



**Balmer Lawrie & Co. Ltd**  
**(A Government of India Enterprise)**  
**Associate Service**  
**Manali, Chennai 600068**

**Phone : 25946500, Fax : 25946539**

**Website : balmerlawrie.com**

**SINCE 1867**

**(Regd Office : 21, Netaji Subhas Road, Kolkata 700 001)**

**Ref : BL/AS/MAN/TAXI/201718/PT/0002**

**Date : 22.09.2017**

**Due date : 09.10.2017**

**NOTICE INVITING TENDER  
FOR PROVIDING TAXIS ON DAILY/CASUAL BOOKING BASIS**

**Scope of work**

*Balmer Lawrie & Co Ltd. Is a multiple product, multi location and multi technology conglomerate, intends to engage an Agency for providing vehicles of make : Indica, Indigo, Ford Ikon, Ford Fiesta, Lancer, Honda City, Toyota Corolla, Innova, Tavera, etc on a daily/casual booking basis to meet the requirement of the various Divisions of the Company in Chennai operations, for a period of 2 years.*

**Taxes & Duties**

GST/duties if applicable shall be paid extra as applicable.

**Earnest Money deposit**

Offer should be accompanied by a Demand Draft for Rs 20,000/- (Rupees twenty thousand only towards Earnest Money Deposit executed by any Scheduled Bank drawn in favour of Balmer Lawrie & Co. Ltd payable at Chennai

**Pre-qualification requirement**

1. Submission of EMD of Rs 20,000/- by DD
2. Possession of atleast 10 vehicles of year 2015 and above in their own/proprietor /agency's name.
3. Possession of PAN No.
4. Possession of GST No
5. To submit copy of RC book of the vehicles.

Documentary evidence for the above should be submitted along with Technical bid. Offers received without the documentary support will not be considered.

### **Validity of offer**

Tenderers shall keep their offer valid for a period of 60 days from the due date of submission of tender

### **Security deposit**

Successful bidder will have to deposit Rs. 1,00,000/- (Rupees one lakh only) by DD as interest free security deposit toward successful performance of contract within 15 days of award of contract. The security deposit will be refunded on successful completion of the contract.

### **Payment terms**

Payment shall be made within 21 days from the date of submission of monthly bills duly supported by trip sheet

### **Note on Price bid rate**

For journey performed for hours exceeding the slab limit, the rates quoted for additional hours and km will be applicable

Less than 30 minutes will be ignored, 30 minutes and above will be treated as 1 hour

For journey performed beyond 10 hours a day, rate will be 10 hrs and 100 km slab plus extra hours and km rate will be applicable

In case journey performed exceeds 12 hours per day, the rate applicable will be slab rate of 10hours and 100km plus repeat of slab rates depending upon hours run

Actual charges will be reimbursed for toll gate fee/inter state permits fee/airport entrance fee and parking fee, etc against submission of bills/receipts/documents`

### **A. CONDITIONS FOR ONLINE BID SUBMISSION**

Procedure for bid submission

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online.

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 e-procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents, etc in support of their eligibility criteria/technical bids in the e-procurement website. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to our Manali, Chennai office so

as reach before the due date and time of the tender. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

#### 1. Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India P Ltd , Mr Tuhin Ghosh, mobile : +91-8981165071, email : [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com), Mr Tirtha Das, mobile : +91-9163254290 email : [tirtha.das@c1india.com](mailto:tirtha.das@c1india.com), Mr Ujjal Mitra, mobile : +91-8986678058, email : [ujja.mitra@c1india.com](mailto:ujja.mitra@c1india.com)) or they can register themselves online by logging in on the website <https://balmerlawrie.eproc.in>. Vendors need to get themselves registered online as above to participate in tender.

#### 2. 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 certificate need to obtain Digital certificate. They may contact help desk of C1 India P Ltd.

#### 3. Submission of hard copies

The bidder shall furnish the Demand Draft towards tender fees and EMD to the tender inviting authority before bidding so as to reach before the due date and time of the tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. The company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution. The bidder is requested to get a confirmed acknowledgement from the Tender inviting authority as a proof of hardcopies submission to avoid any discrepancy.

#### 4. Deactivation of bidders

The offer of bidders failing to submit the Tender fees, EMD and hard copies of documents as required to the tender inviting authority on or before the stipulated due date & time will be rejected.

## 5. Tender documents

The bidder is requested to download the tender documents and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the tender inviting authority.

The bidder has to keep track of any changes in the Tender terms by viewing the addendum/corrigenda 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

## 6. Bid submission acknowledgement

The user should complete all the processes and steps required for bid submissions. The successful bid submission can be ascertained once acknowledgement is given in the system through bid submission number after completing all the process and steps. C1 India is not 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 scanning the documents for uploading, the bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

- a) Such uploaded documents pertaining to Technical bid need to be attached to the tender while submitting the bids on line.
- b) The bidders should furnish hard copies of all the uploaded documents.

## Disclaimer clause

Neither the company (Balmer Lawrie & Co Ltd) nor the service provider is responsible for any failure or non submission of bids due to failure of internet or other connectivity problems or reasons thereof

## GENERAL

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 blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

**PRICE BID TO BE UPLOADED ON LINE ONLY**

**SUBMISSION OF OFF LINE PRICE BID WILL DISQUALIFY THE BIDDERS PARTICIPATION IN THE TENDER.**

**TENDER DOCUMENT (Excluding price bid) submission**

Your offline document (excluding price bid) shall comprise the following :-

- A covering note in your letter head
- EMD for Rs 20,000/- by DD
- Annexure-1 duly filled in, signed with seal
- Annexure-2 duly signed with seal in all the pages
- Annexure-3 duly signed with seal
- Annexure-4 duly signed with seal
- Relevant copies of certificates/registration etc as per prequalification requirement.

Your offline tender comprising all the above documents shall be kept in a sealed envelope superscribed as "Unpriced Offer for Casual Taxi service and should reach the undersigned at our Manali office at the following address on or before 9th October, 2017

Chief Manager (HR)-SR  
Balmer Lawrie & Co. Ltd  
32 Sattangadu Village, Manali  
Chennai 600068  
Phone : 044-25946530, Fax : 044-25946539, e-mail : shyama.g@balmerlawrie.com

For Balmer Lawrie & Co. Ltd

Chief Manager (HR)-SR



**Balmer Lawrie & Co. Ltd**  
**(A Government of India Enterprise)**

TENDER REF BL/AS/MAN/TAXI/201718/PT/0002 DATED 22.09.2017

**TENDER FOR PROVIDING TAXIS ON DAILY/CASUAL BOOKING  
BASIS FOR A PERIOD OF TWO YEARS**

**TERMS AND CONDITIONS**

**A. REQUIREMENT**

Balmer Lawrie & Co. Ltd intends to engage an agency for providing Indica, Ford Ikon, Ford Fiesta, Indigo, Lancer, Honda City, Toyota Corolla, Innova, Tavera. etc make vehicles on a daily/casual booking basis to meet the requirement of the various Divisions of the Company in Chennai operations.

The details of the tender and other terms & conditions are given below :-

The agencies who are technically qualified as mentioned in the qualifying requirement will only be considered for price bid opening. Evaluation of price bid will be based on overall L1 rate. Failure to quote for any item will render the quote invalid.

**OTHER TERMS**

1. The Price bid will be opened if the tenderer is qualified in the Technical bid. All decisions of the company in this regard shall be final. The company reserves the right to reject all or any offer without assigning any reason whatsoever.
2. The company shall be the final authority to decide on the acceptance or rejection of an offer and or award of contract to a party or parties.
3. The tender is for a period of two years. The exact date of commencement of contract shall be decided based on the finalization of the contract.
4. The bidder should own vehicles in his/their/agency's name and should submit proof of ownership along with the tender by enclosing photocopies of the registration certificate
5. The vehicles offered for the Company's use against this tender should be year 2015 and above models only **and must have seat belts in rear seat of all vehicles.**

6. The rate quoted by the tenderer for the vehicles should be firm for a period of two years from the date of effect of the contract. However, in the event of any increase/decrease in diesel price on or after submission of tender/during the period of the contract, the same shall be allowed to reimburse/ recover in the following formula:

When the diesel/petrol price increase beyond Rs.0.50 paise over the base rate existing on the due date of the tender, escalation/decrease will be calculated from the base rate itself at the rate of four paise per kilometer for every Rs.0.50 paise increase/ decrease in diesel/petrol price calculated.. The rate of Diesel / Petrol applicable at the time of submission of tender is to be indicated in the column provided in the Price bid.

**The escalation will be calculated and paid/recovered on a quarterly basis, ie 1st January, 1st April, 1st July and 1st October of every year.**

7. The successful tenderer shall maintain with the company an interest free security deposit of Rs.1,00,000/- (Rupees one lakh only) for the proper fulfillment and due performance by the contractor. The deposit may be made either by cash or Demand draft and will not bear any interest and will be refunded on satisfactory completion of the contract.
8. It will be the responsibility of the bidder to obtain permit etc for the vehicles from the appropriate authorities. He should also ensure that the road tax, insurance, tolls etc are paid on time and that no inconvenience is caused to the officials while the vehicles are operating for the company's work.
9. The insurance cover (including SRCC risk) for vehicles used by the company and that of the passengers traveling in the vehicles should be covered by the bidder at his own cost to the extent of liability provided in the Motor Vehicles act. The company reserves the right to ask the contractor to produce the documents for verification, if necessary. The Contractor shall be responsible for taking comprehensive insurance (unlimited) policy for covering the risks, damages and loss arising out of the use of the vehicles, which would not only include coverage for the Driver and the user of the vehicle/employee (s) of the company but also third parties who may lodge a claim for anything on account of any accidents. The company is not responsible for the insurance claim of any sort.

In case of accidents to the third parties, it shall be the responsibility of contractor to initiate or defend legal actions arising out of the use of the vehicles and payment of compensation, if any, to the third party and others who have a valid legal claim arising out of the accident.

10. The successful bidder(s) on award of contract (the contractor) shall make his/their own arrangements for filling of fuel, lubricants and to check the condition of the vehicles before commencing the services.
11. Kilometer and time shall be calculated from shed to shed.
12. Trip sheets (details of time/km and destinations) have to be strictly maintained and the signature from the passengers must be obtained on each trip sheet.
13. Actual charges will be reimbursed for toll gate Fee/inter State permits fee/airport entrance fee and parking fee etc. against submission of bills/receipts/documents.
14. The agency shall inform the user the contract name and mobile number of the driver and the vehicle number atleast 1 hour in advance through SMS or phone.

Note on Rate in Price bid

**Four journey performed for hours exceeding the slab limit, the rates quoted for additional hours and km will be applicable**

**Less than 30 minutes will be ignored. 30 minutes and above will be treated as one hour**

**For journey performed beyond 10 hours a day, rate will be 10 hrs and 100 km and slab + extra hours and km rate will be applicable**

**In case journey performed exceeds 12 hours per day, the rate applicable will be slab rate of 10 hours and 100 km plus repeat of slab rates depending upon hours run.**

**GENERAL TERMS AND CONDITIONS OF THE CONTRACT.**

1. The successful bidder will be informed in writing regarding the award of the contract.
2. It shall be the responsibility of the successful bidder(s) who has been awarded the contract (the contractor) to ensure that type/model of vehicle is made available on time at specified locations as per instructions communicated to them either orally by telephone or in writing by an authorized officer of the company as and when required.
3. Either party can terminate the contract by giving 2 months' written notice. However, in the event of deterioration in the quality of service, about which the company will be the sole judge, the company reserves the right to terminate the contract immediately without giving any notice to the contractor.



4. The contractor shall ensure that the driver/person engaged by him for operating the services shall conduct themselves in disciplined manner and comply with all the rules and regulations applicable to outsiders while they are in the premises of the factory. They shall not be entitled to use any of the facilities available to the company's employees. The contractor shall make arrangements for the drivers deployed by him, facilities as necessary including food, tea/coffee etc. at his own cost and effort.
5. It will be the responsibility of the contractor to comply with all the statutory enactments and requirements relating to labour and workmen employed or engaged by him. He shall arrange to pay all contributions under the ESI Act, Employees Provident Fund and miscellaneous provisions act etc and shall comply with all the other statutory obligations and requirements. The contractor shall also indemnify the company from any claim, loss damage etc in respect of the contract awarded to him by the company.
6. The contractor shall be fully responsible for the successful completion of the contract as per the terms contained herein. Any contravention of the conditions will lead to termination of the contract and forfeiture of the security deposit. The contractor shall be responsible for all the consequences arising out of such terminations.
7. The punctuality of arrival of the contractor's vehicle at the specified address and time instructed by company's authorized official is of paramount importance to the company.
8. The Drivers' of the vehicle should be equipped with mobile phone and in proper uniform
9. The payment for the services provided will be made on a monthly basis for which the contractor should submit the bill to the company along with all supporting documents/trip sheets as may be warranted/called for. The company on satisfactory verification shall arrange for payment within 21 days of receipt of the bill.
10. The contractor shall have a minimum of 10 vehicles of year 2015 and above in his name/proprietor/agency
11. The company reserves the right to reject any or all offers without assigning any reason whatsoever

**ARBITRATION :-**

Any dispute or difference under this Contract shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Managing Director of Balmer Lawrie & Co. Ltd 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 paid equally by both the parties.

The bidder shall sign these terms and conditions and should enclose the same along with the Technical bid as token of acceptance of the terms and conditions.

**Date**

**Signature of the Tenderer (with seal)**

**Balmer Lawrie & Co. Ltd**

TENDER REF : BL/AS/MAN/TAXI/201718/PT/0002 DATED 22.09.2017

Tender for providing Taxis on Casual/Daily booking basis

Name of the party

Address in full for communication

Telephone No

Mobile No.

Fax No

E-mail address

GST No

PAN No

Earnest Money Deposit :	DD No	Date	Amount
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Date

Seal & signature of the agency



**Annexure – 4**

**TENDER ENQUIRY NO.BL/AS/MAN/TAXI/201718/PT/0002 DATED 22.09.2017**

**CONDITIONS FOR TECHNICAL QUALIFICATION**

**For the purpose of short listing, agencies are required to satisfy the following clause for being technically qualified.**

1. Submission of EMD for Rs 20,000/- by DD
2. Possession of minimum 10 vehicles of year 2015 & above
3. Possession of PAN No
4. Possession of GST No
5. Submission of copy of RC book for 10 vehicles

**Sl.Nos no 1 to 5 should be supported by documentary proof.**

**TENDER ENQUIRY NO. BL/AS/MAN/TAXI/201718/PT/0002 DATED  
22.09.2017**

**PRICE BID**

SI No -----	Type of vehicle -----	Time duration & distance -----	Approx no no of trips pm -----	Rate -----
1.	INDICA	4 hours and 40 Km	5	
2.	INDICA	6 hours and 60 km	5	
3.	INDICA	8 hours and 80 km	5	
4.	INDICA	10 hours and 100 km	25	
5.	INDICA	Per km for Additional km		
6.	INDICA	Per hour for extra hour		
7.	INDICA	Outstation trip – rate per km		
8.	INDICA	Outstation trip – Driver batta per day		
9.	INDICA	Outstation trip – night halt charges		
10.	INDICA	Outstation trip – idling charges if vehicle does not cover min 225 km per day Including driver batta	5	
11.	IKON/INDIGO/ETIOS	4 hours and 40 Km	5	
12.	IKON/INDIGO/ETIOS	6 hours and 60 km	1	
13.	IKON/INDIGO/ETIOS	8 hours and 80 km	3	
14.	IKON/INDIGO/ETIOS	10 hours and 100 km	10	
15.	IKON/INDIGO/ETIOS	Per km for Additional km		
16.	IKON/INDIGO/ETIOS	Per hour for extra hour		
17.	IKON/INDIGO/ETIOS	Outstation trip – rate per km		
18.	IKON/INDIGO/ETIOS	Outstation trip – Driver batta per day		
19.	IKON/INDIGO/ETIOS	Outstation trip – night halt charges		
20.	IKON/INDIGO/ETIOS	Outstation trip – idling charges if vehicle does not cover min 225 km per day Including driver batta	5	
21.	FIESTA/LANCER	4 hours and 40 Km	5	
22.	FIESTA/LANCER	6 hours and 60 km	2	
23.	FIESTA/LANCER	8 hours and 80 km	3	
24.	FIESTA/LANCER	10 hours and 100 km	5	
25.	FIESTA/LANCER	Per km for Additional km		
26.	FIESTA/LANCER	Per hour for extra hour		
27.	FIESTA/LANCER	Outstation trip – rate per km		
28.	FIESTA/LANCER	Outstation trip – Driver batta per day		
29.	FIESTA/LANCER	Outstation trip – night halt charges		

30. FIESTA/LANCER	Outstation trip – idling charges if vehicle does not cover min 225 km per day Including driver batta	1
31. HONDA CITY	4 hours and 40 Km	1
32. HONDA CITY	6 hours and 60 km	2
33. HONDA CITY	8 hours and 80 km	1
34. HONDA CITY	10 hours and 100 km	2
35. HONDA CITY	Per km for Additional km	
36. HONDA CITY	Per hour for extra hour	
37. HONDA CITY	Outstation trip – rate per km	
38. HONDA CITY	Outstation trip – Driver batta per day	
39. HONDA CITY	Outstation trip – night halt charges	
40. HONDA CITY	Outstation trip – idling charges if vehicle does not cover min 225 km per day Including driver batta	2
41. TOYOTA COROLLA	4 hours and 40 Km	1
42. TOYOTA COROLLA	6 hours and 60 km	2
43. TOYOTA COROLLA	8 hours and 80 km	1
44. TOYOTA COROLLA	10 hours and 100 km	2
45. TOYOTA COROLLA	Per km for Additional km	
46. TOYOTA COROLLA	Per hour for extra hour	
47. TOYOTA COROLLA	Outstation trip – rate per km	
48. TOYOTA COROLLA	Outstation trip – Driver batta per day	
49. TOYOTA COROLLA	Outstation trip – night halt charges	
50. TOYOTA COROLLA	Outstation trip – idling charges if vehicle does not cover min 225 km per day Including driver batta	1
51. TAVERA	4 hours and 40 Km	1
52. TAVERA	6 hours and 60 km	1
53. TAVERA	8 hours and 80 km	2
54. TAVERA	10 hours and 100 km	2
55. TAVERA	Per km for Additional km	
56. TAVERA	Per hour for extra hour	
57. TAVERA	Outstation trip – rate per km	
58. TAVERA	Outstation trip – Driver batta per day	
59. TAVERA	Outstation trip – night halt charges	
60. TAVERA	Outstation trip – idling charges if vehicle does not cover min 225 km per day Including driver batta	2

61. INNOVA	4 hours and 40 Km	1
62. INNOVA	6 hours and 60 km	1
63. INNOVA	8 hours and 80 km	2
64. INNOVA	10 hours and 100 km	2
65. INNOVA	Per km for Additional km	
66. INNOVA	Per hour for extra hour	
67. INNOVA	Outstation trip – rate per km	
68. INNOVA	Outstation trip – Driver batta per day	
69. INNOVA	Outstation trip – night halt charges	
70. INNOVA	Outstation trip – idling charges if vehicle does not cover min 225 km per day Including driver batta	2

71 RATE OF DIESEL PER LITRE IN RUPEES ON DT OF OFFER

72 RATE OF PETROL PER LITRE IN RUPEES ON DT OF OFFER