

**THE STATE TRADING CORPORATION OF INDIA LTD.,**

*(A Government of India Enterprise)*

**MUMBAI BRANCH**

**B-1-201, MARATHON NEXT GEN INNOVA,**

**OFF GANPAT RAO KADAM MARG**

**OPP PENINSULA CORPORATE PARK,**

**LOWER PAREL (W) MUMBAI -400013**

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**REF : STC/MUM/E-OIL/Safety -1**

**Dated : 04/03/2014**

**Subject: Appointment of Safety Auditor for the safety audit of STC's edible oil installation at Mallet Bunder, Mumbai**

**Due Date: 14/3/2014 @ 15:00 Hrs**

**Opening of Technical Bids: 14/3/2014 @ 15:30**

**EMD: ` 30,000/- (in form of DD/Bankers Cheque issued in favor of The State Trading Corporation of India Ltd)**

**Name of Work:**

STC invites Sealed Tenders in "Two part" for Appointment of Safety Auditor for carrying out the safety audit of its oil installation at Mallet Bunder, Chamar Godi (Near Ferry Wharf), Muzawar Pakhari Road, Mumbai 400 009.

**I. INTRODUCTION**

- 1.** The State Trading Corporation of India Limited is having a liquid storage sites for Edible oil storage in Mumbai at Mallet Bunder, Chamar Godi (Near Ferry Wharf), Muzawar Pakhari Road, Mumbai 400 009
- 2.** The installation is being used for storing edible oil and molasses. These are said to be two major commodities the company imports/exports in Mumbai through sea route.
- 3.** As a major safety measure State Trading Corporation of India Limited want to carry out safety audit of its installation at Mallet Bunder. It has 3 Nos of large size storage tanks of 36.6m diameters and 12m height with all necessary loading and unloading facilities. The Site is located close to Ferry Warf and under the operation from more than 30 years. Approximate area of the plot is 16000 sqm.
- 4.** The installation has following utilities and structures to be audited for the safety

- a. 3Nos of MS tanks of 36.6m dia and 12m height
- b. One administrative building.
- c. One pump house with nos. of pumps and motors, electrical substation.
- d. In-coming pumping station.
- e. Pipelines of various diameters including valves and other operating equipments
- f. Weighbridge with a cabin for operator
- g. Loading and Unloading structures with pipe lines
- h. Open area with boundary wall and electrical poles etc.

**5. Representatives of the bidder are advised to visit STC's Mallet Bunder Installation to inspect the installation before submitting the bid. Any such visit should be done with prior intimation to STC Mumbai office.**

6. The bidders are advised to inspect and survey the site and its surrounding and satisfy themselves before submitting their bids as to the form and the nature of the site, the means of access to the site, the accommodation they may require etc. In general, bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances that may influence or affect their tender.

**II. SCOPE OF WORK**

1. Safety audit is a well recognised tool to improve the effectiveness of safety programme and loss prevention measures by carrying out systematic and critical appraisal of potential safety hazards involving personnel, plants and equipments.
2. For a structured and systematic safety audit of any plant/ facility, check lists are the most important prerequisite. Check lists should cover all the operational areas, major equipments, operating/maintenance procedures, safety practices, fire prevention/ protection systems etc.
3. Observations/recommendations of safety audit team should be presented in the form of a formal report and action plan for corrective measures should be prepared and subsequently monitored for implementation.
4. General guidelines on safety audit methodologies and techniques should be as per relevant IS codes and standard procedures as accepted by oil industry.
5. The consultants should form a multi disciplinary team before starting the audit; the team should consist of well qualified Civil, Electrical, Mechanical, Piping and other engineers with 10 years plus experience in the similar field. Their work shall be;
  - a) To identify vulnerable areas and specific potential hazards
  - b) To identify any design deficiencies and also any weaknesses which might have cropped up during modifications / additions of facilities.
  - c) To ensure that fire protection facilities and safety systems are well maintained.

- d) To ensure that operating / maintenance procedures, work practices are as per those stipulated in the manuals and standards, which might have degraded with time.
  - e) To check on security, training, preparedness for handling emergencies and disaster management etc.
  - f) To check on mutual aid scheme, preparedness practice with district authority/fire brigade.
  - g) To check the compliance of statutory regulations, standards, codes, etc.
6. Safety Audit shall cover all of various areas of a company's activities to a systematic critical, examination with the objective of minimizing loss. This includes all the components of the system viz. management policy, attitudes, training, design (Process, Mechanical, Electrical, etc.) aspects, layout and construction of the plant, operating Inspection & Maintenance procedures, emergency plans, personal protection standards, accident records.
  7. The safety Audit team visits any particular facility for carrying out Safety Audit, it would be essential to study all relevant documents as below to get complete picture
    - Layouts
    - P & IDs
    - Operating Manuals/"SOP"
    - Maintenance / Inspection Manuals
    - Fire and Safety Manuals, etc.
    - Earlier internal audit /external inspection reports
  8. All the audit team members should study these documents in advance to know the details of the installation.
  9. Site inspections- Most of the information could be gathered through site inspection using ready-made check lists. The auditors should enter their observations under the remarks column and not simply state "yes"/ "no". Wherever necessary, observations should be recorded in separate sheet. Inspection should be carried out accompanied by Installation Manager/In charge or the assigned officials.
  10. Further information can also be gathered through discussions (formal & informal), with site personnel and Installation / Plant Manager, who is in-charge of the area or other site officers. The audit team should interact with persons from various disciplines such as Operations, Maintenance, Electrical, Instrumentation, etc. accident Records, Minutes of Safety Committee Meetings etc. may also be studied as required.
  11. The work of the Safety Audit item should be presented in the form of a Safety Audit Report for each group which should contain observations & recommendations and also in brief the modalities adopted in conducting audit and the names of the audit team members.
  12. Before finalizing the report, the Safety Audit Team can give a presentation as feedback to the Operating/ Management personnel of the Area / Installation. Additions or deletions could be made in the draft report based on the discussions and comments received during the

- presentation. This approach is always constructive and does not undermine the technical competence of the audit team.
13. It would be necessary to undertake a detailed study of the specific area and to identify the rectification measures also for the weakness or additions /repairs required if any and also to make recommendations for the implementation of safety measures and their follow up.

### **III. MAJOR POINTS FOR CHECKLIST FOR SAFETY AUDIT**

1. Buildings and safety
2. Chemical Exposures
3. Compressed Gas and Cylinders
4. Compressors and Compressed Gas
5. Confined Spaces
6. Cranes and Hoists
7. Electrical Safety
8. Elevated Surfaces
9. Emergency Action Plan
10. Environmental Controls
11. Ergonomics
12. Exit or Egress
13. Exit Doors
14. Eye Protection
15. Fire Protection
16. Flammable and Combustible Materials
17. Floor and Wall Openings
18. General Work Environment
19. Hand Tools and Equipment
20. Hazard Communication
21. Hearing Conservation
22. Identification of Piping Systems
23. Industrial Trucks – Forklifts
24. Infection Control
25. Injury and Illness Prevention Program
26. Lockout/Tag out Procedures
27. Machine Guarding
28. Materials Handling
29. Medical Services and First Aid
30. Noise
31. Personal Protective Equipment and Clothing
32. Posting
33. Portable Ladders
34. Portable (Power-operated) Tools and Equipment
35. Recordkeeping
36. Safety Committees
37. Spray Finishing Operations
38. Stairs and Stairways
39. Tire Inflation
40. Transporting Employees and Materials
41. Ventilation for Indoor Air Quality

42. Video Display Terminals
43. Walkways
44. Welding, Cutting and Brazing
45. And any other relevant area which is not mentioned here but required for safety of the installation.

A detail check list to be prepared for each area of work.

#### **IV. PREQUALIFICATION CRITERIA**

1. The Consultants should be in the business of Engineering planning design of buildings and chemical plants and carrying out audits from last 10 years.
2. The consultants should have a in house qualified team of engineers with more than 10 years experience each in the similar field.
3. The last 3 years turnover of the consultants should be more than Rs. 30 lakhs.
4. The consultants should have successfully carried out 5 similar works in last 7 years for Reputed Private and/or Public Sector Companies and out of which at least one work of Govt or Govt undertaking.
5. The above should be submitted with documentary evidence along with CVs of the team members.

#### **V. TERMS & CONDITIONS FOR THE QUOTATIONS**

1. Company profile should be submitted as per annexure I
2. The consultant who wishes to apply for the work must visit the site and conduct the site study in detail using his own resources, before making the offer.
3. The consultant who wishes to apply for the work should take an appointment with departmental officer within one week on publication of this tender, for site visit and site study.
4. A bidder shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
5. Submission of a tender by a bidder implies that he has read this notice and all other tender documents and has made himself aware of the scope and the specifications of the work to be done and local conditions and other factors bearing on the execution of the work.
6. The bidders should quote his rates in figures as well as in words. In case of any discrepancy between figures and words, the rates quoted in words will be treated as final.
7. The tender shall be submitted in original tender document superscribed by the name of the tender.
8. The tender is a two part tender consisting of Part I (Technical Bid) and Part II (Financial Bid). In these two part tenders, two sealed covers super scribed as Part I and Part II shall be submitted. These two sealed envelopes shall be put together in a third envelope and sealed with super scribed by the name of the tender.

9. On receipt of the bid, Part I comprising of the Technical bid will be evaluated and the bids found viable in respect of pre qualification criteria as well as technical criteria will be short listed.
10. The Part II of the bid comprising of the Financial bid will only be evaluated and in respect of only those bidders who are short listed on the basis of the part I of the bid within 15 days from the opening of the technical bid. The exact date, time and venue of the opening of price bids of the eligible bidders will be intimated through Fax/Email/Phone/ Courier Service.
11. The bidder shall submit the bid which satisfies each and every condition laid down in the tender document failing which the bid will be liable to be rejected.
12. The STC does not bind themselves to accept the lowest or any bid or give any reasons for their decisions.
13. The STC hereby reserves its right to accept, reject any offer without any reason thereof at any stage without giving any notice.
14. The bidder shall submit a DD/Bankers Cheque issued in favour of the State Trading Corporation of India Ltd., Mumbai for an amount of ` 30,000/- along with the Technical bid (Part -I of the tender) as Earnest Money Deposit (EMD).
15. On acceptance of the bid, this EMD will be treated as Security Deposit and will be refunded along with the final payment. The EMD turned Security Deposit will not accrue any interest.
16. STC reserves to themselves right to accepting whole or any part of the tender and the bidder shall be bound to perform the same at his quoted rates.
17. This Notice shall form a part of the contract document.

#### **VI. SUBMISSION OF QUOTATIONS:**

1. The Offers should be submitted in two sealed covers one superscripted "Technical Bid-Envelope No.1" and other "Price Bid-Envelope No. 2". Both covers shall be put in another sealed cover superscripting the envelope with "Tender for appointment of Safety Auditor, Tender Notice No. and due date".
2. The Tenderers should submit following in Technical Bid-Envelope No. 1:
  - (a) One set of entire tender document (Technical Bid and Price Bid) issued by The State Trading Corporation of India Limited (STC) with **all the pages of document duly signed & stamped as a token of acceptance of all terms and conditions mentioned therein.**
  - (b) Demand Draft/ Bankers' Cheque for EMD.
  - (c) Technical bid as per Annexure-I, duly filled in along with requisite documents.
  - (d) Documents in support of meeting the Qualifying criteria.
  - (e) Deviations from terms and conditions of tender documents, if any.
  - (f) Tender in prescribed format complete in all respects (**each and every page of the tender document must be signed and stamped**) accompanied with the earnest money deposit of

` 30,000/- in the form of Bank draft/Pay order from any Nationalized bank in favor of "THE STATE TRADING CORPORATION OF INDIA LIMITED." payable at Mumbai should be **dropped in the box kept at the reception of the above mentioned STC Mumbai office or should reach STC Mumbai Office by registered post / Courier on or before 15:00 IST on 14.03.2014.** The STC of India Ltd. shall not be liable for any delay in submission of the tender documents due to postal delay or any other reasons and no extension to the date of tender submission/tender opening shall be given for any reason whatsoever.

3. Price Bid-Envelope No. 2 should contain prices as per Annexure-II.
4. The part-1 pre qualifying bid shall be opened in the presence of the tenderer or their authorized representatives in the office of STC of India Limited Mumbai on the scheduled date and time (i.e on 14.3.2041 at 15:30 IST).
5. The bids submitted shall remain valid for acceptance for a period of 30 days from the date of opening of Part I (Technical Bid). The bidder shall not be entitled during the said period of validity to revoke or cancel his tender or vary the tender given thereof. In case of bidder revoking or cancelling the bid, varying any terms in regard thereof, the EMD deposited by the bidder alongwith the bid shall be forfeited by STC.

#### **VII. DURATION OF THE WORK**

The detailed safely audit report as mentioned in scope of work with desired details, drawings and photographs and recommendations etc should be submitted within 21 days from the date of allotment of the work to the successful auditor.

#### **VIII. PAYMENT TERMS**

The Final Payment will be made within 15 days of acceptance of the report by the Competent Authority of STC.

**Any CORRIGENDUM/ REJOINDER/ADDENDUM will be published on the STC's website.**

Thanking You,  
For STC of India Ltd.

V Pal Kishtafar  
Deputy General Manager

Annexure-I

**TENDER REF NO: STC/MUM/E-OIL/Safety -1 Dated : 04/03/2014**

**TECHNICAL BID**

**DETAILS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID FOR  
APPOINTMENT OF SAFETY AUDITOR**

|     |   |  |
|-----|---|--|
| 1.  | NAME OF THE FIRM:   |  |
| 1.1 | Office Address:   |  |
| 1.2 | Year of Establishment:  |  |
| 1.3 | Contact Person with Designation:  |  |
|     | Ph No / Mobile No:  |  |
|     | Fax No:   |  |
|     | E-mail:   |  |
| 1.4 | Details of Branch Offices if any:   |  |
| 1.5 | Organizational setup of the firm, total staff strength both technical and administration with name, age, qualification and experience of important officials  |  |
| 1.6 | PAN Number  |  |
| 1.7 | VAT/CST Number  |  |
| 2.  | Details of Associate Companies/Firms:   |  |
| 3.  | Details of Works carried out and on hand for which they have provided services as Project Management Consultant in last five years with details such as name of Work, year of completion, client name |  |



|    |   |  |
|----|---|--|
|    | and address, cost of work, time period of construction, nature of work, etc. (with Documentary proof):  |  |
| 4. | Any other detail you would like to intimate in support of your application for appointment (Wherever possible supported by documents):  |  |
| 5. | Submission of EMD for Rs. 30,000/- in the Technical Bid in the form of Demand Draft / Pay Order favoring The State Trading Corporation of India Limited payable at Mumbai (Please provide the detail) |  |
| 6. | Confirmation of Bid Validity Period of 30 days from the date of opening of the Bid  |  |

Signature of the authorized  
Person with seal of the firm

(Note: Attach separate sheet for furnishing information in case the space in the format is insufficient)

**TENDER REF NO : STC/MUM/E-OIL/Safety -1 Dated : 04/03/2014**

**ANNEXURE II (PRICE BID)**

| PARTICULARS   | LUMP SUM AMOUNT (in ` ) |          |
|---|-------------------------|----------|
|   | In Figure               | In Words |
| Conduction of Safety Audit at Mallet Bunder Installation and Submission of report |                         |          |
| Applicable Service Tax @ 12.36 %  |                         |          |