

**BALMER LAWRIE & CO. LTD**  
A Government of India Enterprise  
**SBU: Greases & Lubricants**  
**P-43, Hide Road Extension. Kolkata - 700 088**

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**TENDER ENQUIRY**

**Tender No. : GLK/TE16/369 dated 11.02.2017**  
**Due Date : 21.02.2017, 12.00 hours [IST]**

**SUB : Miscellaneous Jobs attached with the grease and lube oil production unit at Kolkata**

Balmer Lawrie & Co. Ltd. (BL) invites on-line electronic bids from contractors of repute having past experience in similar field with sound financial background to carry out the following works which has been categorized in four groups in our Kolkata factory as per following details.

GROUP 1: Movement of drums/pails/ cartons or any other materials

GROUP 2: Decanting of fats / fatty acids and non-free flowing oils from tanker into barrels.

GROUP 3: Fixing stickers on plastic containers and / or cartons

GROUP 4: Cleaning of oil & grease barrels for reuse

**1.0 Pre-Qualification Criteria**

Sl. No.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED
1	Bidder should have experience of minimum 02 years in providing similar kind of services (manpower based) in any oil handling plant	Copy of Purchase Orders
2	No. of trained personnel on vendor's pay roll as on date	Audited Certified copy
3	Should have executed a minimum 3 (three) orders valuing Rs. 10.00 Lac each during last three years.	Copies of Purchase Orders
4	PF Registration No.	Copy of certificate / Copy of last month's challan
5	ESIC Registration No.	Copy of registration certificate
6	Service Tax Regn. No.	Copy of Registration certificate
7	Permanent Account No. (PAN)	Copy of PAN card
8	Group Insurance / Workmen Compensation Policy	Policy copy

- a. The interested bidders must visit the site and make themselves thoroughly acquainted with the nature and requirements of the job. A declaration must be submitted alongwith the offer that they have visited the site and acquainted themselves thoroughly about the job.
- b. Submission of tender will be the conclusive evidence as to the fact that the bidder has fully satisfied themselves as to the nature and scope of the work to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- c. The contractor must comply minimum wage act as in force in the State of West Bengal. In case of any revision of wage rate, the proportionate change in contractual rate may occur, but service charge of the contractor will remain same within the contractual period.
- d. The successful bidder has to maintain wage register & is to be certified by concern authority of BL on monthly basis.
- e. The contractor shall cover the insurance of all workmen and other persons employed by the contractor against accident, injury & death till the completion of contract.
- f. It is mandatory for the bidders to have valid coverage of their labourers in all respect of ESI/ WC policy and Provident Fund and the necessary document like copy of challan of the previous month must be attached with their offers.

Failure to meet this pre-qualification criterion will result in your offer not being considered for evaluation.

## **2.0 Terms and conditions of contract**

### **a) Period of Contract**

The contract period shall be 13 months from **1<sup>st</sup> March 2017 – 31<sup>st</sup> March 2018**. The contract may be extended on mutual agreement for another period of Six Months at same rate, terms and conditions.

### **b) Inspection**

The interested bidders may visit our Plant for clear understanding of the nature of job. Such visit to the Plant should be made [as per address given above] during normal working hours with prior appointment with **Sri. Rohit Agarwal, AVP (Operation)** (Phone No 245). The person(s) visiting our factory for inspection must bring a letter of authorization from the Organization they represent.

### **c) Earnest Money Deposit (EMD) and Security Deposit (SD)**

Offer must be accompanied by an EMD of Rs 5,000/- [Rupees five thousand only] by Bank Draft or Pay Order (no cheque payment is allowed) drawn in favour of Balmer Lawrie & Co. Ltd. payable at Kolkata. No interest will be payable on EMD. Offers not accompanied with EMD will not be considered. The EMD will be returned to unsuccessful bidder within 15 days of placement of order to the successful bidder and their acceptance. The EMD of successful bidder shall be retained till the submission of SD.

The successful contractor shall submit interest free SD of 5% of the order value rounded off to the nearest thousand subject to a minimum of Rs. 5,000/-, by a Pay Order / Demand Draft or in lieu of that a Bank Guarantee from a Schedule "A" Bank towards the satisfactory execution of the order. The SD shall be furnished within 15 days from the date of receipt of order. In

case of failure to furnish SD within the stipulated time BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder.

### **3.0 General Conditions**

- BL has the right to award the contract to one or more parties and is not bound to accept the lowest offer. BL also reserves the right to reject any or all offers received, without assigning any reasons whatsoever.
- Workmen of Contractor would have to abide by the factory Safety and Security regulations and entry inside the factory would be only against authorized Gate Passes.
- All the Workmen must wear proper uniform **made by Khadi Material** , safety shoe and other PPE as necessary to ensure safe work environment.
- In case the contractor fails to provide uniform, safety shoe & other requisite PPE the same shall be provided BL & the cost incurred for that will be deducted from the Contractor's bill.
- The successful bidder will ensure that any labour working in the plant premises is duly registered ESI and Provident Fund benefits. Necessary undertaking would be submitted by successful bidder along with acceptance of order.

### **4.0 Submission of E-bid & Evaluation of Offer**

- Bidders are requested to submit total annual value [Monthly value (Group 1 + Group 2 + Group 3 + Group 4)] x 12 – (Annexure I - Summary of 'H') in E-bid & upload Annexure I in there.
- Selection of contractors shall be done on the basis of L1 vendor appearing in all the groups in totality. Selection of successful bidder shall be done on the basis of lowest rate in totality.

### **5.0 Price**

The rates quoted should be strictly as per Price Schedule [Annexure-I] net off all taxes & duties. The rates once finalized shall remain firm till the execution of order and no escalation in price will be considered for any reason whatsoever.

### **6.0 Jurisdiction**

Any dispute relating to the execution of contract amended under this tender will be under the jurisdiction of Kolkata High Court.

### **7.0 Payment Terms**

The payment shall be made on monthly basis and within 15 days of submission of monthly bills with copy of statutory documents like PF Challan, copy of valid WC Policy / ESI and / or any other document required to fulfil the statutory requirement. BL in course of the contract may ask any further documents and the contractor is binding to submit the same.

### **8.0 Validity**

The offer shall remain valid for a period of **45 days** from the due date of the tender.

## **9.0 CONDITIONS FOR ONLINE BID SUBMISSION**

### **Procedure for Bid Submission**

The bidder shall submit his response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the eProcurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

### **Registration with e-Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

### **Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform. All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt Ltd.

M/s C1 India Pvt Ltd.  
C104, Sector 2 Noida-201301

Contact person:  
Ritabrata Chakraborty (Kolkata), +91-8697910411  
Email: [ritabrata.chakraborty@c1india.com](mailto:ritabrata.chakraborty@c1india.com)

### **Submission of Hard copies:**

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards EMD along with other documents as required, to the Tender Inviting Authority before opening of the bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work.

### **Corrigendum to tender:**

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

**Bid Submission Acknowledgement:**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

For **Balmer Lawrie & Co. Ltd.**

Arnab Ghatak  
Sr. Manager [Materials]

**Annexure I****Price Bid Format**

Sl. No	Job Description	Estimated Quantity/Month [A]	UOM	Unit Rate [Rs] [B]	A X B
<b>Group 1</b>					
1	Movement / Shifting of empty /contaminated barrels	8000 nos.	Rs/ barrel		
2	Movement of 500 cartons and respective containers from storage to filling point.	50 trips	Rs/ trip		
	[for example: if 1 kg cartons required at filling point, movement of 500 cartons with 6000 nos. container with lids will be considered as 1 trip]. The same rule is applicable for other packing too.				
3	Movement of 100 buckets with lids from storage to filling point	50 trips [5000 nos]	Rs / trip		
Amount per month [C]					
Amount per year [D = C x 12]					
Service Tax % [F]					
Service Tax amount [G]					
Total cost [H]					
<b>Total Cost</b>					
<b>Group 2</b>					
1	Decanting of fats/ fatty acids & non-free flowing oils	10 trucks	Rs/ Truck		
Amount per month [C]					
Amount per year [D = C x 12]					
Service Tax % [F]					
Service Tax amount [G]					
Total cost [H]					
<b>Total Cost</b>					

Group 3					
1	Affixing stickers on empty plastic containers	6000 Nos	Rs/ 1000 no of containers		
	<b>[2 stickers per container]</b>				
Amount per month [C]					
Amount per year- [D =C x 12]					
Service Tax % [F]					
Service Tax amount [G]					
Total cost [H]					
<b>Total Cost</b>					
Group 4					
1	Cleaning of empty oil/ grease barrels of 210 litre & 182 kg capacity	200 nos.	Rs/ barrel		
	<u>NOTE</u> : The process involves thorough inside cleaning with oil, rectifying the dents [ if any], outside painting with screen printing of our logo. The vendor has to arrange oil of their own. Jute, paint and paint brushes shall be supplied by BL				
2	Cleaning & scraping of grease drums.	150 nos.	Rs/ barrel		
3	Cleaning & painting of lids of grease barrels of 182 kg. Capacity	100 Nos	Rs/ lid		
Amount per month [C]					
Amount per year [D = C x 12]					
Service Tax % [F]					
Service Tax amount [G]					
Total cost [H]					
<b>Total Cost</b>					