

<p>To, M/s. BPCL ESTIMATE MUMBAI . India - 400038. Ph: ,Fax: . Vendor Code:300648</p>	<p>REQUEST FOR QUOTATION Collective RFQ Number/ Purchase Group 1000316063 / J13-ELECT/INST/QC INST Contact person/Telephone RAGHUTHAMAN T V/0484-2821639 Fax : - Email:raghuthamantv@bharatpetroleum.in Our ref.: 13.18104</p>	
<p>RFQ No/Date: 6001219526 / 05.10.2018</p>	<p>Quotation Due Date/Time:22.10.2018/14:00:00</p>	
<p>Material/Services required at: M/s. Bharat Petroleum Corpn.Ltd KOCHI REFINERY AMBALAMUGAL KOCHI ERNAKULAM- 682302 India</p>		
<p><u>SUBJECT: SERVICES FOR INTERNAL AUDITOR PROGRAMME (ISO 14001:2015, ISO 9001:2015 AND ISO 45001:2018) AS PART OF TRAINING FOR EMPLOYEES OF BPCL-KR</u></p> <p><u>THIS IS A NON-DIVISIBLE SERVICE CONTRACT.</u></p> <p><u>KINDLY NOTE THAT THIS IS AN E-TENDER IN TWO BID SYSTEM.</u></p> <p>WE REQUIRE THE OFFER TO BE UPLOADED TO OUR E-TENDER PORTAL.</p> <p>Please ignore all conditions in this tender document regarding the submission of offers and documents in hard copy except technical documents along with EMD and deviation sheet if any.</p> <p>Digitally signed quotations are invited from bidders registered with BPCL for the subject item as per the enclosed tender documents.</p> <p><u>SUBMISSION OF BIDS ONLINE:</u></p> <p>Bidders are requested to submit/ upload their Priced Bid with all required documents through BPCL e-procurement website https://bpcleproc.in maintained by M/s.e-Procurement Technologies Ltd., our authorised service provider for e-tendering.</p> <p>Upon logging in to the e-procurement website, bidders can download the bid documents and shall thoroughly go through the same. All documents required for the bid, shall be uploaded on the appropriate place in the e-procurement website. (all documents to be signed & stamped on all pages & uploaded).</p> <p>All the bids shall be evaluated from the inputs made by the bidders on the e-procurement portal. Hard copies of the bids shall not be submitted to the office, since hard copies shall not be considered for evaluation.</p> <p>Please note that the offers submitted against this "tender" will be evaluated electronically" and vendors are requested to comply with the following guidelines while submitting the offer.</p>		
<p>Page 1 of 12</p>	<p>Vendor Sign & Stamp</p>	<p>For Bharat Petroleum Corporation Ltd.</p>

RATES PER UNIT: Offer shall be submitted with rates per unit as per the unit of measurement shown in the request for quotation.

You are invited to quote on "Two-bid-basis" for the subject work as per the enclosed Tender Documents. Your rates shall remain firm till the completion of the work.

Pre#Qualification Criteria:

The consultant shall have adequate experience in providing training on ISO 9001, ISO 14001 and OHSAS 18001:2007. The tutors engaged by the consultant shall have the following qualifications:

- a. Should be a qualified trainer eligible to conduct internal auditors training on ISO 14001:2015, ISO 9001:2015 and ISO 45001:2018. Documentary evidence to be furnished for the same.
- b. Should have carried out at least ten(10) programmes as Main Tutor in Lead Auditor/Internal Auditor training on the standards ISO 14001, ISO 9001 or/and OHSAS 18001:2007/ISO 45001:2018, out of which, at least one should be in a refinery/petro chemical industry. Each of the programmes conducted should have had a duration of minimum three days. Proof of having conducted the above programmes should be submitted.

Proof of Vendor Registration Letter issued by BPCL has to be submitted along with technical bid. If not submitted, vendor should submit EMD as a new vendor.

Documents for vendor registration like previous 3 years audited balance sheet, P&L Account, Solvency Certificate and Networth details shall be submitted along with technical bid.

All related documents required, Bank Guarantee / Demand Draft towards EMD (if applicable) shall be forwarded to the following address so as to reach us not later than 7 days from the Bid Due Date (BDD) indicated, failing which the offer shall be liable for rejection. It is solely the Bidder's responsibility to ensure that above documents reach us on or before the period specified as above.

The above documents/Demand drafts/BG shall be put in an envelope and sealed and this envelope shall be clearly marked with the Tender Number, Job Name and the name and address of the bidder.

Address for forwarding:

DGM (P&CS-CONTRACT SERVICES)
BHARAT PETROLEUM CORPORATION LTD.,
KOCHI REFINERY, AMBALAMUGAL, KOCHI - 682 302
ERNAKULAM DISTRICT, KERALA, INDIA

PHONE; 0484-2821603

Applicable taxes of GST shall be quoted separately.

1. The quoted prices shall be deemed to be inclusive of all taxes and duties except "Goods and Services Tax" (hereinafter called GST) (i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively).
2. Contractor/vendor shall be required to issue tax invoice in accordance with GST Rules so that input credit can be availed by OWNER/BPCL. In the event that the Contractor / Vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules there under, OWNER/BPCL shall not be liable to make any payment against such invoice.
3. GST shall be paid against receipt of tax invoice and payment of GST to Government of India. In case of non-receipt of tax invoice or non-payment of GST by the Contractor/Vendor, BPCL shall withhold the payment of GST.
4. GST payable under reverse charge, if any, shall not be paid to the Contractor/Vendor but will be directly deposited by BPCL to the Government of India.
5. The Contractor/Vendor shall take steps viz uploading invoice in GSTR 1, payment of the tax liability on the said invoices and filing of Returns etc. and comply with all the requirements of applicable laws including GST laws for the time being in force to enable the OWNER to avail tax credit/s including input tax credit. In case of any loss or non-availability of input tax credit by the OWNER due to non-compliance of applicable GST laws in force, on the part of CONTRACTOR/VENDOR, an amount equivalent to any tax liability accruing to the OWNER and/or to the extent of any loss accrued to the OWNER due to the non-availability of input tax credit or any liability accrued to the OWNER shall either stand cancelled or deducted from the payment due to the CONTRACTOR/ VENDOR or shall be reimbursed by the CONTRACTOR/ VENDOR as the case may be till such default is either rectified or made good by the VENDOR and the OWNER is satisfied that it is in a position to claim valid input tax credit within the time-lines as per applicable laws.
6. Any cost, liability, dues, penalty, fees, interest as the case may be which accrues to the OWNER at any point of time on account of non-compliance of applicable tax laws or rules or regulations thereof or otherwise due to default on the part of CONTRACTOR/VENDOR shall be borne by the VENDOR. An amount equivalent to such cost, liability, dues, penalty, fees, and interest as the case may be shall be reimbursed by the CONTRACTOR/VENDOR within 30 days. Any GST as may be applicable on such recovery of amount shall also be borne by VENDOR."
7. Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Contractor / Vendor is denied by the tax authorities to BPCL due to reasons attributable to

Contractor/ Vendor, BPCL shall be entitled to recover such amount from the Contractor / Vendor by way of adjustment from the next invoice or from Bank Guarantee available. In addition to the amount of GST, BPCL shall also be entitled to recover interest at the rate of 12% and penalty, in case any penalties are imposed by the tax authorities on BPCL.

8. TDS under GST, if applicable, shall be made from contractor's/vendor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/vendor.

9. No variation on account of taxes and duties, statutory or otherwise, shall be payable by BPCL to contractor/vendor except for GST. However, any statutory variation for GST shall be payable up to contractual date of completion/delivery against documentary evidence. Any reduction in taxes and duties included in the price shall be passed on to BPCL.

10. Any new taxes, duties, cess, levies notified or imposed after the submission of last /final price bid but before the contractual date of completion/delivery of work/item shall be to BPCL's Account.

VALIDITY: Your quotation shall be valid for period of 120 Days from the Quotation due date indicated above.

Time of Completion: 6 Months from the date of issue of Purchase Order.

Pre-bid Meeting (Compulsory): At 10:00 Hrs on 12.10.2018 at BPCL-KR Ambalamugal.

Engineer in charge: E Philipose,
QMS Dept., Ph: 0484 282 1982
e-mail: philiposee@bharatpetroleum.in

GENERAL CONDITIONS OF CONTRACT (GCC): Applicable except Security Deposit clause and Liquidated Damages Clause.

LD clause : Not Applicable
Security Deposit clause : Not applicable

PAYMENT TERMS: Payment shall be made on the basis of actual work done and on due certification by BPCL-KR Engineer.

QUOTATION DUE TIME FOR SUBMISSION: 14:00 Hrs. on the due date specified above.

SUBMISSION OF TENDERS: Through e-procurement website only.

In case you are not in a position to quote for this job, please forward your regret letter.

OPENING OF TENDERS: The "un-priced bids" will be opened at 14:00 Hrs on the due date.

TAX RECOVERY:

Tax at the prevailing rate is applicable on liquidated damages & on any penal recovery and shall be recovered extra on the amount of LD levied.

ESI/EPF SCHEME:

1. The contractor shall enroll his employees to be deployed, under Employees State Insurance (ESI) and Employees Provident Fund (EPF) Schemes. The contractor is required to produce the original Register of Wages-cum-Muster Roll with the signature of workmen, duly certified by the Engineer-in-Charge witnessing payment of wages.

2. If the contractor is having his own ESI & EPF Codes and the employees are covered under those codes, the contractor shall submit the original challans showing proof of remittance in each month. The contractor shall also furnish copy of the Return of Contribution for the relevant period to prove that his employees are covered under the Schemes.

3. The employees drawing salary above ESI ceiling should be covered under Workmen Compensation Policy or Group Personal Accident Policy.

If the contract awarded is for project works, the contractor shall give preference to evictees having ID cards while engaging construction workers in project sites, subject to their suitability.

BPCL reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Also BPCL reserves the absolute right to reject any or all the bids/tenders solely based upon the past unsatisfactory performance by the bidder/bidders in BPCL, the opinion/decision of BPCL regarding the same being final and conclusive.

IDENTITY BADGE

Contract employees should wear their identity badge while they are inside the Refinery.

MEDICAL FITNESS CERTIFICATION

Contractor shall follow guidelines for medical fitness certification of workers employed for working at height more than 30 meters using temporary structures.

HOUSEKEEPING PLAN:

For jobs involving generation of scraps and surplus materials, the following condition is applicable:

Dismantled Piping/ Equipment and metallic scrap/debris shall be cut into

regular shapes of maximum length of 6 Met -suitable for transportation by truck - and handover the same at designated scrap yards of P&CS Department. The metallic parts shall be free from oil / other combustibile material. Refractory/ Insulation material(if any) shall be removed from the metal parts before handing over the same at the scrap yards.

PURCHASE PREFERENCE:

Owner reserves its right to allow Public Sector Enterprises (Central/State), purchase preference as admissible/ applicable from time to time under the existing Govt. policy. Purchase preference to a PSE shall be decided based on the price quoted by PSE as compared to L1 Vendor at the time of evaluation of the price bid.

Owner reserves its right to allow Micro and Small Enterprises (MSEs) and MSEs owned by Scheduled Caste (SC) or the Scheduled tribe (ST) entrepreneurs, purchase preference as admissible/ applicable from time to time under the existing Govt. policy. Purchase preference to a MSE and a MSE owned by SC/ST entrepreneurs shall be decided based on the Net Delivered price quoted by the said MSEs as compared to L1 Vendor at the time of evaluation of the price bid.

Bidders claiming purchase preference as MSE should have the following certificates/documents as on bid due date and need to submit the same:

- a. Notarized copy of all the pages of the EM-II certificate issued by the appropriate authorities mentioned in the Public procurement policy of MSEs-2012/Udyog Aadhaar Memorandum (UAM).
- b. Vendor's declaration on a duly notarized Rs.200/- stamp paper stating that, in the event of award of contract, all the ordered supplies shall be made from the unit for which MSE certificate has been submitted.

MSE PURCHASE PREFERENCE FOR NON-DIVISIBLE CONTRACTS-THIS CLAUSE IS NOT APPLICABLE FOR WORKS CONTRACT

All Micro & Small Scale Enterprises (MSE) vendors quoting in the price band of L1+15% and the natural L1 bidder is a non-MSE vendor, this job shall be awarded for full/complete tendered quantity, subject to bringing down of price to L1 bidder by the concerned MSE vendor.

In case of more than one such MSEs are quoted in the price band of L1+15%, then L1 MSE will be offered first and if matches the natural L1 price, that MSE shall be allowed to supply and installation of total tendered quantity. If L1 MSE does not match the natural L1 price, other MSEs falling in range of L1+15% band will be offered in order of L2 MSE, L3 MSE etc. until they match L1 price. No separate preference will be given to MSE owned by SC/ST entrepreneurs over MSE owned by general person".

BPCL SUPPLIER/VENDOR ADVISORY ON ENVIRONMENTAL CRITERIA:

Kindly see the "BPCL Supplier/Vendor Advisory on Environmental Criteria" attached along with this Request For Quotation.

We request all our vendors/suppliers to follow the 'advisory guidelines on environmental criteria' detailed therein to protect and conserve our environment.

HOLIDAY LISTING POLICY:

Kindly see the Holiday listing policy attached along with this Request for Quotation.

Declaration by Bidders regarding Holiday Listing Status:

The attached declaration should be submitted by the bidders along with their offers. Offers not accompanied with such a declaration shall be liable for rejection. Any wrong declaration in this context shall make the agency liable for action under the attached Holiday Listing Policy.

Earnest Money Deposit(EMD): Rs.25,000/- (Rupees Twenty Five Thousand only)

The earnest money of Rs.25,000/- (Rupees Twenty Five Thousand only) can be paid in the form of Demand Draft or Bank Guarantee in favour of Bharat Petroleum Corporation Limited, Kochi Refinery, Ernakulam and its copy to be uploaded along with other documents through e-portal. Offers without this shall be liable for rejection. However, this clause is not applicable to the Contractors registered with Bharat Petroleum Corporation Limited.

In case EMD is paid in the form of Bank Guarantee, the same shall remain valid for a period of six months from the date of opening of the tender with a claim period of another six months. BG shall be executed by any Scheduled Bank approved by Reserve Bank of India as per the pro-forma available in General Conditions of Contract (GCC) and shall be in non-judicial stamp paper of Rs.500/- or above.

Proof of vendor registration letter issued by BPCL has to be submitted along with technical bid.

Exemption from payment of EMD:

Following categories of bidders shall be exempted from paying Earnest Money Deposit (EMD).

- i. Units registered with National Small Industries Corporation (NSIC);
- ii. Units falling under Micro & Small Enterprises (MSEs) category as defined under the MSMED Act 2006.

The above are subject to the fulfilling of under mentioned conditions:

- a) Units should be registered with National Small Scale Industrial Corporation

Limited (NSIC) or with any of the Authorities specified under the Public Procurement Policy for MSE's. (DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME.)

- b) The Unit should be registered for the item tendered.
- c) The monetary limit, if any, indicated in the registration certificate should cover value of items ordered
- d) Registration Certificate is valid for a period at least up to validity of the offer.
- e) Self-attested copy of valid relevant registration certificate should be submitted in support.
- f) Registration with DGS&D will not entitle a Tenderer to claim above exemption.
- g) Contractors registered with BPCL.

DEVIATION: You are requested to have all your queries clarified before bidding. However, if you still have deviations from our REQ and the attachments (specifications / scope of work), please indicate deviations in your offer under a separate title 'DEVIATIONS' giving reference to REQ clause no. Deviations appearing under clause 'DEVIATIONS' shall be considered while evaluating the offer. In case your offer does not contain a separate title "DEVIATIONS", it will be considered that you are accepting all the clauses and specification in Toto.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
00010	Internal Auditor Programme for IMS		30.05.2019	

The item 00010 covers the following services:

10	Internal auditor programme	1	LS (Lumpsum)	
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Service Item 10: Unit basic rate in words _____

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
<p>State GST % : _____ % Central GST % : _____ % Integrated GST % : _____ %</p> <p>Union Ter. GST % : _____ % GST Comp. Cess % : _____ %</p> <p>HSN Code / SAC Code : _____</p> <p>Billing State : _____</p>				

* 01 **SCOPE OF WORK**

JOB NAME: SERVICES FOR INTERNAL AUDITOR PROGRAMME (ISO 14001:2015, ISO 9001:2015 and ISO 45001:2018) AT BPCL, # KOCHI REFINERY

Introduction:

BPCL Kochi Refinery has an Integrated Management System certified for ISO 14001:2015, ISO 9001:2015 and BS OHSAS 18001:2007. We are in the process of upgrading our Integrated Management system to meet the new standard on occupational health and safety, i.e., ISO 45001:2018.

Scope of Work

The scope of work is to conduct Internal Auditors training for employees of BPCL on the standards ISO 14001:2015, ISO 9001:2015 and ISO 45001:2018. Three batches of training programmes shall be conducted each having three days duration. Each batch shall consist of 20-25 participants.

BPCL shall provide the venue and facilities like LCD Projector, White boards, writing stationery as well as lunch and refreshments for all participants and tutors. Any specific requirements at the venue, should be intimated well in advance to BPCL and confirmed.

All the participants should be provided with a training kit consisting of course materials pertaining to the course and a copy of all relevant applicable standards. An examination should be conducted at the end of the course and all the participants shall be provided with certificates suitably based on the performance in the examination.

Conditions of Contract

The consultant should quote a lumpsum rate for the services inclusive of all expenses like travel, lodging, boarding and local conveyance for the

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	<p>tutors/consultants.No additional payments shall be made to the consultants under any circumstances.</p> <p>LD and SD will not be applicable for the above job.</p> <p><u>Payment Terms</u></p> <p>Payment will be done in two stages.</p> <p>1. 60% of total fee # on completion of two programmes 2. Balance 40% of total fee # On completion of three programmes</p> <p><u>Time of Completion</u></p> <p>The completion period shall be six months from the date of order.</p>			
* 02	GCC AND AMENDMENT TO GCC			
* 03	SAFETY AND SECURITY REGULATIONS			
* 04	ENVIRONMENTAL CRITERIA			
* 05	ELECTRIAL SAFETY			
* 06	HOLIDAY LISTING POLICY			
* 07	DECLARATION ON HOLIDAY LISTING			
* 08	ACKNOWLEDGEMENT			
* 09	DEVIATION SHEET			
<p>Grand Total (inclusive of all taxes, duties/charges etc)</p> <p>In figure:</p> <p>In Words :</p>				
Page 10 of 12		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

TERMS & CONDITIONS

Important Notice

Sr.No	Description
001	Quotation received after due date will not be entertained
002	Your quotation must specify exact amount or percentage discount, GST, Charges, Transport, Packing & forwarding, etc. as applicable.
003	In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.
004	No quotation will be accepted without your rubber stamp and signature.
005	Your quotation must be strictly in enclosed envelope indicating Collective RFQ No., RFQ No. and due date.
006	For all future correspondences please mention the vendor code Collective RFQ Number & RFQ Number.

LIST OF ENCLOSURES

1. SCOPE OF WORK
2. GCC AND AMENDMENT TO GCC
3. SAFETY AND SECURITY REGULATIONS
4. ENVIRONMENTAL CRITERIA
5. ELECTRICAL SAFETY
6. HOLIDAY LISTING POLICY
7. DECLARATION ON HOLIDAY LISTING
8. ACKNOWLEDGEMENT
9. DEVIATION SHEET

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India (300648)

-----Tear off Portion to be pasted on the envelope containing offer-----

Collective RFQ No. : 1000316063

Our Reference: 13.18104

Due Date : 22.10.2018

RFQ No. : 6001219526

Due Time : 14:00:00

Subject:

To,
PROCUREMENT & CONTRACT SERVCIES
BPCL - KOCHI REFINERY
POST BAG NO 2, AMBALAMUGAL
KOCHI, INDIA
682302

Purchase Group : J13-ELECT/INST/QC INST

ACKNOWLEDGEMENT SHEET

I / We, Mr./M/s.,

having office at (full address)

..... downloaded your Request For Quotation, Collective RFQ No. 1000316063 dated 05.10.2018 for the job **“SERVICES FOR INTERNAL AUDITOR PROGRAMME (ISO 14001:2015, ISO 9001:2015 AND ISO 45001:2018) AS PART OF TRAINING FOR EMPLOYEES OF BPCL-KR”** with attached tender documents.

I/We hereby confirm that we have gone through the above tender documents in detail including technical specifications of all the items covered in the above Request For Quotation and understood the scope of the job, scope of supply and all the terms and conditions contained in the Request For Quotation and tender documents.

I/We, also confirm our acceptance **(with deviations if any)** to the scope of work, scope of supply, Special Conditions of Contract, Technical Specifications, General Conditions of Contract (GCC), Safety and Security Regulations and all the terms and conditions contained in the Request For Quotation–Collective RFQ No. 1000316063 and we are hereby returning this copy as an acknowledgement of receipt and acceptance, duly signed and stamped.

I/We, hereby confirm that I/We have quoted in the Priced Bid attached in the E-Tender Portal against all the items of the tender

For and on behalf of M/s.

Signature:

Name & Address:

.....
(Seal/Stamp)

Mobile No :

Place:

Date :