Notice Inviting Tender (NIT): “ASSISTANCE FOR DEVELOPMENT OF CORPORATE SAFETY MANAGEMENT STRATEGY AND TECHNICAL STANDARDS FOR BPCL

CONTENTS:

I) About BPCL Activities,

II) Project Sankalp and Corporate Safety Strategy

III) Objectives : Corporate Safety Management Strategy – 2021

IV) Scope of work for Consultancy Job.

V) Pre-qualification criteria

VI) Time lines

VII) Review meetings

VIII) Support system

IX) Two Part bid system

X) Manpower requirement

XI) Liquidated damages (LD) for delayed completion

XII) EMD

XIII) Security deposit

XIV) Agreement

XV) Mutual Nondisclosure Agreement

XVI) Integrity pact Agreement

XVII) Payment terms

XVIII) Retention money
General Terms & Conditions

Arbitration

Enquiry & Clarification

Documents to be submitted

1) ABOUT BPCL ACITIVITIES

BPCL is one of the largest Oil and Gas Company having Head Office at Mumbai and four Regional Offices at Mumbai, Delhi, Chennai and Kolkata. Its Corporate Health Safety Security and Environment (HSSE) office is located at Sewree Mumbai.

BPCL downstream operations through SBUs comprises of the following:

(1) 2 Nos. Refineries – One in Mumbai and the other in Kochi
(2) LPG Plants – 49 Nos.
(3) Retail Installations – 83 Nos.
(4) Aviation Stations – 34 Nos.
(5) Lube Blending Plants – 4 Nos.
(6) Cross Country Pipelines:
   i) Vadinar-Bina Crude (937 kms)
   ii) MUPL-LPG (29 kms)
   iii) MMBPL- Products (1389 kms)
   iv) Bina- Kota Pipeline (259 kms)
   v) Kota- Jobner pipeline (210 kms)
   vi) MR-Wadilube-Lubes (11.6 kms)
(7) Engineering and Projects (E&P)

The existing Safety Administration, Governance and Assurance comprises of

Safety Administration - BPCL has institutionalized a 3 Tier safety administration structure consisting of corporate HSSE committee, regional Marketing HSSE committees (4 Numbers) and plant level HSSE committees. Director- Marketing Heads Corporate HSSE committee The Corporate HSSE committee meets quarterly and is represented by respective SBU senior
management. Regional Marketing HSSE Committees are headed by Regional Heads and represented by respective Retail, LPG and other SBU Members.

**Safety Governance** - At system level, BPCL has established and operating its safety management system based on OHSAS 18001 standards / model in its various refineries. At process safety level HAZOP, Management of Change and ERDMP are the key processes adopted by different SBUs. At operational level OISD standards provide the foundation of BPCL safety management. Over the years automation has been the key focus and most of operating locations are now having centralized controlled operations for ensuring process optimization as well as intrinsic safety.

**Safety Assurance** - Internal & external safety audits / OISD audits are the principal processes by which assurance on safety plan is measured.

**II) PROJECT SANKALP AND CORPORATE SAFETY STRATEGY**

In order to meet emerging global challenges and ambitious expansion programme BPCL has developed vision under PROJECT SANKALP 2016-2021. HSSE is one of the core pillar of this project. Accordingly, it proposes to undertake the in depth review and enhance its safety management & technical standards considering the requirements of the globally recognized standards and practices.

In this background BPCL wishes to engage an experience and reputed safety organisation to assist it in developing its Corporate Safety Management Strategy (encompassing management system standards) and Technical Standards based on globally recognized technical standards /codes of practices etc. to compliment the project Sankalp.2016-2021.

**III) OBJECTIVES- CORPORATE SAFETY MANAGEMENT STRATEGY -2021**

The key objectives of this strategy would include:

1. Incorporating safety in all aspects and all levels of BPCL as a core business value to meeting stakeholder’s expectations and global leader in safety performance.

2. To integrate best practices of Oil and Gas sector globally in safety management.

3. Develop an integrated safety organization based on emerging challenges.
(4) Develop a uniform, consistent and robust safety management framework requirements applicable to all SBUs stated above and selective Entities like Engineering & Projects (E&P) & Corporate HSSE.

(5) Embed behavioural change at all levels by implementing behavior based safety.

(6) Develop lifesaving rules to drive personal accountability on safe behaviours.

(7) Develop Compliance Assurance tool.

**IV) SCOPE OF WORK FOR CONSULTANCY JOB.**

1. Base line Review

To review the existing Safety Management System of BPCL covering adequacy of Safety Administration, Safety Governance (Management and operating safety standards) and Assurance. The review shall cover the following key aspects:

i) Safety Administration structure

ii) Safety Organisation Structure, role and performance parameters

iii) HSSE Policy, Management Systems

iv) Risk Identification and evaluation framework

v) Safety Operating standards

vi) Process Safety Management

vii) Project Safety Management

viii) Contractor Safety Management

ix) Transportation Safety (POL/LPG/Aviation/LUB)

x) Pipeline Safety

xi) Performance Indicators

xii) Stake holder reporting

xiii) HSSE MIS Management

xiv) Capacity Building (Training, Competency assessment)

xv) Safety Accountability systems
Consultant shall review the status of above elements in Corporation by assessments at Corporate / Regional/ Select Location (Aviation -1, Refinery -1, POL -4, LPG -2, LUB Plant-1, E&P-1 & Pipeline -1). In addition, review shall include the assessment at Corp HSSE office with Corp Functional Representative.

Based on the study, Consultant shall submit a status report covering gaps and accordingly develop a suitable Corporate Strategy. A presentation to BPCL shall be made for approval of the Strategy.

2. Development of the Corporate Safety Management Strategy

BPCL recommends the following key components for inclusion in the above proposed documented corporate safety management strategy:

i) Statement of Commitment
ii) Corporate HSSE Policy
iii) Strategic Objectives
iv) Corporate Safety Management System model and elements based on best global practices to be adopted by all SBUs as minimum compliance framework. This shall include Operational and Process Safety Elements.
v) Safety Performance Indicators based on Global Reporting Practices
vi) Safety Administration Organisation
vii) Safety Organisation Structure, role and performance parameters
viii) Safety Assurance Procedures
ix) Stakeholders Engagement
x) Life Saving Rules

All the above shall be developed by consultant and included in a single document. Consultant can propose additional elements based on their experience. The documentation template shall be finalized in consultation with BPCL Corporate HSSE.

3. Development of Technical Safety Standards

The Technical Standards are required in the following areas as minimum (these shall be suitable for all SBUs as minimum compliance framework)
i) Risk Evaluation and Management Framework  
ii) Project Safety Plan  
iii) Design Philosophy for major hazard Plant and equipment Process Safety Management  
iv) Process Safety Events  
v) Fleet Safety Management  
vi) Project Safety Management  
vii) Incident Reporting, Classification and Evaluation  
viii) Contractor Safety Management System  
ix) Behaviour based Safety Guidelines  
x) Safety Performance measurement matrix (This shall be developed in such a manner so as to provide the input for future MIS software development)  

All the above shall be developed by consultant as a separate document. Consultant can propose technical standards and/or guidelines based on their experience. Documentation templates for all above technical standards shall be finalized in consultation with BPCL Corporate HSSE.

4. Development of Corporate Safety Audit Standard  
Develop a group safety audit standard including the following:

i) Detailed Audit Procedures,  
ii) Methodology  
iii) Audit checklist based on corporate safety management framework and technical standards  
iv) Weightage, Criteria and Rating System  

The documentation template shall be finalized in consultation with BPCL Corporate HSSE.

5. Design of Behaviour Based Safety (BBS) Standards and Training:  
BBS is one of the most widely emerging safety interventions in hydrocarbon sector and other sectors. Consultant shall develop a comprehensive guideline enumerating how BPCL should develop, implement a customized BBS
intervention in its all SBUs /selective Entities including measurement criteria. The BBS standard template shall be finalized in consultation with BPCL Corporate HSSE.

Consultant shall also deliver BBS intervention training programs based on above standard to management of all SBUs to enable them drive the implementation.

Number of one-day workshop to be held, covering various locations – 35 Numbers, (across 4 Regions as mentioned above).

6. Consultative Workshop:
   A) Based on Safety Strategy and Technical standards / guidelines
      a. The above W/s, shall be finalized in 4 day’s workshop in Mumbai.
      b. Consultant shall make a presentation for review and incorporate relevant input by BPCL before submitting final documents.
      c. The administrative arrangement for the workshop shall be arranged by BPCL. Consultant shall provide 25 sets of documentation (draft).
   
   B) Based on Corporate Safety Audit standard & Design of BBS standard
      a. The above w/s, shall be finalized in 4 day’s workshop in Mumbai.
      b. Consultant shall make a presentation for review and incorporate relevant input by BPCL before submitting final documents.
      c. The administrative arrangement for the workshop shall be arranged by BPCL. Consultant shall provide 25 sets of documentation (draft).


Consultant shall submit within 4 weeks (10 copies) incorporating all the changes discussed in the workshop. The electronic copies also should be handed over to BPCL.

8. Train the Trainer Workshop: To develop in-house expertise on the new Corporate Safety Strategy, trainers need to be developed for implementation across the Businesses. The number of train the trainer
training programmes (2 day each) shall be organised for following BU/Entity:

i) Refinery 02
ii) LPG 02
iii) Retail 02
iv) Corp HSSE 01
v) Pipeline 01
vi) LUB 01
vii) E&P 01
viii) Aviation 01

9. Representative Audits:

BPCL SBUs shall implement the above strategy. Consultant shall perform initial representative audit after 6 months of the release of strategy and standards. Representative audit shall be conducted at following locations and compliance report submitted to Corp HSSE BPCL

i) Aviation -1.
ii) Refinery -2,
iii) POL -4,
iv) LPG -2
v) Pipelines – 1,
vi) LUBS - 1
vii) E&P -1

V) PRE-QUALIFICATION CRITERIA:

i) Technical Criteria:

a. The consultant should have designed and developed corporate safety management strategy and technical safety standards in hydrocarbon industry or similar large industry sector / group in India or abroad based on globally recognized technical standards / codes etc. Consultant should also have a relevant experience in design and training of BBS. (Copy of work orders to be attached for reference).

b. The consultant should submit CV of experts who would be working on this job. The team leader should have minimum 20 years’ experience and team members 10-15 years’ experience in the areas of Corporate Safety Strategy, Technical Safety Standard and Behavior Based Safety. Three references of having worked in above areas in large organizations to be provided for team leader credentials.
ii) **Financial Criteria:**

c. The average annual financial turnover of the consultant for the last 3 years should be at least Rs.50 lakhs. (Based on P&L statement of the last 3 financial years).

iii) **General:**

a) Bidder shall furnish necessary documentary evidence along with the bid, by way of track record, copies of work order, division of responsibilities for the work performed, completion certificate, MOU document/commitment letters etc. In absence of such documents, BPCL reserve the right to reject the Bid without making any reference to the Bidder or assigning any reason whatsoever. Bidder shall provide documentary proof as mentioned in the above BQC. Offers received without documentary proof are liable for rejection.

b) BPCL reserves the right to accept/reject any or all bidding qualification documents at their sole discretion without assigning any reason whatsoever.

c) BPCL decision on any matter regarding short listing of bidders shall be final.

d) Bidders on “Holiday List of/debarred from business dealings by” BPCL/MOP&NG/Any other Oil PSU shall not be considered for evaluation and ordering.

e) Failure to meet the above Qualification Criteria will render the Bid liable to be rejected. Therefore, the bidder shall in his own interest furnish complete documentary evidence in the first instance itself, in support of their fulfilling the Qualification Criteria as given above. BPCL reserves the right to complete the evaluation based on the details furnished without seeking any additional information.

f) All documents submitted should be in English only.
VI) TIME LINES:

The time lines for deliverables would be:

<table>
<thead>
<tr>
<th>Sr. no</th>
<th>DESCRIPTION</th>
<th>TIME DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Baseline Review report, incl. visit to selective Locations</td>
<td>2 months</td>
</tr>
<tr>
<td>C2</td>
<td>Development / Design of the Corporate Safety Strategy</td>
<td>3 months after C1</td>
</tr>
<tr>
<td>C3</td>
<td>Development of Technical Safety Standards</td>
<td>5 months after C2</td>
</tr>
<tr>
<td>C4</td>
<td>Corporate Safety Audit Standards</td>
<td>2 months after C3</td>
</tr>
<tr>
<td>C5</td>
<td>Behaviour Based safety &amp; 35 Workshops</td>
<td>5 months after C3</td>
</tr>
<tr>
<td>C6</td>
<td>Consultative Workshop - 4no’s (Corporate Safety Strategy / Technical Safety Standards)</td>
<td>2 month after C3</td>
</tr>
<tr>
<td>C7</td>
<td>Consultative Workshop - 4no’s (Corporate Safety Audit Standards / Behaviour Based safety)</td>
<td>2 month after C5</td>
</tr>
<tr>
<td>C8</td>
<td>Submission of Final Documents</td>
<td>1 month after C7</td>
</tr>
<tr>
<td>C9</td>
<td>Train the Trainers workshop</td>
<td>2 month after C8</td>
</tr>
<tr>
<td>C10</td>
<td>Representative Audits</td>
<td>6 months after C8</td>
</tr>
</tbody>
</table>

VII) REVIEW MEETINGS

Progress review meeting will be held once in a month after the issue of LOI at Mumbai and depending upon exigency, meeting can be planned with prior notice on mutual consent.

VIII) SUPPORT SYSTEM

BPCL will provide following support systems:

- Overall Coordinator – Corporate HSSE
- Representatives from each SBU
- Administrative requirements for Workshops (Conference facilities), training Etc.

Whereas the short listed agency/consultant will have to provide its own adequate faculty personnel and training materials required for the workshops and will have to bear and make their own arrangements for traveling, lodging, boarding and cost of training materials.
IX) Two Part – Bid System:

(i) The bidding procedure will follow two part bid system i.e. Technical and Price Bids.

(ii) The Technical Bid will contain all the technical details / confirmation as mentioned above along with the acceptance of all Annexures, as token of acceptance of the terms.

(iii) BPCL will open the Price Bid of only those bidders who have qualified in the Technical Bid.

(iv) Price Bid will contain only the Price Bid as per the format given in NIT and the rate should be quoted in Indian Rupee and written in words and figures in e-tender.

(v) Based on the quoted price, acceptance of tender conditions, technical bid, job described under this tender job will be awarded.

X) Manpower requirement:

Time is the essence of this job. To complete the assignment within the stipulated time, selected bidder to deploy sufficient qualified and experienced manpower for the execution of the assignment. BPCL envisages minimum 4 to 5 professionals with team leader to be deputed exclusively for BPCL assignment apart from other supporting staff. Bidder to identify & confirm Name / experience details of team leader and team members proposed for the above job in the technical bid. (For details please refer point no. (V) b. above)

XI) Liquidated damages (LD) for delayed completion:

As the time is the essence of the job, Liquidated damages (LD) for delayed completion of work is applicable for the above job. LD at the rate of 5% of contract value is applicable for the lapses of consultant resulting in delay in completing the job. The LD and relevant terms and conditions will be governed by item no. 25 of the General Terms & Conditions of the Tender enclosed as Annexure.

XII) Earnest Money Deposit (EMD)

The bidder shall have to submit Rs.1, 00, 000/- (One Lakh only) Bank Draft in favor of Bharat Petroleum Corporation Ltd as Earnest Money Deposit (EMD).

XIII) Security Deposit

Successful Tenderer, before commencement of the work, shall have to provide security deposit in the form of a bank draft in favor of BPCL for Rs.
1,00,000/- (One Lakh only). The security deposit and relevant terms and conditions will be governed by item no. 13 (a) of the General Terms & Conditions of the Tender enclosed. The tenderer shall have the option to adjust the EMD towards security deposit if he so desires.

XIV) Agreement:

Successful Tenderer shall have to execute an Agreement with BPCL in the format enclosed herewith. As a token of acceptance, kindly select (I AGREE)

XV) Mutual Nondisclosure Agreement:

Successful Tenderer shall have to execute a mutual nondisclosure Agreement with BPCL in the format enclosed herewith. As a token of acceptance, kindly select (I AGREE)

XVI) Integrity pact Agreement:

To be executed on plain paper between BPCL and the Bidder / contractor / consultant as applicable, in the format enclosed herewith. As a token of acceptance, kindly select (I AGREE)

XVII) Payment Terms:

The payment terms applicable for the above job are as follows:

<table>
<thead>
<tr>
<th>Sr. no</th>
<th>DESCRIPTION</th>
<th>% of Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Baseline Review report, incl. visit to selective Locations</td>
<td>10%</td>
</tr>
<tr>
<td>C2</td>
<td>Development / Design of the Corporate Safety Strategy</td>
<td>15%</td>
</tr>
<tr>
<td>C3</td>
<td>Development of Technical Safety Standards</td>
<td>20%</td>
</tr>
<tr>
<td>C4</td>
<td>Corporate Safety Audit Standards</td>
<td>5%</td>
</tr>
<tr>
<td>C5</td>
<td>Behaviour Based safety &amp; 35 Workshops</td>
<td>15%</td>
</tr>
<tr>
<td>C6</td>
<td>Consultative Workshop - 4no’s (Corporate Safety Strategy / Technical Safety Standards)</td>
<td>5%</td>
</tr>
<tr>
<td>C7</td>
<td>Consultative Workshop - 4no’s (Corporate Safety Audit Standards / Behaviour Based safety)</td>
<td>5%</td>
</tr>
<tr>
<td>C8</td>
<td>Submission of Final Documents</td>
<td>10%</td>
</tr>
<tr>
<td>C9</td>
<td>Train the Trainers workshop</td>
<td>10%</td>
</tr>
<tr>
<td>C10</td>
<td>Representative Audits</td>
<td>5%</td>
</tr>
</tbody>
</table>
Successful Tenderer will submit bills after completion / acceptance of job / items as detailed above and the payment will be released within 30 days. All necessary duties / taxes, applicable which need to be deducted at source will be deducted from the bill (excluding Service Tax), before payment is released. The Consultant shall have no claim for any interest or any other compensation with respect to delay in payment of interim or final bills or in respect of any amounts, which may be with BPCL owing to any dispute between BPCL and Institution.

XVIII) Retention Money:

From each bill, an amount equal to 10% shall be retained towards retention money. This lump sum amount (accumulated during the contract period) of retention money will be released after a period of 6 months after successful completion of and submission of final bill at the end of the contract period.

XIX) General Terms and Conditions

General Terms and Conditions of the tender will be governed as contained in Annexure. For this tender, all the places where “CONTRACTOR” is written may be read as “CONSULTANT”. As a token of acceptance, kindly select (I AGREE)

XX) Arbitration

In case of disputes between Consultant & BPCL, the matter will be referred to arbitration. The relevant terms & conditions shall be governed by item no. 41“Arbitration”, vide page 6 & 7 of Terms & General Conditions of the Tender.

XXI) Documents to be uploaded / accepted, kindly select: I AGREE:

- General Conditions of Tender (Accept)
- Memorandum of Agreement Copy (Accept)
- Mutual Nondisclosure Agreement (Accept)
- Integrity pact Agreement (Accept)
- Copy of Earlier work orders (Sign, Stamp & Upload)
- CV of experts, working on this job (Sign, Stamp & Upload)
- Three references of having worked in above areas in large Organizations (Sign, Stamp & Upload)
- P & L statement of last 3 years (Sign, Stamp & Upload)
- Any other document which support PBQ (Sign, Stamp & Upload)
- DD/BG (scan copy) as EMD, Hard copy to be sent by post. (Sign, Stamp & Upload)
- Price bid (Submit the quote online)

***********