

ISPRL/VSP/CM/ GRASS & LAWN /16-XXX

16<sup>th</sup> September,2016

TO

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear Sir,

**Subject:** Request for bid to provide “GRASS CUTTING & LAWN MAINTENANCE SERVICES AT ISPRL, LOVAGARDENS, VISAKHAPATNAM”.

Indian Strategic Petroleum Reserves Limited (ISPRL) is a wholly owned subsidiary of OIDB, under the Ministry of Petroleum & Natural Gas, Government of India. ISPRL has its Strategic Crude Oil Storage cavern facility at Lova Garden, Behind Hindustan Shipyard 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 twice for a period of 12 months each on the same terms and conditions.

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

Section I – Noticed Inviting Tender (NIT)  
Section II - General Conditions of Contract (GCC)  
Section III - Special Conditions of Contract (SCC) and  
Section IV - Schedule of Rates (SOR) etc., for a clear understanding of the requirements and submit your most competitive bid.

Tender Receiving Authority	Chief 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	08.10.2016 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 08.10.2016
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 GRASS CUTTING & LAWN



	MAINTENANCE JOB” 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.
Note: NSIC / MSME registered parties, Central / State PSUs (The proof that tenderer is a Central / State PSUs / NSIC / MSME registered must be submitted) are exempted from payment of EMD.	
Period of Work	12 Months

The Initial period of Contract will be for One Year and in case of any requirement the contract shall be extended twice for a period of 12 months each on the same terms and conditions. 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 superscripting “EMD for HOUSE KEEPING AND ALLIED SERVICES at ISPRL, Lova Gardens, Visakhapatnam”.
- b) Second Envelop superscripting “Statutory documents” containing the documents mentioned under SCC of contract under point No.15
- c) Third Envelop superscripting “Price Bid” containing the Section IV, i.e., Schedule of Rates (SOR)

- ❖ The bidding document is a non-transferrable document that shall not be transferred to any other agency.
- ❖ 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.
- ❖ Change in minimum wages, taxes will be considered during the contract period. (Refer 2.7 and 8.0 of SCC for more details)
- ❖ 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  
CHIEF MANAGER – ISPRL, VISAKHAPATNAM

**Encl:** Bid document