



Plant MRPL Mangalore	Client MRPL	Contract Code WSS for PFCC Flue Gas	Document ID			
	<b>LSTK PACKAGE FOR PFCC UNIT FLUE GAS WET GAS SCRUBBER SYSTEM AT MRPL, MANGALURU</b>					
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**Addendum 01**

**To**

**MRPL Tender No. 3200000481 dated 16.01.2021**

**TENDER FOR LSTK PACKAGE FOR PFCC UNIT FLUE GAS WET GAS SCRUBBER SYSTEM AT MRPL, MANGALURU**

**With reference to the above tender, bidders are requested to note the following:**

The items, conditions, specification and stipulations of the Bidding Documents and modified to the extent indicated in

**i) Annexure -1: Commercial Addendum**



The implications of the same, elsewhere in the tender shall be taken care of appropriately by the bidders. All other terms and conditions, stipulations and specifications of tender shall remain unaltered.

**Note:**

Bidders shall submit copy of these documents along with the technical–commercial bid, **duly signed and stamped**, as a token of having read and understood the same.

\_\_\_\_\_  
**Bidder's Seal & Signature**

Bidder's Seal & Signature

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**Addendum 01 – Annexure -1: Commercial Addendum**

Sr. No.	Volume	Section No. / Clause No.	Page No.	Existing Tender Clause	Addition / Deletion / Modification
1	1	Pre-bid queries			The last date for submitting the Pre-Bid queries by bidders shall be <b>05.02.2021</b>
2	1	<b>NOTICE INVITING TENDER (NIT)</b> <b>4.0 SALIENT FEATURES OF BIDDING DOCUMENT</b> 7.0 Bid closing date / time	4 of 18	08.02.2021 @ 15:00 Hrs (IST)	<b>26.02.2021 @ 15:00 Hrs (IST)</b>
3	1	<b>NOTICE INVITING TENDER (NIT)</b> <b>4.0 SALIENT FEATURES OF BIDDING DOCUMENT</b> 8.0 Date / Time of Technical Bid opening	4 of 18	08.02.2021 @ 15:30 Hrs (IST)	<b>26.02.2021 @ 15:30 Hrs (IST)</b>
4		<b>Cover Page_Master Index</b> Bid Closing date & Time	1 of 13	08.02.2021; 15:00 Hrs	<b>26.02.2021; 15:00 Hrs</b>
5		<b>Cover Page_Master Index</b> Unpriced Bid Opening date & Time	1 of 13	08.02.2021; 15:30 Hrs	<b>26.02.2021; 15:30 Hrs</b>
6	1	<b>SPECIAL CONDITIONS OF CONTRACT (SCC)</b> <b>Annexure VII – Specifications for Documentation</b> <b>Requirements from Contractors</b>	627 of 673	Procedure for Final Documentation SPC00009 Rev. 0	Replace the Procedure for Final Documentation SPC00009 Rev.0 at Page No. 628 to 634 by SPC00009 Rev.1 attached herewith.



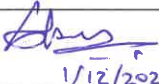


# MANGALORE REFINERY AND PETROCHEMICALS LIMITED

## PROCEDURE FOR FINAL DOCUMENTATION


SPC00009  
Rev.1



**SPC-000009**

Rev No	Rev Date	Description	Prepared By	Checked By	Approved By
1	01/12/2020	Revised and Reissued	 1/12/2020		
0	01/09/2015	Revised, Renumbered and Reissued	HP	AC	HSR

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	<b>PROCEDURE FOR FINAL DOCUMENTATION</b>	<b>SPC00009 Rev.1</b>

## 1. OBJECTIVE

- 1.1 This procedure provides general guidelines to compile and submit the Final Documents to MRPL by the agency is executing specific job against a W.O. or a P.O. issued by MRPL or by any agency on behalf of MRPL
- 1.2 Final Document as per these guidelines shall be prepared *in addition* to the documents issued during project execution (construction documents), which is normally released in parts while the job is in progress.
- 1.3 This is a general guideline for all projects of MRPL, however any addition or deletion of the clauses based on the specific project requirement shall be approved by PMC or the Engineer-in-charge of MRPL. An approved deviation note shall be furnished for this purpose.

## 2. COMPONENTS OF THE FINAL DOCUMENTS

### 2.1 BASIC DESIGN & EXTENDED BASIC DESIGN PACKAGES

Basic and extended design packages shall be compiled and the revision control shall be maintained by the respective PMC or the similar agency of the project. At the completion of the project complete and updated sets of design packages with all latest revisions shall be handed over to MRPL. Similarly Basic Engineering Design Basis for unit & facilities shall be handed over to MRPL.

### 2.2 MASTER INDEX FOR DOCUMENTS & DRAWINGS


- 2.2.1 These shall be treated as a key document for reviewing completeness of the documentation at any point of time. It shall show details of documents/ drawing applicable for any equipment / system / service. Master Drawing/Document Index shall have following columns :-

Unit	Job/PO No	Folder No.	Sr. No.	Drw./Doc. No.	Rev.	No of Sheets		Equip. No	Drawing /Doc Title	Remarks
						From	To			

Rev	Date	Prepared by	Checked by	Approved by PMC/Consultant	Approved by MRPL

- 2.2.2 A detailed list of PO/Contract to be furnished to MRPL Engineering Documentation Centre to ensure that documentation of equipment / contract is/are submitted in totality.

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**2.2.3** A complete list of drawings and documents including document control index to be submitted in addition to clause 2.2.1.

### 2.3 SECTIONS OF THE FINAL VENDOR/ENGINEERING DOCUMENT FOLDER

#### 2.3.1 Section A : Contents

Shall have following columns:-

Sr. No.	Drawing No.	Rev.	No of Sheet	Equipment	Drawing Title	Digital file name (SOFTCOPY)


This content to be certified by the PMC/Consultant/Engineer-in-charge of MRPL for its completeness in all respects.

#### 2.3.2 Section B : Technical Documents/Drawings

Followings are the various subsections

Sr no.	Documents
	<b>Vendor requirement</b>
1	Detailed technical with PR / Engineering Specification / Design Basis / Design Calculation/Sizing calculation
2	Equipment list.
3	As-Built Specification sheet / data sheet, Performance Curve
4	General arrangement drawing, Cross Sectional drawing, Part Drawing
5	Assembly drawing, Fabrication, structural & foundation drawing
6	Foundation Information Document for Foundation Design
7	Drawings / catalogues, for special items like spring/hangers/ expansion bellows etc
8	Instrument/Electrical system all documents
9	Details documents & drawings, Data sheet, Manual & Catalogues of Bought-out Component,
10	Guarentee certificate, Inspection release note in original
	<b>Engineering requirement</b>
11	Flow Sheet & summaries (System Drawing, P&IDS, Utility Flow Dia., Material flow diagram), Utility and Chemical Consumption Data
12	Layout Drawing, Piping, Civil, Structural general arrangement Drawing
13	Instrument/Electrical specifications, data sheets & drawings
14	Line schedule, Stress analysis documents.

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15	Under ground piping, OWS & CRWS drawings along with standard & specification.
16	Piping material specification, Valve material specification
17	Pipe Support drawings / Standards, Lubricants List
18	Line wise bill of materials and summary
19	Process and mechanical Design / Strength calculations, Hazop report, Stress analysis report.
20	Any other documents like Fire fighting system, soil investigation, survey documents, Statutory documents etc.

### 2.3.3 Section C : Manual / Procedures

Sr no.	Documents
1	Fabrication Procedure / Sequence
2	Inspection and Test Procedure, Quality acceptance procedure, Job procedure & Procedures for Erection and Commissioning
3	Installation, Operation and maintenance Manual
4	Storage & Handling procedure, Protection and Preservation Procedures

### 2.3.4 Section D : Inspection and Test Records including IBR certificates & all reports.

### 2.3.5 Section E : Spare Parts and Tool List

### 2.3.6 Section F : As built drawings

In this section asbuilt drawings for all site fabricated items, engineering drawings like process, piping, civil, electrical, instrumentation, plot plan, fire fighting, line schedules, pipe supports index/register, piping isometrics, fire fighting etc. shall be compiled in an orderly manner.


1. The file format shall be labeled as mentioned in section 3
2. All as built drawings (Hard copy) shall be approved by authorised signatory of (with sign & seal)

Items mentioned from 2.3.2 to 2.3.6 are indicative only, any deviation from this shall be approved by concern EIC of MRPL.

### 2.3.7 Section G : Digital Copy

1. Two sets of digital copies shall be submitted in CD/DVD with proper label. If size of the total files of a PO/Equipment is crossing more than 10GB same to be submitted in external hard disk. Master index for all the files and file index for individual file must be available in searchable pdf / Excel format.

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2. All drawings shall be on the latest version of AutoCAD. If drawing is prepared in other format same need to be converted in to the latest AutoCAD version..
3. Engineering documents/drawings/design calculation/design specification prepared using any software shall be submitted in native format and same output is also to be provided in searchable pdf version.

Operating manuals and others documents shall be on MS Word / Excel or on searchable pdf. format. Soft copies should be segregated index wise as per clause no. 2.3.1 contents of the document folder. Total document folders must not be scanned in a single file.

4. Hand written/filled test reports to be submitted in pdf format.
5. Radiography films preferably to be submitted in digital format.


## 2.4 FIELD INSPECTION DOCUMENTATION

- 2.4.1 A detailed index to the content shall be available at the beginning of each file
- 2.4.2 Each inspection reports shall be indexed with the report number and number of pages
- 2.4.3 All Documents/Reports shall be approved in its totality by stamping & signing the Master Indexes as per section 2.2.1.
- 2.4.4 Radiography films shall be indexed and included with the final documentation package.
- 2.4.5 All radiographic films shall be put in an aluminum box/container with lock and key.
- 2.4.6 As built drawings if any shall be compiled as per section 2.3.6
- 2.4.7 Digital Copy : as per clause no. 2.3.7

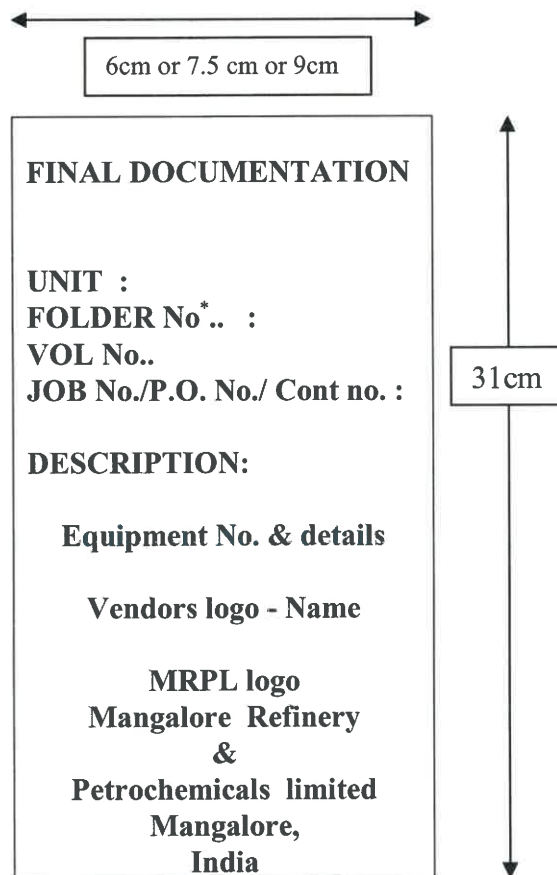
## 3. FILE FORMAT OF DOCUMENTATION FOLDER

- 3.1 **Filing** : As far as possible separate folder has to be prepared for each equipment / system / service, however if documentation for a particular equipment / system /service are required to be filed in more than one files due to the volume, identical folder no. suffixing numbers of files e.g. 1/5, 5/5 etc shall be mentioned. On the other hand if the volume of documentation is less one folder may be used for more than one equipment of the same group, e.g. two or more pumps may be filed in one file, but not pumps, compressors, exchanger etc in one single file.

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- 3.2 **Drawing Filing** : Each single drawing shall be put in separate transparent A/4 size drawing (non sticky) pouch and shall not be punched.
- 3.3 **File size** : All documents and drawings shall be compiled in A4 size file(s) ( 28cm x 31cm), with 2-clips. Width of the file can be, 6.0 cm or 7.5 cm or 9.0 cm. based on the volume of documents
- 3.4 **Document size** : The documents / drawings submitted in file shall be in its original size (A0/A1/A2/A3/A4), and to be folded in A4 size to accommodate in the A4 size drawing pouch as mentioned in 3.2.
- 3.5 **Digital Copies** : Each single CD/DVD shall have proper lables and to be filed in a separate distinct section of the document folder.  
File label : Each file shall display following information on its spine.



\* To be provided in consultation with PMC / MRPL Engineering Documentation Centre.

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#### 4. SUBMISSION OF DOCUMENTS

4.1 All final documents duly compiled by this procedure alongwith deviation note as mentioned in section 1.3 shall be handed over to MRPL Engineering Documentation Centre through PMC / consultant / Engineer-in-charge of the project.

4.2 Completion Certificate from PMC/Consultant/Engineer-in charge, as per following format shall be attached in all document folder

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**COMPLETION CERTIFICATE OF FINAL DOCUMENTATION**

- Name of Supplier/ Contractor :
- Customer :
- Project :
- Project No. :
- Purchase Order No./ Contract No. :
- Purchase Requisition No./ Tender No. : Rev.No.:
- Name of the work/Equipment :
- MRPL Equipment Tag. No. :
- Supplier's / Contractor's Works Order No. :
- Total No. of files :

Certified that the Engineering Documents / Manufacturing & Test Certificates submitted by the supplier are duly checked by us and found complete in all respect in accordance with the final documentation procedure No. SPC-000009 Rev 01.


Signature : .....	Signature : .....
Date : .....	Date : .....
Name : .....	Name : .....
Designation : .....	Designation : .....
Department : .....	Department : .....

Supplier /Contractor

PMC/Overall contractor

4.3 Piecemeal submission shall be avoided.

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- 4.4 If any document /drawing is required to be submitted in later date after submission of final folder, shall clearly appear in the content (section 2.3.1) with a note "LATER" duly approved by PMC / Consultant / Engineer-in charge
- 4.5 Work related Piping and Civil area drawings to be updated "Asbuilt" by PMC/Contractor with their respective changes at site.
- 4.6 Number of sets of Final Documents

Sr.No.	Document Group	# Copies	Digital File
1	Basic /Extended Design Packages	1	2
2	Vendor / Engineering Documentation / Drawings (As-Built Final)	1(original)	2
3	Final Field Inspection Reports, Documents & Drawings (Drawings As-Built certified)	1(original)	2
4	Radiography films	1	2

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