



**Balmer Lawrie & Co Ltd**  
**(A Government of India Enterprise)**  
**Administration Department**  
**21, Netaji Subhas Road**  
**Kolkata - 700 001**

## **TENDER**

### **FOR**

**"Renovation, Painting & Other Ancillary Works"**

### **AT**

**Flat No. 5B, Suvaas Apartment,**  
**176, Sarat Bose Road, Kolkata – 700 029**

**TENDER REFERENCE – ADMIN/Accom/PP-Suvaas**  
**TENDER NO: - 24/2017-2018 DATED 09.01.2018**  
**DUE ON 18.01.2018 BY 3.00 PM**

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**A. UN-PRICED PART (PART I)**  
**NOTICE INVITING TENDER**

Tender No. 24/ 2017-18

Dated: 09/01/2018

**“Renovation, Painting & Other Ancillary Works” at Flat No. 5B, Suvaas Apartment**

Balmer Lawrie & Co. Ltd. (BL) is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India. Along with its five Joint Ventures in India and abroad, it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases & Specialty Lubricants, Corporate Travel and Logistics Services.

1.0 Tenders are invited from Enlisted/Registered Vendors only with Balmer Lawrie & Co.Ltd. 21, Netaji Subhas Road, Kolkata-700001, for the job captioned at the premises referred in above subject. Bids from non- registered vendors shall not be opened.

1.2 **SCOPE OF WORK**

The complete scope of work and Technical Specifications has been defined in **Annexure – I**

1.3 **COMPLETION PERIOD**

Time is the essence of the order. The time schedule for completion according to the contract/ order shall be **Four (4) Weeks** from the date of placement of order / LOI whichever is earlier.

1.4 **EARNEST MONEY DEPOSIT**

Unpriced Part should be accompanied by a Bank Draft or Bank Guarantee of **₹ 3000/- (Rupees three thousand only)** towards earnest money deposit executed by any scheduled bank drawn in favor of M/s Balmer Lawrie & Co Ltd payable at Kolkata as per format enclosed. EMD submitted by way of Bank Guarantee should be valid for a minimum period of 120 days after the due date of tender submission.

Earnest Money deposit (EMD) and Tender Fee are exempted for vendors registered under NSIC or coming under the definition of Micro and Small Industries and holding valid registration certificates covering the tendered items/services. However, attested/Notarized copy of valid NSIC certificate or “Micro and Small” industry certificate must be submitted in this regard.

1.5 **MANDATORY CRITERIA**

Tenderer shall require furnishing hard copies of EMD, PAN, GST registration certificate

1.6 **TENDER DOCUMENTS**

Tender Documents comprises two parts viz. Part-I (Un-priced) and Part-II (Priced). The Un-priced Part consists of Notice Inviting Tender, Condition of Contract, and Technical Specification. The Priced Part consists of Priced Schedule which should not be submitted in hard copies. Bidders are requested to download the tender documents and read all the terms and conditions mentioned in the tender document and seek clarification if any, from Jr. Officer (Civil)-Admin (Tel. no. 033 2222 5406). Any clause defining offline price bid submission in the tender document shall not be considered.

## 1.7 TENDER SUBMISSION

The intending bidders shall be deemed to have visited the site and familiarize themselves thoroughly with the prevailing site conditions before submission of the tender. Non familiarity with the site conditions and non-visit to site will not be considered reason either for extra claim or for not carrying out the work in strict conformity with the specification and time schedule. The tenderer is required to register on the e-procurement site <https://balmerlawrie.eproc.in> and submit their bids online.

For registration and online bid submission tenderer may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):

<b>Tirtha Das</b>	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	<b>+91-91632 54290</b>
<b>Partha Ghosh</b>	<a href="mailto:Partha.ghosh@c1india.com">Partha.ghosh@c1india.com</a>	<b>+91-88110 93299</b>
<b>Tuhin Ghosh</b>	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	<b>+91-89811 65071</b>

The tenderer 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 tenderer will not be accepted on the e-procurement platform.

All the tenderers who do not have digital certificates need to obtain Digital Certificate **(with both Signing and Encryption Components)**. They may contact help desk of M/s C1 India.

The tenderer shall furnish the original Demand Draft /BG for EMD to the tender inviting authority so as to reach on or 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 tenderer. The Company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the tenderer is found to be false/fabricated/bogus, the tenderer is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution. The tenderer is requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of Hardcopies submission to avoid any discrepancy.

The bidders found defaulting in submission of hard copies of original Demand Draft for Tender fees and Demand Draft / BG for EMD and other documents to the Tender Inviting Authority on or before the stipulated time in the Tender will not be permitted to participate in the Tender.

**The bidder should keep track of any Addendum / Corrigendum / Amendment issued by the Tender Inviting Authority on time-to-time basis in Company's website ([www. Balmerlawrie.com](http://www.Balmerlawrie.com)) and e-procurement site (<https://balmerlawrie.eproc.in>).**

The tenderer 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 process and steps. M/s C1 India is not responsible for incomplete bid submission by users. Tenderers 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.

Neither the Company (Balmer Lawrie & Co. Ltd.) nor the service provider (M/s C1 India) is responsible for any failure or non-submission of bids due to failure of internet or other connectivity problems or reasons thereof.

**The hardcopies of the Bid Documents as explained above and also defined in clause no. 2.0 of Condition of Contract under sealed envelope should reach at Administration Department, Ground Floor, Balmer Lawrie & Co. Ltd, 21, N S Road, Kolkata - 700001 on or before the due date of submission of tender. The Bidders who are submitting the Bids in person are requested to drop the same in our tender box located at the ground floor.**

**Tenderers are required to quote item-wise prices online and to upload the same. No physical submission of price bids shall be made.**

**B. UN-PRICED PART (PART I)**  
**CONDITIONS OF CONTRACT**

**2.0 GENERAL**

The intending tenderers shall be deemed to have visited the site and familiarized themselves thoroughly with the site conditions before submitting the tender. Non-familiarity with the site conditions will not be considered reason either for extra claims or for not carrying out the work in strict conformity with the specifications. Jr. Officer (Civil) – Administration may be contacted during office hours (Monday to Saturday 9.30AM to 6.30PM) to organize the site visit.

**2.1 TAXES & DUTIES**

GST as applicable shall be paid extra.

**2.2 NON-CONFORMANCE**

Tenders not conforming to the all above mentioned requirements are liable to be rejected.

**2.3 VALIDITY OF OFFER**

Tendered shall keep their offer valid for a period of 60 days from the date of opening of Unpriced bid.

**2.4 RATES AND OTHER ENTRIES**

- (a) The tenderer should quote for all items in the Schedule of Rates.
- (b) The rates should be quoted in the same units as mentioned in the tender schedule of quantities.
- (d) Every page of the tender document including annexure / enclosures shall be stamped and signed by the tenderer or his authorized representative thereby indicating that each and every page has been read and the points noted.

**2.5 RIGHT TO ACCEPT OR REJECT TENDER**

- a. M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any or every tender without assigning any reason whatsoever / or to negotiate with the tenderer in the manner it considers suitable. In the event of receipt of lowest price from more than one (1) bidder, fresh price bids shall be invited from the lowest bidders only to determine final lowest bidder for placement of order.
- b. Bids of any tenderer may be rejected if a conflict of interest between the bidder and Company (Balmer Lawrie) is detected at any stage.
- d. Tender if submitted through e-mail or fax shall be summarily rejected.
- e. Hard copy of Price Bid should not be submitted in the envelope containing Un-priced documents failing which the bid will be summarily rejected.

## **2.6 Safety Rules**

All the safety rules laid down by Balmer Lawrie, needs to be adhered at your own cost. This will mainly include all kinds of applicable personal protective equipment & complied tools. In case of violating any safety rules or in case of performing any unsafe acts during the execution of the job shall be stopped and the same may be undertaken by other vendor/s at your cost and risks. The detailed safety rules are as follows –

- a) Safety helmets and shoes are mandatory during the entire work for all workers and site supervisors
- b) Safety harness with full body harness for work above 6 feet of height
- c) All portable electrical tools need to be plastic body and double body insulation. No temporary joints in electrical cables are allowed. Proper plug sockets to be used while drawing power from source.
- d) While scrapping old paints, chipping out of plaster nose masks, safety goggles are must to be used

## **2.7 Testing & Inspection**

The material, design and workmanship shall satisfy the relevant Indian & international Standards, the job specifications contained herein and codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any standards/specifications / code(s) of practice for any part of the work covered in this tender, the instructions/directions of Engineer-In-Charge will be binding on the **Supplier**.

## **2.8 Performance Guarantee**

The supplier shall guarantee the work done and any fittings designed, manufactured, supplied, erected and tested by him against defective materials, poor workmanship, improper design, operation inadequacies & problems and failure from normal usage, for a period of 12 (twelve) calendar months after final acceptance of the work by the Owner.

## **2.9 Delay Penalty**

Time is the essence of the order. The time schedule for completion according to the contract/ order shall be Four (4) Weeks from the date of placement of order / LOI whichever is earlier. In case of failing on completion of the job within time, a sum equivalent to 1% of certified bill value for each week shall be deducted.

## **2.10 Terms of Payment**

No mobilization advance shall be paid to the contractor.

100% of the bill value will be payable by the Owner after submission of Bill accompanied by the relevant documents duly certified by Engineer-in-Charge after 30 days from the date of submission of the bill.

10% of the above bill shall be deducted towards retention money which will be released after completion and acceptance of work for performance maintenance period, which shall be twelve (12) months from the date of issue of completion certificate by the Engineer-in-Charge.

For extra items, rates shall be derived from similar item rates included in the schedule of work. Where there is no such similar item available in the schedule, rate shall be analyzed as follows:

Rate for extra item = Cost of material (a) + cost of labor inclusive of all necessary tools, tackles, equipment, machinery and consumable (b) required to carry out the work + 15% of (a+b) towards profit and overhead + taxes, duties etc.

For any Technical clarifications / queries Tenderers are requested to contact **Jr. Officer (Civil) - Admin (e-mail: [chatterjee.r@balmerlawrie.com](mailto:chatterjee.r@balmerlawrie.com))** (from 10.00AM to 06.00PM, Monday - Friday).

for **Balmer Lawrie & Co Ltd**

# Technical Specifications

## ANNEXURE-I



**Balmer Lawrie & Co Ltd**  
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### **PRICED PART (PART II)**

**SCHEDULE OF WORK (Annexure – I)**

## **PRICED PART (PART II)**

### **SCHEDULE OF WORK (Annexure – I)**

#### **General Conditions:**

1. Details of the items under this Schedule shall be read in conjunction with the corresponding Specifications and other Tender Documents.
2. The work shall be carried out as per approved drawings, Specifications and the description of the items in this Schedule and/or Engineer's instructions.
3. Items of work provided in this Schedule but not covered in the Specifications shall be executed strictly as per instructions of the Engineer-In-Charge.
4. Unless specifically mentioned otherwise in the Contract, the Tenderer shall quote for the finished items and shall provide for the complete cost towards power, fuel, tools, tackles, equipment, Constructional Plant, Temporary Work, labour, materials, levies, taxes, transport, layout, repairs, rectification, maintenance till handing over, supervisions, colonies, shops, establishments, services, temporary roads, revenue expenses, contingencies, overheads, profits and all incidental items not specifically mentioned but reasonably implied and necessary to complete the work according to the contract.
5. The Quantities of the various items mentioned in the Schedule of Items are approximate and may vary up to any extent or be deleted altogether, but should not exceed 15% of the BOQ. The Contractor, in his own interest, should get an indication of the probable extent of the work to be executed under any particular item in this Schedule before undertaking any preliminary and enabling work or purchasing bought out components related to the work.
6. Engineer's decision shall be final and binding on the Contractor regarding clarification of items in this Schedule with respect to the other sections of the Contract.
7. For extra items, rates shall be derived from similar item rates included in the schedule of work. Where there is no such similar item available in the schedule, rate shall be analyzed as follows:  
  
Rate for extra item = Cost of material (a) + cost of labour inclusive of all necessary tools, tackles, equipment, machinery and consumable (b) required to carry out the work + 15% of (a+b) towards profit and overhead + taxes, duties etc. as applicable.

## SCHEDULE OF WORK

Sl. No	Description	Unit	Quantity	Rate	Amount
1	Dismantling and taking out existing floor/wall tiles and backing plaster (if required) of bathroom & toilets including complete removal of all rubbish from the flat to any nearest dumping yard of municipality corporation. Job should be carried out up to the satisfaction of the engineer-in-charge	Sq M	80	For Reference Only Price Not to Be Quoted Here	
2	15 mm thick sand cement plaster of mix 1:4 (1 cement: 4 coarse sand) on interior cracked/damaged walls/ceiling at all levels after removal of old cracked and damaged plaster, required surface preparation by scrapping and cleaning, providing cement slurry with water proofing agent (Doctor Fixit/Sika or equivalent), job all complete by works, all materials, labor charges, bamboo scaffolding, minimum ten days curing from the plaster work done Job should be carried out up to the satisfaction of the engineer-in-charge	Sq M	30	For Reference Only Price Not to Be Quoted Here	
3	Providing and fixing 8/10 mm thick anti-skid matt finish floor tiles (Kajariya make or equivalent) of size 300 mm x 300 mm for floor and skirting (150 mm height) after preparation of proper bed with cement sand mortar (1 cement : 4 Sand) including the cost of all materials and labor charges, job all complete by works and should be carried out up to the satisfaction of the engineer-in-charge (Selection of tiles also shall be made)	Sq m	20	For Reference Only Price Not to Be Quoted Here	
4	Providing, supplying and fixing 8 mm thick kajariya make or equivalent glossy/mat finish wall tiles (300mm x 200mm) with required highlighters including necessary backing sand cement mortar (1 cement : 4 sand), filling joints with white cement job call complete as per the direction of engineer in charge (Selection of tiles also shall be made)	Sq m	60	For Reference Only Price Not to Be Quoted Here	
5	Providing and applying two/three coats of plastic emulsion paint (ICI/Asian Paints) of require shades over one/two coats of acrylic primer on old interior wall/ceiling, including required surface preparations by means of cleaning (water jetting), scrapping, crack repairing with putty etc. job all complete by work including the cost of materials, labor charges and bamboo scaffolding Job should be carried out up to the satisfaction of the engineer-in-charge	Sq m	475	For Reference Only Price Not to Be Quoted Here	
6	Providing and applying two/three coats of synthetic enamel paint (ICI/Asian Paints) of require shades over one coat of primer on old steel surface of outer/inner side door/window grills, outer/inner side steel door/window panels, wooden surface of doors/windows panel, including required surface preparation by means scrapping with emery paper to remove old paint, rust on steel surfaces, job all complete by works, all materials, labour charges	Sq M	150	For Reference Only Price Not to Be Quoted Here	
7	Same as above but on surfaces of pipes	R Meter	10		



Sl. No	Description	Unit	Quantity	Rate	Amount
8	Modification of old existing wooden drawers fixed inside of wardrobes/kitchen utility cabinets which have been became uneasy to move will have to make easy to move by means of providing required maintenance or fixing sliding channel whichever is easier job all complete by work including all required cutting, surface preparing, polishing etc.	Per Number	30	For Reference Only Price Not to Be Quoted Here	
9	Providing and fixing in position Anodised Aluminium sliding or partly fixed and partly sliding Glazing window after complete removal and re-fixing in suitable position of existing window grill with standard extruded section of approved make (size 40mmx44mmx1.4mm) in single unit, comprising standard aluminium extruded sections at periphery only and 4 mm thick clear float glass including fixing the frames with lugs, mending good of wall and glass with aluminium glazing beads including providing 2 mm thick approved quality rubber sealing around edges, sun protection screen on glass surface, all complete as per existing and directions of the Engineer-In-Charge <u>Sizes of Windows :-</u> 2 Nos x 2.450 x 1.200 1 No. x 1.200 x 1.150 3 Nos x 0.875 x 1.175 2 Nos x 0.550 x 1.180	Sq m	12	For Reference Only Price Not to Be Quoted Here	
10	Finishing with spirit polish on wooden surface of door, door/window frames, wall cabinets' panel/inside selves, wall panel etc. including appropriate surface preparation by scrapping to remove the old polish, job all complete with materials, labour and directions of the Engineer-In-Charge	Sq m	50	For Reference Only Price Not to Be Quoted Here	
11	Providing and fixing 3/4th inch Chlorinated polyvinyl chloride (CPVC) pipes (ISI marked) for concealed water line, with all required clamps, sockets, elbow joints, T-Joints, rings etc. This includes jointing of pipes & fittings with CPVC solvent cement, testing of joints complete as per direction of Engineer-in-Charge	Meter	60	For Reference Only Price Not to Be Quoted Here	
12	Providing and fixing 600 mm x 450 mm hand wash basin (Parryware/Hindware) including Basin mixer (Jaquar/Essco) and two numbers angular stop cock, with all kind of plumbing works, waste water pipe line work job all complete by works as per direction of Engineer-in-Charge	Per Number	3	For Reference Only Price Not to Be Quoted Here	
13	Providing and fixing white pedestal type water closet (European type W.C. pan) with seat and lid (Parryware/Hindware made), 10 litter low level white P.V.C. flushing cistern with angular stop cock, including flush pipe, with manually controlled device, with all fittings, traps and connection pipe, two in one bib cock (Essco/Jaquar make), health faucets (Essco/Jaquar make), job all complete up to the satisfaction of engineer-in-charge	Per Number	3	For Reference Only Price Not to Be Quoted Here	
14	Providing and fixing CP wall mixer (Jaquar/Essco make) with all fittings including overhead shower job all complete up to the satisfaction of engineer-in-charge	Per Number	3	For Reference Only Price Not to Be Quoted Here	

15	Providing and fixing CP angular stop cock (Jaquar/Essco) with hot and cold connector pipe for geysers with all fittings	Per Number	6	For Reference Only Price Not to Be Quoted Here	
16	Washing, cutting with hand grinding machine (where required), cleaning/polishing with oxalic acid in old mosaic/marble work laid in floor and skirting, finishing with good quality polish, job all complete by works	Sq M	175	For Reference Only Price Not to Be Quoted Here	