



LIMITED TENDER 1070LM0156 dt. 03.08.2017

Please note "Response from Registered Vendors alone will be accepted" for participation in this Limited Tender.

In case your firm is already Registered & Approved Vendor of Industrial Packaging (or) other units of M/s. Balmer Lawrie & Co. Ltd., elsewhere in India, the details of the same to be provided prior to participating in this tender.

Other vendors may contact the undersigned for registering with the unit which is subject to confirmation by our company. Only after confirmation of their registration, they would be considered for participation in the subsequent tenders. "

Dear Sirs,

Sealed offers are invited for supply of **Design, Manufacturing & Commissioning Sheet Guiding Device for Shearing Machine** to Barrel Plant, M/s. Balmer Lawrie & Co. Ltd., Industrial Packaging, Manali, Chennai in line with the **Terms & Conditions, Technical Specification and Bid Form provided along with the tender.**

In case of clarification, the bidders may contact Mr. **S. Rajasekharan**, Executive (Prodn.) (Telephone 044 25946644 / e-mail: rajasekharan.s@balmerlawrie.com) during office hours between **10.00AM and 4.00PM.**

Duly filled & sealed Bid Form super scribed as "**Tender for Sheet Guiding Device for Shearing Machine**" shall be forwarded to

**Executive (Purchase),
M/s. Balmer Lawrie & Co. Ltd.,
(A Govt. of India Enterprise)
Industrial Packaging,
No.32, Sathangadu Village,
Manali, Chennai-600 068.**

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

The **last date for submission of bid** for the above tender is on or before **16.08.2017 @ at 3.00pm.**

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

Thanking you

Yours faithfully

for Balmer Lawrie & Co. Ltd.

(T. S. Elangovan)

Executive (Purchase)

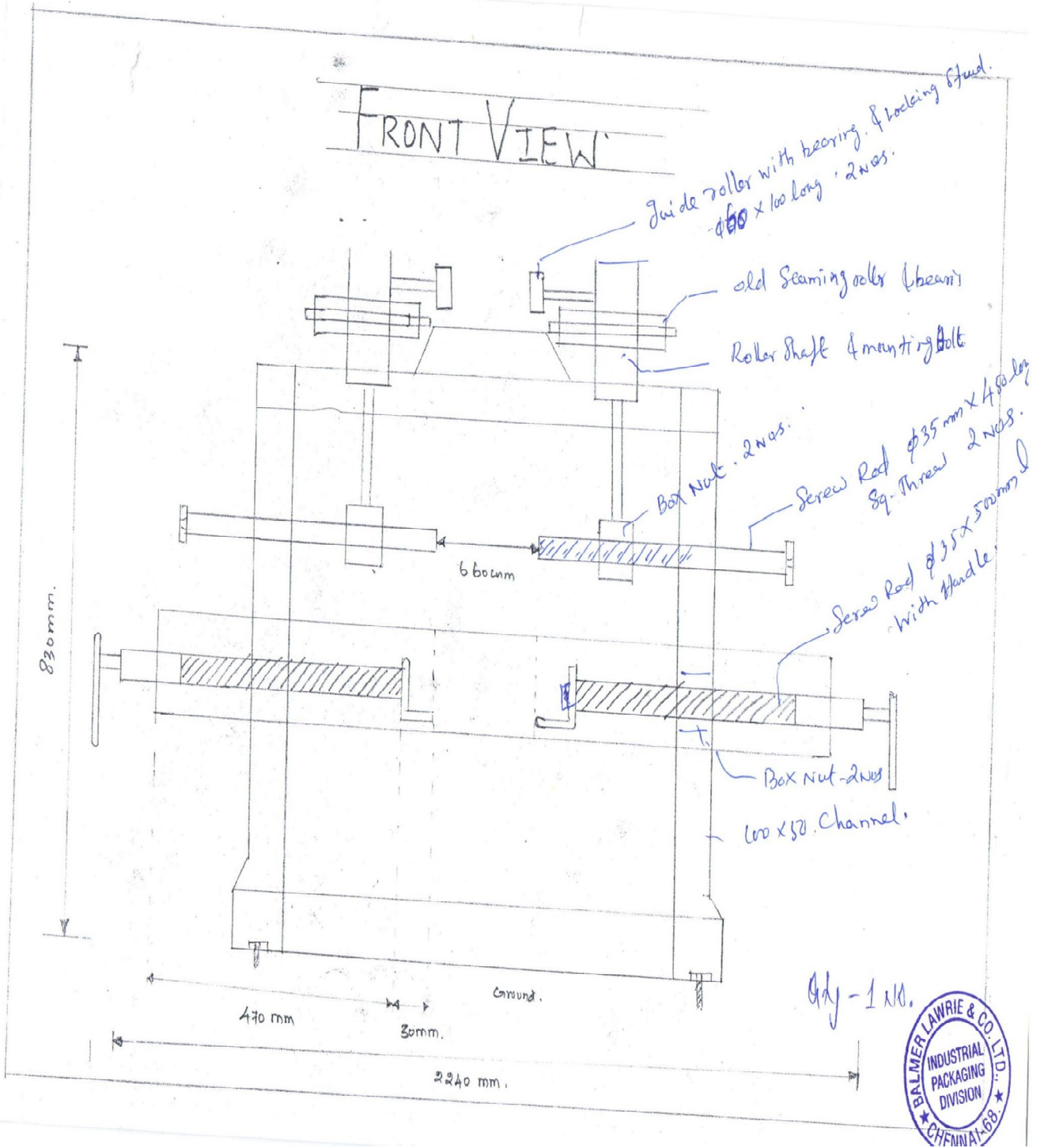
☎-044-2594 6651 ✉ - elangovan.ts@balmerlawrie.com

GST Provisional ID of Balmer Lawrie & Co. Ltd. : 33AABC0984E1Z2

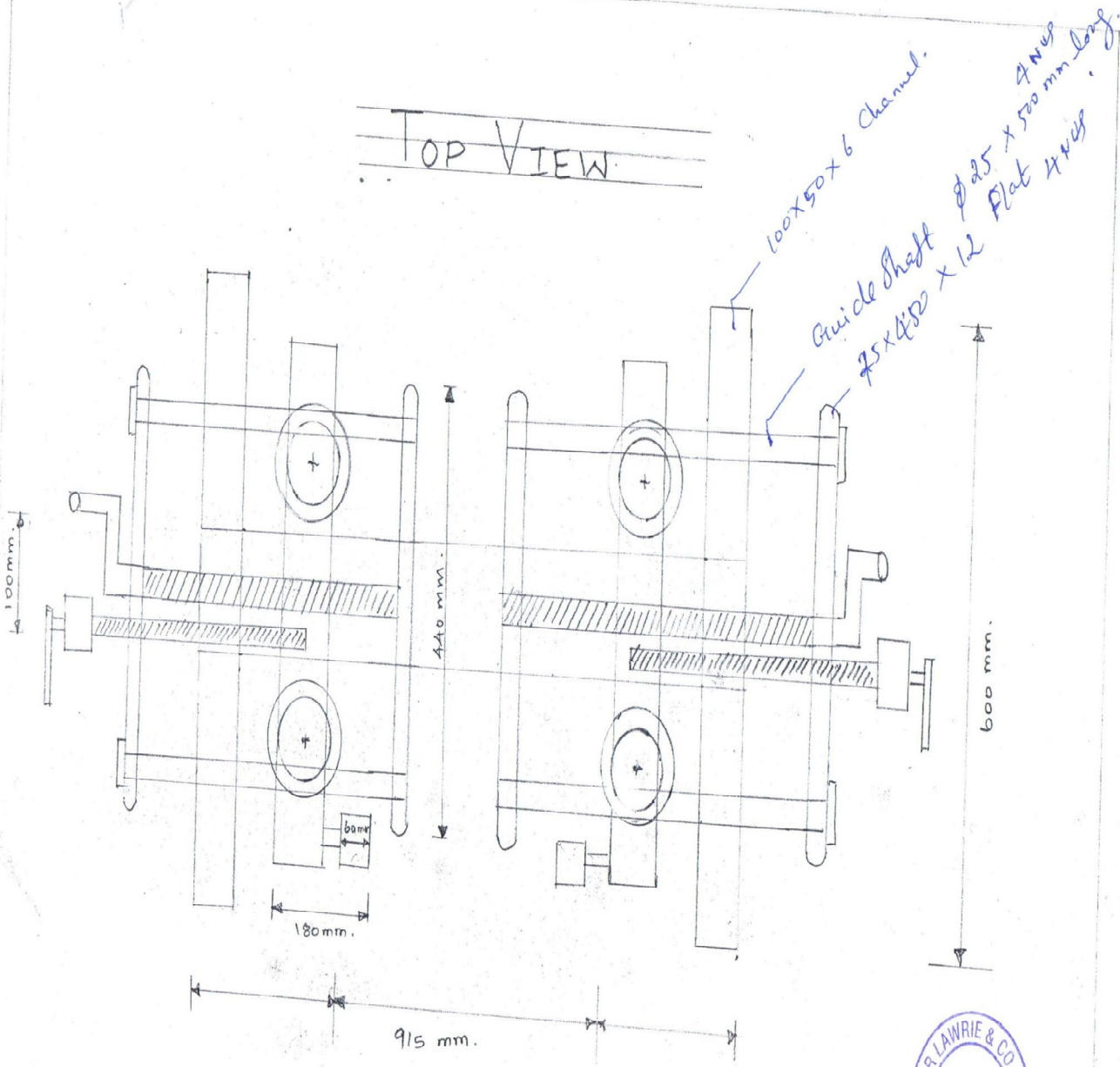
TECHNICAL SPECIFICATION

Design, Manufacturing & Commissioning Sheet Guiding Device for Shearing Machine in Barrel Plant, Balmer Lawrie & Co. Ltd., Industrial Packaging, No.32, Sathangadu Village, Manali, Chennai – 600 068.

Schematic Diagram (Front View)



TOP VIEW



Bill of Materials (BOM)	
SNo.	Item Description
1	Guide roller with Bearing & Locking Stud Ø60mm X 100mm - 2Nos.
2	Old Seaming Roller & Bearing
3	Roller Shaft & Mounting Bolt
4	Box Nut – 2 Nos.
5	Screw Rod Ø35mm x 450mm long (Sq. Thread) – 2 Nos.
6	Screw Rod Ø35mm x 500mm long with Handle
7	Box Nut – 2 Nos.
8	Guide Shaft Ø25mm X 500mm – 4Nos.
9	MS Flat 12 x 75x 450mm – 4 Nos.

OTHER DETAILS.

1. The successful bidder shall provide **Design & Drawing if any for Company's approval prior to manufacturing.**
2. The support structure shall be made out of ISMC 100 x 50 x 6mm Channel and all the component wherever possible shall be fabricated in parts and finally assembled in our plant during erection & commissioning.
3. The Sheet Feeding Device supplied by successful bidder shall be constructed using reputed Bought Out items such as Bearing, Fasteners etc.,
4. The Sheet Feeding Device supplied by successful bidder shall be properly cleaning and applied with one coat of Primer Painting before installation and commissioning.
5. The successful bidder scope shall be to Supply, Installation, Testing, and Commissioning of the device.
6. The successful bidder shall supply all material as per Bill of Material (BOM) provided above. Any additional item w.r.t. the item over and above BOM shall be provided in detail by bidder in their bid.
7. The successful bidder shall meet on their own expenses for associated work carried out towards travel for site inspection travel, boarding / lodging etc.
8. Any civil work, mechanical work, lifting, unloading, shifting of any material, water, power etc., will be provided by Company.
9. The bidders if in doubt may visit our plant in person during office hours to get them clarified on the above work/ requirement in detail well before the due date of this tender.



TERMS AND CONDITION

1. The term "**Company (or) BL**" 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:**
 - a. **Delivery:** Within **45 Days** from the date of receipt of approved purchase order / Design & Drawing.
 - b. **Erection & Commissioning:** Within **15 days** of site clearance from company's side.
4. The offer shall be submitted in our enquiry format only and any conditional offers will not be accepted.
5. The offer must be kept valid for a minimum period of **90 Days from** the date of opening the offer.
6. The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Union / State Govt. / Local authorities.
 - a. All Taxes, Duties, Levies etc., are extra as applicable.
 - b. Union Govt. proposes to implement **Goods & Service Tax w.e.f. 1st July 2017** and accordingly the bidders are required to provide GST Registration Mandatory Data as sought in the Bid Form.
7. **Payment Terms:** The desired payment terms shall be
 - a. **70% on delivery of material along with Full Tax & Duty** at our works,
 - b. **20% on successful erection & commissioning** and
 - c. **10% will be kept as retention money for a period of 6 months towards performance of the system. In case successful bidder seeking the above payment then the above retention amount shall be payable only against Bank Guarantee (B.G) in company's prescribed format valid for the above period.**
8. **Penalty Clause:** Any failure on the part of the vendor to supply the material as per the delivery schedule, required quantity, approved quality etc. will be viewed seriously. Further, the company reserves the right to procure the material from the local market at the then prevailing price and the additional cost if any incurred in this process will be recovered from the vendor. Also the vendor may be debarred from participating in future tenders of the company.
9. The bids of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
10. Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered at all.
11. The company would not carry out any negotiations except with such bidders who is / are the lowest quoted bidders originally. As such it would be in the interest of the bidders to quote the lowest possible rate.
12. It shall be understood that every endeavor has been made to avoid error which may materially affect the basis of the tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
13. **Arbitration :-** Any dispute or difference arising under this Contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited and the provisions of Arbitration and Conciliation 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. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.



CODE OF CONDUCT FOR VENDORS

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment.

Balmer Lawrie & Co. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Compliance Program. In such event Balmer Lawrie & Co. expects the supplier to accept such reasonable changes.

The supplier declares herewith:

- I. **Legal compliance** to comply with the laws of the applicable legal system(s).
- II. **Prohibition of corruption and bribery** - to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.
- III. **Respect for the basic human rights of employees**
 - a. to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
 - b. to respect the personal dignity, privacy and rights of each individual;
 - c. to refuse to employ or make anyone work against his will;
 - d. to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
 - e. to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
 - f. to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
 - g. to comply with the maximum number of working hours laid down in the applicable laws;
 - h. to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
- IV. **Prohibition of child labor** - to employ no workers under the age of 18;
- V. **Health and safety of employees**
 - a. to take responsibility for the health and safety of its employees;
 - b. to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
 - c. to provide training and ensure that employees are educated in health and safety issues;
 - d. to set up or use a reasonable occupational health & safety management system;
- VI. **Environmental protection**
 - a. to act in accordance with the applicable statutory and international standards regarding environmental protection;
 - b. to minimize environmental pollution and make continuous improvements in environmental protection;
 - c. to set up or use a reasonable environmental management system;
- VII. **Supply chain** - to comply with the principles of non-discrimination with regard to supplier selection and treatment; to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct; to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct.

HSE REQUIREMENTS BY CONTRACTORS

a. Housekeeping

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor. All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

b. Confined Space

Before commencing Work in a confined space the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed

As minimum Contractors must ensure the following:

- a. Confined spaces are kept identified and marked by a sign near the entrance(s).
- b. Adequate ventilation is provided
- c. Adequate emergency provisions are in place
- d. Appropriate air monitoring is performed to ensure oxygen is above 20%.
- e. Persons are provided with Confined Space training.
- f. All necessary equipment and support personnel required to enter a Confined Space is provided.
- c. Tools, Equipment & Machinery

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- a. suitable for its intended use;
- b. safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- c. Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- d. Provided with Earth leakage circuit breaker (ELCBs) at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

d. Working at Height

Any Work undertaken where there is a risk of fall and injury is considered to be working at height.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.

e. Fall Prevention System :

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

f. Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following is applied:

1. Only approved full body harness and two shock-absorbing lanyards are used,
2. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
3. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
4. Lifeline systems must be approved by Owner before use.
5. Use of ISI marked industrial helmet at all point of time.

g. Scaffolding

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type. Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

h. Stairways and Ladders

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- i) Fabricated ladders are prohibited.
- ii) Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- iii) Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- iv) Ladders will be lowered and securely stored at the end of each workday.
- (ii) Ladders shall be maintained free of oil, grease and other slipping hazards
- (iii) Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.
- (iv) Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, & removed from the Site by end of the day.

i. Lifting Operations

1. Cranes and Hoisting Equipment: Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturer's Specifications and legal requirements. Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.
2. Lifting Equipment and Accessories: All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements. Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

j. Lockout Tag out ("LOTO")

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

k. Barricades

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used. Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning.

l. Compressed Gas Cylinders

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash Back arrestor to be used to prevent any explosion due to back fire.

m. Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from Owner. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:

- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by Owner.

n. Hot Works

A Permit to Work must be obtained from Owner prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects. Prior to the use of temporary propane or resistance heating devices approval must be obtained from Owner.

o. Trenching Excavating, Drilling and Concreting

A Permit to Work must be obtained from Owner and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work. The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions. Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

p. Environmental Requirements

Waste Management: The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste disposal route shall be documented and made available for Owner to review at any time and may be subject to Owner's prior approval. Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

Spills: The Contractor is responsible for the provision of adequate spill kits/protection and the clean-up and disposal costs arising from such spills.

Emissions: The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of Owner's Emissions include but are not limited to noise, dust, fumes, vapors.

q. Penalties In Case Of Non-Compliance Of Safety/Health/Environment Norms, Rules & Regulations: The contractor has to follow all norms, rules and regulations related to safety, health and environment, In case of non-compliance of any one of these norms, rules and regulations by contractor's employee, the contractor shall be held responsible. If any violation or non-fulfilment of these norms, rules and regulation is observed by the Company's authority during checking at any time, a penalty of Rs 5000/- shall be imposed on the contractor for each occasion of non-compliance to these rules and regulations by him or his employees. The decision of the Company's authority shall be final and binding on to the contractor in this regard. The amount of penalties so imposed shall be recovered from the next RA Bill of the work or any other dues payable to the contractor by the authority.

BID FORM

1070LM0156 dt. 03.08.2017 due on 16.08.2017

SNo.	Description of Item	HSN/SAC Code	Estimated Qty.	Amount Rs.	% GST
1.	Design, Manufacturing & Commissioning Sheet Guiding Device for Shearing Machine as per Technical Specification, Schematic Diagram & Bill of Material (BOM) given above.		ONE UNIT		
2.	Erection & Commissioning charges inclusive of Installation, Testing, and Commissioning of new unit.		Lump Sum		
Cumulative Nett Delivered Cost (SNo. 1 & 2) Rs. *					
<p>1. The Cumulative Nett Delivered Cost* arrived above shall include Transit Insurance & Freight on F.O.R. delivered at Barrel Plant, Manali, Chennai-68 on "DOOR DELIVERY" basis.</p> <p>2. Performance Guarantee: The successful bidder shall provide be WARRANTY / GURANTEE for a minimum period of ONE YEAR from the date of commissioning against any manufacturing defect.</p> <p>3. Inspection: If necessary, the material may be inspected by company at the premises of the successful bidder before delivery.</p> <p>4. Award Of Contract:</p> <p>a. The Lowest (L1) bid status would be arrived on the basis of * Cumulative Nett Delivered Cost as shown above</p> <p>b. 100% Contract will be awarded to the L1 bidder.</p>					
PAN Number		Contact Person			
GST (Provisional ID No.)		Mobile / Telephone			
MSME / NSIC / SSI Regn.		e-Mail ID			
<p>We have quoted our price after studying carefully all the details mentioned in the Tender, Terms & Conditions and we confirm to have accepted the same.</p> <p align="right">Signature of the bidder with Seal & Date</p>					