cable with proper termination and distribution to various motors. Bidders must furnish electrical load and connections required with the tender document.

Supply of boiler quality feed water will be in the scope of contractor. Balmer Lawrie will provide shallow well at site, contractor may use this water on their own discretion with all necessary treatment for use in boiler.

7.0 DURATION OF CONTRACT

The bidder need to complete the entire mobilization, enabling work and approvals within one month of placement of the Letter of Intent or Work Order whichever is earlier to make the boilers installation functionally complete for the steam generation service

The duration of contract shall be for a period of 24 months Plus 1 month mobilization period. The contract is extendable for another one year depending upon the requirement at the same rate, terms & conditions.

8.0 TAXES & DUTIES

Rates should include all taxes & duties as applicable excluding GST.

GST Shall be paid extra, as per applicable rate subject to necessary compliance of GST norms by the contractor.

Prices should be firm till the completion of the job and no escalation for any reason, whatsoever, will be granted.

9.0 PAYMENT OF WAGES/SALARY

Boiler operator/s and other personnel, if any to be deployed by you should have bank account. Payment of wages/salary to all deployed personnel should be made through Electronic remittance directly to their bank accounts. A copy of remittance should be submitted with RA Bills.

10.0 PAYMENT TERMS

Payment shall be released against monthly RA bills duly certified by our Engineer-in-charge after submission of all statutory documents and log book for operation of boiler.

11.0 SECURITY DEPOSIT

On acceptance of the Bid, Contractor shall within ten (10) days, deposit with the employer a Security Deposit of 2% of the Contract value in the following forms :

- a) Bank draft drawn on a Kolkata Branch of any Scheduled Bank in favour of Balmer Lawrie & Co Ltd., payable at Kolkata. No interest shall be payable against Security Deposit.

OR

- b) Bank Guarantee @ 2% of the contract value to be executed by any scheduled bank in favour of Balmer Lawrie & Co. Ltd. for the entire period of the contract. The prescribed format for Bank Guarantee as Security Deposit will be forwarded with the order.

12.0 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.

13.0 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 hereunder shall be filed in the courts in the city of Kolkata only.

14.0 CONFLICT OF INTEREST

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

15.0 SET OFF CLAUSE

Any sum of money due and payable to the contractor (including security Deposit refundable to them) under this or any other contract may be appropriated by Balmer Lawrie & Co. Ltd. and set off against any claim of Balmer Lawrie & Co. Ltd. (or such other person or persons contracting through Balmer Lawrie & Co. Ltd.) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Balmer Lawrie & Co. Ltd. (or such other person or persons contracting through Balmer Lawrie & Co. Ltd.)

16.0 LABOUR LAWS & REGULATIONS, IF APPLICABLE

It shall be the responsibility of bidder to obtain necessary labour license from the Licensing Authority under the "Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules made thereunder and produce the same to the Engineer-in-Charge before start of the job. You shall also comply with all obligations under the said Act/Rules as well as other applicable labour laws. Licensing Authority shall be Assistant Labour Commissioner (Central), Office of the Regional Labour Commissioner (Central), Assam.

17.0 PROVIDENT FUND & ESI COVERAGE

The provisions of the EPF & MP Act, 1952 and Rules/Scheme framed thereunder, shall be complied by the contractor for the contractor's manpower to be engaged for this job. Contractor shall furnish the code no. allotted by RPFC Authority to the Engineer-in-Charge. For this purpose, contractor shall be liable to submit copy of each wage sheet and Challan showing PF deposit with each bill to the Engineer-in-Charge duly signed.

Bidder shall also comply with the provisions of the ESI Act, 1984 and Rules framed thereunder in respect of your security personnel to be engaged for this job subject to applicability. In such case, bidders shall obtain ESI Code No. from the local ESI Authorities for the said purpose and furnish the

Code No. allotted by ESI Authorities to the Engineer-in-Charge before starting the job. In the event of non-applicability of ESI Scheme medical insurance policy with death benefits should be taken by the bidder for their deployed personnel.

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

- 18.1 MSEs must have a valid **Udyog Aadhar Number (UAN)** to avail the benefits/preference available vide Public Procurement Policy for MSEs
- 18.2 MSEs participating in the tender must submit UAN registration certificate along with their unpriced bid.
- 18.3 The successful bidder should ensure that the UAN is valid till the end of the contract period.
- 18.4 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.
- 18.5 The MSEs with valid Udyog Aadhaar number are exempt from payment of Earnest Money Deposit (EMD).
- 18.6 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 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 L1 price

- 18.7 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.

- 18.8 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:

- 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.

19.0 INSURANCE COVER FOR WORKMEN

Contractor shall obtain Workmen Compensation policy in respect of contractor's workmen to be engaged for the work towards compensations as admissible under the Workmen's Compensation Act, 1923 and Rules framed thereunder upon death/disablement and also medical treatment of a worker and the same has to be produced to the Engineer-in-Charge before start of the work.

20.0 THIRD PARTY LIABILITY

Third party liability coverage shall be taken against loss or damage from any cause shall cover to a value of Rs.1,00,000/- per occurrence covering two occurrences.

21.0 SAFETY REGULATION

- a) Contractor shall follow safety regulations of OIL.
- b) Contractors are advised to prevent pollution during any job carried out as required by the Environment Policy of the plant.

22.0 DELAY IN SUPPLYING OF STEAM UNIT DURING MOBILIZATION AND FAILURE DURING OPERATION

Time is the essence of the contract. If the bidder fails to provide steam as per plant requirement during mobilization and operation due to reasons attributable to the bidder, then BL at their option make recovery from the bidder as under:

- No recovery for first (4) four hours of delay
- Recovery @ Rs. 5000.00 per day shall be made for delay beyond 4 hours of non-supply of steam
- Bidders need to be prepared to replace the boiler/any part thereof to make the boiler functional within 72 hours of any breakdown to arrest such recovery
- Cancel the order and place an order on another contractor at bidder's risk and cost.

23.0 VALIDITY OF BID

The bid shall be kept valid for **90 days** from due date. Validity shall be extended if so advised by BL.

24.0 DOCUMENTS TO BE UPLOADED/SUBMITTED DURING TENDER SUBMISSION

In addition to the pre-qualification document as mentioned in 2.0 above, following data / information/ documents are also to be submitted :

- a) Boiler Make and Year of manufacture
- b) Hourly electricity consumption for rated load
- c) Hourly fuel consumption for rated load
- d) Capacity of fuel tank, raw water tank & DM water tank.
- e) No. of operating personnel to be deployed in each shift
- f) Water softener capacity in the event of its deployment
- g) Type of burner and control system to be used vis-a-vis fuel / air system.

25.0 TERMINATION OF CONTRACT

In case of violation/breach of any agreed terms and conditions of contract and if the contractor fails or neglects persistently to observe and perform all or any of the acts, deeds, matters or things by the contract to be observed and performed by the Agency requiring the employer to observe or perform the same, Balmer Lawrie may cancel/ terminate this contract. The security deposit of the contractor shall be forfeited in such scenario.

26.0 RIGHT OF ACCEPTANCE / REJECTION

Mere issue of tender document 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.

27.0 TENDER SUBMISSION

The offer shall be submitted through E-bidding on BL's E-procurement site under two bid system as per procedures laid down in `Instructions to Bidder.

The **Bid** shall consist of

Unpriced Bid

- i) All particulars as requested in the tender along with pre-qualification documents.
- ii) Tender document duly signed and stamped
- iii) EMD

Priced Bid

- iv) Duly filled up Price Schedule

EMD and physical pre-qualification documents (if any) should reach within the due date and time to the following bid submitting authority :

Head (ROFS)

Balmer Lawrie & Co. Ltd.

Refinery & Oilfield Services,

21, N. S. Road,

Kolkata – 700 001

for **Balmer Lawrie & Co. Ltd.**

(A Bandyopadhyay)

Head (ROFS)

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	Contact No.	
2.0	Goods & Services Tax (GST) No.	
3.0	PAN No.	
4.0	GSTIN:	
5.0	PF Registration No. & Date	
6.0	ESI Registration No. & Date	
7.0	Is your company MSME Unit? If yes, please provide details and attach valid Udyog Aadhar Certificate.	
8.0	Is/are Proprietor/s belong to SC/ST category? If so, provide details	
9.0	Name of Bank	
9.1	Branch	
9.2	Branch Code	
9.3	Full Address of the Banker	
9.4	IFSC Code	
9.5	MICR Code	
9.6	Account No.	
9.7	Type of Account (Saving/Current)	