

To, M/s. BPCL ESTIMATE MUMBAI . India - 400038. Ph:,Fax:. Vendor Code:300648	REQUEST FOR QUOTATION Collective RFQ Number/ Purchase Group 1000463715 / J14-HSKG/TRNSPORT/MISC Contact person/Telephone CHAUDHARI DEVESH GANESH/2821647-1647 Fax : - Email: chaudharidevesh@bharatpetroleum.in Our ref.: 14.26036 G	
RFQ No/Date: 6001960138 / 31.08.2026	Quotation Due Date/Time: 21.09.2026/14:00:00	
Material/Services required at: M/s. Bharat Petroleum Corpn.Ltd KOCHI REFINERY AMBALAMUGAL KOCHI ERNAKULAM- 682302 India		
<u>THIS TENDER IS FOR FINALIZATION OF THREE YEARS RATE CONTRACT FOR OPERATIONS OF ETP's AT BPCL KOCHI REFINERY.</u> EVALUATION METHODOLOGY: OFFERS WOULD BE EVALUATED AND CONTRACT WILL BE PLACED ON OVERALL L1 BASIS. AS THIS IS OVERALL L1 BASIS EVALUATION, THE BIDDERS MUST QUOTE FOR ALL LINE ITEMS; OTHERWISE, THEIR BID WILL NOT BE CONSIDERED FOR EVALUATION. OFFERS WITH NIL VALUE OR ZERO VALUE FOR ANY OF THE ITEMS MAY ALSO LIABLE TO BE REJECTED. TYPE OF JOB: SERVICE. NATURE OF SERVICE: SERVICE BY RATE CONTRACT. THIS IS A NON-DIVISIBLE SERVICE CONTRACT JOB AS PER MSE & PPPMII PERSPECTIVE. PRICING: FIXED PRICING IS APPLICABLE AS PER ATTACHED TENDER DOCUMENT. EARNEST MONEY DEPOSIT (EMD): BIDDERS ARE REQUIRED TO SUBMIT INTEREST FREE EMD OF RS.2,50,000.00 (RUPEES TWO LAKH FIFTY THOUSAND ONLY). THE EMD DETAILS ARE MENTIONED IN CLAUSE NO. 6 OF ATTACHED GCC AND THE TENDER DOCUMENT (TENDERDOCS). BIDDERS ARE REQUIRED TO READ AND COMPLY WITH THE "BID QUALIFICATION CRITERIA" ATTACHED WITH TENDER DOCUMENT AND SUBMIT THE REQUIRED DOCUMENTS. TIME OF COMPLETION / PERIOD OF CONTRACT: THREE YEARS FROM THE DATE OF CONTRACT. SINCE TIME IS THE ESSENCE OF THIS CONTRACT, EXECUTION OF WORK/SERVICE WITHIN THE ABOVE PERIOD SHALL BE A TENDER CONDITION FOR SMOOTH RUNNING OF THE REFINERY. OFFERS WHICH ARE NOT MEETING ABOVE TIME PERIOD WILL NOT BE CONSIDERED FOR EVALUATION. PAYMENT TERM: PAYMENT SHALL BE MADE ON THE BASIS OF WORK ACTUALLY EXECUTED AND APPROVED BY THE ENGINEER-IN-CHARGE (EIC) WITH ALL SUPPORTING DOCUMENT. 75% PAYMENT OF THE RUNNING ACCOUNT BILL (RA BILL) SHALL BE RELEASED WITHIN 15 CALENDAR DAYS OF RECEIPT OF RA BILL DULY CERTIFIED BY EIC AND THE BALANCE		
Page 1 of 14	Vendor Sign & Stamp	For Bharat Petroleum Corporation Ltd.

PAYMENT SHALL BE RELEASED WITHIN 30 DAYS OF RECEIPT OF RA BILL BY EIC AFTER DETAILED SCRUTINY. THIS PAYMENT WILL BE MADE AFTER MAKING NECESSARY DEDUCTIONS AS STIPULATED ELSEWHERE IN THE CONTRACT DOCUMENT FOR MATERIALS, SECURITY DEPOSIT OR ANY MONEYS DUE TO THE OWNER ETC. THE FINAL BILL SHALL BE SUBMITTED BY THE CONTRACTOR WITHIN ONE MONTH OF THE DATE OF PHYSICAL COMPLETION OF THE WORK AND SETTLED IMMEDIATELY BUT NOT LATER THAN 60 DAYS. THE DETAILS OF PAYMENT IS MENTIONED IN CLAUSE NO.75 TO 80 OF THE ATTACHED GENERAL CONDITIONS OF CONTRACT.

THE OFFERS, INCLUDING PRICE, RECEIVED AGAINST THIS TENDER SHALL BE VALID FOR A PERIOD OF 180 DAYS FROM THE BID OPENING DATE. IN CASE OF TWO PART BID SYSTEM, UN PRICED BID OPENING DATE IS CONSIDERED AS THE BID OPENING DATE.

THE BIDDER SHOULD UPLOAD THE ATTACHED DOCUMENT "ITEM WISE PRICE DETAILS OF QUOTE" ALONG WITH PRICE BID ONLY

RATE CONTRACT CLAUSE: THIS TENDER IS INVITED FOR FINALIZING A RATE CONTRACT. THE QUANTITY MENTIONED IN TENDER DOCUMENT IS TENTATIVE AND ESTIMATED CONSIDERING THE DURATION OF THE CONTRACT AND MAY VARY TO AN EXTENT. HENCE THE SAME SHALL NOT BE TAKEN AS OUR FIRM COMMITMENT. PO QUANTITY / ACTUAL WORK MAY BE CONSIDERABLY LESS THAN THE ESTIMATED QUANTITY. BIDDER WILL NOT HAVE ANY CLAIM WHATSOEVER IF THE QUANTITY IS CONSIDERABLY LESS. THE RATE QUOTED SHALL BE FIRM FOR THE ENTIRE CONTRACT PERIOD. A RATE CONTRACT (VALUE CONTRACT) WILL BE ISSUED TO THE SUCCESSFUL BIDDER VALID FOR THE CONTRACT PERIOD AND SEPARATE RELEASE ORDERS BASED ON PRICING WILL BE ISSUED FOR ACTUAL QUANTUM OF WORK DEPENDS UPON OUR REQUIREMENT. THE TIME OF COMPLETION FOR INDIVIDUAL JOBS MENTIONED IN THE RELEASE ORDERS WILL BE THE BASE DATE FOR LIQUIDATED DAMAGES FOR DELAY.

DEVIATION TO TENDER CONDITIONS: DEVIATION TO ANY OF THE TENDER CONDITIONS IS NOT AT ALL ACCEPTABLE. BIDDERS ARE REQUESTED TO QUOTE STRICTLY AS PER OUR TENDER CONDITIONS. IN CASE OF OFFER WITH TECHNICAL/COMMERCIAL DEVIATIONS & EXCEPTIONS, PLEASE HIGHLIGHT IT WITH SPECIFIC DETAILS IN THE DEVIATION & EXCEPTION FORM. PLEASE NOTE THAT IF NO DEVIATION & EXCEPTION IS GIVEN, IT SHALL BE PRESUMED THAT YOUR OFFER HAS NO DEVIATION FROM OUR TENDER CONDITIONS. NO AMENDMENT WILL BE ENTERTAINED AFTER PLACEMENT OF ORDER.

THE BIDDER SHOULD UPLOAD ALL THE SUPPORTING DOCUMENT FOR THE TECHNO COMMERCIAL EVALUATION OF THE OFFER. THE BIDDER ALSO NEEDS TO UPLOAD THE SIGNED COPY OF THIS RFQ AND SCOPE OF WORK ALONG WITH TENDER DOCUMENTS.

PRE BID MEETING / SITE VISIT: THE PURPOSE OF PRE BID MEETING / SITE VISIT IS TO CLARIFY ANY DOUBTS OF THE BIDDERS ON THE INTERPRETATION OF THE PROVISIONS OF TENDER. PRE BID QUERIES, IF ANY, CAN BE SUBMITTED BY E MAIL ON OR BEFORE 07.09.2026. THE TECHNICAL QUERIES, IF ANY, CAN BE SUBMITTED TO KRISHNAMURTHYP@BHARATPETROLEUM.IN (TELEPHONE NO. 484-282-1703, 9496229164) AND COMMERCIAL QUERIES CAN BE SUBMITTED TO CHAUDHARIDEVESH@BHARATPETROLEUM.IN (TELEPHONE NO. 484-282-1647, 7020817981). THE E TENDER NUMBER, TENDER CLAUSE, PAGE NUMBER AND POINT NUMBER SHOULD BE CLEARLY MENTIONED WITH THE PRE BID QUERY. THE PRE BID MEETING / SITE VISIT IS SCHEDULED ON 08.09.2026 10:00 HRS

AT BPCL KOCHI REFINERY. ALL INTERESTED BIDDERS ARE REQUESTED TO REACH THE SITE HALF AN HOUR BEFORE THE SCHEDULED TIME.

E TENDER - THIS IS AN E TENDER THROUGH GEM PORTAL ([HTTPS://GEM.GOV.IN](https://gem.gov.in)). DIGITALLY SIGNED QUOTATIONS ARE INVITED, IN TWO-PART BID SYSTEM (UNPRICED TECHNO COMMERCIAL BID AND PRICED BID), FROM BIDDERS FOR THE SUBJECT SERVICE AS PER THE ENCLOSED TENDER DOCUMENTS.

SUBMISSION OF BIDS ONLINE: BIDDERS ARE REQUESTED TO SUBMIT/ UPLOAD THEIR UNPRICED AND PRICED BID WITH ALL REQUIRED DOCUMENTS THROUGH ABOVE WEBSITE. THE DETAILS ARE MENTIONED IN THE ATTACHED TENDER DOCUMENTS. THE UNPRICED BIDS WILL BE OPENED ON THE TENDER DUE DATE AFTER THE TENDER DUE TIME. THE PRICE BIDS OF QUALIFIED BIDDERS WILL BE OPENED ON A LATER DATE.

LIQUIDATED DAMAGES FOR DELAY: IN CASE THE CONTRACTOR FAILS TO COMPLETE THE WHOLE WORK WITHIN THE STIPULATED PERIOD, HE SHALL BE LIABLE TO PAY LIQUIDATED DAMAGES OF 0.5% OF THE BASIC VALUE OF CONTRACT PER WEEK AND OR PART THEREOF OF THE DELAY SUBJECT TO A MAXIMUM OF 5% OF THE VALUE OF THE CONTRACT. THE DETAILS OF PRICE REDUCTION CLAUSE IS MENTIONED IN CLAUSE NO.22 & 86 OF ATTACHED GCC.

PERFORMANCE SECURITY DEPOSIT / RETENTION MONEY: TO ENSURE PERFORMANCE OF THE CONTRACT AND DUE DISCHARGE OF THE CONTRACTUAL OBLIGATIONS, THE SUCCESSFUL CONTRACTOR WILL HAVE TO PROVIDE SECURITY DEPOSIT OF 5% OF THE BASIC VALUE OF CONTRACT. THIS SECURITY DEPOSIT MAY BE FURNISHED IN THE FORM OF BANK GUARANTEE / INSURANCE SURETY BOND IN THE PRESCRIBED FORMAT. IN CASE THE SUCCESSFUL CONTRACTOR IS NOT FURNISHING THE PERFORMANCE SECURITY DEPOSIT AS REFERRED ABOVE ON AWARD OF THE JOB, THE SAME SHALL BE DEDUCTED FROM EACH RUNNING ACCOUNT BILLS AT THE RATE OF 5% OF BILL VALUE TILL OVERALL SECURITY DEPOSIT OF 5% AS MENTIONED ABOVE IS COLLECTED. THE DETAILS OF PERFORMANCE SECURITY DEPOSIT / RETENTION MONEY IS MENTIONED IN CLAUSE NO.18 OF ATTACHED GENERAL CONDITIONS OF CONTRACT. IN THE CASE OF SECURITY DEPOSIT SUBMITTED IN THE FORM OF BANK GUARANTEE / INSURANCE SURETY BOND, THE BANK GUARANTEE / INSURANCE SURETY BOND SHALL BE VALID AND REMAIN IN FORCE TILL THE CONTRACTUAL COMPLETION PERIOD (EXPIRY OF THE DEFECT LIABILITY PERIOD- REFER CLAUSE-74 OF GCC, IF APPLICABLE) AND WITH A CLAIM PERIOD OF SIX MONTHS THEREAFTER.

DEFECT LIABILITY PERIOD: THE CONTRACTOR SHALL GUARANTEE THE WORK FOR A PERIOD OF 12 (TWELVE) MONTHS FROM THE DATE OF COMPLETION OF WORK.

GENERAL CONDITIONS OF CONTRACT (GCC): - PLEASE FIND THE GCC ATTACHED WITH TENDER DOCUMENTS, SIGN ALL THE PAGES OF GCC AS A TOKEN OF YOUR ACCEPTANCE OF ALL THE TERMS & CONDITIONS AS MENTIONED AND UPLOAD WITH DULY FILLED GCC ACKNOWLEDGEMENT FORM.

BIDDERS ARE REQUIRED TO READ AND COMPLY WITH THE FOLLOWING DOCUMENTS ATTACHED WITH THE TENDER. ALL FORMS, DECLARATIONS, AND CERTIFICATES REQUIRED AS PER THE BELOW DOCUMENTS SHALL BE DULY FILLED, SIGNED, STAMPED, AND UPLOADED ALONG WITH THE TENDER DOCUMENTS. FAILURE TO SUBMIT OR SUBMISSION OF INCOMPLETE DOCUMENTS SHALL RENDER THE BID NON RESPONSIVE AND LIABLE FOR REJECTION.

1. BID QUALIFICATION CRITERIA (BQC)

2. COMMERCIAL FORMAT
3. POLICY FOR HOLIDAY LISTING OF BIDDERS IN BPCL
4. LAND BORDER RESTRICTION POLICY
5. PURCHASE PREFERENCE TO MSE
6. PURCHASE PREFERENCE TO MAKE IN INDIA
7. RELAXATION FOR START UP
8. 5 TIER SAFETY COMPETENCY MANAGEMENT
9. BID REJECTION CRITERIA FORM
10. TENDER ACKNOWLEDGEMENT FORM
11. COMPLIANCE TO BID REQUIREMENT FORM
12. BIDDER DOCUMENT CHECKLIST

IF THE BIDDER IS NOT A REGISTERED BIDDER IN BPCL, PROVIDE DULY FILLED BIDDERS INFORMATION FORM WITH REQUIRED DOCUMENT. THE BIDDERS INFORMATION FORM IS ATTACHED WITH TENDER DOCUMENT.

GST IS APPLICABLE AS PER GCC CLAUSE 86 AND ADDITIONAL TERMS AND CONDITIONS UNDER GST ARE ATTACHED WITH TENDER DOCUMENTS.

CONTRACTOR SHALL AT HIS OWN EXPENSES CARRY AND MAINTAIN INSURANCE WITH REPUTABLE INSURANCE COMPANIES TO THE SATISFACTION OF THE OWNER AS PER GCC CLAUSE 87.

BIDDERS ARE ALSO REQUIRED TO READ AND COMPLY WITH THE FOLLOWING DOCUMENTS ATTACHED WITH THE TENDER.

1. INSTRUCTIONS TO BIDDERS
2. ONE BID PER BIDDER CLAUSE
3. CONCURRENT APPLICATION
4. ADVISORY ON ENVIRONMENTAL CRITERIA
5. ADVISORY ON BANK GUARANTEE
6. GOVERNMENT DIRECTIVES
7. SAFETY & SECURITY REGULATIONS
8. INSTRUCTIONS TO CONTRACTORS

THE ATTACHED TENDER DOCUMENT (TENDERDOCS) FORMS AN INTEGRAL PART OF THIS E-TENDER. PLEASE READ, DULY FILL, SIGN, STAMP AND UPLOAD THE REQUIRED DOCUMENTS ALONG WITH YOUR OFFER. OFFERS NOT COMPLYING THE ABOVE POINTS ARE LIABLE TO BE REJECTED.

BPCL-KOCHI REFINERY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL QUOTATIONS, EITHER IN WHOLE OR IN PART, AND TO ACCEPT ANY QUOTATION OTHER THAN THE LOWEST PRICED QUOTATION WITHOUT ASSIGNING ANY REASON. ANY QUOTATION CONTAINING INCORRECT STATEMENT OR INCOMPLETE INFORMATION IS LIABLE TO BE REJECTED.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
00010	Assistance for operation of ETP's		31.10.2026	
Page 4 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

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

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
The item 00010 covers the following services:				
10	9004483 MPW DAILY BASIS Helper Upto 8 hrs	21,000	EA	(each)
Supplying manpower on daily basis on any day of the week with required tools and equipments on instruction from BPCL For working upto 8 hrs. Service Item 10: Unit basic rate in words				
State GST % : _____ % Central GST % : _____ % Integrated GST % : _____ % Union Ter. GST % : _____ % GST Comp. Cess % : _____ % HSN Code / SAC Code : _____ Billing State : _____				
* 01 Scope of work BPCL-KOCHI REFINERY ARC FOR OPERATING EFFLUENT TREATMENT PLANTS (ETP-III/DHDS ETP/ETP-IV) INTRODUCTION: Effluent treatment Plants (ETP-3/DHDS ETP/ETP-IV) were commissioned in 1994/2000/2011 respectively as part of various capacity expansion and modernization projects to treat the effluents generated from process units and offsite facilities in the refinery. The main infrastructure facilities in ETPs are Control Rooms, Effluent Treatment Plants (ETPs) including storage tanks like slop oil, OWS and CRW Tanks, Fire water network and other associated facilities to treat the spent caustic stream. Effluent Treatment Plant (ETP):				
Page 5 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	ETPs are designed to treat the following streams: Ø Oily Water Sewer Stream (OWS) Ø Contaminated Rain Water Stream (CRWS) Ø Spent Caustic Effluent Stream Ø Sludge Handling System Oily Effluent Stream: Effluent drained to Oily Water Sewer (OWS) from various process units, offsite area -tank drains, waste water streams like floor washings etc are collected and pumped to respective ETP#s which will have high oil content. Contaminated Rain water Stream: Contaminated Rain water from process units area during wet weather, floor wash during dry weather, tank dykes and tank roof drains, which will have a lesser oil content. Spent Caustic Stream: Spent Caustic stream is generated in process units having high Sulphide contents and drained to ETPs for treatment and safe disposal. SCOPE OF WORK: Scope of work to be performed by the contractor shall include but not limited to the following: A. Round the clock operation of the DHDS EFFLUENT TREATMENT PLANT (DHDS ETP) located at the DHDS block of the refinery. B. Round the clock operation of the EFFLUENT TREATMENT PLANT #III (ETP-III) located at Refinery area. C. Round the clock operation of the EFFLUENT TREATMENT PLANT #IV (ETP-IV) located at Refinery area. D. Coordination of Operation & Maintenance activities of the aforementioned 3 ETPs (DHDS ETP, ETP-III, and ETP-IV) in General shift hours. E. DETAILS 1. Essentially the main component of this contract is manpower. The contractor shall supply competent personnel for the operation of the plants. 2. Contractor and contract men deployed shall be Indian national. The competency of the personnel shall be assessed by the owner's representative and only after getting the consent of the owner, he shall be employed on the job. If a new person is to be employed in between the contract period, he should be given at least 15 days training in the plant by the contractor, for which no payment will be made by the company. All the personnel to be employed shall be produced before the Engineer in Charge (EIC) /shift in charge (SIC) prior to the commencement of the contract and only those who are found fit for			
Page 6 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	the service shall be allowed to operate the plant. 3. The contractor's personnel shall report on 8 Hrs. rotating shift basis (in line with BPCL-KR) to the shift in charge of that area to receive the proper instructions. They shall also sign in the Log books / Registers kept in the respective plants. 4. The contractor's personal in General shift (in line with BPCL-KR) shall report to the Shift in charge / Engineer in Charge of that area at 08:15 am from Monday to Saturday to receive Operating Instructions. He shall also sign in the Log books / Registers kept in the respective plants. 5. The Operating personnel employed in ETP#s should hold Diploma in Engineering (in Chemical) or BSc (Chemistry) and should have at least two years# experience in operating a similar plant. 6. Contractor shall deploy two person in each ETPs per shift, (DHDS ETP/ETP-III/ETP-IV) and they shall be deployed in 8 Hrs duty pattern (3 shifts) in line with BPCL and they shall be given at least one weekly off. No workmen shall be allowed to work more than two shifts continuously.3no.s additional man power to be arranged by contractor to cover weekly off days of shift operators .one person is allowed to work continuously for 9 days only (Total manpower per shift: 3x2=6 no#s, excluding General shift coordinator) 7. The job involves operation of the EFFLUENT TREATMENT PLANTS (DHDS ETP/ETP-III/ETP-IV) on a round the clock basis as per the Standard operating procedures/manual and as per the instructions given by the Engineer in charge (EIC) / Shift in charge (SIC) of the area from time to time. In addition to that they shall also perform other duties like surveillance of pipe racks and other facilities currently under the respective ETP#s. 8. The personnel employed in the rotating shift shall report to the shift in charge on all days including Sundays and Company Holidays and they shall be deployed in 8 Hrs. duty pattern (3 shifts) in line with BPCL-KR at ETPs (DHDS ETP/ETP-III/ETP-IV) 9. The personal employed in General shift shall report to the Engineer in charge (EIC) / SIC in ETP-5 on all days except on Sundays and company holidays at prior to 8.15 am and will carry out the jobs as per the company requirement/procedure/ instructions of the shift in charge. The General Shift Coordinator shall apprise the shift in charge at 05:00 pm prior to their departure from the job spot. 10. Operation of all the equipment#s inside plant area based on requirement, in a safe manner as per the equipment catalogues and operating instructions / procedures. 11. Chemicals preparations & dosing operation at the specified locations in the plant with utmost care as per the procedure and instruction given by shift in charge. 12. General maintenance activities like easing of all the valves, servicing/oiling of the pumps, motors, miscellaneous jobs related to plants, etc. 13. Observing & recording of all process parameters, maintaining approved log books and submission of the same to the concerned authorities of BPCL Kochi Refinery.			
Page 7 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	14. Maintaining the register for all consumables and spares issued to the contractor and used in the plant. 15. Informing of the equipment failures promptly, if any, and rectification of the same in co-ordination with our maintenance / P & U dept., including PM check of all equipments. Any other jobs connected with the operation of the plant also shall be carried out by the contractor without any delay. 16. During the contract period, the contractor shall make all efforts to keep the plant and equipments in neat and good working condition on a continuous basis. Assistance for equipment#s minor repair jobs, backwashing etc also are included in the scope of the contractor. 17. Collection of routine , check samples and test run samples related to ETPs in sample bottles provided by BPCL-KR and handing over the same to BPCL-KR lab for analysis as directed by area in charge. 18. The contractor shall operate the plans as and when required by the company. Normally the operation of the plant will be round the clock including Sundays and Holidays. The contractor's personnel shall be available at site during the entire contract period. 19. Coordinate mutually within all ETPs (DHDS ETP/ETP-III/ETP-IV/ETP-5) & CDS Group and other process plants for the smooth operation of ETPs. 20. Constant surveillance of all the facilities at ETPs (DHDS ETP/ETP-III/ETP-IV) for any abnormality. Inform any abnormality, like line leak, overflow of tanks/sumps, Spillage of water/oils etc observed, to shift in charge immediately and do the needful as per the instruction of shift in charge to rectify the same. 21. Lining up of streams and starting and stopping of pumps, compressors/equipments as per the requirement or instruction in the operating manual/from shift in charge 22. Maintain log sheets provided by BPCL with full details of operations whatever done in each shift and communicate with the shift in charge (before and after every operation). Observe and record all the operating parameters during the operation as instructed by shift in charge in the log book. 23. Isolation and draining of equipments (pumps/tanks/sumps/blower etc) for maintenance and inspection. 24. Proper venting of pipelines as per operational requirements 25. Operation of centrifuge as and when required based on need or instruction from shift in charge. 26. General maintenance activities like easing of valves, checking of bearing oil/grease, checking cooling water system, de plugging of pipelines during emergencies. 27. Topping up of chemicals in chemical dosing vessels at ETPs as when required and as instructed by Shift in charge/Engineer in charge. 28. Contractor shall maintain an inventory register for the Chemicals & materials (spares, consumables, tools etc) issued by BPCL. It shall also contain details of receipt, supply and consumption for each transaction. The stock availability and shortage should be informed to the shift in charge on regular basis. 29. Monitor the equipment condition and pipeline network/ tanks/			
Page 8 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	equipments/vessels etc. 30. Cleaning of tank roof, wind girders, gauge hatch platform, deck, tank berm, tank dyke, roof drain outlets, water drain pits, tank side valves operating platform, etc. of the tanks connected with respective ETP#s 31. Housekeeping of plant area in the concerned ETPs. 32. Any accidental spillage of oil/ chemicals in and around the area in the course of operations has to be informed to the Shift in charge and the same is to be collected in specific drums/ containers. 33. Manual gauging of the Slop tanks before & after every operation and during tank idling for measurement of oil, water & temperature and also as per the instruction from Shift in charge. 34. Assistance for Routine inspection of tanks based on the schedule/ instructions given by Shift in charge in line with OISD/ other statutory standards. 35. Contractor shall provide adequate assistance in pre-commissioning/commissioning activities of new pipelines, tanks, pumps, etc coming up during the tenure of the contract. Providing hose connection, draining of pipelines as per instruction from shift in charge. 36. Assistance in shifting of tools/ spares/ equipments within the ETPs shall be provided. 37. Equipment/tools handed over to contractor for operational activities shall be maintained by contractor in good condition and shall return all tools in good condition on closure of contract. 38. If equipment/tools given by BPCL are not properly maintained by contractor or if it fails due to negligence from contract men, BPCL at his own liberty may repair it and cost of repair shall be recovered from the contractor. 39. The Operators shall be made aware about the relevant OISD and Minas standards. 40. All the contract men shall undergo HSE and fire training conducted by BPCL at Refinery premises prior to commencement of the contract. Costs, if any, for the same shall be borne by Contractor. 41. Personnel deployed shall be healthy and shall not have any permanent ailment or disablement. BPCL may arrange for medical examination of the contract personnel deployed and may reject any personnel on health grounds. In this case, BPCL decision will be final and the Contractor shall make alternate arrangement to supply new manpower based on relevant clauses mentioned above. 42. BPCL at its own discretion can ask contractor to provide another person based on the non-performance of contract men. 43. It is the responsibility of contractor to arrange food/refreshments for the Operators in duty in ETPs during the whole contract period. 44. Contractor shall make his own arrangement to obtain entry pass from Refinery and security for all the contract men deployed including the contractor. 45. Contractor has to take responsibility for all the operational mistakes done, lapses or non-performance by contractor/ contract. 46. As per the Factories# Act contract men will be allowed to work 8 hrs normal duty daily. Based on request from contractor or person authorized by			
Page 9 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	contractor in writing, Shift in Charge can allow person to extend his duty for a maximum of 16 continuous hrs. Contractor shall not request frequently for extension of duty particularly after night shifts. In no case contract men shall be permitted to do duty for more than 16 continuous hrs. 47. Considering the critical nature of the ETPs operations, shortage of manpower in any shift will not be permitted under any circumstances. In case of manpower shortage in any shift, BPCL-KR may initiate actions like suspension/ termination of contract or any other monetary deduction as deemed suitable by the BPCL. 48. BPCL will provide a suitable shelter with dining/ lavatory facilities for the personnel of the contractor during duty hours. 49. The shelter premises and the facilities therein, of BPCL shall not be sub-let or sub-contracted either fully or partly under any circumstances whatsoever to any other person or agency. Also, the contractor is not permitted to add, delete or modify any of the existing facilities. 50. The premises and facilities therein, of BPCL shall not be used for any other business/purpose other than operation of ETPs. 51. Being special nature of work, rendering satisfactory and regular service is expected from contractor. If the contract employees does not turn up in time on all days as per the required manpower specified in the contract or if the workmanship is poor, BPCL will be forced to get the work done through any other third party at the risk and cost of the contractor for the job. 52. The BPCL shall be at liberty to terminate the contractor forthwith, if the successful bidder fails to fulfill, comply or abide by any of the obligations and terms and conditions herein contained and on such termination the Contractor shall not have any right to enter into the premises or to do anything as per the agreement and terms and conditions herein contained. 53. The Contractor shall comply with all statutory obligations existing or modified, or introduced from time to time in respect of Contractor's employees either past, present or future towards the Contractor's employees. 54. The Contractor shall also as and when called up on by BPCL or his duly authorized representative, produce necessary proof of compliance of the various statutory obligations pertaining to his employees. 55. Contractor shall take adequate insurance coverage for all his properties and facilities used for this job and BPCL shall in no way be liable for any loss, damage or theft to these properties / facilities due to whatsoever reason. 56. The contractor shall cover all the employees engaged by him under ESI as well as EPF Acts and shall submit necessary records and return in proof of compliance of these statutory enactments. 57. The Contractor shall strictly follow the safety and security rules and procedures prevailing in BPCL from time to time. The contractor shall provide to his workmen all necessary safety gadgets required for safe and smooth execution of the job. 58. BPCL shall in no way be liable for any damages / injury occurring out of negligence of the contractor or his agents/employees in implementing the laid down safe working procedure and practice.			
Page 10 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	59. Failure to meet the contract conditions will result in a penalty as per BPCL policy. F). SCOPE OF SUPPLY: a). BPCL Scope: 1. Supply of tools required for operation of effluent treatment plants & facilities. 2. Sample bottles for collecting samples 3. Supply of spare parts, for maintaining equipments and infrastructure in good condition. 4. Supply of chemicals for ETPs operation 5. Supply of lube oil, grease etc for maintaining equipments and facilities in good working condition. 6. Though BPCL will make all efforts to supply utilities such as electric power, and water to the shelter provided for field personnel, BPCL shall have no responsibility or liability, if supply of utilities is interrupted or insufficient due to unavoidable circumstances beyond their control. b). Contractor's Scope: 7. Essentially the main component of this contract is manpower. The contractor shall supply competent personnel for the operation of the plants as mentioned above. Contractor and contract men deployed shall be Indian national. 8. Contractor should arrange manpower during holiday/bandh/hartal/strike, etc. Contractor will not be eligible for any claim other than the normal amount. 9. Material supply is not envisaged in the scope of Contractor except providing consumables like sufficient PPE's like boiler suit, safety helmet, safety shoes, hand gloves, gum boot, face shield, PVC gloves, and rain coats which are required for safe operation to contract operators. OWNER approved brands of PPEs only shall be used & should ensure that it is worn by the laborers. 10. Personal Gas Detector#s and Walkie talkie will be provided by BPCL to each Contract employee and they shall maintain it and return in good working condition 11. Transportation of the workers from the gate to the work spot will be the responsibility of the contractor and shall be arranged by the contractor at his cost. 12. Contractor shall comply with the HSE rules as per the direction of the company 13. Failure to meet the contract conditions will result in a penalty as per BPCL policy. G). Payment Terms: 1. Payment will be made on monthly basis against submission of bills. For the operation of ETPs, the payment will be for the number of shifts covered (eg.			
Page 11 of 14		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	For the month of April the payment will be for 30*3=90 shifts and for the month of May the payment will be for 31*3=93 shifts) basis of attendance register. For General shift coverage (Coordination of ETPs operation) the payment will be for the actual number of man days reported for the job. The persons have to sign on the attendance registers kept at the respective areas. If any unauthorized absence is noticed on any day or part of the day the payment will be deducted on prorated basis. Contractor shall arrange manpower for rotating shift in all days including holiday/bandh/ hartal/strike, etc. Contractor will not be eligible for any claim other than the normal amount. 2. Compliance of ESI and EPF acts: Contractor shall cover all employees engaged by him or through sub-contractors, under ESI as well as EPF Acts and shall submit necessary records and returns in proof of compliance of these statutory enactments. H). TERMS AND CONDITIONS GCC is applicable I). TIME OF COMMENCEMENT/COMPLETION: The successful contractor shall start the work as per the PO approved and the period of the contract shall be Three years (1096 days) from starting date.29.11.2026			
* 02	GCC and other tender documents			
	Refer ATC document			
	Grand Total (inclusive of all taxes, duties/charges etc)			
	In figure:			
	In Words :			
	</			

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 other tender documents

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

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

Collective RFQ No. : 1000463715

Our Reference: 14.26036 G

Due Date : 21.09.2026

RFQ No. : 6001960138

Due Time : 14:00:00

Subject:

To,
PROCUREMENT MANAGER, KR
BPCL - KOCHI REFINERY
POST BAG NO 2, AMBALAMUGAL
KOCHI, INDIA
682302

Purchase Group : J14-HSKG/TRNSPORT/MISC