



## Balmer Lawrie & Co.Ltd

(A Government of India Enterprise)

SBU : Greases & Lubricants Division, Manali, Chennai 600 068.

Phone:044-259466621, Fax No: 044-25941436, email: [srinivas.pcs@balmerlawrie.com](mailto:srinivas.pcs@balmerlawrie.com),

website: [www.balmerlawrie.com](http://www.balmerlawrie.com)

---

### TENDER ENQUIRY

**GLC/TE16/1339/AMC AC**  
**dt 18.02.2017 Due on 28.02.2017**

To  
All Eligible  
Contractors

Dear Sir,

Sealed offers are invited for carrying out **Comprehensive Annual Maintenance Service [AMC] for Split / Window type Air-Conditioners** in Greases & Lubricants Division, Manali, Chennai – 600 068 as per enclosed **Terms and conditions, General obligations regarding workmen engaged by the successful bidder for working inside the factory / office premises and Bid Form.**

Completed tender form by the bidders in all respect **duly sealed** and super scribed as **"NIT 1219 AMC AIR CONDITIONER GL CHENNAI DEC2015"** should reach **CHIEF MANAGER[SCM], M/s. Balmer Lawrie & Co.Ltd., Greases & Lubricants Division, 32 Satangadu Village, Manali, Chennai-600068.**

In case of clarification, the bidders may contact **Shri. PCS SRINIVAS – Chief Manager[SCM] / Shri. Prakash, Sr.Manager (Mfg.), Ph no. 044-2594 6626** during office hours between **10.00AM and 4.00PM.**

The last date for submission of bid for the above tender is **28-02.2017.**

The bidders shall send their bids either by **courier / post** (or) **dropped in the Tender Box kept at the above address.**

Details of the tender are also available in our company's website **www.balmerlawrie.com.**

Thanking you

Yours faithfully  
for Balmer Lawrie & Co. Ltd.

**[PCS SRINIVAS]**

**CHIEF MANAGER{SCM} Ph: 044-25946621/9445160082**

## TERMS AND CONDITIONS

1. The term “**Company (or) BLCL**” wherever mentioned in the tender document refers to “**BALMER LAWRIE & CO. LTD.**”
2. The term “**bidder**” means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators duly approved by the company.
3. Period Of Contract : From **MAR-2017 to APRIL-2018**.
4. The offer shall be submitted in our enquiry format only and any Conditional offers will not be accepted.
5. The rate quoted by the contractor to be kept valid throughout the contract period. No increase in rate will be considered. Except for change in statutory levies imposed by Union / State Govt./ Local authorities.
6. The offer must be kept valid for a minimum period of **90 Days** from the date of opening the Offer.
7. Payment Terms: - **50% Advance against Proforma Invoice / Work Order and balance after Six Months**
8. The maintenance generally be carried out on all working days during office hours between 9.00AM and 5.30PM.
9. All the cleaning material, tools and tackles necessary for the AMC will be to the scope of the successful bidder.
10. You must engage a full time Supervisor to co-ordinate between our officials and your workmen for timely completion of work.
11. You should ensure safe handling of the machinery and Work Stations while carrying our cleaning work.
12. Company will not be responsible for your materials It is your responsibility to keep these material in safe custody.
13. The bids of any contractor may be rejected if a conflict of interest between the contractor and the Company is detected at any stage.
14. Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered at all.
15. The company would not carry out any negotiations except with such contractors who is / are the lowest quoted contractors originally. As such it would be in the interest of the contractors to quote the lowest possible rate.
16. **Penalty clause:** - Any failure on the part of the contractor in executing the contract as per tender terms will be viewed seriously. Further, the company reserves the right to engage any other contractor at the then prevailing rates and the additional cost if any incurred in this process will be recovered from the contractor. Also the contractor may be debarred from participating in future tenders of the company.
17. Arbitration :- Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope operation or effect of this contract or the validity of the breach thereof, shall be settled by arbitration in accordance with the Rules of Arbitration of the “SCOPE Forum of Conciliation and Arbitration” and the award made in pursuance thereof shall be binding on the parties The award of the Arbitrator so appointed shall be final and conclusive and binding on all parties to the agreement subject to the Provisions of the Indian Arbitration Act 1940 and the rules thereu nder and any statutory modifications or re-enactments thereof deemed to apply to the Arbitration proceeding under this clause.
18. Safety: Our division is under certification of ISO 9001:2008, ISO 14001:2004 & OHSAS 18001 : 2007 System and hence the bidders are required to ensure that all their workmen are adhering to the safety norms as prescribed in Environment Management System – EMS.

## **GENERAL OBLIGATIONS FOR WORKMEN ENGAGED BY SUCCESSFUL BIDDER FOR WORKING INSIDE FACTORY/OFFICE PREMISES**

Workmen will be engaged by the Successful bidder based on the work to be carried out from time to time. The General Obligations of the Successful bidder in this respect are given hereunder. However, the following details / statement of obligations are not exhaustive.

1. The successful bidder will ensure that all legal requirement in relation to Contract Labour (R&A) Act 1970, Workmen Compensation Act, ESI Act, Provident Fund & Miscellaneous Provision Act and other laws as applicable to the Company from time to time are complied with by the Successful bidder.
2. The successful bidder will ensure and carryout his job safely. The Successful bidder will be liable to Company for any damage to the properties of the Company by the Successful bidder or his agent /employees while carrying out the job as detailed above and make good the same to the Company through payment as may be by the Company.
3. Workmen employed by the Successful bidder will be directly supervised and controlled by the Successful bidder.
4. The Company will not be responsible for any liabilities towards the workmen employed by the Successful bidder.
5. The Successful bidder will ensure that his employees wear the safety appliances provided by the Successful bidder and that adequate safety precautions are taken by them while carrying out their work in the factory premises.
6. The Successful bidder will make his own arrangements for their transport, food land accommodation and any other facility if required.
7. The Successful bidder will provide the company a list of his workmen who are required to carryout the work within the factory premises against which the Company will be providing them with fate passes. The Successful bidder's workmen will have to furnish the same at the Security check for entry into the premises. The Successful bidder will ensure that workers other than the names registered by them with the company / authorities are not employed.
8. The Successful bidder will be responsible for discipline and behavior of their workers. The Successful bidder will also ensure that a responsible Supervisor is always present at the work site who will report to the Company on daily basis.
9. The Company will have privacy of Contract with the Successful bidder only and will give instructions to the Successful bidder or his authorized Manager / Supervisor and will have nothing to do or concerned with the conditions of employment of workmen or any other person working for the Successful bidder.
10. Statutory Requirement:-The contract shall abide by and comply with the statutory requirement and maintain the records and recover / pay contribution in respect of the casual labours supplied to the company under the Factory Act, Central labour Act, PF Act, FPF Scheme, ESI scheme, Worker Compensation Act and other labour laws as applicable. In all respects, you shall be responsible for employment, welfare, conduct etc., of your employees and shall indemnify our company against any claim, demand or actions at the instances of any of your employees or by any authorities.
11. The Successful bidder shall pay his workers their wages, other dues etc. regularly and punctually and within the time limit as stipulated in the CONTRACT LABOUR (R&A) ACT, MINIMUM WAGES ACT and PAYMENT OF WAGES ACT. as notified by District Collector, Thiruvallur.
12. The successful bidder shall comply with and meet statutory requirements under the Casual Labour (R&A) Act 1970, Minimum Wages Act 1948, EPF & MP Act 1952 and ESI Act 1948 arising out of engaging your labour in our premises.
13. The successful bidder shall also ensure to pay his workmen the Bonus they are entitled to as mentioned under the payment of Bonus Act, 1965, and submit proof towards effecting payment of Bonus.
14. The successful bidder shall confirm and submit the proof of PF & ESI coverage for the persons employed by the successful bidder. While, submitting their monthly bills the successful bidder has to produce the proof of remittance towards PF & ESI for the labour engaged. In case if the successful bidder fails to do so, ESI @ 6.5% and PF @ 25.11% will be deducted from the payments due to the successful bidder.
15. Any Statutory Levies / change in Levies imposed by Union [or] State Govt. shall be made applicable during the tenure of this contract.
16. If the Successful bidder's workmen, representatives, agents etc., do not perform work to the company's satisfaction, the Company reserves the right to recover the amount at its sole discretion and / or require such person to be removed from the premises forthwith.
17. The Successful bidder will be liable to indemnify / reimburse the Company all the money paid in addition to the expenses incurred by the company, if any such claim is made against the Company by virtue of any statute or any provision of law and rules due to any dispute raised by his workmen.

**BID FORM**Tender ref: GLC/TE16/1339/AMC ACS

SNo.	Location	Sr.No	Type & Capacity [Ton]	Make	Quantity [A]	Unit Rate Rs.[B]	Amount Rs.[ A x B]
1.	Production Dept-Cabin-IInd Floor.	001736	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
2.	Office Room-Ground Floor	001720	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
3.	Office Room-Ground Floor	001732	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
4.	Office Room-Ground Floor	001580	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
5.	Laboratory-Sr.Mgr Cabin[QC] -First floor	001096	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
6.	Laboratory-Qc Lab-First Floor	000917	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
7.	Laboratory-New Lab-First Floor	000219	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
8.	Laboratory-New Lab-First Floor	0011097	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
9.	Laboratory-New Lab-First floor	001032	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
10.	Laboratory-New Lab-First floor	000933	<b>Split - 1.5</b>	<b>ONIDA</b>	<b>1</b>		
11.	Conference Hall-Ground Floor		<b>Split - 1.5</b>	<b>Kenstar</b>	<b>1</b>		
12.	Conference Hall-Ground Floor		<b>Split - 1.5</b>	<b>Kenstar</b>	<b>1</b>		
13.	Office Room-Sr.Mgr[A&F]-Cabin		<b>Split - 1.5</b>	<b>Blue Star</b>	<b>1</b>		
14.	Office Room-Sr.Mgr[Matl]-cabin		<b>Split - 1.5</b>	<b>Blue Star</b>	<b>1</b>		
15.	Laboratory-QC Lab-First Floor		<b>Split - 1.5</b>	<b>Blue Star</b>	<b>1</b>		
16.	Despatch-Mgr[Stores&Desp]-cabin-Ground Floor		<b>Split - 1.5</b>	<b>Videocon</b>	<b>1</b>		
17.	Chief Mgr[O]-cabin-First Floor		<b>Window- 1.5</b>	<b>LG</b>	<b>1</b>		
	Total value						
<b>Cumulative Total Amount [SNo. 1 to 17]</b>							
<b>SCOPE OF JOB :</b>							
1. Periodic preventive maintenance like cleaning of filters, checking condition of motor, condenser, compressor, fan etc <b>once in two months.</b>							

2. All breakdown calls to be attended within 24 Hours of lodging complaint.
3. **Gas leakage if any to be done at free of cost during AMC period**
4. In addition to Air-conditioners, the Stabilizers also to be checked periodically and serviced at **Free of Cost** during the AMC period.
5. Replacement of **all spares for AC and Stabilizer shall be borne by the successful bidder.**

**AWARD OF CONTRACT:**

1. The lowest bid shall be arrived on basis of **\*[Cumulative Total Amount SNo. 1 to 17]** as a single lot.
2. **100% order will be placed on the Lowest (L1)** quoted bidder as **a single lot** as above.

P.F. Registration No.		Telephone Nos. & Cell Number	
E.S.I. Registration No.		E-Mail ID	
PAN ( Personal Account No.)		Contact Person	

**We have quoted our rate after studying carefully all the Tender Details, Terms and Conditions and we confirm to have accepted the same.**

**Date :**

**Signature of the contractor with Seal**