



## इंडियन स्ट्रेटेजिक पेट्रोलियम रिज़र्व्स लि.

(ओ.आई.डी.बी. की पूर्ण स्वामित्व की सहायक कम्पनी)

पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय, भारत सरकार

विशाखापट्टनम् परियोजना कार्यालय :

लोवागार्डन, एच.एस.एल. फैब्रिकेशन यार्ड के पीछे, गाँधीग्राम पोस्ट, विशाखापट्टनम्-530 005

फोन : 0891-2574059, फ़ैक्स : 0891-2702005

### Indian Strategic Petroleum Reserves Ltd.

(A wholly owned subsidiary of OIDB)

Ministry of Petroleum and Natural Gas, Govt. of India

**Visakhapatnam Project Office :**

Lovagardens, Behind HSL Fabrication Yard, Gandhigram Post, Visakhapatnam-530 005

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CIN - U63023DL2004GOI126973

ISPRL/VSP/CMHOUSE KEEPING/T-1/Addendum/16 - XXX

21<sup>st</sup> July, 2016.

To

All Tender Participants (Vendors)

Dear Sir,

**Subject: Addendum** to letter No. **ISPRL/VSP/CMHOUSE KEEPING/T-1/16-XXX** dt 04.07.2016 for providing HOUSE KEEPING AND ALLIED SERVICES. at ISPRL, Lova Gardens, Visakhapatnam

This is further to our communication on Tender Invitation dated 4<sup>th</sup> July 2016, here are few clarifications and instructions while offering the Tender documents.

- 1) While submitting the tender, the following three envelopes to be submitted with the following documents along with the tender.
  - a) First Envelop superscribing "EMD for HOUSE KEEPING AND ALLIED SERVICES at ISPRL, Lova Gardens, Visakhapatnam".
  - b) Second Envelop superscribing "Statutory documents" containing the attested copies of the documents mentioned under SCC of contract under point No.15 i.e.,
    - i. Firm registration, PF and ESI registration certificates, Labour, service tax, PAN details.
    - ii. Last three years IT returns and last three years and Service tax returns.
    - iii. Turn over certificate from the auditor
    - iv. Bidder should submit the last One year challans and ECR copies of PF and ESI.
    - v. Service tax registration must be on Housekeeping services or manpower services

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पंजीकृत कार्यालय : 301 वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001 (भारत)  
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Head Office : OIDB Bhawan, 3rd Floor, Plot No.2, Sector - 73, Noida-201301, U.P.



- c) Third Envelop superscribing "Price Bid" containing the Section IV, i.e., Schedule of Rates (SOR)
  - d) All the three envelopes along with the tender documents are to be sealed in a envelop and submit to us as informed in our earlier communication.
- 2) This tender is to place order for a period of One year with an option to extend twice for a period of 12 months each. The rates quoted by you are fixed and firm for a period of One year and the same rates will be applicable for the next two years also if the contract extends. However, the changes in taxes if any during the period of contract will be taken into consideration while making payment.

While opening the tender documents, initially the envelop containing the EMD will be opened and the second envelop containing the statutory documents of the tenderers who have submitted the valid EMD will be opened. After scrutiny of the statutory documents, if found in order, then only the Price Bid will be opened.

This is for your information  
Thanking you.

Yours faithfully  
For Indian Strategic Petroleum Reserves Ltd.

CHIEF MANAGER – ISPRL, VISAKHAPATNAM