

No.4/14/2017-OIDB

July 11, 2017

TENDER DOCUMENT

Sub: Hiring of Consultant to carry out due diligence for rehabilitation of Biecco Lawrie Ltd.

The Oil Industry Development Board hereby invites sealed tenders for Hiring of Consultant to carry out due diligence for rehabilitation of M/s. Biecco Lawrie Ltd. (BLL). The details of scope of work, qualification criteria, method of selection etc. are given below:

Scope of Work:

The Consultant shall assess the following aspects:

- Internal Diagnostic Review
 - Analyze existing policies and regulations impacting the performance of the company
 - Assess the operational performance of the company, for different SBUs, in terms of (a) capacity utilization, (b) technology adopted, (c) product mix, (d) market segments catered and existing customer base, (e) business model including procurement of inputs, sales & distribution and (f) all the existing plant & machineries, other equipments, facilities and assets.
 - Assess the financial performance, for different SBUs, in terms of (a) revenue growth, (b) revenue mix by products, key customers and geography, (c) cost structure associated with inputs, salaries/ wages, utilities, etc. (d) key financial metrics including operating profit margins, ROCE, Asset Turnover, etc.
 - Review the organization structure including (a) span of control, (b) reporting relationships, (c) role & responsibility of key personnel and (d) skill set of employees
- External Assessment
 - Assess relevant markets/ segments in terms of size, growth & profitability for different SBUs.
 - Competitive analysis and benchmarking with key players; assess product/ service mix, growth strategy & critical success factors
- SWOT Analysis: Identify key strengths that can be leveraged to tap opportunities and weaknesses to be addressed along with mitigation of threats, if any
- Review the current manpower (profile and numbers) and its optimum utilisation.
- To study the current and future liabilities of the company including statutory dues and its impact on the performance of the company and the revival efforts.
- Option Analysis: Based on the above, Consultant is required to suggest the plan for the future of the company.

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-

301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली-110 001
फोन : 91-11-23413540

Main Office :-

OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector-73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-

301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110 001
Phone : 91-11-23413540

- Implementation roadmap: For the identified options,
 - indicate cost & payback period, investment plan, and financials for next 10 years
 - recommend high level implementation plan with key interventions and associated milestones and responsibility.

Qualification Criteria:

- Average annual turnover of Rs.100 crores in the past three financial years beginning 2014-15.
- Previous experience of undertaking similar study in at least 5 Central / State Government PSEs. Preference will be given to those who have experience of undertaking similar work for Oil PSU/Power Sector.
- Completion of similar projects with Central Public Sector Enterprises. Attach work Order/Completion Certificate.
- The Bidder should have following experts for carrying out the study:-
 - ✓ Team Leader preferably a management professional with 10 years' experience as team leader for similar study/projects.
 - ✓ Market Analysis Expert (MBA or equivalent) with 8 years of experience in the relevant area and has been involved in undertaking similar projects.
 - ✓ Financial Expert (CA or CMA or MBA in Finance) with 8 years of experience and has been involved in undertaking similar projects.
 - ✓ Organization Development Expert (MBA) with 7 years of experience and has been involved in undertaking similar projects.

(Attach CVs duly certified by the Authorized signatory of the bidder)

Method of Selection: Two Bid System (Technical Bid & Price Bid) - would be followed :

Opening of Technical Bids by a Committee appointed by the competent Authority. The Technical Bids shall be opened in the presence of Bidder, or his authorized representative, who choose to attend.

The Price Bids of those Bidders, whose Technical Bids are found to be acceptable, will be opened on a fixed date, time & venue, which shall be communicated to the technically acceptable Bidders.

Duration : The awarded job is to be completed within the 3 months from the date of issue of work Order.

Liquidated damages (LD) for default in timely completion :

Timely completion of this project is essential. In the event of the Contractor's default in completion of scope of work from commencement date under the contract, the Contractor will be liable to pay liquidated damages at the rate of ½% of Contract value per week or part thereof, but not exceeding 7½%. Part thereof means that part of the week will be treated as full week, e.g. a delay of one week and one or two days and so on will be treated as delay of two weeks (not for one week and one or two days) and LD will be levied accordingly.

Deliverable: Before submitting the Final Report, the Consultant has to give presentation for review/suggestions by the OIIB/MOPNG. The Final Report will include the outcome of study undertaken as laid down in Scope of Work with changes suggested by OIIB/MOPNG during the presentation. Consultant is required to submit 5 copies of final report to OIIB.

Earnest Money Deposit: Rs.1,00,000/- to be deposited along with bid through demand draft drawn in favour of 'Oil Industry Development Board' payable at New Delhi. The EMD shall not attract any interest.

Payment Terms:

- i) 20% on award of the contract
- ii) 30% on submission of interim report
- iii) 40% on submission of the final draft report
- iv) 10% on acceptance of the report by the competent authority.

Submission of Bids:

Technical Bid: Technical Bid for for hiring of Consultant to carry out due diligence for rehabilitation of Biecco Lawrie Ltd. should be submitted in the prescribed format (Annexure I) in a sealed envelope superscribed "Technical bid .

Financial Bid: The Financial Bid should be submitted in the prescribed format (Annexure II).

Bids should be addressed to Shri Rajesh Saini, Dy. Chief Finance & Accounts Officer, Oil Industry Development Board, OIIB Bhawan, Sector-73, NOIDA-201301. The bids are to be dropped in the Tender Box placed at OIIB Office/ or reach this office on or before 7th August 2017 by 2.00 PM. The technical Bids will be opened on the same day at 3.00 PM in the presence of the bidders or their authorised representative who wish to remain present.

Amendment of Bid Document:

At any time prior to the deadline for submission of bids, OIIB may at its own discretion and for any reason what so ever whether at its own initiative or in response to a clarification requested by a bidder modify the Bid Documents by notifying any such amendment as may be drafted/incorporated to the original bid documents. The amendment will be communicated in writing by Fax and/or courier to all bidders who had originally received the said Bid Documents. In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, the OIIB may at its discretion, extend the deadline for the submission of Bids and any such extension will be conveyed to all the bidders.

Bid Prices: Prices quoted by the successful bidder shall be held firm during its performance of the contract and will not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price quotations are to be strictly in accordance with price bid. Conditional bid is liable to be rejected.

Period of validity of bids: Bids shall remain valid for 60 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the OIIB.

Award of Work: The bidders are required to quote lump sum amount for the entire work as described under the Scope of Work. The L1 party shall be decided with respect to the total lump sum quoted. In case of tie, the selection will be made on the basis of the experience of the bidders.

OIDB'S right to accept or reject bid: The OIDB reserves the absolute right to accept to reject any or all Bids, at any time, prior to the award of Contract, without assigning any reason

Termination for Unsatisfactory Performance: If OIDB considers that the performance of the contractor is unsatisfactory, or not up to the expected standards, OIDB shall notify the contract or in writing and specify in details the cause of the dissatisfaction. OIDB shall have the option to terminate the contract by giving 15 days notice in writing to the contract or if the contractor fails to comply with the requisitions contained in the said written notice issued by OIDB.

Disputes and Differences: Any dispute or difference arising out of or in connection with this tender shall be referred to Secretary, OIDB or his nominee for Arbitration and the provisions of the Arbitration & Conciliation Act, 1996 or any statutory modification of or re-enactment thereof and the rules made there under and for the time being in force shall apply to the same. The Courts in the city of New Delhi/Delhi shall have jurisdiction to entertain, any application or other proceedings in respect of anything arising under this Agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the concerned courts in the city of New Delhi/Delhi only.


(Rajesh Saini)

Dy. Chief Finance & Accounts Officer

राजेश सैनी / RAJESH SAINI
उप मुख्य वित्त एवं लेखा अधिकारी /
Dy. Chief Finance & Accounts Officer
तेल उद्योग विकास बोर्ड / Oil Industry Development Board
पेट्रोलेियम एवं प्राकृतिक गैस मंत्रालय / Ministry of Petroleum & Natural Gas

OIL INDUSTRY DEVELOPMENT BOARD

TECHNICAL BID

Sl. No.	Particulars [whether submitted/agreed]	
1.	Name of the Company	
2.	Address of the Company	
3.	Contact Person name and Address of Communication.	
4.	Date of inception of Firm/Company	
5.	Financial position of the firm (Turnover for the last Three Financial Years)	Attach documents
6.	Previous experience of undertaking similar work covering at least 5 Central/State Government PSEs.	Attach work orders/completion certificates
7.	Details of services provided by the Company	
8.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the bidder.	
9.	Attested copy of PAN and Service Tax Registration	
10.	Number of persons who are proposed to be associated for executing the assignment with name including that of the Team Leader.	Attach CV duly certified by the Authorised person of the bidder.
11.	To accept all the T&C of the tender document.	

All above enclosures must be valid.

Date:

Signature & Seal

FINANCIAL BID

The Dy. Chief Finance & Accounts Officer,
Oil Industry Development Board,
OIDB Bhawan, Plot No2, Sector73,
NOIDA-201203.

Sir,

With reference to OIDB Tender Enquiry No. 4/9/94-OIDB (Pt.II) dated _____ for hiring of Consultant to carry out due diligence for rehabilitation of Biecco Lawrie Ltd.

	Parameter	Amount in INR
1.	Lump sum Professional Fee for entire scope of work and deliverables as detailed in Scope of Work. (Inclusive of all Taxes)	

Date:

Signature & Seal