



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
www.balmerlawrie.com

Survey no. 201/1, Sayili, Silvassa-396230.  
Phone : 0260 – 3293118/09898896501  
e-mail – srivastava.sk@balmerlawrie.com

**e-Tender Enquiry**

**e-Tender No. : GLS/1718/085**

**Date: 14/09/17**

**Due date : 25/09/17 Till 6.00 PM**

**Sub: Online offers are invited for Construction of RCC Road behind Storage Tank Area for easy accessibility to Scrap Yard**

Balmer Lawrie & Co. Ltd. is a leading manufacturer of greases and lubricants in India. The Company invites Online offers for the Scope of work mentioned in the Annexure to this tender enquiry.

The rates are to be quoted online only as per format given on our website. Your Bid should be submitted online while EMD [Earnest Money Deposit] along with other relevant documents be submitted in a sealed envelope, clearly mentioning the tender reference no. on the envelope, on or before the due date at the address given below.

**Balmer Lawrie & Co. Ltd.,  
Grease & Lubricant Division,  
Survey No. 201/1, Sayali-Rakholi Road  
P.O.- Sayli Village,  
Silvassa – 396230.**

Price/Rate has to be uploaded online only. Offer of the Vendors who send the price bid along with EMD or other documents ( in a sealed bid ) or over email would be rejected directly.

Yours faithfully,  
for Balmer Lawrie & Co. Ltd.

**Manager (Purchase)  
Contact No. 09898896501**

**1.0 Instruction to Tenderers**

- 1.1 Before filling up, the complete Tender Specification should be read properly. If the tenderer finds any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or asked for or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of Balmer Lawrie & Co. Ltd. (hereinafter referred to as BL), at least four working days before/prior to the date of filling/submission of the Tender.
- 1.2 Tenderers shall visit the site and make themselves thoroughly acquainted with the nature and requirements of the job, facilities for access of site, removal and storage of unwanted material at site as per the BL' instruction.
- 1.3 In case tenderers wants to communicate/provide any other information , they should enclose a separate sheet , in the sealed envelope along with EMD , provided their statement is not in contradiction to the terms and consitions of the tender.
- 1.4 Submission of tender will be construed as a conclusive evidence that the tenderer has fully satisfied themselves as to the nature and scope of the work, site conditions and all other factors, affecting the performance of the job and the cost thereof.
- 1.5 The contractor shall cover the insurance of all workmen and other persons employed by the contractor and subcontractor against accident, injury & death till the completion of job.
- 1.6 The material deployed/stored by the contractor in the premises of BL will be at the sole risk of the contractor and BL will no way be responsible for its safety.
- 1.7 Contractor shall maintain the site neat and clean. All material shall be stored neatly in storage space allotted to them and shall take care that no obstruction is made for free movement.
- 1.8 Contractor shall remove all wreckage, rubbish/scrap etc from site and stack the wastage at the space allotted for the purpose. On completion of the works, the contractor will keep the space clean and fit for occupation to the satisfaction of the company and demolish store, remove all debris/scrap, waste and surplus material supplied/created by them. In case the contractor does not maintain good housekeeping, the company has the right to get the work done and debit the cost to the contractor.
- 1.9 Proper safety precautions and measures to be taken bearing in mind the principle of "Safety Comes First" during the entire contract period. The contractor shall be bound to bear any claim or compensation for the accidents, injury and death arising out of negligence on their part to ensure such safety measures including the expenditure for defense legal proceedings.
- 1.10 Care shall be taken to provide and maintain the following safety measures and statutory safety rules and act in force.
  - a) Ladders and scaffoldings shall be provided for the work that cannot be done from the ground. Portable single ladders shall not be more than 8 meters. Additional labour should be provided for folding the ladders. Over hung platforms and platforms provided for the ladders and scaffoldings shall be of minimum 300 mm wide and shall be with rising of minimum 1000 mm high.

- b) Safety belts and helmets etc., to be provided to the workers working at high elevations/risk areas.
- c) Fabrication and welding gangs should be provided with gloves, protection, goggles, welding helmet etc.
- d) Hoisting machines and tackles including their attachments, anchorage and supports of adequate capacity should be used for handling heavy equipments and panels.
- e) Workmen engaged in electrical work should be provided with gloves, and footwear's of adequate insulation value.
- f) Workmen engaged in toxic chemicals, paints etc should be provided with gumboots, gloves, goggles mask and other protective attachment depending upon the depth of expected hazard.
- g) All safety requirements depending on the nature of work should be provided to minimize the occurrence of accidents.

#### 1.11 Pre-Qualification Criteria :

- Vendor should have experience for similar type of job. Vendor has to provide 5 work orders along Completion Certificate of similar type of jobs in last three years.
- At least One work order should be of Value of minimum 16 Lacs or two work orders of minimum 9 Lacs each executed in any of the last three years for similar job.
- Minimum Annual Turnover should be Rs 20 Lacs in last three years individually.

**2.0 General Terms & Conditions:-**

- 2.1 **General instruction:** - Do not leave any space blank or incomplete, write NA/NIL/Free wherever applicable. Each page of the tender is to be signed and stamped as a token of acceptance of the tender terms in TOTO.
- 2.2 **Submission of offer:** - Bidder shall submit their price offer online only as per instructions given on last page of the tender document. However one set of tender document along with EMD and other supporting documents , but without "Price" has to be submitted as stated above before due date of tender.
- 2.3 **Acceptance of offer & placement of order:** BL reserve the right to reject/accept all or any offer(s). A tenderer must have to quote for all the items/heads provided in Annexure- C In case of offer, where price for all the items/head are not quoted, such offer may be rejected. Purchase/work order will be placed on single **technically & commercially qualified vendor**, whose total price **stands lowest**.
- 2.4 **Jurisdiction:** - All disputes are subject to Silvassa jurisdiction.
- 2.5 **Completion period :** The completion period for the entire job should be 45 days from the date of placement of LOI/PO. The job shall be carried out at our works at **Survey No. 201/1, Sayli, Silvassa -396 230**.
- 2.6 **Liquidated damages :** In case of failure to complete the job within the scheduled period by the successful vendor, a pre-determined liquidated damages will be recovered @ 0.5% per week subject to a maximum of 5.0% of the basic value of job executed.
- 2.7 **EMD/SD:** -The tenderer will be required to pay a sum of Rs. 25,000.00 as earnest money deposit (EMD) along with the tender by a/c payee pay order / demand draft on a schedule bank in favor of **Balmer Lawrie & Co. Ltd.**, payable at **Vapi or Silvassa**. The EMD of successful bidder will be converted as 'Security Deposit (SD). In case of non-successful bidders, it will be refunded after finalization of the order. No interest will be paid against EMD or SD. **Tenders submitted without EMD shall be rejected**. Tenderer(s) belonging to MSME/SSI/NSIC are not required to pay any EMD/SD but they have to provide valid document as a proof of their MSME/SSI/NSIC status.
- 2.8 **Price schedule :** The price shall be quoted as per specified format given in Annexure-C. The price should be quoted for all the items as per scope of work given in the same annexure. **Quantity indicated in Price Schedule are tentative and actual quantity could increase/decrease at the time of job; hence final payment will be on the basis of actual work done.**
- 2.9 **Payment terms:** - 90 % of PO value will be released within 30 days from the date of submission of certified Bill (by BL) , on completion of job , along with all required documents, material supply-challan etc. and balance 10% shall be released after one year from the date of successful completion of the job..
- 2.10 **Guarantee Period:** - 12 (twelve) months from the date of successful completion of the job.

- 2.11 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the date of the offer.
- 2.12 **Working days & hours:** All work required to be carried at BL's site, shall be done only during working days between 9:00 am to 6:00 pm.
- 2.13 **Factory Rule:** Your engineers/workmen have to abide by the BL factory rules and regulations. Only adult and skilled workmen shall be allowed to work in BL premises.
- 2.15 **Responsibility of the vendor:** The vendor shall be responsible for any damage caused to the property and/or machinery (including its any part) of BL, directly and/or indirectly incidental to and connected with the execution of the work and shall be liable to indemnify the value of such damaged property and/or machinery.
- 2.16 **Site facilities by BL :**
- (i) Power supply : Free at one point, any extension by vendor.
  - (ii) Water supply : Free at one point, any extension by vendor
  - (iii) Storage : Space by the company and security by vendor.
- 2.17 Vendor has to submit all the gate entry challans along with final bill for all the machine/materials which would be used in said job duly signed and stamped by our security personnel and certified by our representative on respective dates.

Annexure- CScope of work & price schedule**SCHEDULE OF WORK**

Item no.	Description of Items	Quantity	Unit	Rate (in Rs)	Amount (in Rs)
<b>RCC ROAD WORK</b>					
1.0	Earthwork in excavation for box cutting for road and pavement in all types of soil upto a depth of 700 mm (max.) from existing ground level and dressing true to line, level, camber and slope, stacking of excavated earth at places within the premises at a lead of 100M or disposal of earth outside the premises at contractor's place as per the direction of the Engineer-in-Charge including loading, unloading, transportation etc all complete.	370.00	CuM		
2.0	Preparation of sub-grade maintaining proper gradient camber / cross falls, dressing, watering / drying (as required) consolidating / compacting the sub-grade using 8-10T power roller after spreading average 150mm thick murrum with number of passes to the required degree with all complete as per specifications and / or directions of the Engineer-in-Charge.	570.00	SqM		
3.0	Providing and laying boulder/ stone soling under road/ pavement etc with graded material and binders including transportation, breaking, laying in regular lines and levels, filling in the interstices with stone chips, coarse murrum, compacting with mechanical reamers or with manual tamping only where mechanical reamers cannot be used, watered and consolidated as specified and as directed by the Engineer-in-Charge.				
a)	230mm nominal thickness	570.00	SqM		
4.0	Providing, mixing, compacting laying in position and curing ordinary lean concrete of average thickness 150mm on top of boulder/stone soling including shuttering complete as per specifications and as directed by Engineer-in-Charge.				
a)	Mix 1:3:6 (with 40mm & down stone aggregates)	86.00	CuM		

Continued

Name of Company :

Contact Person :

Contact Number :

Signature with  
official stamp

Item no.	Description of Items	Quantity	Unit	Rate (in Rs)	Amount (in Rs)
<b>RCC ROAD WORK</b>					
5.0	Providing, placing, compacting and curing M30 grade <b>Ready Mix concrete</b> for road/ pavement be cast on PCC in panels of width not more than 3M including <b>vacuum dewatering</b> , with MS channel shuttering at sides. Topping shall be done with non-metallic dry shake hardener SIKa CHAPDUR or equivalent (minimum 4 kg/sqm of surface area) approved. Finishing with the topping shall be done on green concrete with power float. The steel comb finish to be applied transversely with a steel comb having tines 0.03 inches by 0.08 inches in cross section spaced at 1/2 inch. The depth of the grooves produced was approximately 1/8 inch. Rate shall be inclusive of all materials and labour, formwork etc complete. (Reinforcement to be paid separately against relevant item)				
a)	175mm thick slab for road/ pavement	105.00	CuM		
6.0	Supply, fixing in position <b>steel reinforcements</b> in concrete slab in single layer at top, including the cost of transport, straightening, cutting, cranking, bending, binding, welding, provision of necessary chairs and spacers etc; as per drawings and specifications and including cost of binding wire, labours etc; all complete for reinforced concrete with HCR TMT bars. The chairs and spacer bars provided will not be measured for payment.				
a)	<b>Ribbed Tor steel</b> or equivalent HYSD bar of Fe500 grade or higher of approved make (8mm dia @ 200 c/c bothways at top only).	2.50	MT		
7.0	Providing contraction joint by making grooves of 10 mm wide & 20 mm deep by saw-cutting on floor slabs filling the grooves with approved polysulphide sealant including all byeworks complete as per drawing and as directed by engineer.	200.00	RM		
	<b>TOTAL</b>				
	<b>GST @ 18%</b>				
	<b>GRAND TOTAL</b>				

*Quote Online only*

Name of Company :

Contact Person :

Contact Number :

Signature with  
official stamp

HSE Chapter

In order to achieve the tender goal in a very smooth & SAFE manner, all the Bidders are required to comply with this HSE chapter, before, during and after the tender finalization or related job execution, in following prescribed procedure:

**Questionnaire for HSE Pre-Qualifications of contractors:**

<b>Contactor Details</b>	
Company Name	
Contact Person for HSE	
Mobile Number	
e-Mail Address	

**Guidelines for Completion of Questionnaire**

- i. The potential bidder is to ensure that the answers provided are focussed against the activities indicated in the pre-tender document.
- ii. Contractor shall provide information that is authentic with documentary evidences as applicable.
- iii. Even after getting pre-qualified, if it comes to the notice that non-authentic documents are provided, the Contractor may be disqualified and if any Contract is in place, it may be terminated immediately and no compensation will be provided for such termination.
- iv. BL shall have right to check Contractors records to verify the authenticity of the documents, during the contract period.

	Question	Response	
		Yes	No
1	Do you confirm that you will comply with BL HSE Policy while working inside BL premises ?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have your employees received HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is your company free from any charges or notices served by the regulatory authorities in relation to HSE in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>



Annexure -D . . . . Contnd

	Please provide your accident data for the current year and the previous two years Note: this must include the data of any contractors working for your organization.	Current Year	Previous Year -1	Previous Year -2	Period Average (Three years average)
1	Number of Fatalities, if any				
2	Number of Environmental Incidents reported to Pollution Control Board				
3	Number of accidents with 2 or more days lost time( LTI)				
4	Man Days Lost				
5	Total Hours Worked				

Name	Place	Date	Signature

Name of Company :

Contact Person :

Contact Number :

Signature with  
official stamp

## HSE Requirements BY CONTRACTORS (To be a part of contract documents)

### 1.0 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.

### 2.0 Confined Space

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

As minimum Contractors must ensure the following:

- i. Confined spaces are kept identified and marked by a sign near the entrance(s).
- ii. Adequate ventilation is provided
- iii. Adequate emergency provisions are in place
- iv. Appropriate air monitoring is performed to ensure oxygen is above 20%.
- v. Persons are provided with Confined Space training.
- vi. All necessary equipment and support personnel required to enter a Confined Space is provided.

### 3.0 Tools, Equipment and Machinery

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

- suitable for its intended use;
- 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);
- Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- Provided with Earth leakage circuit breaker (ELCBs) at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

### 4.0 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 BL 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.

## 5.0 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.

## 6.0 Fall Protection Systems

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

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

## 7.0 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.

## 8.0 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.

- a. Fabricated ladders are prohibited.
- b. Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- c. Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- d. Ladders will be lowered and securely stored at the end of each workday.
- e. Ladders shall be maintained free of oil, grease and other slipping hazards
- f. 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.
- g. Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

## 9.0 Roof Work/Access

Roof work and access to roofs must not be undertaken without prior authorization from BL.

## 10.0 Overhead Work

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.

## 11.0 Lifting Operations

### **Cranes and Hoisting Equipment**

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

### **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.

## 12.0 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.

## 13.0 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.

## 14.0 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.

## 15.0 Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from BL. 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 BL.

## 16.0 Hot Works

A Permit to Work must be obtained from BL 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 BL.

## 17.0 Trenching, Excavating, Drilling and Concreting

A Permit to Work must be obtained from BL 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.

## 18.0 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 BL to review at any time and may be subject to BL'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.

## 19.0 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 BL. Emissions include but are not limited to noise, dust, fumes, vapours.

Name of Company :

Contact Person :

Contact Number :

Signature with  
official stamp

### **1. Procedure For Bid Submission**

The bidder shall submit their response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below.

### **2. Registration with eProcurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

### **3. Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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 201 301. You may also get in touch with their Representative on below given details.

Mr. Ritabrata Chakraborty [email id: [ritabrata.chakraborty@clindia.com](mailto:ritabrata.chakraborty@clindia.com), Cell No. 08697910411] alternately you may contact Mr. Ujjal Mitra [07702669806], Mr. Rajesh Kumar – 09650465143].

### **4. 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.

Last date for submission of on line bid **upto 25/09/17 Till 6.00 PM**

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

Regards

  
Manager (Purchase)