



**INDIAN STRATEGIC PETROLEUM RESERVES LIMITED**  
LOVA GARDENS, BEHIND HINDUSTHAN SHIP YARD LIMITED, POST BOX NO: 999,  
GANDHIGRAM (P.O), VISAKHAPATNAM - 530 005

**TENDER NO. ISPRL/VSP/ HIRING CIVIL ARCHITECT/T8/16**  
**dated 24.12.2016**

**FOR**

**SERVICES FOR CONSTRUCTION OF BUILDING AT STRATEGIC**  
**CRUDE OIL STORAGE CAVERN FACILITIES, LOVA GARDENS,**  
**VISAKHAPATNAM**

**I N D E X**

<b>1</b>	COVER PAGE
<b>2</b>	INDEX
<b>3</b>	INSTRUCTION TO BIDDERS
<b>4</b>	SPECIAL CONDITIONS OF CONTRACT
<b>5</b>	SCHEDULE OF RATES

## INSTRUCTION TO BIDDERS

### PROJECT DESCRIPTION/ SITE INFORMATION

Indian Strategic Petroleum Reserves Limited (hereinafter referred to as "ISPRL"), proposes to construct a Two storied Building at its main entrance of the crude storage facilities at Visakhapatnam (A.P).

The site addresses is as below:

**Indian Strategic Petroleum Reserves Limited,  
Lova Gardens, Behind HSL Fabrication Yard,  
Gandhri Gram Post,  
Visakhapatnam – 530 005, Andhra Pradesh**

### 1 SCOPE OF WORK

The brief scope of work comprises of providing services of Civil engineering/ Architect in preparation of the following jobs in an approximate area of 150 sq.mt for the provision of two story building consisting of security building, visitor waiting hall, rest room for workers (men & women) and other associated facilities by preparation of plan, elevation, design along with necessary specifications on quantities for floating the tender and supervision during construction. :

#### A) Services for Floating tender:

- A.1) Preparation of Architecture and Interior Design
- A.2) Structural Drawings and design preparation
- A.3) Arriving the Bill of Quantities and cost Estimates for civil, structural, electrical and necessary furniture like provision of AC's , fans, sofas and other furniture items.
- A.4) Preparation of Technical specifications for tender document including testing, sampling, material specifications etc.,
- A.5) Necessary technical help (like any clarifications by bidders before/during the tender opening) for tendering till award of job

#### B) Services after awarding the Contract:

- B.1) Daily Supervision during construction
- B.2) Certification of Quantities for Running bill as part payment
- B.3) Ensuring the quality standards and supply of specified material as per the tender norms
- B.4) Providing the detailed drawings and specification, if there is any change during construction
- B.5) Ensuring the Safety, use of PPE during the construction through contractor
- B.6) As built Drawing after construction and necessary certifications if any

Bidders are requested to submit their most competitive offer for carrying out the work set out, in the prescribed format specified elsewhere in the tender.

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**SITE CONDITION:**

Before quoting for the said job the contractor is required to visit the site and make himself acquainted with the scope of the job and quote accordingly.

The tenderers are required to go through the tender document thoroughly and carefully and offer their most competitive rates for the job.

The approximate area of the construction of building is 150 sqm.

In case of any clarifications contractor may contact Shri. K. Vasant Rao, Chief Manager, ISPRL, Visakhapatnam on 0891-2702005/2574059.

**2.0 SITE VISIT**

2.1 The bidder is advised to visit and examine the site of works at all locations and their surrounding and obtain for himself on his own responsibility all information that may be necessary for preparing of the bid and entering into the contract. The cost of visiting the sites shall be at bidder's own expenses. No extra claim on account of non-familiarity of site conditions shall be entertained during execution of works.

2.2 The bidder and any of his personnel or agents will be granted permission by the Owner to enter upon his premises and lands for the purpose of such inspection, but only upon the explicit condition that the bidder, his personnel or agents will release and indemnify the Owner and his personnel and agents from and against all liability in respect thereof and will be responsible for personnel injury (whether fatal or otherwise), loss of or damage and expenses incurred as a result hereof.

The prospective bidders are requested to thoroughly read and comprehend the various sections of this tender document and visit the sites before quoting for the tender and offer their most competitive rates for the job.

**3.0 SPLIT-UP OF WORK**

Total work shall be awarded to single agency and the scope of work shall not be split.

**4.0 SUBMISSION AND OPENING OF BID**

4.1 This is only a Price Enquiry (Invitation to Offer) and not an Order.

4.2 The bidder shall take utmost care of the following:

4.3 The Bid shall be submitted in a sealed cover immediately but any case before 20.01.2017 13:00 Hrs.

**5.0 VALIDITY OF OFFER**

5.1 Bid submitted by Bidder shall remain valid for a minimum period of 180 days from the due date/extended due date for submission of Bids.

**6.0 CONFIDENTIALITY OF DOCUMENTS**

Bidder shall treat the Bidding Document and contents therein as private and confidential and shall not use the Bidding Document for any other purposes.

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## 7.0 APPLICABLE LANGUAGE

The bid prepared by the bidder, all correspondences and documents related to this bid shall be written in English language only. For document submitted in any other language, an English translation shall also be submitted, in which case, for the purpose of interpretation of the bid, the English translation shall govern.

## 8.0 CAUTION AND DISCLAIMER

Transfer of Bid document by the bidder is not permitted.

Bidder shall make his own interpretation of any and all information provided in the Bidding Document. ISPRL shall not be responsible for the accuracy or completeness of such information and/or interpretation. Although certain information's are provided in the Bidding Document, however, bidder shall be responsible for obtaining and verifying all necessary data and information as required by him. ISPRL reserves the right to accept or reject any/all tender in whole or in part without assigning any reason whatsoever. ISPRL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of ISPRL in this regard shall be final.

## 9.0 RECEIPT OF BID

Bids received late i.e. after due date and time, due to any reason (s) whatsoever shall be rejected.

## 10.0 COMPLETE SCOPE OF WORK

The complete scope of work has been defined in the bidding document. Only those bidders who take complete responsibility for the complete scope of work as contained in the bidding document shall be considered for qualifying.

## 11.0 EVALUATION OF PRICE BIDS

- 11.1 The "PRICE BIDS" of only substantially responsive bidders shall be considered for opening.
- 11.2 Bidders shall quote the prices in Indian Rupees only.
- 11.3 The quoted prices shall be checked by the bidder to determine the arithmetical correctness of the same before submitting his price bid.
- 11.4 ISPRL reserves their right to extend price /purchase preference to NSIC/Public Sector Enterprises as admissible under the prevailing policies of Government of India.
- 11.5 ISPRL reserves their right to negotiate the quoted prices with L1 bidder before award of work.
- 11.6 ISPRL reserves the right to delete any of the items in the Schedule of Quantities (SOQ) at the time of placement of Letter of Intent/Purchase Order. The decision of ISPRL shall be final and binding.
- 11.7 The bidder shall quote for all the items of the Price Bid. In case any bidder fails to quote for more than 02 items then the bid shall be treated as nonresponsive and shall be rejected. For bids to be responsive, it may be noted that any item(s) left unquoted, then such offer will be loaded with the highest quoted rate for those item(s) for evaluation purpose. If such bidder happens to be the successful Bidder,
- 11.8 The bidder shall read the above clauses along with other relevant clauses provided in the tender terms and conditions.

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**12.0 PURCHASE ORDER**

12.1 Purchase Order (PO) shall be issued to the Lowest bidder. Successful bidder shall be intimated regarding award of works through Mail/Fax/Letter of Intent. Until the final PO documents are prepared and executed, this Bidding Document together with the annexed documents shall constitute a binding contract between the successful bidder and the ISPRL based on terms contained in the aforesaid documents and the finally submitted and accepted prices.

12.2 PO will be released in two parts. The first part of it will be for services in floating the tender as mentioned. The subsequent PO shall be for supervision after tendering for construction and award of the Job for execution.

12.2.1 The payment for the first part will be done 80% after submission of the supporting documents for floating the tender and remaining 20% after tender opening.

12.2.2 The payment for the second part will be in proportionate parts in line with the part bill payment to the construction contractor. A retention Money (RM) of 10% will be held from this bill and released after submission of final bill by contractor.

**13.0** The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays, in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement of completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for execution of work or for any claim in respect thereof. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

**14.0** Each page of the tender documents should be signed/digitally signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc., as laid down. Any tender with any of the documents not signed will be rejected.

The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a person who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the tender may be rejected by the Employer.

Tender shall contain full address, Telephone Nos., Fax No., E mail Ids for serving notices / addendum's required to be served to the Tender in connection with the Tender.

**16.0** The client does not bind itself to accept, the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. The client also has the right to re-invite the tender at his sole discretion.

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