

**चेन्नै पेट्रोलियम कॉर्पोरेशन लिमिटेड**  
(इंडियन ऑयल की ग्रुप कम्पनी)

**CHENNAI PETROLEUM CORPORATION LIMITED**  
(A group company of IndianOil)  
Manali, Chennai- 600 068,  
Tamil Nadu, INDIA

**CONTRACTS CELL**

**TENDER DOCUMENT**

**FOR**

**PROJECT MANAGEMENT CONSULTANCY (PMC)  
SERVICES FOR CONSTRUCTION OF PROPOSED  
COOLING TOWER IN PLACE OF EXISTING CT-3  
AT CPCL-MANALI**

**Tender Document No.: CC 0010 17**

**MANDATORY PART (PART- A)  
&  
TECHNO-COMMERCIAL BID (PART- B)**

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**MANDATORY & TECHNO - COMMERCIAL DOCUMENT (PART-A & B)****INDEX**

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## NIT Abridged Version

 <p><b>CHENNAI PETROLEUM CORPORATION LIMITED</b> (A group company of Indian Oil) Manali, Chennai 600 068, Tamil Nadu</p> 
<b>NOTICE INVITING E-TENDER (DOMESTIC)</b>
<b>NIT No. CC 0005 17</b>
Name of the work : Annual Rate Contract (ARC) for Mechanical Static Maintenance Works (Field Onsite) for a Period of Two Years (2017-19) at CPCL, Manali. Download start date : 27.02.2017 Pre bid Meeting : 10.00 Hrs. on 10.03.2017 Date of submission : 11.00 Hrs. on 29.03.2017
<b>NIT No. : CC 0011 17</b>
Name of the work : Annual Rate Contract (ARC) for Cooling Water Treatment (CT 1 to 8) and Fire Water Treatment for a Period of Two Years (2017-19) at CPCL, Manali. Download start date : 27.02.2017 Pre bid Meeting : 10.00 Hrs. on 09.03.2017 Date of submission : 11.00 Hrs. on 29.03.2017
<b>NIT No. : CC 0010 17</b>
<b>Name of the work : Project Management Consultancy (PMC) services for construction of proposed Cooling Tower in place of existing CT-3 at CPCL, Manali.</b> <b>Download start date : 27.02.2017</b> <b>Pre bid Meeting : 10.00 Hrs. on 08.03.2017</b> <b>Date of submission : 11.00 Hrs. on 30.03.2017</b>
Etender website <a href="https://cpcltenders.nic.in">https://cpcltenders.nic.in</a> Contact Phone No. : 044-2594 4434 / 4249 EMail Id : <a href="mailto:kselladurai@cpcl.co.in">kselladurai@cpcl.co.in</a> / <a href="mailto:anbaskar@cpcl.co.in">anbaskar@cpcl.co.in</a>
All further corrigenda, time extension for submission, if any, will be published only in Etender Website and not through Press Advt.

**SECTION - 1**

**Notice Inviting  
Tender  
(Domestic Bidding)**

**(NIT)**



**CHENNAI PETROLEUM CORPORATION LIMITED**  
(A Group Company of IndianOil)

**CONTRACTS CELL**

**NOTICE INVITING TENDER (NIT)**  
**(Domestic Competitive Bidding)**

Tender No.: **CC 0010 17**

Date: **27.02.2017**

Dear Sirs / Madam,

Name of the work: **Project Management Consultancy (PMC) services for construction of proposed Cooling Tower in place of existing CT-3 at CPCL, Manali**

Sealed Bids are invited in **Three-Bid System** [Part-A (i.e.) Mandatory Part; Part-B (i.e.) Techno Commercial Part; and Part-C (i.e.) Priced Part] on behalf of Chennai Petroleum Corporation Limited (CPCL) for subject work in the form of **Electronic bids**.

Commencement of viewing and down loading Tender document from CPCL E-tender website	<b>27.02.2017</b>
Pre-bid Meeting / Site Visit	<b>10:00 Hrs. on 08.03.2017</b>
Due Date & Time of submission (Electronic bid to be submitted in e-tender website)	<b>Upto 11:00 Hrs. on 30.03.2017</b>
Opening of Mandatory Part & Techno-Commercial bid (Part-A & B)	<b>14:00 Hrs. on 30.03.2017</b>
Contract Period	<b>Eighteen (18) Months</b>
EMD by DD / BG	<b>Rs. 1,05,000/-</b> (Rupees one lakh and five thousand only)

**1.1 PRE-QUALIFICATION CRITERIA:**

Bidders for this tender shall meet the following Pre Qualification Experience and Financial criteria:

**1.1.1 Experience Criteria:**

- 1.1.1.1 Bidder as a PMC (Project Management Consultant) (or) EPCM (Engineering, Procurement, Construction Management) Consultant should have executed a contract for construction of at least one Induced draft type RCC (Reinforced Cement Concrete) Cooling Tower, which shall comprise not less than (3) three cells, each cell of capacity not less than 1800 Cu.M/Hr.

1.1.1.2 Scope of qualifying contract shall comprise of all the following:

- (a) Design of cooling tower or approval of their sub – contractor’s design
- (b) Materials management
- (c) Construction management
- (d) Commissioning activities

1.1.1.3 Qualifying contract should have been executed in a new grass root plants / units (or) as addition of existing facilities (or) Revamp of existing plants / units in any of the Refineries (or) Fertilizers Plants (or) Power Sector Plants (or) Oil & Gas Processing Plants (or) Petrochemical Plants, during the last Seven (7) Years period reckoned prior to 31.01.2017.

**1.1.2 Financial Criteria:**

1.1.2.1 The bidder’s audited annual financial turnover during one of the preceding three financial years i.e. 2013-14, 2014-15 & 2015-16 shall be atleast Rs. 42.20 Lakhs.

1.1.2.2 Net worth for the last audited financial year i.e. 2015-16 should not be negative.

**1.1.3 Other Qualifying Criteria:**

1.1.3.1 The bidder should submit documentary proof for their compliance to the qualification experience criteria viz. Work order & Job completion certificate and Finance Criteria viz. Audited financial statements.

1.1.3.2 Bidder shall ensure submission of complete information / documentation. CPCL reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information.

1.1.3.3 Experience and Financial Turnover of the bidding entity only shall be considered. Bidder’s in-house work experience (where for the past experience referred for qualification, the contractor and the owner belong to the same organization which includes subsidiaries/parent Company) shall not be considered as valid experience for the purpose of qualification.

1.1.3.4 CPCL reserves the right to use their in-house information for assessment of Bidder's capabilities.

1.1.3.5 Bids on consortium or JV basis are not acceptable.

1.1.3.6 Bidder submitting their bids should not be under liquidation, court receivership or similar proceeding. The bidder should not be in the Holiday / Negative list of CPCL or its Administrative Ministry (MoPNG).

1.1.3.7 If the performance of the Bidder is / has been found to be unsatisfactory for any reasons whatsoever, in any organization including CPCL, then CPCL reserves the right to reject the bids submitted by such bidders.

1.1.3.8 For evaluation of PQ Criteria, the past contract value of the bidders shall be multiplied by a correction factor for each completed year as given below:

Completed years	Correction factor
1	1.07
2	1.15

3	1.23
4	1.31
5	1.40
6	1.50
7	1.61

1.2 **INSTRUCTIONS TO THE CONTRACTORS / BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THE E-TENDER SITE OF CPCL.**

- 1.2.1 Bidder should do the registration in the tender site <https://cpkletenders.gov.in> using the option available. Then the Digital Signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as SIFY/TCS / nCode.eMudhra.
- 1.2.2 Bidder then need to login to the site thro' their user ID/ password chosen during registration.
- 1.2.3 The e-token that is registered should be used by the bidder only and should ensure safety of the same.
- 1.2.4 The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then send along with bid documents during bid submission.
- 1.2.5 After downloading / getting the tender schedules, the Bidder should go thro' them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
- 1.2.6 If there are any clarifications, this may be obtained online thro' the tender site, or thro' the contact details. Bidder should take into account of the corrigendum published before submitting the bids online.
- 1.2.7 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together.
- 1.2.8 Bidder should submit the EMD (if applicable) as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer along with techno bid.
- 1.2.9 It is construed that the bidder has read all the terms and conditions before submitting their offer.
- 1.2.10 The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.
- 1.2.11 After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.
- 1.2.12 The details of the Earnest Money Deposit (if applicable) document should be submitted physically to the Dept and the scanned copies should be furnished at the time of bid submission online. They should be same, otherwise the Tender will be summarily rejected.

- 1.2.13 The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- 1.2.14 The tendering system will give a successful bid updation message after uploading all the bid documents submitted & then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 1.2.15 The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 1.2.16 Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission end time. If there is any delay, due to other issues, bidder only is responsible.
- 1.2.17 Each document to be uploaded thro' online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be converted to rar/zip format and then the same can be uploaded. However if the file size is less than 1 MB the transaction uploading time will be very fast. The total size of the documents in all the covers put together, should be less than or equal to 12MB.
- 1.2.18 The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 1.2.19 The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 1.2.20 All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 1.2.21 The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 1.2.22 The bidders are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time (as per Server System Clock).
- 1.2.23 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 1.2.24 Bidders should ensure that prices should not be indicated anywhere in the unpriced part. The prices should be indicated only in the price bid and no where else.
- 1.2.25 Bidders to note that if prices are indicated in their unpriced techno commercial part their offer will be rejected and NO further evaluation or communication will be entertained in this regard.
- 1.2.26 Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any



exception and have understood the entire document and are clear about the requirements of the tender requirements.

- 1.2.27 Deviations if any shall be stated in the format as per Annexure-3.2 to ITB (Compliance to Bid Requirement) and shall be uploaded in the e-tender website.

OR

If there are no deviations, then the same shall be confirmed by stating "NIL" in the format as per Annexure-3.2 to ITB (Compliance to Bid Requirement) and shall be uploaded in the e-tender website.

- 1.2.28 For any queries regarding e-tendering process, the bidders are requested to contact through the modes given below:

E-mail : cpcltenders@cpcl.co.in  
Contact Telephone Numbers : 044 2594 4507 / 2594 4000 Ext.2245  
Fax No. : 044 2594 1247 / 2594 0575  
In person : e-procurement cell, Admin Block-III,  
CPCL, Manali, Chennai-68

- 1.2.29 For any queries other than e-tendering process, the bidders are requested to contact through the modes given below:

a. Contact Person : Mr.K.Selladurai  
Designation : Manager (Contracts)  
E-mail : [kselladurai@cpcl.co.in](mailto:kselladurai@cpcl.co.in)  
Telephone Number : 044 - 2594 4434  
e-Fax No. : 044 2594 1467, Extn: 3033  
In person : Room No.26, Admin Block-III,  
CPCL, Manali, Chennai-68

b. Contact Person : Mr.A.N.Baskar  
Designation : Officer (Contracts)  
E-mail : [anbaskar@cpcl.co.in](mailto:anbaskar@cpcl.co.in)  
Telephone Number : 044 2594 4249  
e-Fax No. : 044 2594 1467, Extn: 3033  
In person : Room No.29, Admin Block-III,  
CPCL, Manali, Chennai-68

### 1.3 **TENDER IN THREE BID SYSTEM:**

It is proposed to invite the tender as Three-bid system [Part-A (i.e.,) Mandatory Part; Part-B (i.e.) Techno Commercial Part; and Part-C (i.e.) Priced Part] for subject work.

Documents for Part-A for Mandatory portion, Part-B for Techno-Commercial portion and Part-C for Price portion comprising of "SCHEDULE OF RATES (or) BILL OF QUANTITIES (BOQ)" shall be uploaded only in e-tender website as detailed below within the due date and time of submission. Any other means of bid submission is liable for rejection.

#### 1.3.1 **BID SUBMISSION:**

##### 1.3.1.1 **PART-A (MANDATORY PART) :**

**DOCUMENTS TO BE UPLOADED BY BIDDER:**

1. **First document** - Scanned copy of EMD instrument (if applicable)
2. **Second document** - Signed & Stamped copy of Integrity Pact.  
(Annexure - 2.2.4 to ITB)

The bidders, who had downloaded the tender document from CPCL website, shall submit in this part, only **the requisite EMD amount and Signed Integrity Pact**.

Bidders should upload the scanned copies of the EMD instrument and the signed & stamped copy of the Integrity Pact in the e-tendering website. The original should be either posted or couriered or hand delivered to Contracts Cell prior to opening of Mandatory Part of bid.

Any other conditions mentioned in Part-A shall not be taken into account and if insisted upon, the tender shall be liable for rejection.

#### 1.3.1.2 **PART-B (TECHNO COMMERCIAL BID):**

##### DOCUMENTS TO BE UPLOADED BY BIDDER :

1. **First Document** - Scanned copy of Power of Attorney (in whose name DSC has been taken and the offer is being submitted)
2. **Second Document** - Information about the Bidder (Annexure-2.2.1 to ITB),
3. **Third Document** - Compliance to Bid Requirements (Annexure-2.2.2 to ITB) and Declaration of Black Listing / Holiday Listing (Annexure 2.2.5 to ITB)
4. **Fourth Document** - PQC Details (Annexure-2.2.3 to ITB)
5. **Fifth Document** - Scanned copies of all required supporting documents towards meeting the stipulated Pre-qualification criteria including Work Order / Purchase Order, Completion Certificates and Audited balance sheets for the preceding three years (2013-14, 2014-15 and 2015-16).
6. **Sixth Document** - Scanned copies of supporting documents and any other additional documents.

Annexures - 2.2.1, 2.2.2, 2.2.3 & 2.2.5 to ITB shall be **filled, signed, stamped and uploaded** in the e-tender website.

Part B will have the techno commercial bid including PQC requirements which shall be duly signed and stamped on all pages and submitted along with all the necessary supporting documents as detailed in this tender.

#### 1.3.1.3 **PART-C (PRICE BID):**

##### DOCUMENTS TO BE UPLOADED BY BIDDER :

Bill of Quantities (BOQ) as per the excel format given in price bid of the tender document in e-tender website. (**BoQ**).

### 1.3.2 **BID OPENING:**

1.3.2.1 Part-A (Mandatory) Bid shall be opened on the date and time mentioned in the tender.

1.3.2.2 Part-B (Techno-Commercial) Bid shall be opened on the date and time mentioned in the tender only if necessary documents are furnished in Part-A.

1.3.2.3 Part-C (Price Bid) of only those bidders, whose offer is found techno-commercially acceptable, shall be opened on a later date as per convenience of CPCL after intimation to the qualified bidders.

1.3.2.4 Bidders are free to witness the opening either from their office or at CPCL, since the opening will be done in electronic mode.

### 1.4 **EARNEST MONEY DEPOSIT (EMD) / BID SECURITY:**

The Bid must be accompanied by a EMD / bid security as stated above and shall be paid by crossed Demand Draft or Bank Guarantee from any Nationalized / Scheduled Bank in the prescribed proforma on non-judicial stamp paper of value not less than Rs.100.00 (Rupees One hundred only) in favour of "Chennai Petroleum Corporation Limited, Chennai-68" with a validity period of Six (6) Months from the date of opening of tender. (Any mode other than DD/BG towards EMD Amount is NOT permitted) Bids not accompanied with requisite EMD or EMD not being in the requisite form specified above shall be considered as non-responsive and such Bids shall be rejected. However, exemption from submission of EMD shall be as per clauses detailed in ITB of this tender document.

### 1.5 **TENDERING & EVALUATION METHODOLOGY:**

Shall be as detailed in **Special Conditions of Contract** vide clause no: **3.1.7**

### 1.6 **CONTRACT PERIOD:**

The duration of the contract period shall be as MENTIONED in the Contract Period of this tender document. **(Refer Annexure – 3.2.1 to SCC).**

### 1.7 **PRE BID MEETING / SITE VISIT :**

#### 1.7.1 **Pre Bid Meeting:**

a) A Pre-bid meeting is scheduled as mentioned in this bid document to facilitate the intending tenderer to get clarifications, if any, on both technical and commercial parts of this tender and familiarize themselves with the site conditions. Based on the deliberations CPCL may issue an addendum, if required. No further deviation / clarifications are permitted after and on opening of the Part-A portion.

b) Venue : MM Conference Hall,  
Administration Block-III  
CPCL, Manali  
Chennai – 600 068  
Tamil Nadu

c) Contact Persons : Shri. K.SIVAJI  
Chief Manager (Contracts Cell)  
OR

Shri. K.SELLADURAI  
Manager (Contracts Cell)

d) No. of Participants : Restricted to two (2) person only.

1.7.2 **Site Visit:**

Site Visit shall be arranged for intending representatives of the bidders on the same day followed by pre-bid meeting. Advance intimation shall be sent one day prior to the pre bid meeting indicating the name of the person visiting the site.

Copies of the above letters to be marked to Shri K.Selladurai, Manager (Contracts Cell), Manali, Chennai-600068 for information and records.

1.8 **INTEGRITY PACT:**

Chennai Petroleum Corporation Limited has entered into a Memorandum of Understanding (MoU) with Transparency International India (TII) on 24th March, 2009 for implementing an Integrity Pact programme focused on enhancing transparency in its business transactions, contracts and procurement processes. Two independent External Monitors (IEMs) shall monitor the functioning of the system. Bidder shall sign Integrity Pact as prescribed in enclosed format.

Bidders to note that CPCL has appointed the following personnel as Independent External Monitors (IEMs):-

- 1) Mr. M.Raman, I.A.S. (Retd.), former Secretary, Ministry of Chemicals & Fertilizers No.3/686, Cauvery Nagar, Kuppam Road, Kottivakkam, Chennai – 600 041.
- 2) Dr. N. Sundaradevan, I.A.S. (Retd.), Ex-Additional Chief Secretary, Govt. of Tamilnadu, No.18, S.K.Prestige, Dr.Radhakrishnan Salai, Tatabad, Coimbatore – 641 012.

1.9 **GENERAL:**

- a. CPCL reserves the right to assess bidder's capability and capacity to execute the contract by taking into account various aspects such as experience, proven track record, solutions provided etc. of the bidder and accordingly decide whether their priced bids shall be opened and considered for further evaluation.
- b. Bidders shall ensure submission of complete information / documentation in the first instance itself. CPCL reserve the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bidders not in compliance with Tender document or with incomplete information / documents are liable for rejection.
- c. The Experience and Financial Turnover of the bidding entity only shall be considered. The Financial net worth of the bidder shall not be negative during the last audited financial year.
- d. Bidders shall submit the following statutory approvals viz., PF registration code number, ESI registration code number, Income Tax PAN number and Service tax registration Certificates on their own Company's along with the techno-commercial bid without which they will not be considered for price bid opening. In other words if non-compliance of the above is observed in their offer, will be summarily rejected in the techno-commercial stage itself.

- e. The bid and all correspondences incidental to and concerning the bid shall be only in English language.
- f. CPCL reserves the right to reject any or all tenders in part or in full without assigning any reason thereof and also reserves the right to give purchase preference to Public Enterprises as admissible under the Existing Government of India Policy.
- g. Bids on consortium or JV basis are not acceptable.
- h. Offer from following types of bidder will not be accepted:
  - i) Who are in the Holiday / Negative list of CPCL or its Administrative Ministry (MoPNG)
  - ii) Who are under liquidation, court receivership or similar proceedings
- i. Bidders shall refer to Clause No. 2.20 in page no. 13 of General Conditions of Contract (GCC), pertaining to "Banned or Delisted Contractors" and submit Appendix II A.
- j. If the performance of the Bidder is / has been found to be unsatisfactory for any reasons whatsoever, in any organization including CPCL, then CPCL reserves the right to reject the bids submitted by such bidders.
- k. The tender document is not transferable.
- l. Canvassing in any form by the bidder himself or by any other agency on their behalf may lead to disqualification of their bid.
- m. CPCL shall not be responsible for any costs or expenses incurred by bidder in connection with the preparation of delivery of bids, including costs and expenses related with visits to the site and pre-bid meeting.
- n. Issuance / Purchase of tender document or submission of tender document by itself shall not amount to pre-qualification or entitle the agency to participate in the bidding.
- o. Clarification, if any can be obtained from Manager (Contracts Cell) on e-fax No.044 +2594 1467; Extn. 3033 (or) by email id: [kselladurai@cpcl.co.in](mailto:kselladurai@cpcl.co.in)/[anbaskar@cpcl.co.in](mailto:anbaskar@cpcl.co.in) citing reference of NIT No. & Name of the Work.

Please note that the bid document is property of CPCL and not be copied or used elsewhere.

Thanking you,

Very truly yours  
FOR AND ON BEHALF OF  
CHENNAI PETROLEUM CORPORATION LIMITED

**K.SELLADURAI**  
Manager (Contracts Cell)

Encl: As above

**Signature Not Verified**

Digitally signed by ARANI MARASIMHAN  
BASKAR  
Date: 2017.02.27 14:16:43 IST  
Location: CPCL e-Tendering Portal