

ISPRL/VSP/PR-08/17-18/HOUSE KEEPING/ L/XX

Date: 15.07.2017

TO

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XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear Sir,

**Subject:** Request for bid to provide services on “HOUSE KEEPING AND ALLIED SERVICES AT INDIAN STRATEGIC PETROLEUM RESERVES LIMITED (ISPRL), VISAKHAPATNAM – 530 005”.

Indian Strategic Petroleum Reserves Limited (ISPRL) is a wholly owned subsidiary of OI DB, under the Ministry of Petroleum & Natural Gas, Government of India. ISPRL has its Strategic Crude Oil Storage cavern facility at Lova Garden, Behind Hindustan Shipyards Limited, Gandhigram (P.O), Visakhapatnam -530005.

For the above ISPRL Strategic Crude Oil Storage cavern facility, we invite your most competitive bid for the subject services as per the enclosed terms and conditions in the E-Tender being published on our Web-site [www.isprlindia.com/tenders.asp](http://www.isprlindia.com/tenders.asp).

The Initial period of contract will be for One year and in case of any requirement, the contract shall be extended for one more year on the same terms and conditions on mutually agreed terms and conditions.

It is requested to go through the uploaded tender documents viz.

- Section I – Notice Inviting Tender (NIT) (15 pages)
- Section II - General Condition of Contract (GCC) (24 pages)
- Section III - Special Conditions of Contract (SCC) (21 pages)
- Section IV - Schedule of Rates (SOR) (1 page) and
- Annexure - A - Break-up cost of consumables (1page) etc., for a clear understanding of the requirements and submit your most competitive bid.

Tender Receiving Authority	Dy. General Manager, Indian Strategic Petroleum Reserves Ltd , Strategic Crude Oil Storage Facilities, Behind HSL Fabrication Yard, Lova Garden, Visakhapatnam – 530005 Fax Number: 0891- 2702005; Tel Number: 0891- 2574059; E mail: <a href="mailto:altidivakar@isprlindia.com">altidivakar@isprlindia.com</a>
Last Date, Time and Location for Submission of duly filled in Tender documents	07.08.2017 before 1300 Hrs. Location: Tender to be dropped in the Tender box provided at the Office of Indian Strategic Petroleum Reserves Ltd., Strategic Crude Oil Storage Facilities, Behind HSL Fabrication Yard, Lova Garden, Visakhapatnam – 530005
Date and time of opening of Tender	15:00 hrs. on 07.08.2017
Earnest Money Deposit (EMD)	Rs.1,00,000/- ( Rupees One lakh Only) by way of Demand Draft in favour of M/s. Indian Strategic Petroleum Reserves Ltd, payable at Visakhapatnam from any Nationalized / Scheduled Bank (other than Co-operative bank). The DD is required to be submitted in a separate envelop

	superscribing the cover "EMD for House keeping and Allied Services at ISPRL, VISAKHAPATNAM" and should be submitted along with the Tender Document. The tenders received without the EMD or an invalid form of DD, it will be summarily be rejected without any notice.
Period of Work	One Year

For any clarification please contact our Office between 900 hrs to 1700 hrs on any working day.

You are advised to submit the Tender in an Envelope containing the following **three** envelops in it.

- a) First Envelop superscribing "EMD for House Keeping and Allied Services at ISPRL, VISAKHAPATNAM".
- b) Second Envelop superscribing "Filled Tender Documents" containing Section I, Section II and Section III duly signed and stamped by the bidder.
- c) Third Envelop superscribing "Price Bid" containing the Section IV, i.e., Schedule of Rates (SOR) and Annexure – A showing the cost break-up of the consumables.

- ❖ The bidding document is a non-transferrable document that shall not be transferred to any other agency.
- ❖ The bidder who has not submitted the documents as mentioned under SCC at 15.0, his bid will automatically treated as disqualified for opening the price bid.
- ❖ All the tender documents are to be signed and stamped.
- ❖ The tender issuing authority reserves the right to reject any or all of the offers received or any part of the tender without assigning any reason.
- ❖ Telex/Telegram/Fax/E-Mail/Physical form offers shall not be accepted.
- ❖ Tendering can be abandoned without assigning any reason. No compensation shall be payable for the efforts made by the bidder.
- ❖ Any legal dispute shall be within the jurisdiction of Delhi District Court.

Thanking you.

Yours faithfully  
For Indian Strategic Petroleum Reserves Ltd.

K.V.RAO  
Dy.General MANAGER – ISPRL, VISAKHAPATNAM