

Balmer Lawrie & Co. Ltd. G&L , Kolkata

Tender No : *GLK/TE16/419* Dated: 29/03/17



BALMER LAWRIE & CO. LTD.

P-43, Hide Road Extension
Kolkata - 700 088

Phone No. 2439 3448/ 2439 2653

Fax No. 2439 2277

Email No.: mukherjee. n@balmerlawrie.com

**Tender No: *GLK/TE16/419* dated 23/03/17,
DUE DATE & TIME: [29/03/2017 at 03:00 Hrs]**

Tender Document for

**[TENDER FOR HIRING OF CAR AT G&L PLANT LOCATED
AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088]**

Balmer Lawrie & Co. Ltd. G&L , Kolkata
Tender No : GLK/TE16/419 Dated: 29/03/17

BALMER LAWRIE & CO.LTD.
(A Govt. of India Enterprise)
Greases & Lubricants
P43, Hide Road Extension
Kolkata- 700 088
NOTICE INVITING TENDER

TENDER REFERENCE NO: GLK/TE16/419 Dated: 29/03/17

**Sub: TENDER FOR HIRING OF CAR AT G&L PLANT LOCATED
AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088**

On-line bids are invited from resourceful competent bidders for "HIRING OF CAR" for our factory of G&L, Kolkata. The Tender Document along with terms and conditions are available from our web site www.balmerlawrie.com till **29.03.2017** or can be collected from our above addressed office. The intending contractors should inspect the factory before participating in the tender.

Interested parties are advised to quote their rates following compliance of all Terms & Conditions, specification as per Price Bid as stipulated in this NIT.(Tender Form-I and Tender Form-II respectively)

The offer against Tender, complete in all respect should be uploaded **latest by 03-00 PM on 29.03.2017.**

Note: 1) Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

2) BL reserves the right to cancel the tender / offers without assigning any reason whatsoever

[Nabarun Mukherjee]
[Dy Manager [HR] - G&L-Kolkata

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The Offer against Tender, complete in all respect and sealed in a Single envelope should reach the Office of the undersigned latest by 3-00 pm on 29/03/2017, super scribing the name & Tender Ref No. and the last date of submission , in the envelope.

Interested parties are advised to quote their rates in conjunction with compliance of all Terms & Conditions, specification and Price Bid as stipulated in this NIT.

| S. No | Description | Details |
|-------|------------------------|--|
| 1 | Name of Work | TENDER FOR HIRING OF CAR AT G&L PLANT LOCATED AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088 |
| 2 | Tender No | GLK/TE16/419 Dated: 29/03/17 |
| 3 | Validity Of Offer | 60 days from the due date of submission of the tender. |
| 4 | Contract Period | 04 months |
| 5 | EMD | NIL |
| 6 | Submission of Tender : | |
| | a. Starts on | 23.03.2017 |
| | b. Closes on | 29.03.2017 |

1. LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER

The photocopies of following documents attested by concerned persons should be attached with the tender bid which may be verified with original:

- Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- Income Tax PAN number
- Trade Licence.
- Registration of Car/Blue Book

The Tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates. The Tender must be strictly in accordance with the terms and conditions and specifications laid down in the tender

Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie & Co. Ltd.

The sole proprietor or authorised representative shall sign all the documents as required. When the person signing the documents is not the sole proprietor / authorised representative of the company, the power of attorney authorising such person to act and sign on behalf of the company must be produced.

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative may be required to come to our office POSITIVELY as intimated along with all original documents, photo copies of which have been submitted with the tender towards their qualification.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.
- g. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- h. Vendor conforming to the tender conditions and quoting the lowest rates in totality may be selected.

3. SUBMISSION OF TENDER DOCUMENTS

The Tender in prescribed format to be submitted in hardcopy in sealed envelope superscribing "TENDER FOR HIRING OF CAR AT G&L PLANT LOCATED AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088" with reference to Tender Number and date.

4. SCOPE OF WORK & RESPONSIBILITY

Vendors are requested to submit your lowest offer for Hiring of maximum three year old Diesel "SWIFT DZIRE" Car for use for official purposes at our above address on monthly basis, considering the terms & conditions as enumerated below in the following table:

CAR TYPE:-Car should be a maximum three year old "SWIFT DZIRE" (diesel) with AC. and should be commercial number. If any vendor wished to give new car, a maximum gestation period of 03 months will be provided to him. However during this period the vendor has to provide similar vehicle subject to fulfillment of the criterion as enumerated above.

PERIOD OF CONTRACT: - 04 months from the date of Work Order.

DUTY TIMINGS: - 08.30am to 06.30pm from Monday to Saturday. Car, if required on weekly off days/holidays, additional payment will be made on prorated basis.

OFF DAYS: Sunday and 14 Festival Holidays as applicable in this Division.

UNIFORMS: Driver should be provided with uniform & mobile phone by the vendor. The Driver should compulsorily keep mobile phone with him and wear uniforms at all times on duty, and follow all safety instructions written, verbal or implied.

BEHAVIOR: The Driver should possess sound health, good moral character, cool temperament and integrity and will not have any vices and/or bad habit. During course of duty if any driver is found sick, drunk or develop different ill behavior, he shall be immediately replaced with competent withdrawn from duty.

STATUTORY COMPLAINT: - It shall be responsibility of the vendor to ensure that he conforms to the various provisions of statutory Acts and rules and the Driver should be under ESI covered.

LOG BOOK:-Log-book should be maintained for all trips and should be signed by the user. It has to be maintained and preserved in the Office after duty hours as far as practicable.

CAR MAINTENANCE: - All lubricants, services, maintenance, repairs will be at car vendor's cost. (except Engine Oil). The car should be kept clean and hygienic and seat cover should be changed at least once in a week. In case of break down, replacement car to be provided immediately, failing which company will arrange at supplier's cost.

EXPERIENCE: The bidder should have experience of at least Two years in providing similar services in Industrial Establishments. Agencies/Vendors having at least three nos. car need only apply.

PARKING: Toll/Parking fees have to be paid by the vendor initially which will be reimbursed on monthly basis on actual slip and date. Parking at night will have to be done at P-43, Hide Road Complex/agency's garage (not more than 5 km. away).

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Tender No : GLK/TE16/419 Dated: 29/03/17

RATE: Diesel and Engine Oil will be supplied by the company @ 13 km per liter diesel and 3.1 liters engine oil per 10,000 km. respectively.

PAYMENT:

Payment will be made within 07 [seven days] from the date of submission of monthly bills after conducting the required services for preceding month.

TERMINATION OF CONTRACT: The contract may be terminated by either party by giving at least two months notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.

VALIDITY OF OFFER:

Offer should be valid for 120 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.

IMDEMNITY BOND:

The contractor shall indemnify the Company from all liabilities and responsibilities of all contract labour to be employed by the contractor at Company's premises including their necessary license/permission etc. from competent authorities.

5. ACCEPTANCE OF OFFERS

- a. Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- b. Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- c. Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- d. Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

6. FORCE MAJEURE CONDITIONS:

Delivery schedule is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either

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Tender No : GLK/TE16/419 Dated: 29/03/17

party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable.

7. ARBITRATION:

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. GLK/TE16/419 Dated: 29/03/17 and hereby confirm our acceptance of the same.

Place: Signature of Tenderer

Date: Name & Address

Telephone Nos. Office: Fax Nos. :

Kindly submit your rate in a sealed envelope with super scribing above "**Tender Enquiry No. and Date**" to the undersigned on the above address by 29/03/17 by 3.00pm.

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TENDER FORM- I

PARTICULARS OF THE TENDERER'S ORGANISATION

| | | | | |
|----|---|--|------------|------------|
| 01 | NAME OF THE TENDERER | | | |
| 02 | ADDRESS | | | |
| | Telephone No: | Fax No: | Mobile No. | E-mail ID: |
| | | | | |
| 03 | Names of at least two Key persons of your organisation: | | | |
| | 1. Name with Designation & Mobile No. | | | |
| | 2. Name with Designation & Mobile No. | | | |
| 04 | Latest IT/ST Return enclosed | Yes | No | |
| | Trade License No. | | | |
| | Service Tax Registration No. | | | |
| | P.F. Code No[Mandatory] | | | |
| | E.S.I Registration No.[Mandatory] | | | |
| 05 | If you have similar business experience for continuous period of 2 years in a reputed / established organization. Enclose certificate from the existing Organization and an Order copy of the contract. | Yes | No | |
| 06 | If your answer is Yes for (05), then do you have consent to our contacting the organisation for reference | If yes, Name: Location/address: Person responsible: Tel. No.: | | |

LAST DATE & TIME OF SUBMISSION:- 29/03/17 within 03-00 p.m.

Place:
Date:
Seal:

Signature:
Name:
Designation:

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TENDER FORM - II

SCHEDULE OF RATES

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period except due to change in minimum wages or other statutory rates.

| SN | Description of Work | Qty. | Rate(monthly) | Amount |
|----|--|---|---------------|--------|
| | HIRING CHARGES of maximum three year old Diesel "SWIFT DZIRE" Car for use at our above address on monthly basis, considering the following terms & conditions as enumerated in this tender document. | 1 car | | |
| | <u>EXTRA DUTY HOURS:</u> | (Per hr. Rate to be quoted by the Vendor) | Total | |
| | <u>Total</u> | | | |

Rates to be quoted above shall be inclusive of all taxes & duties, etc. excluding Service Tax, which shall be paid by BL extra at the prevailing rate.

Place:

Date:

Designation:

Signature:

Name:

Seal:

Balmer Lawrie & Co. Ltd. reserves the right to accept / reject any / all quotations without assigning any reason thereof.

For BALMER LAWRIE & CO. LTD.,

[Nabarun Mukherjee]

Dy. Manager [HR-G&L]

Enclo. : As above