

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]

Tender No : BLC/CFS/AC AMC/23



BALMERLAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[No.32, Sattangadu Village, Manali, Chennai-600068

Phone No 25941813 /25942557, Fax No. 25941863

E-mail: shankar.vb@balmerlawrie.com]

CIN - L15492WB1924GOI004835

TENDER NO: BLC/CFS/AC AMC/23

Dt.18.12.17

Tender Document for

**Carrying out Annual Maintenance of
Air-conditioners**

DUE DATE & TIME: [30/12/2017 at 14:00 Hrs]

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NOTICE INVITING TENDER

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced Contractors for executing Annual maintenance work of various models of air-conditioners on contract basis.

The Single bid tender document may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above during the normal office hours.

Only those venders who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender. The parties who are not registered with us, are requested to get the registration done by collecting requisite vendor registration form from our office prior to submission of tender. Once the registration process is completed, the said vendor would be able to submit their bid.

Tender in a sealed envelope super scribing TENDER NO BLC/CFS/AC AMC/23 Dt.18.12.2017 "Tender for Carrying out AMC of air-conditioners" shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 14.00 hrs of 30.12.17 with covering envelope addressed to:

THE CHIEF MANAGER
BALMER LAWRIE & CO.LTD
CONTAINER FREIGHT STATION
MANALI, CHENNAI 600 068

S.No	Description	Details
1	Name of Work	Carrying out Annual Maintenance Contract of various air-conditioners
2	Tender No	BLC/CFS/AC AMC/23
3	Validity Of Offer	30 days from the date of opening of the price bid
4	Contract Period	1Year from 15.01.18
5	EMD	Rs.3000/-
6	Submission of Tender :	
	a. Starts on	18.12.2017
	b. Closes on	30.12.2017 at 16.00 Hrs
7	Opening of Tenders	30.12.2017

1. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for proper 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 the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, and criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from Balmer Lawrie website www.balmerlawrie.com or the same can be obtained from our office at the address given above during the normal office hours. Interested parties have to submit an interest free EMD of Rs. **[3000/- (Rupees Three thousand only)]** by Demand Draft/Pay Order at our above address. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at **[Chennai]**. Offer submitted without EMD will be rejected. However, submission of EMD would be exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro, Small and Medium Enterprises (MSME) on submission, of valid copy of registration certificate. The physical original instruments/drafts should reach our above address prior to due date and time.

Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

1. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced on for verification by Balmer Lawrie.

SCOPE OF WORK

Detailed Scope of work:

Carrying out Annual Maintenance of Air-conditioners covering the following:

- a) **The air-conditioners should be serviced in all respects once in two months during the contract period and maintained in proper condition**

- b) **The AMC will cover the following scope of work:**
 - Attending to break-down calls
 - Cleaning the full unit, air-filter, front grill, condenser, cooling coil
 - Checking the electrical systems, voltage amps, ensure proper cooling system
 - Repairing the fan motor, remote system
 - Gas charging
 - Carrying out nitrogen leak testing
 - Coordinating with manufacturer for the replacement for major parts for the units which are under warranty and get the work done.

- c) **The AMC does not cover the following:**

Complete re-conditioning of the unit, painting, replacement of compressor, gas charging due to shifting of unit from place to another, front grill, replacement of condenser coil, outer shell, sheet metals parts, plastic parts, knobs, evaporator, plug and socket, cable and other external parts of equipment, shifting of units from one location to another including carpentry, masonry and electrical work.

The successful bidder shall be solely responsible for all matters, including safety, welfare and discipline, in respect of personnel deployed by them in the company's premises and shall keep the company indemnified thereof.

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria

- 1) Payment of EMD Rs.3000/- (MSMED /NSIC bidders are exempted from payment on submission of proof of valid certificate)
- 2) Experience of having carried out annual maintenance work or supply of air-conditioners atleast for one year as on 30.11.17.
- 3) Bidder should have GST Registration (Proof to be attached)
- 4) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

2. Submission Of Bids

The Single Bid tender documents may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above During the normal office hours. The rates are to be filled only as per given format.

3. Tender Opening

Bid will be opened as per due date mentioned in the Tender.

4. Acceptance of offers

- 4.1 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.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.3 Balmer Lawrie would like to place order for carrying out the said work as mentioned in the scope of the work and in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 4.4 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.
- 4.5 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.

5. Negotiations

- 5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

6. Price Variation

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to Increase in cost of materials, components and labour cost till the validity of the contract period.
- 6.2 The quoted rates shall be valid for a period of minimum 30 days from the date of opening the price Bid.

7. Notification of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of intent on the successful bidder(s).

8. Safety

The bidders are strictly advised to follow the various safety aspects as per HSE norms in attending to the assigned work at various elevated positions i.e. wearing of Safety belts, helmet and shoes are compulsory while working at height. Under no circumstances Balmer Lawrie would be liable for any kind of deviation in following the safety instructions by the bidder. The Contractor has to be followed company's HSE guideline while carrying out the work.

- a) Permit to be obtained from concerned officer in charge, while work at height.
- b) Hot work permit to be obtained from concern officer in charge before starting the work.

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c) Proper PPE usage has to be ensured.

9. Earnest Money

Before the last date and time of bid opening, the bidder is required to submit at Chennai office (please refer Notice Inviting Tender) the EMD of Rs.3000/- (Rupees Five thousand only) by way of a bank draft payable at Chennai favoring Balmer Lawrie & Co Ltd. The EMD amount would be forfeited by Balmer Lawrie & Co Ltd in the event of the bidder's failure to perform the job order placed by the Company or lack of interest to perform the contract. The EMD of unsuccessful bidder would be returned after finalization of contract. The EMD of successful bidder would be retained and would be returned without interest after payment of security deposit.

10. Contract Period

The Contract is valid for one year commencing from 15.01.18. On satisfactory performance during the initial contract period of **12 months**, the contract may be extended subject to mutual consent for another period of one year on the existing terms & conditions.

11. Payment Terms

- 50% payment of payable at the time of commencement of AMC
- 25% payment after completion of six months
- Balance 25% payment after completion of contract.

12. Statutory Regulations

The bidder should conform to all the statutory regulations like GST or any other tax as applicable from time to time.

13. Plant Visit / Contact Person

The bidders are advised to visit the site to understand the tender requirement in detail. For any clarification / Queries you may please contact R. Raghupathi, Chief Manager(CFS) or V. Bhavani Shankar, Senior Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone (044) 25940643 or 9840716880.

14. Sub-letting of Work

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

15. Indemnity

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands proceedings damages, cost charges and expenses whatsoever while transporting & delivering the containers from his plot to BL CFS. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint. The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible IR problems including those related to employment.

16. 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 Chairman & Managing Director, 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 shared equally by both the parties.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No :BLC/CFS/AC AMC/xx and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. /LPP	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed / uploaded	
10	Whether copy of latest Income Tax Return uploaded	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSMED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED bidder must state whether they belong to SC/ST category	

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]
Tender No : BLC/CFS/AC AMC/23

**Sub: Tender for Annual Maintenance of AC at our Container Freight Station,
 Manali, Chennai 600 068**

Ref: Tender No.BLC/CFS/AC AMC/23 dt.18.12.17

Rate Schedule

Sl.No.	MAKE	CAPACITY	QTY	AMC RATE PER UNIT	Total Amount
01	Voltas Split Air Conditioners	2.0 Ton	2 Nos.		
02	Lloyd make split air-conditioners	1.5Ton	09 Nos.		
03	Voltas Split Air Conditioners	1.5 Ton	09 Nos.		
04	Voltas Window Air Conditioners	1.5 Ton	03 Nos.		
	Total Amount				
05	Shifting of A/c Unit from one place to another place including re fixing and gas charging	Rate per unit	06 Nos.		
	Net Amount				
	Add: CGST @				
	SGST @				
	Total amount incl GST				

(Amount in Words)

Date:

Place:

Name of the Company

Signature with Seal