



**BALMER LAWRIE & CO. LIMITED.**  
**GREASES & LUBRICANTS**  
**SURVEY NO. 201/1, SAYLI**  
**SILVASSA – 396 230.**

Enquiry No. : GLS/TE17/129

**DATED 19/12/17**

**Due On 29/12/17 Till 6.00 PM**

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

**Enquiry for providing General Medical- Check up services for employees of our plant at Silvassa.**

Balmer Lawrie & Co. Ltd is a Govt. of India Enterprise; under Petroleum Ministry & engaged in manufacture of Greases & Lubricants. Our factory is situated at village Sayali at Silvassa & the address is as mentioned above.

We require a Medical practitioner for providing General Medical Check up services for our employees including contract workers on a regular basis. At present there are 24 Executives / Officers & approx. 130 contract workers engaged in daily operation of the factory.

The person should be Registered Medical Practitioner having MBBS degree & specialized in Industrial Health related to Occupational diseases.

Should have sufficient experience in handling Occupational hazards in different Industries at Silvassa. Should be preferably based at Silvassa & associated with Local Medical Institutions & should be having sufficient exposure to the local available Medical facilities.

The General requirements will be as under

1. The Medical Practitioner will physically visit the factory at least once in a week for General Medical check up of the employees including contract workers with respect to our OH & S policy & in cases of abnormalities, will inform & guide the management about further course of action.
2. Annual Health Check-up for workers. [ Approx 110]
3. Pre-employment check up for contract new joinee. [ Package of basic tests]
4. First Aid Training of the employees & contract workmen.
5. Training to the employees on topics like Health & Hygiene, Addictions, PPE & their significance & other related issues on Occupational Health.
6. Maintenance of OH & S records of the employees & their confidentiality.
7. Apprising Management about the potential hazards in manufacturing process & preventive steps that should be taken to ward off any untoward incident.
8. Advising the Management about the statutory requirements concerning Occupational Health so that there is no inadvertent flouting of these norms.
9. Helping the Management in case of any Medical emergencies at any hour inside or outside factory for BL employees.

**PERIOD OF CONTRACT**

This contract will be for a period of one year from the date of PO/LOI. At all times, we reserve the right to terminate the contract, at our sole discretion, by giving one month's notice. Extension of the contract shall be through mutual agreement. Notwithstanding the above, the contract is liable for termination (without any notice) in case of any breach of the conditions of contract.

**PAYMENT TERMS**

Payment will be made every month, within 30 Days after submission of bill.

**SUBMISSION OF OFFER**

The offer shall be submitted in an envelope duly sealed and marked with the TENDER ENQUIRY No and the due date, mentioned above.

The following rates have to be given in the quotation:

Fee for Monthly visit [Once a week]	Cost of Annual Health Check up per worker [approx 130 workmen]	Rate of Pre- employment check up [Approximately 30 contract workmen]
In Rs	In Rs	In Rs

Tax [If any] to be mentioned:


Relevant documents like Qualifications, experience in related field, any other competencies etc should be submitted along with the offer.

Clarification, if any, can be obtained in person/ writing from the under signed during working hours before the last date of submission of bids.

The company reserves the right to accept or reject any or all offers or split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations shall be granted.

Thanking You,

Yours Faithfully,  
For **Balmer Lawrie & Co. Ltd.**

  
Shobhit Srivastava

Manager [Purchase]  
Mobile No. 09898896501