

TO

XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX

Dear Sir,

**Subject:** Invitation to participate in the bid **“OPERATIONS RELATED MANPOWER AND ALLIED SERVICES”** at Indian Strategic Petroleum Reserves Limited, Visakhapatnam – 530 005.

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

For the above ISPR 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.isprindia.com/tenders.asp](http://www.isprindia.com/tenders.asp).

The Initial period of contract will be for Six Months and in case of any requirement, the contract shall be extended for another Six months on the same terms and conditions on mutually agreed terms and conditions. This Contract can be terminated any time with one month notice during its execution.

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

- Section I – Notice Inviting Tender (NIT) (13 pages)  
 Section II - General Condition of Contract (GCC) (26 pages)  
 Section III - Special Conditions of Contract (SCC) (17 pages)  
 Section IV - Schedule of Rates (SOR) (1 page)  
 Section V - Technical Evaluation Sheet as Annexure - 1 - Undertaking on wage calculation ( 1page) ,  
 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 Gardens, Visakhapatnam – 530005 Tel Number: 0891- 2868000/4; E mail: <a href="mailto:altidivakar@isprindia.com">altidivakar@isprindia.com</a>
Last Date, Time and Location for Submission of duly filled in Tender documents	06.11.2017 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 06.11.2017
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 OPERATIONS RELATED MANPOWER SERVICES" 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	6 months from the date of award of contract

For any clarification please contact our Office between 0900 Hrs to 1700 Hrs on any working day.

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

- a) First Envelop superscribing "EMD for OPERATIONS RELATED MANPOWER SERVICES at ISPRL, VISAKHAPATNAM".
- b) Second Envelop superscribing " Pre-qualification criteria (Financial and Technical containing the documents mentioned under Section – 1 at point no. 3 and 4)
- c) Third Envelop superscribing "Filled Tender Documents" containing Section I, Section II and Section III duly signed and stamped by the bidder.
- d) Fourth Envelop superscribing "Price Bid" containing the Section IV, i.e., Schedule of Rates (SOR) and Section V containing Technical Evaluation sheet containing wage calculation sheet duly signed and stamped by the bidder.

- ❖ 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.
- ❖ 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

Head-Site – ISPRL, Visakhapatnam

**Encl:** Bid documents