



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

ROFS/2K20/04/ENQ/02
23rd December, 2020

TENDER ENQUIRY
DUE DATE – 04.01.2021 upto 16:00 Hours

M/s Balmer Lawrie & Co. Ltd. invite sealed tenders under single bid system from the empanelled transporters of SBU:ROFS for **Transportation of Plant & Machinery** from Oil India Ltd. (OIL), Dikom, to Moran, Assam as per the following details and terms & conditions

1.0 Description of Plant & Machinery

SI No	Description	Dimension	Approx. Weight (MT)	Type of Vehicle proposed
(i)	Store-cum Electric Panel Module	20' (L) X 8'(W) X 9' (H)	7	Open Dalah
(ii)	Loose Materials–Centrifugal Pump (2 Nos.), Screw Pump (2 Nos.), Air Compressor (1 No.), SNS Tool (3 Nos.), Filter (1 No), 210 Lit. Hyd. Oil (2 Nos.), SNS Nozzle - 3 nos. Hydraulic Power Pack- 1 no. & and misc. items etc.	Lot	5	20' truck
(iii)	Pipes: MS Pipe 6 mtr length-45 nos– SS Pipe 6 mtr length- 30 nos, Header Assembly (1 Nos.), Bracket Assembly (1 No.), 2”dia 6m length pipe (10 Nos.)	Lot	5	20' Truck

Notes : (i) List materials indicated in sl. no. (ii) & (iii) may vary. However, no. of vehicles remains same.

(ii) Transporters must mention the types and no. of vehicles in the Priced Schedule.

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. 5.
- 2.2 The above Plant & Machinery shall be loaded on to trucks at Oil Collecting Station of Oil India, Dikom. Arrangement of suitable capacity of hydra and manpower for loading of materials shall be under the scope of the transporter.
- 2.3 The transported Plant & Machinery shall be unloaded at Oil India, Central Tank Firm, Moran, Assam. Unloading shall be under the scope of Balmer Lawrie. All incidental charges both at loading and unloading points shall be borne by the transporter.
- 2.4 Loading must be done properly to ensure no damage is caused to any or all the materials.
- 2.5 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.
- 2.6 Transportation of materials shall be carried out in a safe manner and all the materials will have to be properly secured with the vehicle to the satisfaction of Balmer Lawrie's personnel, so as to eliminate possibilities of any damage and overturning during transit.
- 2.7 The transporter's vehicles must meet concerned RTO regulations and drivers shall have valid license.
- 2.8 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.
- 2.9 In general, no detention charges for vehicles will be paid by us. However, if it is found that the detention of vehicles are caused due to reasons not attributable to the bidder, such detention charges, claimed by the transporter may be considered for reimbursement at unloading point for detention of vehicle after 2 (two) complete working days of reporting. Such detention charges shall be paid at a fixed rate of ₹1000/day/vehicle.
- 2.10 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.
- 2.11 Rates should be valid for acceptance for a period of 90 days from the due date.
- 2.12 Rates quoted should be firm and no escalation, whatsoever, will be granted.
- 2.13 No deviation from the tendered condition is acceptable.

2. 14 Gross & Tare weights may be taken and submitted along with the invoice.
- 2.15 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.
- 2.16 Drivers of the vehicles shall keep the following documents under their possession all the time, while carrying out the road transportation job:
- a) Registration Certificate (RC) book of the Vehicle.
 - b) Valid Fitness Certificate of the Vehicle
 - c) Valid Insurance Policy of the Vehicle
 - d) Driving License of the Driver
 - e) Valid Pollution Control Certificate of the Vehicle
 - f) Any Photo Identify of the Helper/Khalasi accompanying the drive
 - g) Fire Arrestor of approved make should be fitted with each vehicle. Original receipt along with Certificate of such Fire Arrestor should be available with the driver.

In absence of any of the above documents, vehicles will not be allowed inside worksite of Oil India Ltd. and the reason for delay due to vehicle detention at the respective gates shall be attributable to the transporter.

- 2.17 No materials, other than those specified in our challans, should be loaded on to the vehicle en-route.
- 2.18 Challans & e-bay bills (Part-I) will be issued on the day of loading at Oil India, Dikom. The transporter shall generate Part – II of way bills.

3.0 Goods & Services Tax (GST)

GST will be extra as per statute.

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

- 4.1 As Per Public procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must be registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order,2012
- a. District Industries Centers (DIC)
 - b. Khadi and Village Industries Commission (KVIC)
 - c. Khadi and Village industries Board and Coir Board
 - e. National Small Industries Corporation (NSIC)
 - f. Directorate of Handicraft and Handloom
 - g. Any other body specified by Ministry of MSME

- 4.2 MSEs participating in the tender must submit the certificate of registration with any one of the above agencies indicating the details of the particular tendered item along with their bid.
- 4.3 The registration certificate issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.
- 4.4. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.
- 4.5. The MSEs registered with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD).
- 4.6. 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

- 4.7 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.

- 4.8 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.
- 4.9 To avail the price preference in this tender, the bidder has to submit Udyog Aadhar certificate from MSME portal.

5.0 Payment Terms

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

6.0 Billing Address

Balmer Lawrie & Co. Ltd.
1, Navin Medhi Marget
A.T. Road
Guwahati – 781 001, Assam
GST Regn No. 18AABCB0984E1ZU

7.0 Address of Destination

Balmer Lawrie & Co. Ltd.
C/o. Oil India Ltd
Moran Central Tank Firm
Moran, Dist – Sivasagar
Assam – 785669

8.0 Address of Origin

Balmer Lawrie & Co. Ltd.
Near : Oil Collecting Station of Indian Oil Ltd.
Dikom, Dist - Dibrugarh
Assam – 786 101

9.0 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.

10.0 Completion Schedule

The consignment must reach Oil India, CTF, Moran within 2 (Two) days of leaving the place of origin (excluding the date of loading and 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 @ ₹5000.00 per day/vehicle will be levied for delay in completion schedule.

11.0 Placement of Vehicle

Placement of vehicles and loading of materials must be completed within four (4) working days of from the date of LOI/Order or our intimation, whichever is earlier, failing which penalty @ ₹5000.00 per day will be levied over and above the compensation due to delay in completion schedule as specified in Clause no. 10.0 above.

12.0 Tender Submission

Offer should include a stamped and signed copy of the Tender Document with filled up Price Schedule and to be submitted to the following Bid Receiving Authority within the due date and time.

Manager (Commercial)
Balmer Lawrie & Co. Ltd,
Refinery & Oil Field Services,
21, Netaji Subhas Road, Kolkata-700 001
e-mail : biswas.s@balmerlawrie.com
Ph/Mobile : (033) 2222 5706/9433092888

13.0 The tender document may be accessed at Balmer Lawrie's website:
www.balmerlawrie.com

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

(A Bandyopadhyay)
Head (ROFS)



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

Tender No. ROFS/2K20/04/ENQ/02

Dated : 23.12.2020

Due on : 04.01.2021 upto 16:00 Hours

SI. No.	Particulars	No. of Vehicle	Vehicle Type	Rate (₹)	Amount (₹)
1.0	Transportation of following Plant & Machinery from Oil Collecting Station of Oil India Ltd, Dikom, Dist-Dibrugarh to Oil India Ltd., CTF, Moran, Dist- Sivasagar, Assam as per the Scope of Work/Responsibility mentioned under Sl. No.2.0 of the Tender Document. Arrangement of suitable hydra and requisite manpower for loading of materials at Dikom shall be arranged by the bidder.				
1.1	Store-cum Electric Panel Module	1	Open Dalah		
1.2	Loose Materials –Centrifugal Pump (2 Nos.), Screw Pump (2 Nos.), Air Compressor (1 No.), SNS Tool (3 Nos.), Filter (1 No), 210 Lit. Hyd. Oil (2 Nos.), SNS Nozzle - 3 nos, Hydraulic Power Pack-1 no. & and misc. items etc.	1	20' Truck		
1.3	Pipes: MS Pipe 6 mtr length-45 nos– SS Pipe 6 mtr length- 30 nos, Header Assembly (1 Nos.), Bracket Assembly (1 No.), 2"dia 6m length pipe (10 Nos.)	1	20' Truck		
2.0	Basic Price				
3.0	GST @ 5%				
4.0	Total				

Bidder must indicate the following:

- i) No. of Vehicles :
ii) Type of Vehicles :