

**INDIAN STRATEGIC PETROLEUM RESERVES LIMITED**

(A wholly-owned subsidiary of OIDB),

Ministry of Petroleum & Natural Gas

ISPRL, VISAKHAPATNAM,

LOVA GARDENS, BEHIND HINDUSTHAN SHIPYARD  
LIMITED, POST BOX NO: 999, GANDHIGRAM (P.O)  
VISAKHAPATNAM - 530 005



**COVER PAGE**

**BIDDING DOCUMENT ON ANNUAL RATE CONTRACT  
FOR MECHANICAL MAINTENANCE JOBS**

**At**

**Indian Strategic Petroleum Reserves Limited  
Strategic Crude Oil Storage Facilities  
Lova gardens, Behind HSL fabrication Yard  
Post Box No.999, Gandhigram Post  
Visakhapatnam-530005**

**(TENDER NO. ISPRL/VSP/PR-08/26-27/MECH-ARC/ T02 dated 27.05.2026)**

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**NAME OF WORK: ANNUAL RATE CONTRACT (ARC) FOR MECHANICAL MAINTENANCE JOBS AT INDIAN STRATEGIC PETROLEUM RESERVES LIMITED (ISPRL), VISAKHAPATNAM - 530005**

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## SECTION I - NOTICE INVITING BIDS (NIB)

### **BID FOR MECHANICAL MAINTENANCE UNDER ARC**

#### 1. **ISPRL DETAILS**

Indian Strategic Petroleum Reserves Limited (ISPRL) is a Special Purpose Vehicle created by Government of India for building and operating the Strategic Petroleum Reserves of India. ISPRL is a wholly owned subsidiary of Oil Industry Development Board (OIDB), under Ministry of Petroleum and Natural Gas. Under Phase – I of the Strategic Petroleum Reserves, ISPRL has constructed unlined Underground Rock Caverns along with associated facilities for storage of 5.33 MMT of crude oil at three locations viz. Visakhapatnam (1.33 MMT), Mangalore (1.50 MMT) and Padur (2.50 MMT).

ISPRL intend to engage suitable agency for carrying the MECHANICAL Maintenance Jobs through Annual Rate Contract (ARC) at Strategic Crude Oil Storage Facilities, Visakhapatnam for a period of One year extendable for one more year on same terms and conditions.

#### 2. **BRIEF SCOPE OF WORK**

Scope of work shall include developing Annual Rate Contract (ARC) to carry the Mechanical Maintenance jobs at Strategic Crude Oil Storage Facilities, Visakhapatnam as per the Scope of Work specified in Section – IV and for more details refer enclosed **Annexure-A**.

The brief scope of work shall comprise of following Annual Rate Contract to perform the jobs of

- Preventive Maintenance
- Predictive Maintenance
- Break-down Maintenance of ISPRL-Visakhapatnam as per the OISD -137 standards to the applicable equipment shown in the list, as per the OEM vendor recommendations to the equipment installed at the location, as per the pre-defined frequency to the equipment's identified by the ISPRL.

#### 3. **PREQUALIFICATION CRITERIA**

##### 3.1 **PREQUALIFICATION CRITERIA- TECHNICAL / EXPERIENCE**

- 3.1.1 The bidder shall have executed/executing the Annual Mechanical Maintenance jobs related to Rotary & Fabrication jobs in Hydrocarbon (Petroleum / petro chemical)

industry, Fertilizer, power plants in last 7 years from the date of publishing of this tender, which experience should be any of the following:

a. Three similar completed works, each costing not less than the amount of Rs 65.4 lakhs

OR

b. Two similar completed works, each costing not less than the amount of Rs 82 lakhs

OR

c. One similar completed order, not less than the amount of Rs. 131 lakhs

The above values shall be considered on an annualized basis.

**\*Similar Work\*** orders meaning execution of works related to maintenance of Mechanical equipment in Hydrocarbon (Petroleum / petro chemical) industry, Fertilizer, power plants for any Govt. / Semi Govt. / PSU / MNC / Public Limited Company / Pvt. Ltd.,

3.1.2 The bidder should have an operating office (own / rented) in Visakhapatnam district area.

3.1.3 All above indicated amounts are exclusive of Service Tax / GST.

3.1.4 Relaxation to MSE/ Start-up bidder:

**MSME:** Pre-qualification criteria with respect to Prior Turnover and Prior experience may be relaxed for Micro & Small Enterprises (to the extent of 15%) as per GOI guidelines subject to meeting of quality and technical specifications. (For example, if PQC value applicable to other than MSE bidders is Rs. 100/-, the same shall be Rs. 85/- for MSE bidders).

**Start Up:** No relaxation in Prior Turnover and prior experience criteria for start-up as the contractor needs to have prior approval and expertise to do the job. It is necessary to engage the services of reputed contractors having proven track record (PTR) capable of carrying out and complete all the jobs with proper planning complying safety etc.,

### 3.2 PREQUALIFICATION CRITERIA- FINANCIAL

3.2.1 Bidder should have completed 3 financial years of existence as on original due date of tender since date of commencement of business

3.2.2 Average Annual Financial Turnover (audited) during the last 3 years, ending 31<sup>st</sup> March' 2025 should be at least Rs. 50 lakhs

3.2.3 Net worth of the bidder should be positive for the preceding audited financial year.

### 3.3 OTHER CRITERIA:

3.3.1 Experience of only the Bidding Entity shall be considered. In-house experience (where for the past experience referred for qualification, the contractor and the Owner belonging to the same organization shall not be considered as a valid experience for the purpose of qualification).

3.3.2 The bidder should not be under Holiday list / Black List / Debarment list of ISPRL or Ministry of Petroleum & Natural Gas (MoPNG) or not debarred by orders issued by DoE. Bidder shall submit an undertaking to this effect.

3.3.3 Joint venture / Consortium bids shall not be permitted for this tender.

#### 3.4 DOCUMENTATION IN SUPPORT OF MEETING BIDDER'S QUALIFICATION CRITERIA

- I. Bidder shall submit all necessary documentary evidence such as copies of work order(s)/ contract agreement(s) clearly indicating scope of work and value of the contract, copies of Purchase Orders etc. for the preceding three financial years, in the first instance itself in support of their fulfilling Bidder's Qualification Criteria. ISPRL reserves the right to complete the evaluation based on the details furnished without seeking any additional information.
- II. All supporting documents furnished by the bidder in support of meeting the technical criteria of BQC shall be duly notarized by Notary public.
- III. With regards to financial documents, the bidder is required to submit financial statement of three years which are duly certified by the statutory auditor.
- IV. In case audited annual financial statements including balance sheets and profit and loss account for the immediately preceding financial year is not available for bid closing date, the Bidder has an option to submit the same for the three previous years immediately prior to the last financial year.
- V. Submission of authentic documents is the prime responsibility of the bidder. Wherever ISPRL has concern or apprehension regarding the authenticity /correctness of any document, ISPRL reserves the right of obtaining the documents, cross verifying from the document issuing authority
- VI. The bidder shall furnish along with his bid, documentary evidence to substantiate his claim for meeting the qualification requirement as specified above. This documentation shall include but not be limited to the following details pertaining to projects /works completed by bidder for qualification:
  - a) Type of contract
  - b) Contract Agreement/ relevant pages of contract
  - c) Completion certificates
  - d) Letter from Clients
- VII. In the event of bidder's failure to meet the above, ISPRL reserves the right to complete the evaluation based on the details furnished by the bidder in the first instance along with their bid without seeking any additional information.

### 3.5 REJECTION CRITERIA:

- I. Bids received after the due date and time of bid submission shall be summarily rejected.
- II. **Bids without EMD of Rs. 2,50,000.00 (Rupees Two Lakhs Fifty Thousand Only):** Bids received without/ with insufficient EMD and the EMD in original is not submitted along with the Technical Bid (For hard copy tenders) shall be summarily rejected. However, Govt. Dept. /PSUs/ firms registered with NSIC/MSE (Micro & Small Enterprise), vendors registered with District Industries Centre (DIC), startups, Categories mentioned in GEM GTC are exempted from submission of EMD. Such bidders shall submit relevant documentary proof towards exemption, along with technical bid of the tender.
- III. Offer submitted without having the prescribed bidding document(s), non-adherence to technical / commercial terms & conditions, Unpriced bid and Price bid not in the prescribed format, incomplete bids and bids with deviations to the tendered scope of work shall be liable for rejection.
- IV. Non-compliance to any of PQC will be liable for rejection.
- V. Bids found to have been submitted with falsified/ incorrect information.
- VI. Offer shall be liable for rejection If Bidder is in the Holiday / Blacklist / Debarment list of ISPRIL or any Government organizations. Bidder shall give a self-declaration to this effect. **(Format enclosed)**

#### On Bidders Letter Head

Date: \_\_\_\_\_

#### Declaration

I hereby declare that our firm M/s \_\_\_\_\_ has never been under the Non-blacklisting/ Holiday listing/ Debarment list of ISPRIL or any PSU/Government organizations.

Place:

Stamp & Signature of the Tenderer(s)

- VII. Consortium / Joint bids shall not be accepted.
- VIII. Bidders should quote firm prices in Indian Rupees only. Bids submitted in any other currency than INR shall be rejected.
- IX. Bidder to quote for all items enlisted in the SOR, otherwise bid shall be rejected.
- X. Work completion certificates mentioning PO under which the work was done along with PO value and executed value duly certified by the company in which the work is carried out

#### 4. EARNEST MONEY DEPOSIT (EMD)/ BID SECURITY:

- I. Bids must be accompanied with an amount of **Rs. 2, 50,000.00** (Rupees **Two Lakhs Fifty Thousand** Only) towards the Earnest Money Deposit/Bid Security. Bids not accompanied with the requisite Earnest Money Deposit/ Bid Security shall be considered as non-responsive and such bids shall be summarily rejected.
- II. The EMD/ Bid Security shall be paid to Indian **Strategic Petroleum Reserves Limited, Noida**, online through **e-tendering portal** in accordance with the instructions and terms & conditions enclosed with the Bidding Document.
- III. There will be no waiver of EMD for Public Sector Undertakings of Central/ State Government Undertakings or any other bidder. However, Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises are exempted from submission of EMD subject to submission of valid certificate of MSME

#### 5. TIME PERIOD

The Annual Rate Contract for Mechanical Maintenance Jobs shall be 12 Months from date of acceptance of actual start of services.

#### 6. BID EVALUATION CRITERIA:

- I. The bidder should accept in Toto the Technical specification and Scope of work given in the Tender with no deviation as per clauses of the tender document
- II. Techno commercially acceptable bids will be evaluated on overall L-1 basis i.e. lowest landed cost to ISPRL.
- III. If two or more techno-commercially accepted bidders are found to have quoted identical lowest bid price, the lowest ranking tenderer shall be decided as per ISPRL e-procurement portal /GeM terms / system. However, purchase preference for MSME Bidders in case of tie shall be decided based on turnover i.e. bidder with higher turnover (3 years Average Annual turnover total as per 3.2.2) will be considered for purchase preference.
- IV. Any uncalled-for lump-sum/percentage or adhoc reduction/increase in prices, offered by the Bidders after opening of the prices, shall not be considered.
- V. The benefits of PP Policy shall not be extended to Traders/ dealers / resellers/ distributors/ authorised agents registered with NSIC/ MSE (Micro & Small), firms registered with District Industries Centre (DIC) or Udyog Aadhar etc.

#### **SALIENT FEATURES OF THE BIDDING DOCUMENT ARE AS FOLLOWS**

- I. TENDER NO. **ISPRL/VSP/PR-08/26-27/MECH-ARC/ T02 dated 22.05.2026**
- II. Pre bid meeting date and time: xx.xx.xxxx at xx:xx Hrs IST at ISPRL, Visakhapatnam

III. Last Date and time of submission of Bids: XX.XX.XXXX by XX.XX Hrs IST

IV. Opening of Technical Bid : XX.XX.XXXX after XX.XX Hrs IST

## 7. SUBMISSION OF BID & VALIDITY

- I. Bids are required to be submitted only through e-Procurement Portal at <https://isprl.ewizard.in> on or before the Bid submission date and time. Bidders are required to enroll on the e-Procurement portal (URL: <https://isprl.ewizard.in>). It may also be noted that the price details are required to be filled & submitted only on the Schedule of Price format downloaded from above e-Tendering website.
- II. Bidders in their own interest are requested to enroll on e-Procurement portal and upload/submit their bid well in time. In the event of failure in bidder's connectivity with the Portal during the last few hours, bidder is likely to miss the deadline for bid submission. Due date extension request due to above reason may not be entertained.
- III. Physical Bids / Offers or Bids through any other mode shall not be accepted. The Offers submitted through e-tendering system, as above shall only be considered for evaluation and ordering.
- IV. Bidders to refer e-Tendering Methodology attached as **Annexure – I** to Instructions to Bidders (ITB) in the Bidding Document. Bidders are requested to get acquainted with the E-Tendering System in advance and obtain/seek clarifications, if any from e-Wizard Helpdesk, whose contact information is provided in the e-Tendering Methodology.

## 8. GENERAL

- I. The complete Bidding Document is available on e-Procurement Portal (website: <https://isprl.ewizard.in/>). Corrigenda/ Addenda/ Amendment, if any, shall also be available on the referred web sites. Further, bidder shall give an undertaking on their letter head that the content of the bidding document have not been altered or modified.
- II. Bidder shall download the Bidding Document in his own name and submit the bid directly. The Bidding Document is non-transferable. Bids submitted by Bidder who have not downloaded the bidding document will be rejected.
- III. Bids not received by the due date and time shall be rejected and representative of such bidders shall not be allowed to attend the bid opening.
- IV. ISPRL shall not be responsible for any expense incurred by bidders in connection with the preparation & uploading of their bids, site visit and other expenses incurred during bidding process.

- V. ISPRL reserves the right to assess bidder's capability and capacity to execute the work using in-house information and by taking into account other aspects such as concurrent commitments and past performance etc.
- VI. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation/ placement of order. Such bidder will be debarred from bidding in future.
- VII. Various links such as "Help for Contractor", "Information about DSC", "FAQ", "and Resources required", "Bidders Manual Kit" etc. are available on home page of <https://isprl.ewizard.in/> facilitating vendors to participate in the bidding process. Bidder are advised to download & utilize the available information/ documents under these links for activities like Registration, obtaining User ID & Password, uploading & submission of e-bids etc. Bidders are advised in their own interest to carefully go through Instructions for E- tendering and other related document available against various help links so as to ensure that bids are uploaded in E-tendering website well before the closing date and time of bid submission.
- VIII. Request for extension in due date of submission of bids due to non-registration or delayed registration in e-procurement portal shall not be entertained.
- IX. Bidders may view the Bid opening through e-Procurement Portal i.e. <https://isprl.ewizard.in/> or may witness the bid opening in ISPRL, Noida.
- X. Consortium/ Joint bids/ multiple bids/ alternative bids shall not be accepted.
- XI. ISPRL reserves the right to reject any or all the Bids and to annul the Bidding process at its discretion without assigning any reason whatsoever at any time prior to award of contract, without thereby incurring any liability towards the Bidder.
- XII. For detailed specifications, terms & conditions and other details, refer Bidding Document.
- XIII. Contact persons at ISPRL, Visakhapatnam:
- **Head Site**  
Email: [headsitesite-vizag@isprlindia.com](mailto:headsitesite-vizag@isprlindia.com)  
Contact no. 0891-2868000

## SECTION II - INSTRUCTIONS TO BIDDERS (ITB)

### 1.0 INTRODUCTION

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED (ISPRL) intends to avail the vehicle services for their Strategic crude Oil Storage Facilities at VISAKHAPATNAM, ANDHRA PRADESH.

### 2.0 COST OF BIDDING

All direct and indirect costs associated with the preparation and submission of bid (including clarification meetings and site visit) shall be to Bidder's account and ISPRL will in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

### 3.0 SITE VISIT

- I. Bidder is advised to visit and examine the site, its surroundings and familiarize himself of the existing facilities and environment, and collect all other information which he may require for preparing and submitting the bid and entering into the Contract. Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the bid and during implementation.
- II. The Bidder and any of his personnel or agents will be granted permission by the Owner to enter upon his premises and land 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 here of and will be responsible for personnel injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, cost and expenses incurred as a result thereof.
- III. Bidder may contact Head Site, ISPRL- Visakhapatnam for the purpose of necessary site information or forward their queries to [headsitesite-vizag@isprlindia.com](mailto:headsitesite-vizag@isprlindia.com)

### 4.0 CLARIFICATIONS IN BIDDING DOCUMENT

- I. Although all the details presented in this Bidding Document have been compiled with reasonable care, however, the Bidder is expected to examine the Bidding Document, including all instructions in the Bidding Document and ensure that the information provided is clearly understood.
- II. Bidding documents once issued are non-transferable in any other name.

- III. **Pre-Bid Meeting will be conducted on XX.XX.XXXX at XX.XX Hrs at ONLINE/ ISPRL office, VISAKHAPATNAM - 530005 to clarify queries of contractor/Tenderer regarding the bid/ online uploading of bid, if any.**

#### 5.0 AMENDMENT OF BIDDING DOCUMENT

- I. At any time prior to the deadline for submission of bids as well as up to priced bid opening, the OWNER may, for any reason whether at its own initiative or in response to a clarification or modification requested by any Prospective Bidder(s), modify the Bidding Documents
- II. Any addendum issued shall be part of the Bidding Documents and shall be Uploaded on e-Procurement website <https://ispri.ewizard.in>
- III. Bidders shall examine the Bidding Documents thoroughly and inform ISPRL of any apparent conflict, discrepancy or error, so that the ISPRL may issue appropriate clarification(s) or amendment(s), if required

#### 6.0 CONFIDENTIALITY OF BIDDING DOCUMENT

- I. Bidders shall treat the bidding documents and contents there in as strictly confidential. If at any time, during the bid preparation period, Bidder decides to decline to bid; all documents must be immediately returned to ISPRL.
- II. The Bidding Document is and shall remain the exclusive property of ISPRL without any right to Bidder to use them for any purpose except for the purpose of Bidding.

#### 7.0 LANGUAGE OF BID

The Bid and all correspondence concerning the Bid shall be in English Language. For supporting documents and printed literature submitted in any other language, an equivalent English translation shall also be submitted. Responsibility for correctness in translation shall lie with the Bidder. In case of any conflict, for the purpose of interpretation of the Bid, the English translation shall govern.

#### 8.0 COMPLIANCE TO BID REQUIREMENT

Owner expects Bidder's compliance to requirement of Bidding Document without any deviation and submit substantially responsive bid.

#### 9.0 PREPARATION/SUBMISSION OF e-BIDS

- 9.1 The bidder is required to make a proposal in a format as outlined below in order to achieve the objective of maintaining a uniform proposal structure from all bidders.

9.2 Electronic Bids (**e-bid**) in two parts i.e. PART-I (Techno-commercial part) & PART-II (Priced part) as detailed below shall be submitted in **e-tendering portal** in accordance with the instructions and terms & conditions enclosed with the Bidding Document.

9.3 **PART-1:** Techno-commercial/ Un-priced Bid: Techno-commercial/Un-priced Bid will contain the following documents.

- I. MSME certificate (if applicable)
- II. Separate booklet consisting document against Bidder Qualification Criteria (Technical & Financial)

**(Note: The above shall be loaded in “PREQUAL/TECHNICAL” folder in e-tendering portal)**

9.4 In case of non-submission of above documents or submission of incomplete documents, the OWNER reserves the right not to evaluate such offers further and not to enter into correspondence in this regard after opening the Techno-commercial / Un-priced Bid.

9.5 **PART – 2** (Priced Bid) shall consist of the following:

9.5.1 Priced Bid shall consist of Schedule of Prices/ Schedule of Rates with prices filled in e-tendering portal, without making any changes in the format/ names of the file/worksheet.

9.5.2 Deviations to terms and conditions, presumptions, overwriting etc. shall not be stipulated in Price part of bid. In case of any conditions stipulated in price bids, the bids of such bidders shall be summarily rejected and shall not be considered for further evaluation. Evaluation shall be carried out excluding such bidder(s).

**(Note: Part-2 shall be uploaded in “FINANCE” folder in e-tendering portal)**

## 10.0 BID PRICES

- I. Bidder shall quote price after careful analysis of cost involved for the performance of the work considering all parts of the Bidding Document. In case any activity which could be reasonably implied/ inferred from the contents of the Bidding Document then the prices quoted shall deemed to be inclusive of cost incurred for such activity. Bidder should consider all elements while arriving their rates. No reimbursement / payments shall be made whatsoever unless those are specified in the tender document.
- II. The prices shall be based on conditions specified in General Conditions of Contract, Scope of Work, Scope of Supply, Technical Specifications and other contents of Bidding Document.

III. Prices quoted by the bidder, shall remain firm, fixed and valid until completion of the Contract performance and will not be subject to variation on any account.

V. Alternative bids will not be considered.

#### 11.0 BID VALIDITY

- I. Bid shall remain valid for a minimum period of **180 days from due date** of submission of Bid. During the above period, bidders shall not be entitled to revoke or cancel their Bid or vary the Bid given or any term thereof without written consent of ISPRL. In case, bidders are revoking or cancelling their Bid or varying any terms in regard thereof without the written consent of ISPRL, the EMD of the bidder shall be forfeited and the bid shall be rejected.
- II. Such Bidder also may be put on Holiday/ Negative List. ISPRL may seek extension of the validity period of bid. If the Bidder agrees to the extension request, the validity shall be suitably extended. Bidders may refuse the request of extension of bid validity without forfeiting his EMD. However, bidders agreeing to the request for extension of validity of bid shall not be permitted to modify the bid because of extension, unless specifically invited to do so.

#### 12.0 EARNEST MONEY DEPOSIT (EMD)/BID SECURITY

- I. ISPRL shall not pay any interest on Bid Security furnished.
- II. EMD/ Bid securities of unsuccessful bidders will be returned within 45 days upon placement of order/ issue of Sale Letter. However, in case ISPRL decides to cancel/ annul the Enquiry / bidding document at any stage during the bidding process but before the award of work, EMD of the bidders shall be returned at the earliest from the date of such decision.
- III. Micro or Small Enterprises registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro Small and Medium Enterprises, Bidder shall upload the relevant valid certificate in Un-priced bid and duly authenticated as per requirements of NIB.

#### 13.0 MULTIPLE/ ALTERNATIVE BID

A bidder shall on no account submit more than one bid either directly or indirectly. Only bidders who have acquired Bidding Documents (including documents downloaded

from ISPRL's/ e-procurement website) from ISPRL e-procurement website are eligible to submit bids. Bids submitted by any other person will be liable to be rejected.

#### 14.0 FORMAT AND SIGNING OF BID

The e-bid shall be digitally signed (e-signed) using the digital signature of a person duly authorized to sign on behalf of the bidder. The digital signature used for signing the bid shall be issued in the name of such authorized person and the certificate details, available from the signed documents, should indicate the details of the signatories. All documents/ files of the bid shall be signed by using the digital signature issued in the name of the person having valid Power of Attorney (POA) at the time of bid submission. Any consequences resulting due to such signing (e-signing) shall be binding on the bidder.

#### 15.0 DATE, TIME & PLACE OF SUBMISSION

- I. Bidders shall submit their bids electronically in the e-tendering portal, within the date and time.
- II. ISPRL may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB, in which case all rights and obligations of ISPRL and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

#### 16.0 MODIFICATION AND WITHDRAWAL OF BIDS

- I. The bidder may modify, resubmit or withdraw its e-bid after bid submission, but, before the due date and time of submission of the bid following the electronic bid submission procedures.
- II. No bid shall be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity or any extension thereof.

#### 17.0 OPENING OF PRICE BID

- I. ISPRL shall verify the availability of requisite BID SECURITY uploaded online, prior to opening of Part-I of e-Bid. Techno-commercial e-Bid of those bidders shall be considered for opening, who have already submitted the requisite Bid Security, in accordance with ITB/NIB, prior to due date and time for submission of Bids.
- II. ISPRL shall open Part-I of bids received in the e-tendering portal. The order of part wise opening of bids shall be as follows:
- III. On scheduled date and time of UNPRICED BID OPENING,

- a. Bid Security & other documents submitted in e-tender shall be opened first and verified that whether Bid Security has been furnished as per bid requirement.
- b. Upon meeting the requirement of Bid Security as per NIB & ITB, opening of documents of Part-I, submitted in electronic form shall be processed on the e-Procurement module of the e-tendering portal.
- c. If a bidder has not complied with Bid Security requirement as per a) above, such bidder's offer (Part-I) shall not be processed for further opening and such bids shall be rejected out rightly.
- d. Part-II of bid of only those bidders whose bids is determined to be technically and commercially acceptable by ISPRL shall be opened. Bidders selected for opening of their priced bids shall be informed about the date, time and place of price bid opening.

#### 18.0 EVALUATION OF PRICE BIDS

- I. Bidder must meet the qualification requirements as specified in NIB.
- II. ISPRL reserves the right to use in-house information for assessment of capability of Bidder and their performance on jobs completed/ in progress for evaluation purpose
- III. The rates quoted by the Bidder shall be checked for arithmetic correction, if any.
- IV. Conditional discount, if offered, shall not be considered for evaluation.
- V. Any uncalled for lump-sum/ percentage or adhoc reduction/ increase in prices, offered by the Bidders after opening of the prices, shall not be considered. However, if reduction is from the recommended Bidder, such reduction shall be taken into account for arriving at the contract value and not for evaluation purpose.

#### 19.0 UNSOLICITED POST TENDER MODIFICATION

Bidders are advised to quote as per terms and conditions of the Bidding Document and not to stipulate deviations/ exceptions. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/ commercial clarifications and details sought on any deviations, exceptions or stipulations mentioned in the bid unless any amendment to Bidding Document is issued by Bidder.

#### 20.0 CONTACTING ISPRL

Bidders are advised not to contact ISPRL on any matter relating to its bid from the time of Bid opening to the time CONTRACT is awarded, unless requested to in writing. Any

effort by a Bidder to influence ISPRL in any of the decision in respect of Bid evaluations or award of CONTRACT will result in the rejection of Bid.

#### 21.0 ISPRL'S RIGHT TO ACCEPT OR REJECT ANY BID

ISPRL reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract, without there by incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for ISPRL action.

#### 22.0 NOTIFICATION OF AWARD

The Bidder, whose bid is accepted by ISPRL, shall be issued Letter of Acceptance (LOA) prior to expiry of bid validity. Bidder shall confirm acceptance by returning a signed copy of the LOA.

#### 23.0 CONTRACT AGREEMENT

The Contract document shall consist of the following:

- I. Original Bidding Document including any amendments issued.
- II. Detailed Letter of Acceptance.

## **E-TENDERING METHODOLOGY (Annexure-I)**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the e-Procurement Portal (URL: <https://isprl.ewizard.in>) only, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal.

More detailed information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://isprl.ewizard.in>;

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://isprl.ewizard.in>) by clicking on the link “**Register**” on the e-Procurement Portal by paying online Registration charge Rs. 2,360/- (including GST) per year.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS/ n-Code/ e-Mudhra etc.), with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
5. Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/ e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the e-Procurement Portal.
2. Once the bidders have selected the tenders they are interested in, the same can be moved to the respective ‘My Tenders’ folder. This would enable the e-Procurement Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally, they can be in PDF / XLSX formats. **Bid documents may be scanned with 100 dpi with black and white option. However, Price Schedule/ SOR shall be strictly in RAR format without altering any contents of the formats uploaded in their Bidding Document.**
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A Price Bid format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the Price Bid file, open it and complete the cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the Price Bid file is found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **RETENDER**

Please note that if Tender has been retendered, then it is mandatory for the bidder to submit their offer again on e-Procurement Portal.

### **ASSISTANCE TO BIDDERS**

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to e-Procurement Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is **011-49606060**.

## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

### **3.1 PRELIMINARY**

It is the clear understanding between Indian Strategic Petroleum Reserves Limited and the bidder that in case the bid of bidder is accepted by Indian Strategic Petroleum Reserves Limited and intimation to that effect is so issued, this document shall form part of the Contract between the parties and terms and conditions hereunder would govern both the parties' interest.

### **3.2 INTERPRETATION OF CONTRACT DOCUMENTS**

All documents forming part of the Contract are to be taken as mutually explanatory. Should there be any discrepancy, inconsistency, error or omission in the contract, the same shall be brought to the notice of ISPRL before submitting the Bid otherwise the decision of Head Site – Visakhapatnam shall be the final and the contractor shall abide by the decision.

### **3.3 SCOPE OF WORK / TECHNICAL SPECIFICATION/SPECIAL CONDITIONS OF CONTRACT**

The scope of work documents/ technical specifications/ special conditions of contract shall be read in conjunction with General Terms and Conditions of Contract and any other documents forming part of this contract wherever the context so requires. Notwithstanding the subdivision of the documents into separate sections, parts or volumes, every section, part or volume shall be deemed to be supplementary or complementary to each other and shall be read in whole. In case of any misunderstanding the same shall be referred to decision of the Head Site-Visakhapatnam and his decision shall be final.

### 3.4 DEFINITIONS

In this contract unless otherwise specifically provided or defined and unless a contrary intention appears from the contract the following words and expressions are used in the following meanings;

- I. The term "**Agreement**" wherever appearing in this document shall be read as "Contract".
- II. The "**Authority**" for the purpose of this Contract shall be the **CEO& MD, ISPRL** or any other person so appointed or authorized.
- III. The "**CEO& MD**" shall mean the Chief Executive Officer& Managing Director of INDIAN STRATEGIC PETROLEUM RESERVES LIMITED or any person so appointed, nominated or designated and holding the office of Chief Executive Officer& Managing Director.
- IV. The "Head Technical" shall mean the Dy. Chief Executive Officer of INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
- V. The "Contract" between ISPRL and Contractor shall mean and include all documents like enquiry, tender submitted by the contractor and the letter of acceptance issued by ISPRL.
- VI. "**The Contractor**" means the person or the persons, firm or Company whose tender has been accepted by ISPRL and includes the Contractor's legal heirs, representative, successor(s) and permitted assignees.
- VII. The "**Documents**" shall include Bid documents submitted by the Contractor.
- VIII. The "**SERVICES**" shall mean the providing manpower for services described in this tender document.
- IX. "**ISPRL**" means the **INDIAN STRATEGIC PETROLEUM RESERVES LIMITED** incorporated in India having its registered office at VISAKHAPATNAM – 530005, **India**.
- X. The "Chief Manager" shall mean the Chief Manager (**Technical**) of INDIAN STRATEGIC PETROLEUM RESERVES LIMITED.
- XI. The "**Tender**" means the document submitted by a person or authority for carrying out the work and the Bidder means a person or authority who submits the tender offering to carry out the work as per the terms and conditions.
- XII. The "**Work**" shall mean the works to be executed in accordance with the Contract or part thereof as the case may be and shall include extra, additional, altered or substituted works as maybe required for the purposes of completion of the work contemplated under the contract.

### 3.5 SUBMISSION OF TENDER

- i. The bidder shall be deemed to have fully satisfied on the correctness and sufficiency of information provided in this bid document for prices quoted in the schedule of rates.
- ii. The Rates quoted by the Bidder in the schedule shall include all over heads related to carrying the maintenance services through OEM vendors/ Authorised OEM service providers/ approved by ISPRL where ever it is mentioned and also the salary of the Four Operators manning in substation under highly skilled category as per the minimum wages declared by Andhra Pradesh State Minimum Wage Rates, all

statutory payments such as ESI, PF etc as applicable in the state of Andhra Pradesh and should cover the insurance to the staff engaged at the location.

- iii. In case the bidder revokes or cancels the tender or varies any of terms of the bid without the Consent of ISPRL in writing, the Bidder forfeits the right to the refund the Earnest Money paid along with the bid.
- iv. The Contractor shall not carry on any work other than the work under this Contract within ISPRL's premises without prior permission in writing from ISPRL.
- v. The Contractor shall be bound to follow and ensure compliance to all the safety and security regulations and other statutory rules applicable to the area.
- vi. Unless specifically provided for in the tender documents or any Special Conditions, no escalation in the tender rates or prices quoted will be permitted throughout the period of contract or the period of actual completion of the job whichever is later on account of any variation in prices of materials or cost of labour or due to any other reasons. Claims on account of escalation shall not be arbitrable.
- vii. ISPRL reserve their right to award the contract to any tenderer and their decision in this regard shall be final. They also reserve their right to reject any or all tenders received. No disputes could be raised by any tenderer(s) whose tender has been rejected.
- viii. Contractor shall not be entitled to sublet, sub contract or assign, the work under this Contract without the prior consent of ISPRL obtained in writing.**
- ix. The Tender submitted by a bidder if found to be incomplete in any or all manner is liable to be rejected. The decision of ISPRL in this regard is final and binding.

### 3.6 SECURITY DEPOSIT:

- i. The bidder, with whom the contract is decided, will have to make a security deposit of Two percent (2%) of the total contract value in the form of Bank Guarantee (BG) towards the Security Deposit. Such BG shall be valid up to a period of 3 months beyond the expiry of Contract Period. The Performa for submission of Bank Guarantee for submission of security amount can be collected from ISPRL Office.
- ii. Security Deposit would also be accepted by way deduction of Security amount of 2 % from each Running bills.
- iii. Release of Security Deposit will be after successful completion of Contract Period.

### 3.7 DUTIES AND RESPONSIBILITIES OF CONTRACTOR

#### 3.7.1 EMPLOYMENT LIABILITY BY THE CONTRACTOR

- i. The Contractor shall be solely and exclusively responsible for engaging or employing Technicians for the execution of work at Substation. All persons engaged by the contractor shall be on Contractor's payroll. All disputes or differences between the Contractor and his/their employee shall be settled by Contractor.
- ii. The Contractor should compulsorily have PF Registration and they should strictly comply with the provisions of Employees Provident Fund Act. Non availability of PF Code No. will cause outright rejection of Bid. During execution of Works, the CONTRACTOR shall deposit "Employees" and "Employers" contributions in the designated account with the designated Authority every month. The CONTRACTOR shall furnish along with each running bill, the challan/ receipt for the payment of provident fund made to the RPF for the preceding month(s).

- iii. The establishment of the CONTRACTOR shall be duly registered under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 and the Employees State Insurance Act, 1948 and the CONTRACTOR shall duly pay his contributions and his employees' contributions to the Authorities prescribed under the said Acts and any Schemes framed there under in respect of driver employed by him for the execution of the contract.
- iv. On receiving information of any breach, non-fulfilment and/or non-observance by the CONTRACTOR and/or his sub-contractors and other agencies engaged by him in connection with the Works or any of the provisions or requirements of any of the Labour Laws, rules and regulations and/or as to the inaccuracy of any of the returns or statements furnished by the CONTRACTOR and/or his sub-contractors and/or any records or accounts maintained by any of them with respect to which the OWNER as the principal employer or otherwise can have a liability, the OWNER shall be entitled to deduct from the Bills and any amounts due or becoming due to the CONTRACTOR, under this or other contract(s) with the CONTRACTOR, any sum(s) required or estimated to be required, in its judgment which shall be final and binding on the CONTRACTOR, for making good or compensating for the liability or possible liability of the OWNER by reason of the said breach, non-fulfilment or non-observance and/or inaccuracy Aforesaid.
- v. ISPRL has no liability whatsoever concerning the employees of the Contractor. The Contractor shall indemnify ISPRL against any loss or damage or liability arising out of or in the course of his/their employing persons or relation with his/their employees. The Contractor shall make regular payment of wages and on any complaint by any employee of the Contractor or his subcontractor regarding non-payment of wages, salaries or other dues, ISPRL reserves the right to make payments directly to such employees or subcontractor of the Contractor and recover the amount in full from the bills of the Contractor and the contractor shall not claim any compensation or reimbursement thereof. The Contractor shall comply with the Minimum Wages Act applicable to the area of work site with regard to payment of wages to his employees and also to employees of his sub-contractor.
- vi. Pay Slips indicating the complete details of total wages, deductions and net wages, PF/ ESI Account details & deductions etc. shall be given to each contract personnel every month and also wages shall be remitted in their bank accounts on or before 07<sup>th</sup> of every month without waiting for clearance of bills from ISPRL.
- vii. The Contractor shall advise in writing or in such appropriate way to all of his employees and employees of sub-contractors and any other person engaged by him that their appointment/employment is not by ISPRL but by the Contractor and that their present appointment is only in connection with support services required for ISPRL and that therefore, such an employment/appointment would not enable or make them eligible for any employment/appointment with ISPRL either temporarily or/and permanent basis.
- viii. In view of specific security requirement for the Strategic Crude Oil installation and its Strictest observance, all personal of CONTRACTOR or his authorized personnel (skilled) are required to have **detail police verification** and Valid Original Aadhar Card for the purpose of issue of photo pass required for entry and free movement at work

site. They will also have to bear with the restriction and limitation of entry/exit to work site as per the security requirement.

- ix. Contractor has to pay the wages as per the Minimum wages act of Central Government. Any change in minimum wage is to be paid accordingly by the selected bidder. The change in minimum wages during the entire contract period is to be considered while quoting the prices.

#### 3.7.2 NOTICES TO LOCAL BODIES AND STATUTORY APPROVALS

The contractor shall assist for complying with all notices required by government authority, instruction, rule or order made under any act of parliament, state laws or any regulations or by-laws of any local authority relating to the works.

#### 3.7.3 FIRST AID AND INDUSTRIAL INJURIES

- i. Contractor shall maintain first aid facility for his employees and those of his sub-contractors.
- ii. Contractor shall make arrangements for the treatment of all types of injuries happen at site during work. Names and telephone numbers of those providing such services shall be furnished to ISPRL.

#### 3.7.4 SAFETY CODE& PRACTICE

- i. The Contractor shall at his own expenses arrange for the Safety provisions as may be necessary for the execution of the work like safety helmet and shoes. Other specific safety appliance according to job equipment will be provided by ISPRL.
- ii. In respect of all labour, directly or indirectly employed in the work for the performance of the Contractor's part of this agreement, the contractor shall assist for all the safety provisions as per relevant Safety Codes of C.P.W.D., Bureau of Indian Standards, the Electricity Act/I.E. Rules, The Mines Act and such other Acts as applicable.
- iii. The Contractor will be fully responsible for complying with all relevant provisions of the Contract Labour Act and shall pay rates of Wages and observe hours of work/conditions of employment according to the rules in force from time to time.

#### 3.7.5 INSURANCE

Contractor shall at his own expense obtain and maintain an insurance policy with a Nationalized Insurance Company to the satisfaction of the ISPRL as provided hereunder.

##### 3.7.5.1 EMPLOYEES STATE INSURANCE ACT

- i. The Contractor agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by Employees State Insurance Act, 1948, and the Contractor further agrees to defend indemnify and hold ISPRL harmless from any liability or penalty which may be imposed by the Central, State or local authority by reason of any asserted violation by Contractor, or sub-contractor of the Employees' State Insurance Act, 1948 and also from all claims, suits or proceedings that may be brought against the ISPRL arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of the Contractor, by third

parties or by Central or State Government authority or any political sub-division thereof.

- ii. The Contractor agrees to file with the Employees State Insurance Corporation, the Declaration forms and all forms which may be required in respect of the Contractor's or sub-contractor's employee whose aggregate remuneration is within the specified limit and who are employed in the work provided or those covered by ESI Act under any amendment to the Act from time to time. The Contractor shall deduct and secure the agreement of the subcontractor to deduct the employee's contribution as per the first schedule of the Employee's State Insurance Act from wages and affix the employee's contribution cards at wages payment intervals. The Contractor shall remit and secure the agreement of the sub-contractor to remit to the State Bank of India, Employee's State Insurance Corporation Account, the Employee's contribution as required by the Act.
- ii. The Contractor agrees to maintain all records as required under the Act in respect of employees and payments and the Contractor shall secure the agreement of the sub-contractor to maintain such records. Any expenses incurred for the contributions, making contribution or maintaining records shall be to the Contractor's or sub-contractor's account.
- iv. The ISPRL shall retain such sum as may be necessary from the total contract value until the Contractor shall furnish satisfactory proof that all contributions as required by the Employees State Insurance Act, 1948, have been paid.

#### 3.7.5.2 WORKMAN'S COMPENSATION AND EMPLOYEE'S LIABILITY INSURANCE

Provide Insurance for all the Contractor's employees engaged in the performance of this contract. If any of the work is sublet, the Contractor shall ensure that the sub-contractor provides workmen's compensation and Employer's Liability Insurance for the latter's employees who are not covered under the Contractor's insurance.

#### 3.7.5.3 ANY OTHER INSURANCE REQUIRED UNDER LAW OR REGULATION OR BY ISPRL

- i. Contractor shall also provide and maintain any and all other insurance which may be required under any law or regulations from time to time. He shall also carry and maintain any other insurance which may be required by the ISPRL.
- ii. The aforesaid insurance policy/policies shall provide that they shall not be cancelled till the ISPRL has agreed to their cancellation.
- iii. The Contractor shall satisfy to the ISPRL from time to time that he has taken out all insurance policies referred to above and has paid the necessary premium for keeping the policies alive till the expiry of the defects liability period.
- iv. The contractor shall ensure that similar insurance policies are taken out by his sub-contractor (if any) and shall be responsible for any claims or losses to the ISPRL resulting from their failure to obtain adequate insurance protections in connection thereof. The contractor shall produce or cause to be produced by his sub-contractor (if any) as the case may be, the relevant policy or policies and premium receipts as and when demanded by Officer In-Charge / Safety Officer etc.,
- v. A risk Cover of not less than 20 lakh per person in case of any incident to be covered through a suitable policy.

### 3.8 STATUTORY LEVIES

1. Income tax will be deducted at source as per rules at prevailing rates, unless certificate, if any, for deduction at lesser rate or nil deduction is submitted by the Contractor from appropriate authority.
2. The contractor shall provide accurate particulars of PAN number as required, under Section 206AA of Income Tax Act 1961.
3. The contractors having their 'tax residency status' outside India shall provide Tax Residency Certificate (TRC), issued by Government of the Country or the specified territory where the Contractor is a Resident. Rule 21AB of the Income Tax Rules, 1962 has prescribed the contents of a TRC. This would enable the Corporation to deduct tax at source by duly considering the 'treaty relief', if any, under Double Taxation Avoidance Agreement (DTAA) entered into between GOI and the respective country/specified territory in which the Contractors' 'tax residency status' is currently in force.

### 3.9 PAYMENT OF CLAIMS AND DAMAGES

- i. In every case in which by virtue of the provisions of Workmen's Compensation Act, 1923, or other Acts, ISPRL is obliged to pay Compensation to a Workman employed by the Contractor in execution of the works, ISPRL will recover from the Contractor the amount of compensation so paid and without prejudice to the rights of ISPRL under the said Act. ISPRL shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due to the Contractor whether under this contract or otherwise. ISPRL shall not be bound to contest any claim made under Section 12 sub section (1) of the said Act, except on the written request of the Contractor and upon his giving to ISPRL full security for all costs for which ISPRL might become liable in consequence of contesting such claim.

### 3.10 CONTRACTOR TO INDEMNIFY ISPRL

- i. The Contractor shall indemnify every officer & employee of ISPRL against all actions, proceedings, claims, demands, costs, expenses, whatsoever arising out of or in connection with the works and all actions, proceedings, claims, demands, costs, expenses which may be made against ISPRL for or in respect of or arising out of any failure by the Contractor in the performance of his obligations under the contract.
- ii. The Contractor shall be liable for or in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the Contractor or his subcontractor. Contractor shall indemnify and keep indemnified ISPRL against all such damages, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

### 3.11 TERMINATION OF CONTRACT

- i. ISPRL may terminate the contract at any stage for reasons recorded in the letter of termination.
- ii. ISPRL may terminate the Contract for any or all of the following reasons that the Contractor
  - a) Has abandoned the work/Contract.
  - b) Not responding to communications from EIC

- c) Has failed to commence the works, or has without any lawful excuse under these conditions suspended the work for 15 consecutive days.
  - d) Has neglected or failed to observe and perform all or any of the terms acts, matters or things under this Contract to be observed and performed by the Contractor.
  - e) Has acted in any manner to the detrimental interest, reputation, dignity, name or prestige of ISPRL.
  - f) Has stopped attending to work without any prior notice and prior permission for a period of 15 days.
  - g) Has become untraceable.
  - h) Has without authority acted in violation of the terms and conditions of this contract and has committed breach of terms of the contract in best judgment of ISPRL.
  - i) Has been declared insolvent/bankrupt.
  - j) Has damaged the property / facility
  - k) Any act/acts which may lead to the safety and security threat of the location/ site.
- iii. ISPRL on termination of such contract shall have the right to appropriate the Security Deposit, Retention Money and invoke the Bank Guarantee furnished by the contractor and to appropriate the same towards the amounts due and payable by the contractor as per the conditions of Contract and return to the contractor excess money, if any, left over.
  - iv. The contractor within or at the time fixed by ISPRL shall depute his authorized representative for taking joint final measurements of the works executed thus far and submit the final bill for the work as per joint final measurement within 15 days of the date of joint final measurement. If the contractor fails to depute their representative for joint measurement, ISPRL shall take the measurement with their ISPRL or any other outside representatives. Such a measurement shall not be questioned by the Contractor and no dispute can be raised by the Contractor for purpose of Arbitration.
  - v. When the contract is terminated by ISPRL for all or any of the reasons mentioned above the Contractor shall not have any right to claim compensation on account of such termination.

### 3.12 FORCE MAJEURE CLAUSE

#### A. Circumstances leading to force majeure.

- i. act of terrorism.
- ii. Riot, war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection of military or usurped power.
- iii. Ionising radiation or contamination, radio activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosive or other hazardous properties of any explosive assembly or nuclear component.
- iv. epidemics, pandemic, earthquakes, flood, fire, hurricanes, typhoons or other physical natural disaster, but excluding weather conditions regardless of severity; and
- v. Freight embargoes, strikes at national or state-wide level or industrial disputes at a national or state-wide level in any country where Works are performed, and which affect an essential portion of the Works excluding any industrial dispute which is specific to the performance of the Works or the Contract.

- vi. For the avoidance of doubt, inclement weather, third party breach, delay in supply of materials (other than due to a nationwide transporters' strike) or commercial hardship shall not constitute a Force Majeure event.

### 3.13 ARBITRATION

- i. All disputes and differences of whatsoever nature, whether existing or which shall at any time arise between the parties hereto touching or concerning the agreement, meaning, operation or effect thereof or to the rights and liabilities of the parties or arising out of or in relation thereto whether during or after completion of the contract or whether before after determination, foreclosure, termination or breach of the agreement (other than those in respect of which the decision of any person is, by the contract, expressed to be final and binding) shall, after written notice by either party to the agreement to the other of them and to the Appointing Authority hereinafter mentioned, be referred for adjudication to the Sole Arbitrator to be appointed as hereinafter provided.
- ii. The appointing authority shall either himself act as the Sole Arbitrator or nominate some officer/retired officer of Indian Strategic Petroleum Reserves Limited (referred to as ISPRL or ISPRL) or a retired officer of any other Government Company in the Oil Sector of the rank of Ch. Manager & above or any retired officer of the Central Government not below the rank of a Director, to act as the Sole Arbitrator to adjudicate the disputes and differences between the parties. The contractor/vendor shall not be entitled to raise any objection to the appointment of such person as the Sole Arbitrator on the ground that the said person is/was an officer and/or shareholder of ISPRL, another Govt. Company or the Central Government or that he/she has to deal or had dealt with the matter to which the contract relates or that in the course of his/her duties, he/she has/had expressed views on all or any of the matters in dispute or difference.
- iii. In the event of the Arbitrator to whom the matter is referred to, does not accept the appointment, or is unable or unwilling to act or resigns or vacates his office for any reasons whatsoever, the Appointing Authority aforesaid, shall nominate another person as aforesaid, to act as the Sole Arbitrator.
- iv. Such another person nominated as the Sole Arbitrator shall be entitled to proceed with the arbitration from the stage at which it was left by his predecessor. It is expressly agreed between the parties that no person other than the Appointing Authority or a person nominated by the Appointing Authority as aforesaid, shall act as an Arbitrator. The failure on the part of the Appointing Authority to make an appointment on time shall only give rise to a right to a Contractor to get such an appointment made and not to have any other person appointed as the Sole Arbitrator.
- v. The Award of the Sole Arbitrator shall be final and binding on the parties to the Agreement.
- vi. The work under the Contract shall, however, continue during the Arbitration no payment due or payable to the concerned party shall be withheld (except to the extent disputed) on account of initiation, commencement or pendency of such proceedings.

- vii. The Arbitrator may give a composite or separate Award(s) in respect of each dispute or difference referred to him and may also make interim award(s) if necessary.
- viii. The fees of the Arbitrator and expenses of arbitration, if any, shall be borne equally by the parties.
- ix. Subject to the aforesaid, the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under, shall apply to the Arbitration proceedings under this Clause.
- x. The Contract shall be governed by and constructed according to the laws in force in India. The parties hereby submit to the exclusive jurisdiction of the Courts situated at “location given in tender header” (say Noida) for all purposes. The Arbitration shall be held at “location mentioned for such purpose in Tender header” (say Noida) and conducted in English language.
- xi. The Appointing Authority is the CEO& MD of Indian Strategic Petroleum Reserves Limited.

## SECTION IV - SCOPE OF WORK / SERVICES

### A) DETAILED SCOPE OF WORK:

The scope of work covered in this tender shall be as specified below.

It is, however, explicitly understood and confirmed by the Contractor that the scope as described in the Bidding Document is not limiting, in so far as the responsibilities of the Contractor shall include, inter-alia, carrying out any and all works and providing any and all facilities those are required in completing the work in all respects and satisfying all performance and guarantee requirements stated or implied from the contents of the Bidding Document.

The quantities shown in the SOR of price bid are tentative.

The jobs are categorised in to the following Nine parts consists of

- 1) Rotary Equipment Overhauling Jobs
- 2) Mobile Cranes, Chain pulley blocks, Ropes etc.,
- 3) Annual Rate Contracts for Testing of Safety valves and pressure vessels
- 4) Fabrication jobs
- 5) Annual Rate Contract on Line leak sealing services
- 6) Operation and Maintenance of Central AC units of Control room, Servicing and Maintenance of Split ACs installed at various locations in the plant per Quarter
- 7) Annual Rate Contract on Miscellaneous Mechanical Maintenance Jobs
- 8) Supply of Skilled/Unskilled Manpower such as General Fitters, Pipe Fitters, General Welders, IBR Welders, Riggers & Helpers
- 9) Fire and safety related jobs

[The details on scope of work are as under:](#)

#### A.1 Rotary Equipment Overhauling Jobs

1. Skilled and Experienced technicians are required for the completion of assigned jobs.
2. Agency should provide standard job procedures to each job and work permit system to be followed before starting the work.
3. Most of Rotary jobs are critical in nature, hence agency is required to discuss about expected time for completion of job in concurrence with ISPRL job engineer, and ensure to complete it with in the committed time frame.
4. As per the safety concern all certified PPE and tools and tackles should be arranged by agency.
5. The service/maintenance/calibration of equipment shall be strictly in line with the OEM manuals.
6. Vendor should provide maintenance support directly or through authorized service centre or OEM & their authorized franchisees alone.
7. For any OEM based jobs vendor need to refer the OEM vendor manual and adhere to the procedures given before carrying any job
8. The necessary Consumables and spares are under ISPRL scope, however the bidder has to give the required consumables/spares list well in advance considering the lead time before start of any job which involves purchase/procurement. Failure

of this intimation by bidder leads to bear the cost and time on account of any such delays.

9. Any special tools required for concern job, the agency to be taken care for those special tools.
10. As per job requirement a well maintained and certified Hydra, Crane, and additional manpower to be supplied in proper time and is under agency scope. Payments will be made by ISPRL on actual bill basis for those items which are not covered in the rate contract for which the contractor has to take prior written permission before proceeding for such jobs.
11. If any material/equipment found damage due to poor workmanship, then agency is responsible for such damage and respective cost as decided by In-charge of ISPRL will be recovered from the agency.
12. If any deviation in safety or wrong approach in job performance, then agency is responsible for respective man power and equipment. The decision of the ISPRL Mechanical dept. In charge shall be final in deciding whether the imperfection is due to poor workmanship or not.
13. Agency shall deploy a dedicated supervisor for all necessary jobs to co-ordination with their crew members, Operations, other Maintenance section, Job in charge and safety dept. to following work permit systems and smooth completion of assigned jobs.
14. Agency should provide equipment performance guaranty certificate based on nature of the job.
15. If any major repairs or damages to the equipment occurs, then agency is liable to repair or replace the same with prior intimation to job engineer/ manager.
16. On completion of job overhauling/ history sheet/service report need to be generated and produced to ISPRL job engineer. The job quality check and certificate will be given by the ISPRL job in-charge only, then only the payments process will be proceeded.
17. For Emergency jobs with in duration of 24 hours, agency should supply the require manpower to continue works un-interrupted and need to arrange/mobilize necessary equipment and manpower till commissioning of equipment.
18. If any major repairs or damages to the equipment occurs, then agency is liable to repair or replace the same with prior intimation to job engineer/ manager.
19. Agency having privilege to discuss with concern ISPRL officials to change the decision for the benefit of the ISPRL.

A.2 Annual Rate Contracts for Operation and Maintenance of Mobile Cranes, Chain pulley blocks, Ropes etc.

Load Testing of various Lifting Tools & Tackles which includes Testing of EOT Cranes, Testing of Chain Pulley Blocks and Reconditioning of Chain Pulley Blocks. The details of equipment are shown below.

SI No	LOCATION	CAPACITY in ton	TYPE	MAKE	Equip SI no	Equip Tag no	Lift in meters
1	ETP Chemical House	1	electric wire rope hoist	Tractel Tirefor India Pvt Ltd	EOT crane 1	M/c No. W0761T9L112401/1	9
2	Blower shed	3	chain pulley block with geared travelling trolley	Indef	RC6412		
3	OWS pit	1	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 12	HA 2329	3
4	Bio Sludge sump	0.5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 13	HA 2490	5
5	Wet slop oil sump	0.5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 14	HA 2491	6
6	Over flow & drain sump	0.5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 15	HA 2492	9
7	Centrifuge shed	1.5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 16	HA 1228	9
8	Raw water pump house	2	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 4	HB 1010	6
9	LPG bullet	1	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 5	HA 2328	4.5
10	Heat exchanger	7.5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 1	HE 643	5
11	Heat exchanger	7.5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 2	HE 644	5
12	Heat exchanger	7.5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 3	HE 645	5
13	DG house inside	5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 10	HD 583	6
14	Boiler house	5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 6	HD 586	9.5
15	Boiler house	5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 7	HD 587	9.5

16	Work shop	5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 8	HD 585	6
17	Work shop	5	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 9	HD 584	6
18	Air Compressure House	1	chain pulley block with geared travelling trolley	Tractel Tirefor India Pvt Ltd	CPBT 11	HA 2293	4.5
19	Fire water pump house	5	hot single grinder crane	Eddy Cranes Engg Pvt Ltd	HOT 1	11/938	5

The Scope of Work includes but not limited to the following:

The Contractor shall execute the job of servicing, testing and certification as per the requirements in line with statutory authorities as directed by in-charge engineer.

### A.3 Annual Rate Contracts for Testing of Safety valves and pressure vessels

Details of Pressure Safety valves are shown here with.

S.no	Tag Number	Make	Service	Size	Set pressure (kg/sq cm)	Reset Pressure (kg/sq cm)	location	Remarks
1	002-PSV-1341	Tyco sanimar	LPG on flare line platform	2"x300/3" x150	14.5	13.6	LPG area	Require PESO certificate
2	002-PSV-1342				14.5	13.5		Require PESO certificate
3	002-PSV-1343				14.5	13.8		Require PESO certificate
4	002-PSV-5301	MEKASTER	PSF-A	4"x150/6" x150	6.5		ETP PSF&ACF Tanks	
5	002-PSV-5302		PSF-B					
6	002-PSV-5303		ACF-A					
7	002-PSV-5304		ACF-B					
8	002-PSV-5307		cartridge filter A	2"x150/3" x150	8.5	7.75	ETP Treated effluent sump	
9	002-PSV-5308		cartridge filter B		8.5	7.9		
10	002-PSV-5309		cartridge filter C			8		
11	002-PSV-5401		Sludge thickener-A	1"x150/2" x150	3	2.7	ETP Sludge thickner	
12	002-PSV-5402		Sludge thickener-B		3	2.8		
13	002-PSV-5403		Sludge thickener-C		3	2.8		
14	002-PSV-5404		Sludge thickener-D		3	2.7		
15	002-PSV-5305							
16	002-PSV-5501		DWPE sol. Dosing tank	1.5"x150/2" x150	3	2.6		
17	002-PSV-5502		DWPE sol. Dosing tank		3	2.5		
18	002-PSV-5503		Nutrient sol. Dosing tank		3	2.5		
19	002-PSV-5504		Nutrient sol. Dosing tank		3	2.6		
20	002-PSV-5505		DOPE dosing tank		3	2.6		

21	002-PSV-5506		DOPE dosing tank		3	2.6			
22	002-PSV-5507		Caustic sol. Dosing tank		3	2.65			
23	002-PSV-5508		Caustic sol. Dosing tank		3	2.8	Chemical dosing area		
24	002-PSV-5509		Alum sol. Dosing tank		3	2.7			
25	002-PSV-5510		Alum sol. Dosing tank		3	2.8			
26	002-PSV-1601	Mek aster	Receiver drum	2"x150/1" x300	10	9.8		Compress or air receiver tanks	Require PESO certificate
27	002-PSV-1602		Receiver drum	3"x150/1" x300		9.6			Require PESO certificate
28	002-PSV-1102A		Pipe rack top platform	3"x300/4" x300	13.1		Pipe Rack @ VUB N/E		
29	002-PSV-1102B								
30	002-PSV-1301			8"x300/10' x150	1.45		shaft-B pr Tapping line	Require PESO certificate	
31	002-PSV-1302							Require PESO certificate	
32	002-PSV-1303				1.45		shaft- A pr Tapping line	Require PESO certificate	
33	002-PSV-1304							Require PESO certificate	
34	002-PSV-1551A								Boiler drum pressure A
35	002-PSV-1552A			10.54	8.3		As per IBR rules		
36	002-PSV-1551B			4x300/6"x 300	10.54		Boiler drum pressure B	As per IBR rules	
37	002-PSV-1552B								As per IBR rules
38	002-PSV-1553A			4*300	24		Feed Water to Boiler A		
39	002-PSV-1553B					24		Feed Water to Boiler B	
40	002-PSV-1555			4*150/6"x 150	3.5		On Deareator Tank		
41	002-PSV-1556				10.54		On steam PRS Station	As per IBR rules	
42	002-PSV-1557				10.54		On steam Header	As per IBR rules	
43	002-PSV-1574			0.5*150/0.5"x150					
44	002-PSV-1575				5	4.9	LP dosing pump 62A		
45	002-PSV-1576	MILTON ROY			5	4.5	LP dosing pump 61B		
46	002-PSV-1577				5	4	LP dosing pump 62B		
47	002-PSV-1578				5.2	4.2	LP dosing pump 61A		
48	002-PSV-1558A	MILT ON		16.5	13	HP dosing pump 63A			

49	002-PSV-1559A				16.5	14	HP dosing pump 64A		
50	002-PSV-1558B				16.6	13	HP dosing pump 63B		
51	002-PSV-1559B				16.5	14.5	HP dosing pump 64B		
52	002-PSV-1679	Mekaster			10	9.75	AIR DRYER		
53	002-PSV-1680				9.5	9	AIR DRYER		
54	002-PSV-2051A			1" NPT	10.5	9.9	NITROGEN AREA	Require PESO certificate	
55	002-PSV-2051B							9.8	Require PESO certificate
56	002-PSV-2051C							10	Require PESO certificate
57	002-PSV-2051D							9.9	Require PESO certificate
58	002-PSV-2052A							10.5	Require PESO certificate
59	002-PSV-2052B							10.5	Require PESO certificate
60	002-PSV-2052C							10.5	Require PESO certificate
61	002-PSV-2052D							10.5	Require PESO certificate
62	SP4WF20-0144						FIRE WATER		
63	SP4WF20-0144								
64-130	Various Safety valves of different sizes as shown in SOR positioned at various location of the facility								

The details of Thermal Safety valves (40 no's) provided at various locations are shown here with.

S.no	Tag No.	Location	Make	Size	Service	Set Pre.(kg/sq cm)	Res.pre (kg/sq cm)	Remarks
1	002-TSV-1101	VUB pipe rack area platform	TYCO SANIMAR	1'x300/2"x300	crude line	20.7		
2	002-TSV-1102	Metering area near MOV 1134			crude line	22	20.5	
3	002-TSV-1103	Metering area N/E			crude line	22	20.5	
4	002-TSV-1104	Metering area S/E			crude line	22	21.6	
5	002-TSV-1105	Pipe rack VUB N/E Platform			crude line	22		
6	002-TSV-1106	Substation S/E			crude line	22	21.8	
7	002-TSV-1107	SUBSTATION S/E			crude line	22		
8	002-TSV-1108	Cooling water West side			crude line	22	21.8	
9	002-TSV-1109	Cooling water West side			crude line	22	21.8	
10	002-TSV-1110	Cooling water West side			crude line	22		
11	002-TSV-1111	Metering area S/E			crude line	22	21.4	
12	002-TSV-1112	Metering area S/E			crude line	22	21.3	
13	002-TSV-1113	Metering area S/E			crude line	22	21.8	
14	002-TSV-1114	Metering area south			crude line	22	21.6	
15	002-TSV-1115	Boiler plant N/W			crude line	22	21.7	
16	002-TSV-1201	VUA area			crude line	22	21.5	
17	002-TSV-2051A	Nitrogen Area			MEKASTER	1" x NPT	Nitrogen	18

18	002-TSV-2051B			1" x NPT	Nitrogen	18	17.6	
19	002-TSV-2051C			1" x NPT	Nitrogen	18	17.4	
20	002-TSV-2051D			1" x NPT	Nitrogen	18	17.6	
21	002-TSV-2052A			1" x NPT	Nitrogen	18	17.6	
22	002-TSV-2052B			1" x NPT	Nitrogen	18	17.5	
23	002-TSV-2052C			1" x NPT	Nitrogen	18	17.8	
24	002-TSV-2052D			1" x NPT	Nitrogen	18	17.6	
25	002-TSV-2053A			1" x NPT	Nitrogen	18	17.6	
26	002-TSV-2053B			1" x NPT	Nitrogen	18	17.5	
27	002-TSV-2053C			1" x NPT	Nitrogen	18	17.8	
28	002-TSV-2053D			1" x NPT	Nitrogen	18	17.6	
29	002-TSV-2054			1" x NPT	Nitrogen	18	17.7	
30	002-TSV-2055			1" x NPT	Nitrogen	18	17.8	
31	002-TSV-2056			1" x NPT	Nitrogen	18	17.6	
32	002-TSV-2057					18	17.6	
33	002-TSV-2058					18	17.7	
34	002-TSV-2059					18	17.6	
35	002-TSV-2060					18	17.8	
36	002-TSV-2061			1.5" x 300/3"x300		18		
37	002-TSV-2062					18	17.8	
38	002-TSV-2063					18	17.7	
39	002-TSV-2064					18		
40	002-TSV-2065					18	17.8	

The Scope of Work includes but not limited to the following:

- a. The Contractor shall execute the job of On Line/ off line Testing of Safety Valve
- b. The Testing shall be done as per the Set Pressure of the Safety Valve.
- c. The adjustment of Set Pressure, if required is also included in the Party's Scope of Work.
- d. Calibration of FT's, PT's, Thickness gauging of pipes, vessels are to be done as per the standard procedure through professional persons/agencies.
- e. The Contractor shall Submit Test Certificates after testing of each valve/equipment.
- f. The Contractor shall bring all the equipment and the Tools & Tackles required for smooth and timely execution of the job of Testing of Safety Valve as per the standard procedures and practices.
- g. The Skilled manpower required for the job is in the Contractor's scope.
- h. Technically sound and experienced Supervisor for the supervision of work to be ensured. However, a close liaison shall be maintained with the ISPRL's Engineer In-Charge for day-to-day progress of the job.
- i. Statutory certification (PESO/Factories act) on need basis to be arranged as per requirement of ISPRL.
- j. For more details on scope of work please refer enclosed **Annexure- A**

#### A.4 Fabrication job Scope:

1. Fabrication of pipe line (CS, AS & SS) includes handling, Gas cutting, edge preparation by grinding, fit-up welding & Heat Treatment as per standard Engineering Codes & Practice and finally Hydro-testing up to the required Test Pressure. Alloy Steel welding is to be done by IBR qualified Welder if required.
2. Fabrication of Mitre Bends, Reducers, Tees including cutting, edge preparation, welding etc, as per standard Engineering Codes & Practices.
3. Structure fabrication, including but not limited to handling, drilling gas cutting, grinding, bolting and welding of steel structure elements comprising of angles, channels, I-beams, rounds and plates of various sizes and thickness.

#### 4. Roofing with Galvanized sheet

#### A.5 Annual Rate Contract on Line leak sealing services

The Contractor shall execute the On Line Leak Sealing job for various services including but not limited to the following: Steam/Nitrogen/Crude/LPG/HSD/Fire Fighting line/ Cooling Water / Boiler Feed Water etc. which includes leak clamp fabrication and its installation.

#### A.6 Operation and Maintenance of Central AC units of Control room, Servicing and Maintenance of Split ACs installed at various locations in the plant.

Scope of Works includes the Operation & Maintenance of following Air conditioning units:

Sl. No	Air Conditioning Unit details	Make	Qty	Capacity
01	Central AC units (AHU)	Blue Star PCX model	02	28 ton
02	Central AC units	Chemtrol	01	5 ton
03	Spilt Air Conditioning units	Blue Star	03	3ton
04	Spilt Air Conditioning units	Blue Star	34	2 ton
05	Spilt Air Conditioning units	Blue Star	18	1.5 ton
06	Spilt Air Conditioning units	Logi Cool	06	1.5 ton
07	Spilt Air Conditioning units	Llyod	01	1.5 ton
08	Spilt Air Conditioning units	Other comp	01	1.5 ton
09	Spilt Air Conditioning units	Voltas	12	2.0 ton

#### A.7 Annual Rate Contract on Miscellaneous Mechanical Maintenance Jobs at ISPRL, Visakhapatnam

The details on scope of work includes but not limited to the following:

20. Opening of Flanges, Blind Flanges, Manhole Covers, Handhole Covers, Flat End Cover of Heat Exchangers and lowering to the floor or ground level as per instruction of Engineer In-charge. Cleaning, repair and polishing of gasket sheets, lapping of ring gasket, lubricating nuts & bolts and boxing up as & when desired by the Engineer Incharge.
21. Removal of valves from installed position, shifting to floor or ground level, shifting to Workshop, if required, cleaning & repairing, polishing of gasket sheets, easing & lubrication of nuts & bolts and re-installation. In case a new valve is to be installed in place of the old one, then arranging the new valve from stores or any other place as told by the Engineer In-charge and cleaning its gasket faces etc.
22. Erection of Pipe Line as per supplied drawing or as per instruction of Engineer Incharge, including erection of necessary pipe supports & saddles, boxing up of all flanged joints, shifting from Workshop or stores to job site & shifting of balance material from site to Workshop or stores.
23. Dismantling of pipe line including pipe supports, as per instructions of Engineer Incharge, including gas cutting, dismantling and removal of old piping, shifting the same to store/yard of workshop.
24. Dismantling of structure by opening bolts, gas cutting, removing and shifting to main stores/scrap yard.
25. Erection of steel structure as per supplied drawings or as per instructions of Engineer In-charge, including drilling, bolting and welding wherever required. Shifting of

material from stores/workshop to site & shifting of balance material from site to stores/workshop.

26. Scaffolding arrangement, cleaning of gasket faces, lapping and easing of bolts & nuts are in Contractor's Scope.
27. Opening & Boxing up of Dish End of Heat Exchangers. Opening of connected pipe flanges and accessories, slip plating, lowering of Dished End, cleaning & repair of gasket seat, lapping etc., assembling back, finally leak testing.
28. Replacement of Tube Bundle of Heat Exchangers. Opening and boxing up of connected pipe flanges and accessories, removal of Heat Exchanger from position, replacing tube bundle after opening Dish Ends & Floating End. Re-assembling, restoring pipe connections and accessories and testing of Heat Exchanger up to the desired pressure.
29. Attending leakages for steam, water, air, gas, process fluid etc. Job includes gas cutting, grinding, welding, assistance in DP Test and fixing of feed plate/clamp if necessary.
30. Replacement of Suction Filters as per the instruction of Engineer In-charge. Job includes the removal of old Suction Filters and then installation of new/washed Suction Filters.
31. Supply of Contract Labour for unplanned / unforeseen Plant breakdown or shutdown jobs.
32. To assist ISPRL Employee in executing various Mechanical Maintenance jobs in routine day to day Maintenance of various jobs in General shift or in Shift Duties.
33. Any Scaffolding arrangement required against the Item rates shall be in Contractor's Scope.
34. To get issued material from Stores, shifting to site & return of balance material if any to Stores.
35. The Contractor shall be responsible for final clearance of the site of work after completion of entire Maintenance work. In case of non-clearance by the Contractor, ISPRL has a right to recover the cost of the same from the Contractor.
36. All necessary tools, tackles and rigging tackles (such as lifting tools, Eye bolts, slings, D-shackles, ropes etc) under agency scope.
37. As per the safety concern all certified PPE (safety helmet, safety shoe, apron, goggles, gloves and ear plugs, safety belts etc) and tools and tackles should be supplied by agency.  
(Wherever PPE is mentioned these shall be ensured to avoid any incidents / accidents.)
38. The necessary Consumables and spares will be arranged by ISPRL.
39. Any special tools required for concern job, the agency to be taken care for those special tools.
40. Alignment tools (such as clamps, dial gauges, Vernier callipers, micro meter) under agency scope.
41. As per job requirement Hydra, Crane, additional manpower to be supplied in proper time is under agency scope. Payments will be made by ISPRL on actual bill basis for those items which are not covered in the rate contract for which the contractor has to take prior written permission before proceeding for such jobs.
42. If any material is required for carrying repair/maintenance job, if that material is not available with ISPRL, then agency should supply the material on payable basis for which a prior approval has to be obtained in written from ISPRL.

43. If any material/equipment found damage due to poor workmanship, then agency is responsible for such damage and respective cost will be recovered from the agency.
44. For Emergency jobs with duration of 24 hours, agency should supply the require manpower to continue works un-interrupted and need to arrange/mobilize necessary equipment and manpower. The actual Supplied equipment and manpower rates will be paid by ISPRL on designated skill basis as per the contract.

#### A.8 Contract for Supply of Skilled/Unskilled Manpower such as General Fitters, Pipe Fitters, General Welders, IBR Welders, Riggers & Helpers

The Scope of Work includes but not limited to the following:

- a. Contractor's Scope includes Supply of Skilled/Unskilled Manpower such as General Fitters, Pipe Fitters, General(Non-IBR) Welders, IBR Welders, Riggers/ Semiskilled Labour & Helpers on need basis as per the requirement of ISPRL
- b. The manpower shall be supplied on 8 Hrs. basis and 12 Hrs. basis as per the instruction of the Engineer In-Charge.
- c. The Contractor shall deploy/maintain adequate no. of Supervisors to ensure smooth running and timely supply of manpower against the Contract.
- d. The requirement of manpower may vary as per the Plant requirement and Contractor shall have to supply the manpower as per the revised requirements.

#### A.9 Services related to Fire & Safety

The Scope of Work includes but not limited to the following:

Hydro testing, refilling and certification of the DCP, Fire Extinguishers and BA sets

Calibration of Explosive Meters, Gas detectors and their certification as per the requirement of ISPRL

#### NOTE:

- All the Statutory requirements like PF account Registration No., PAN No., Service Tax Registration No. shall be produced by the Contractor with the documents submitted for the pre-qualification.
- The present rates are considered for skilled/semi-skilled/un-skilled category on minimum wages for this period. Any increase in minimum wages over these offered rates during the execution of contract, the same will be considered for paying the differential amount.

### B. DETAILS OF WORK

#### B.1 Rotary Equipment Overhauling

- **Carrying the Preventive Maintenance as directed by officer-in-charge, ISPRL :**

There are various mechanical equipment and machinery are installed for which there is a need to carry the necessary Preventive Maintenance.

- **Carrying the Break-down Maintenance as directed by officer-in-charge, ISPRL:**

Any break-down maintenance occurred to any of the equipment, there is a need to attend the same. The information regarding this job will be intimated by ISPRL. The list of jobs with scope is specified in the **(Annexure - A.)**

- **Carrying the Predictive Maintenance as directed by officer-in-charge, ISPRL:**

There are various mechanical equipment and machinery are installed for which there is a need to carry the necessary Predictive Maintenance.

#### B.2 Servicing, Testing and Certification of chain pulley block:

- Removing, Fixing, Servicing of chains, monorail, and gear box assembly if required.
- Ensuring the tightness of all nut and bolts.
- Arranging weights for load testing of chain pulley blocks which includes transportation of weights.
- Liaison with competent authority for inspection and certification as per factories act.
- Spares & Services cost required if any for rectification will be paid by ISPRL, however, prior approval to be obtained before procurement/execution of such jobs.
- Transportation – if required to test in workshop, the same is in contractor scope.
- Testing date, due date, working load, testing load etc as per standard are to be marked / painted near the installed place

#### B.3 Testing and Calibration of Safety valve, FT, LT, PT, Pressure gauges, Thickness gauging and certification jobs:

- Removing, Fixing, Servicing and Calibration of S.R.V./TSV
- The Contractor shall execute the job of On Line/ off line Testing of Safety Valve
- The Testing shall be done as per the Set Pressure of the Safety Valve and other Transmitters
- The adjustment of Set Pressure, if required is also included in the contractor's Scope of Work.
- The Contractor shall Submit Test Certificates after testing of each valve.
- Thickness gauging of vessels and pipe lines as per the standard practice of Oil Industry in line with statutory requirement and the certification through the professional agency
- The Contractor shall bring all the equipment and the Tools & Tackles required for smooth and timely execution of the job of Testing of Safety Valve as per the standard procedures and practices.
- The Skilled manpower required for the job is in the Contractor's scope.
- Technically sound and experienced Supervisor for the supervision of work to be ensured. However, a close liaison shall be maintained with the ISPRL's Engineer In-Charge for day-to-day progress of the job.
- Statutory certification (PESO/Factories act) on need basis to be arranged as per requirement of ISPRL.
- Nitrogen Cylinders required if any for testing is in the scope of contractor only.
- Spares & Services cost required if any for rectification will be paid by ISPRL, however, prior approval to be obtained before procurement/execution of such jobs.

- Transportation – if required to test in work shop, the same is in service provider's scope only

#### B.4 Fabrication jobs:

- The details of fabrication jobs includes Structural works, MS gratings, Butt joins, Fillet Joint, Pipe coat rapping, fabrication of flanges on pipe lines etc
- Structural works job includes cutting/welding of structure, edge preparation, fabrication of clamps, sheets, gratings, ladders, dummies etc. as advised by ISPRL job engineer.
- Roofing with Roofing with galvalume sheets which includes supply, transport and fixing of sheet with necessary fasteners

#### B.5 Annual Rate Contract on Line leak sealing services:

- The details of this work includes the fabrication of necessary clamps of required diameter of the product pipe line (LPG/Crude/Nitrogen/HSD/Fire Water/Service water and any other product pipe line)
- Installation of the fabricated clamp to have a leak sealing of the product as per the directions of engineer in charge

#### B.6 Maintenance of Air conditioning unit of different capacity as mentioned elsewhere in this bid document:

- Periodical preventive maintenance for the each AC unit and report to be submitted.
- Checking the AHU units, motor starters and ensuring healthy condition of the HVAC.
- Ensuring healthiness of auto changeover system for equipped AC units. (AAQMS, HVAC)
- Wet Service of all Air Conditioner Units once in a quarter.
- Person (1 technician + 1 helper) should always available at site to attend any emergency breakdown of the AC units.
- All spares to be supplied by agency for which ISPRL will pay the cost of spares & Consumables separately; however, prior approval has to be taken before purchase of the necessary spares & consumables.
- If Compressors or condenser coil failure, same to be confirmed with proper justification. If justification is improper or not reasonable vendor has to replace the spares on vendor own cost.
- Ensure refrigerant levels in all air conditioning units.
- AHU units HDPE wire mesh filters cleaning, Suction, Outlet, Return Air motorized fire dampers servicing to be done.
- Central Air conditioning system supply air and return air supply, air diffusers, air grills to be cleaned.
- De scaling the condenser coils for air-cooled units to be done as per requirement.
- Checking the functioning of compressor and its accessories.
- Cleaning the evaporator / condenser coils.
- Lubricating the bearings of motors, & fans periodically.
- Inspection for AHU unit belts adjusting the tension.
- Checking, of the microprocessor controller, PCB Board for AHU unit its proper functioning report to be submitted

- Checking all the MECHANICAL panels for AHU units and making necessary adjustment for proper functioning.
- Servicing of 28 Ton AHU by OEM authorized vendor to be ensured.

#### B.7 Miscellaneous Mechanical Maintenance Jobs at ISPRL, Visakhapatnam

- **Miscellaneous Civil Works on need basis as directed by officer-in-charge, ISPRL:**

To carry various civil jobs like excavation, filling, brick work, RCC flooring etc are to be carried as per the requirement. This qualified bidder has to carry this nature of jobs as per the requirements of ISPRL.

- **Arranging the Equipment on need basis as directed by officer-in-charge, ISPRL:**

There may be a need arises for arranging the special equipment line JCB, Hydra, Tractor, welding machine or a different capacity of de-watering pumps etc.,

- Cleaning of strainers of different sizes
- Gasket replacements
- Blinding/de-blinding,
- Dismantling of structures
- Breaking of PCC/RCC
- Paintings jobs
- Filters cleaning/replacement
- Supply of misc items etc.

#### B.8 Contract for Supply of Skilled/Unskilled Manpower such as General Fitters, Pipe Fitters, General Welders, IBR Welders, Riggers & Helpers:

- The details of work includes providing inspection services as per the needs as advised by ISPRL
- Additional mobilization charges towards call out / un planned jobs per one crew member (FMH) during 08:00pm to 05: 00 am on emergency jobs as requirement specified by ISPRL
- Supply of Plumber, Fabricator, Helpers as per the needs as specified by job in charge of ISPRL
- Attending emergency, miscellaneous jobs on Sunday/Holiday through a batch of people consists of 1FM, 1FMH and 1 Helper for 8 hours
- Sometimes there may be a need to arrange Certified Fabricators, Crew Members and Helpers to attend the jobs as per the ISPRL requirement.

#### B.9 Fire and Safety

- Servicing, Refilling, Hydrotest and painting and stencilling. Of DCP and CO2 Extinguishers (transportation, spares shall be provided by ISPRL if required)
- Servicing of Breathing apparatus like refilling, hydro testing and certification through professional agency
- Calibration of Explosive meter through authorised agency and its certification
- Calibration and Testing of Gas Detectors through professional agency including certification

**NOTE:-**

- If any deviation in safety or wrong approach in job performance, then agency is responsible for respective man power and equipment. The decision of the ISPRL Mechanical dept. In charge shall be final in deciding whether the defect is due to poor workmanship or not.
- Agency shall deploy a dedicated supervisor for all necessary co-ordination with their crew members, Operations, other Maintenance section, Job in charge and safety dept. to following work permit systems and smooth completion of assigned jobs.
- If any of the equipment fails / damages immediately after repair, then it is the agency responsibility to make the same Good and bring back to working condition at the agency cost. EIC decision / discretion is final in this regard
- Medically fit workers shall be engaged for any of the works, and it is the responsibility of the agency to ensure and submit fitness certificates, especially for work at height, confined space work etc.

In all jobs and payments final decision on certification on completion of job will to be taken by the ISPRL job in charge only.