

**Sub: Online "e" bidding for OPERATION AND MAINTENANCE OF WATER PUMPING SYSTEM, SEWAGE TREATMENT PLANT AND RELATED SYSTEMS AT OUR MANALI COMPLEX, CHENNAI**

**1. INTRODUCTION**

Balmer Lawrie & Co. Ltd. [herein after referred as BL] is a Mini Ratna PSE having a diverse business portfolio both into Manufacturing & Service sectors. Leather Chemicals Division is one of the manufacturing divisions of Balmer Lawrie and has its manufacturing facility for Leather Chemicals & Speciality chemicals at Chennai. The company also has a Grease & Lubricants and Industrial Packaging manufacturing division at Manali. The common Sewage treatment plant is available to treat the sewage water comes from all manufacturing units and also from administrative building.

BL invites offers from competent and experienced contractors with sound infrastructural, technical and financial capabilities for Operation and Maintenance of Sewage Treatment Plant (STP) , water distribution to all the division , canteen and related activities at our Manali Complex, Chennai.

**2. SCOPE OF OPERATIONS**

- a) The water drawn through underground pipe line from Chennai metropolitan water and sewage board, is to be distributed to various places in the complex (Administrative building, Grease division, Barrel division, Leather chemicals division, Employees canteen and officer's canteen). Monitoring the above water distribution system, which includes repair of pipelines, pumps, motors including replacement of spares and electrical maintenance. However the pipes, cables, and spares for the pump , motor etc would be provided by the company
- b) During monsoon, the storm water stagnated inside the complex has to be pumped out immediately from underground storage tank situated near the main gate and other places using Dewatering pump.
- c) The contractor should be capable in deputing the mechanical fitter as and when required to attend the problems.
- d) Collecting samples from the Sewage treatment plant and from the bore well periodically and testing the samples for the TDS, pH, TDS, Oil and grease, BOD, COD, Total

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

chromium, Zinc, Chlorides, sulphates, cyanide, phenolic compounds and phosphate, through authorised laboratories and submitting the report.

e) The contractor will supply the required chemicals such as DAP, Nutrients and other required chemicals for treatment of Sewage Water at Sewage treatment plant in order to obtain the quality as per TNPCB norms.

f) AAQ sample testing has to be done, for every once in three months for the entire complex.

**Note:**

Estimated manpower to operate the entire tender activities would be 04 persons including one qualified supervisor.

Detailed scope of work has been given in **Annexure-1 to 4** of this tender.

**3. CONTRACT PERIOD**

Duration of contract will be for a period of ONE year (from 01.04.2018 to 31.03.2019) BL reserves the right to extend the contract period for further six months to one year period, after successful completion of one year, at the same terms and conditions of the contract.

**4. PRE-QUALIFICATION & ELIGIBILITY CRITERIA**

The bids of bidders fulfilling the following qualification norms shall only be considered. The bidders shall furnish the relevant documentary evidence in support of the following:

**5.1 Contractors having at least 2 years experience in the field of handling the operation and maintenance of STP of any company under AMC in the last 3 years starting 01.04.2015. Photocopies of such AMC order for value more than Rs. 10 L per order for two financial years shall be submitted as an documentary proof.**

**5.2 The contractor should have required infrastructures such as NABL accredited Laboratory facility, / sister concern lab facility, equipment's for testing Ambient Air Quality, Stack Emission Testing and analyzing the waste water. The address where Lab facility is available is to be mentioned clearly.**

**5.3 The Average Turnover of the tenderer shall be minimum Rs. 50 L during the last two financial years ie., 2015-16, 2016-17. Audited P&L statement / Annual Report should be enclosed as supportive documents.**

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

**5.4** Tenderer should have GST registration, PAN No, ESI, PF Number (The offer is liable for rejection in the absence of these registrations). Please mention all these numbers

**5.5** Contractor should have ISO:9001 certification (Proof is to be enclosed)

**5.6 Acceptance for tests to be carried out once in 3 months (Air quality, stack emission, noise) should be mentioned clearly in a separate sheet.**

**The offer is liable for rejection in the absence of supportive documents for above mentioned criteria.**

### **5.7 Earnest Money Deposit**

The bidder shall furnish an **EMD** for a sum of **Rs. 10,000 /-(Rupees Ten Thousand only)** along with the bid by a/c payee pay order / demand draft / irrevocable bank guarantee (as per BL format) in favour of Balmer Lawrie & Co Ltd payable at Chennai. Tenders submitted without EMD shall be rejected. The EMD of unsuccessful bidders will be refunded after finalization of the order. DD should be valid for the period of at least 75 days from the due date of tender. The bank guarantee (BG) shall remain in force for at least 75 days from the due date of tender and shall be extendable on request made by BL prior to expiry of the BG. No interest will be payable on the EMD held with us. EMD of successful bidder(s) will be released on submission of Security Deposit. Submission of EMD is exempted for Public sector Enterprises and Small Scale Units registered with National Small Industries Corporation (NSIC) on submission of valid copy of registration certificate.

Pre qualification of the bidder shall not imply final acceptance of the offer. The bids may be rejected at any stage during the techno commercial evaluation or during the price evaluation. The decision in regard to acceptance and / or rejection of any / all offers in part/full shall be at the sole discretion of BL, and decision in this regard shall be binding on the bidder.

The above stated pre-qualification criteria have been given as **Annexure-5**. Vendor shall duly fill the same and attach copies of all the relevant documents, as asked for, in an organized and segregated manner.

## **6. TAXES, DUTIES, OCTROI & OTHER STATUTORY PAYMENTS**

Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all taxes, duties, Octroi, cess etc. now or hereafter imposed, increased, or modified and all the sales taxes, duties, octroi, cess etc. now enforce and hereafter increased, imposed or modified from time to time in respect of Work and materials and all

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

contributions and taxes for unemployment compensation insurance and old age pensions or annuities now or hereafter imposed by any Central or State Governmental Authorities which are imposed with respect to or covered by the wages, salaries, or other compensations paid to the persons employed by Contractor and Contractor shall be responsible for compliance with obligations and restrictions imposed by the Labour Law or another law affecting employer employee relationship and Contractor further agrees to comply, and to secure the compliance of all Sub-contractors, with applicable Central, State Municipal and local laws and regulations and requirements of any Central, State or Local Employment Agency or authority, Contractor further agrees to defend, indemnify and hold harmless from any liability or penalty which may be imposed by the Central, State or Local authorities by reason of any violation by contractor or Sub-contractor of such laws, regulations or requirements and also from all claims, suits or proceedings that may be brought against Owner arising under, growing out of, or by reason of work provided for by this Contract, by third parties, or by / central or State Government Authority or any administrative sub-division thereof.

#### **7. SECURITY DEPOSIT (SD)**

Successful tenderer shall be required to submit within 15 days of issue of LOI / PO, SD equivalent to 5% of the total order value rounded off to the nearest thousand rupees by a/c payee pay order / demand draft / irrevocable BG as per our format valid till for the contract period plus one month. The BG format will be issued to successful bidder. No interest will be payable on the SD held with us. Failure to submit SD shall entitle BL to reserve the right to cancel the order without recourse to the bidder and forfeit the EMD. The SD shall be refunded after the contract period on satisfactory completion of order. In the event of breach of contract, this SD is liable for forfeiture.

#### **8. PAYMENT TERMS**

**8.1** Payment within 30 days from the submission of certified bills & the bills are to be raised on monthly basis.

- a. Preferred mode of payment is by NEFT for which relevant details shall be furnished on placement of order.
- b. **An amount of 10% from the monthly bill value would be deducted from the contractor as retention money and kept with us to meet any eventuality on account of failure on the part of contractor to meet the contractual requirement. The same will be returned to you after completion of contract period**

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

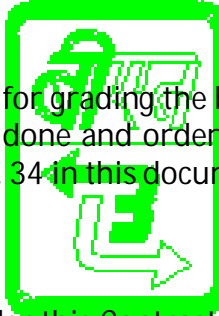
- c. **Payment will be made only to the bidder or principal on whom the Purchase Order is placed. If offer states that payment is to be made to bidder's financier / creditor, the offer will stand rejected.**
- d. **The payment of bill for services rendered presented by the successful bidder/ Contractor shall be processed only on submission of satisfactory proof of remittance (challans) of statutory dues such as ESI, PF etc in respect of the personnel deployed by him in the company's premises.**

## **9. CONFLICT OF INTEREST**

The bids of any tenderers may be rejected if a conflict of interest between the tenderer and the Company is detected at any stage. Contractors, Vendors, who are having unresolved issues, disputes, complaints, legal or court cases against the Company, will not be eligible.

## **EVALUATIONS OF BIDS**

The on-line closed bids shall be used for grading the bidders. Evaluation of the price bids of technically qualified bidders will be done and order shall be placed on vendor as per the award of contract mentioned in sl.no. 34 in this document



## **10. ARBITRATION**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited 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. The award shall be a speaking award stating reason therefore and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.

## **11. ESI/PF/OTHER STATUTORY OBLIGATIONS**

The successful bidder on award of contract shall ensure compliance with all relevant statutory provisions under the relevant labour laws viz., Factories Act, Payment of Wages Act, Minimum Wages Act (notified by Ministry of Labour, Government of India), Contract Labour (Regulation & Abolition) Act, ESI (Employees State Insurance) Act, Workmen's Compensation Act, Employees Provident Fund and Miscellaneous Provisions Act (EPF &

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

MP Act), Payment of Bonus Act and other applicable labour enactments as amended from time to time in respect of personnel deployed by him in company's premises.

The successful bidder shall submit a detailed list of the personnel deployed by him in the company's premises which shall include the name, address and date of birth of the personnel deployed. They shall be permitted entry into the company's premises only after being duly verified and issue of entry passes.

The successful bidder shall issue to all personnel deployed by him in the company's premises, photo identify cards duly certified by the company. The same shall be retained by the said personnel at all times during their presence within the company's premises.

The successful bidder shall not engage persons of age below 18 years for any of the jobs specified in the tender.

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

Cost if any, incurred by the company in ensuring statutory compliance with the existing labour enactments as amended from time to time or for any other matter connected with personnel deployed by the successful bidder in the company's premises shall be fully charged to the Contractor.

The personnel deployed in the company's premises by the successful bidder shall be fully qualified in all respects to carry out the activities for which he/she has been deployed.

The successful bidder / Contractor shall equip the personnel deployed by him in the company's premises with all the necessary implements and **safety** equipment like helmets, goggles, mask etc. and shall ensure that adequate safety precautions are taken by them while carrying out their work in the factory premises. Also, it is the responsibility of the successful bidder to ensure adherence to **environment** related requirements by his/her employees at our site.

**The bidder should quote rate based on the minimum wages declared by the Central Govt, applicable to the place of work. Any increase in the minimum wages shall be paid as and when there is increase as announced by the appropriate authority. The agency is required to upload the breakup of the rate quoted in the price bid, clearly indicating the basic/DA considered for the rate.**

**The payment of bill for services rendered presented by the successful bidder/ Contractor shall be processed only on submission of satisfactory proof of remittance**

**(challans) of statutory dues such as ESI, PF etc in respect of the personnel deployed by him in the company's premises.**

## **12.SUB CONTRACTING 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 written consent from the company.

## **13.WORKING HOURS**

BL Leather Chemicals division works in 3 shifts on all working days except Sunday. However normally operations will be done during working hours **between 6 AM to 10.00 PM**. In case the above services are required before / after stipulated time/off days the contractor will be obliged to undertake the same without any overtime or additional charges.

## **14.HOLIDAY**

The Contractor should strictly follow holiday list of BL, Manali complex for fixing holidays for his personnel deployed in the Company's premises ie., they shall follow Balmer Lawrie & Co. Ltd (SBULC) list of holidays.



## **15. FORCE MAJEURE**

If at any time during the continuance of the contract, the performance in whole or part by either party or obligation under the contract shall be prevented by reasons of any way, hostility, acts of public enemy, civil commotion, sabotage, fire not caused due to contractor's negligence, floods, explosion, earthquake, epidemics, quarantine, restrictions, strike, lock outs, change in Government policy or acts of Gods (hereinafter referred as events), then provided notice of the happenings of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such events be entitled to terminate the contract nor shall either party have any claim for damage against the other in respect of such non performance or delay in performance. The contract shall be resumed as soon as practicable after such events have come to an end or ceased to exit.

## **16. CONDITIONS / PROCEDURE FOR ON-LINE BID SUBMISSION**

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. 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 eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids in the eProcurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

#### 17. REGISTRATION WITH ePROCUREMENT PLATFORM

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

C1 India Pvt. Ltd., Petrochem Building | Building no:-301 | 1stFloor | UdhyogVihar | Phase-2 | Gurgaon. Land Line : +91 124 4302 EXT-234 | Email: sandeep.tomar@c1india.com | Website: www.c1india.com.

**HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST**

**(MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))**

**Please email your issues before your call helpdesk. This will help them for serving you better.**

**Contact Nos. and email IDs of C1 India helpdesk officers**

Name	E-mail	Phone Numbers
Ritabrata Chakraborty	<a href="mailto:ritabrata.chakraborty@c1india.com">ritabrata.chakraborty@c1india.com</a>	+91-8697910411
Ujjal Mitra	<a href="mailto:ujjal.mitra@c1india.com">ujjal.mitra@c1india.com</a>	+91-8986678058
Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071
Tirtha Das	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290
Ravi Gaiwal	<a href="mailto:ravi.gaiwal@c1india.com">ravi.gaiwal@c1india.com</a>	022668656336



## **18. DIGITAL SIGNATURE AUTHENTICATION**

The bidder shall authenticate the bid with his Digital Certificate before 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.

[For Chennai Assistance you can contact Mr. MANISANKAR, Mobile No. 8939284159](#)

## **19. CORRIGENDUM TO TENDER**

The bidder has to keep track of any changes by viewing the addendum / corrigendum's issued by the Tender Inviting Authority on time-to-time basis in the eProcurement platform. The Company inviting tender shall not be responsible for any claims / other issues arising out of this.

## **20. BID SUBMISSION ACKNOWLEDGEMENTS**

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. Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

## **21. SUBMISSION OF TENDER DOCUMENT [excluding price bid]**

BL expects bidder's compliance of bid document without any deviation. Deviation if felt absolutely necessary in respect of terms & conditions / quality should be mentioned in the deviation sheet as per format of the tender documents and furnished along with Techno commercial bid [and not with Price bid]. BL shall not take cognizance of any deviation stipulated elsewhere in the bid.

Techno commercial part shall comprise the following documents:

1. Copy of our Tender Enquiry (NIT) Duly signed & stamped on all pages by the authorized signatory as a token of acceptance of tender terms & conditions.

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

2. EMD as pay order / demand draft / irrevocable BG as per our format or if exempted with a copy of valid relevant certificate
3. Documentary proof as required in prequalification criteria.

The sealed envelope containing all the above documents super scribing "Techno commercial bid, Ref: Tender Enquiry No **BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018 with a Due Date – 24.02.2018** shall be submitted off-line at the following address:

**Chief Manager [HR] SR**

**BALMER LAWRIE & CO. LTD.**

Performance Chemicals Division  
32, Sathangadu Village, Manali,  
Chennai – 600068

Phone: 044 – 25946500 / 25946540

Fax: 044 – 25941156

email: [barman.sd@balmerlawrie.com](mailto:barman.sd@balmerlawrie.com)

**22. PRICE BID (Annexure – 6) and Break-up of the Rate (Annexure – 7) TO BE UPLOADED ON-LINE ONLY**

**SUBMISSION OF OFF-LINE PRICE BID and BREAK-UP OF RATE WILL DISQUALIFY THE BIDDERS'S PARTICIPATION IN THE TENDER**

**23. VISIT TO FACTORY**

The tenderers may visit the Manali Factory between 9.00 AM to 04.30 PM on all working days and understand the job requirement before submitting their offer

**24. VALIDITY OF OFFER**

Your offer should be valid for acceptance up to **90 days** from the due date of this tender.

**25. 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 black listing, 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.

## **26. LIABILITY**

The bidder would be fully responsible to ensure safety of lives, goods, vehicles, property within Balmer Lawrie premises. Any damage to life or property inside Balmer Lawrie due to negligence by the contractor's workmen would be to the account of the contractor.

## **27. SAFETY TO COMPANY'S PROPERTY**

The contractor should ensure that during the time of operation there is no damage to the property, personnel of the company. In the event of such damage same will be repaired / compensated to the company at the cost of the contractor.

## **28. TERMINATION**

Without prejudice to BL's right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if:

- i. The bidder fails to comply with any material term of the Contract.
- ii. The bidder informs BL of its inability to deliver the service or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii. The bidder fails to deliver the service within the stipulated Period
- iv. The bidder becomes bankrupt or goes into liquidation.
- v. The bidder makes a general assignment for the benefit of creditors.
- vi. A receiver is appointed for any substantial property owned by the bidder.
- vii. The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.

Upon receipt of said termination notice, the bidder shall immediately stop supply. On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL suffering any loss on account of delayed delivery or non-delivery, BL reserves the right to claim and recover damages from the bidder in respect thereof. The Security Deposit shall be forfeited in such an event.

## **29. ADDITION AND ALTERATION OF TERMS AND CONDITIONS**

The company reserves the right to add / alter terms and conditions of the tender document including cancellation of the tender at any time without assigning any reason whatsoever.

## **30. ACCEPTANCE OF TENDER**

The company reserves the right to accept or reject the offer in part or in full without assigning any reasons whatsoever and/Or to negotiate with tenderer(s) in the manner it considers suitable.

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

### 31. DISCLAIMER CLAUSE

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

### 32. AWARD OF CONTRACT :

The contract will be awarded to lowest quoted tenderer based on the rates provided in the PRICE SCHEDULE, as per clause 6 of this tender document.

33. **NEGOTIATION CLUSE:** If required, the Company would carry out negotiation, only with the lowest quoted tenderer and it would be in the interest of the tenderers to give their most competitive rates.

For Balmer Lawrie & Co LTD

SD Barman  
Chief Manager [HR] SR



**Enclosures:** Annexures 1 to 5 (Scope of operations, Contractors Scope & Responsibilities, Prequalification requirements)  
Annexure – 6 : Price Bid  
Annexure – 7 : Break up of Rate

**Place:**

**Signature of the tenderer with seal:**

**Date:**

**Annexure 1**

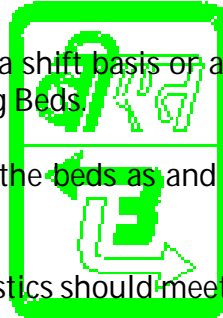
**SCOPE OF WORK AT SEWAGE TREATMENT PLANT**

The complex is operating a common sewage treatment plant to treat the waste water from the all the divisions in Manali Complex including Administrative Building, Product Development Centre and Central Kitchen / Canteen.

**OPERATIONS OF STP**

Operations involved in STP is as follows

- i) Transfer of Sewage Waste Water from the collection sumps in various divisions to the Aeration Tank on a continuous basis.
- ii) Preparation of required nutrient chemicals and dosing at the Aeration Tank on a continuous basis and cow dung dosing as and when required to maintain MLSS for effective biological treatment.
- iii) Sludge pump operation once a shift basis or as required for removal of sludge from Settling Tank to Sludge Drying Beds.
- iv) Removal of Dry Sludge from the beds as and when required to be used as manure for gardening.
- v) The Treated water characteristics should meet the Standards prescribed by TNPCB.
- vi) Transfer of treated water from collection sump to the Over Head Tank on regular basis to be used for gardening.



**Annexure 2**

**Process Water pumping for distribution to all units within the complex:**

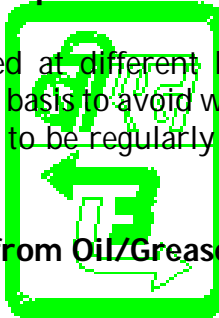
- i) Operation of water pumps to cater water from the main metro water collection sump to all the divisions / units within the complex viz., Leather Chemicals Division, Grease Division, Barrel Division. The water level of fire water reservoir to be maintained to full at any point of time, and to administrative building and central kitchen as and when required.
- ii) Maintaining the record of inflow of Metro Water supply and distribution to various units as required. Record of the water meter readings to be noted down every day at specified timings. Should intimate the concerned official about any erratic supply of metro water for arranging alternate supply in case of short falls.

**Storm Water pumping out of the complex:**

The Storm water pumps are located at different locations. These are required to be operated during monsoon on regular basis to avoid water logging in the complex. All storm water outlets from the divisions are to be regularly monitored to check any oil or grease entering the system.

**Monitoring and Separation of Oil from Oil/Grease Traps in the Storm water drain of the complex:**

- i) Manually removing of oil separated from all the oil/grease separating traps. These traps are located at vital points in the complex viz., at Grease Division, Leather Chemicals Division and Specialty Chemicals Division. Separated Oil/Grease is to be collected in the barrels and shifted to respective plant area for reuse/disposal.
- ii) To ensure oil free water enters the storm water drain as per requirements of TNPCB.



**Annexure- 3**

**CONTRACTORS SCOPE OF WORK FOR TESTING AND ANALYSIS**

a) Conducting the sample analysis in respect of emissions of stacks and discharges in the complex vis-à-vis the Tamil Nadu Pollution Control Board (TNPCB) norms. A detailed report should be submitted on a monthly basis bringing out clearly areas of concern and appropriate actions to be taken to correct the system. The conducting of test/analysis should include visits by senior / experienced personnel at least once a week. This will also include participation in the meeting of the Environment Management Cell in the complex, which will be nodal agency for overall environment management in the complex.

b) Monitoring of the status of Pollution Control in respect of emissions and discharges and ensure adequacy of measures taken in respect of the following:

- i) Stack emissions of Process and Utilities.
- ii) Storage of hazardous materials
- iii) Handling Management of hazardous waste

The report should be submitted on a monthly basis or earlier as per stipulations of TNPCB / MoEF.

c) Necessary corrective action to be taken for reducing / eliminating deviation from the TNPCB norms / conditions stipulated by MoEF.

d) Overall supervision of implementation of the scheme to ensure installation/treatment of required specifications on time. If any additional operating system is implemented by BALMER LAWRIE & CO. LTD., the overall supervision is required. This will include interacting with Balmer Lawrie & Co. Ltd., personnel, civil and structural consultant, equipment vendors etc., as may be required.

e) Commissioning of treatment facilities, if any, and monitoring operations so as to meet the required norms.

f) Providing assistance along the lines of points a) to (e) in respect of new emissions / discharges envisage from new facilities to be installed within the complex. However, separate terms will be negotiated for carrying out EIA studies / risk analysis and preparation of reports for submission as and when required.

g) Advising and coordinating with Balmer Lawrie & Co. Ltd., on permissions / consents / clearances to be obtained from all connected authorities in respect of storage and handling of hazardous materials, 1989 and its amendment.

**Annexure- 4**

**RESPONSIBILITIES OF THE CONTRACTOR**

1. The contractor is expected to arrange for sampling and evaluation of inlet effluent, intermediates etc., and treated effluent from treatment facilities available in the complex as often as required and collation and analysis (including structural analysis) of the data so as to (a) assess the performance of the treatment facilities vis-à-vis standards stipulated by regulatory authorities such as TNPCB, MoEF etc. (b) provide feedback as stipulated to regulatory authorities such as TNPCB, MoEF etc. (c) provide input for varying out modifications if necessary, so as to meet relevant standards. (d) Provide/ Update the Company about any changes / revisions of Legal / Statutory norms and requirements of PCB and other Governing Departments.
2.
  - a. You shall bear the responsibility for achieving the prescribed standards of discharges/emissions as stipulated by regulatory authorities such as TNPCB / MoEF.
  - b. Conducting air sampling of emissions from all stacks from all stacks from the complex as also monitoring ambient air quality, a minimum five locations within the complex every month so as to (a) assess the performance of stacks vis-à-vis the stipulations by the regulatory authorities for emissions (b) provide feedback from time to time as required to regulatory authorities.
3. You will have to ensure proper maintenance and keep all ready connected equipments. Major equipment failures will have to be attended immediately so as to ensure system is fully operational. The cost of rectification however, for major failures alone will be to BLs account, if it is not at the fault contractor.
4. The work responsibilities include operation and maintenance of the treatment system and equipment's Regular lubrication of moving parts and oiling / lubrication of the gear boxes, minor adjustments, repairs such as changing of gland packing's and cleaning of foot valve etc.
5. The chemicals required for treatment of effluent and nutrients for dosing the sewage will be supplied by Balmer Lawrie & Co. Ltd. The contractor will have to ensure that the required chemicals are indented for and obtained from stores well in advance. At least two days inventory will have to be held by the contractor.



(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

6. You shall provide required qualified and number of personnel round the clock to carry out all the above responsibilities, without any interruption in the operation of the units.
7. The person should interact regularly and communicate the status and function of STP system and significant process upset/disturbances etc. with the personnel nominated from the respective divisions and also the Officer (Environment Management Safety). He will ensure availability of men and material to ensure smooth operations.
8. The contractor will depute twice a week and more number of times if required, an expert person totally conversant with design and operations of ETP and STP as per TNPCB norms and other statutory requirements. He will oversee the entire operations, review the sample analysis results and advice on steps to be taken for mitigating problem and interact with company's officials, so as to enable Balmer Lawrie & Co. Ltd., to obtain and retain TNPCB consent for operation of all the units.
9. You would bear the responsibility for achieving the prescribed standards of regulatory authorities such as TNPCB, MoEF etc. for the emissions / discharges.
10. Separate log books should be maintained by the operators for all the activities and should be brought to the knowledge of plant in-charge in all the three shifts. The log books maintained are required to be submitted to Officer-in-charge during the beginning of subsequent month.
11. Conducting air sampling of emissions from all the stacks within the complex including emissions from process and spray dryer stacks, evaluation of the same so as to assess the performance of the stacks vis-à-vis stipulations.
12. Provide feedback as stipulated to regulatory authorities such as TNPCB, MoEF etc. Ambient air quality tests at minimum of three locations in the complex particularly at Leather Chemicals Division and Stack Emission tests in all three divisions in the complex once in three months.
13. Noise levels to be monitored once in three months at all the divisions.
14. The results of this analysis should be submitted within a period of one week after the completion of the study. Our representative will make a visit to your Laboratory at the time of analyzing the samples collected from our complex.

**Please Note In the event of Non-Compliance of above, BL will take appropriate action and cost involved will be deducted from your monthly bill.**

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

**Annexure-4A**

**CONTRACTOR DETAILS**

**(1) EMD:**

Have you enclosed EMD : Yes / No  
(If No the offer will be rejected)

**Documents enclosed**

DD / BG /  
copy of NSIC certificate

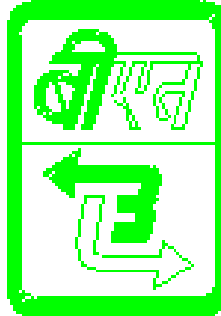
Details on EMD :

**(2) Prequalification Requirements :**

PF Registration No. : certificate copy  
ESI Registration No. : certificate copy  
PAN No. : PAN card copy  
Goods & Service Tax (GST) No. : certificate copy

**(3) Others:**

WCT / TIN No. :  
Name of the Company/Firm :  
Address of the Company :  
Name of contact person :  
Phone no. & Fax No :  
email ID, if any :



**DECLARATION**

I / We ..... have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Company against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I /We hereby declare that, I/We have not been blacklisted / debarred/ Suspended /demoted in any department in Tamil Nadu or in any State due to any reasons.

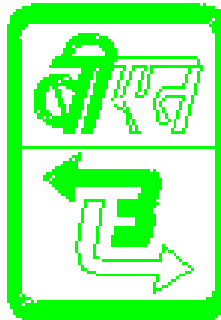
**Annexure-5**

Sl. No	Description	BL's Requirement	Contrators offer	Deviation if any
1	Tenderers should have Min.2 years experience in the field of handling the operation and maintenance of STP of any company under AMC in the last 2 years starting from 01.04.2015.	Documentary Proof to be enclosed. PO copies of single order value not less than Rs. 10 L for last 2 financial years to be submitted		
2	They should have required infrastructures such as NABL accredited Laboratory facility. Equipments for testing Ambient Air Quality, Stack Emission Testing and analyzing the waste water. The address where Lab facility is available is to be mentioned clearly.	Lab should be located in Chennai. Contractor to declare the same.		
3	The Average Turnover of the tenderer shall be minimum Rs. 50 L during the last two financial years (2015-16 2016-17 & 2017-18)	Audited P&L statement / Annual Report should be enclosed as supportive documents		
4	Tenderer should have Service Tax (GST), PAN No, ESI, PF Number (The offer is liable for rejection in the absence of these registrations). Please mention all these numbers	Supporting Documents to be enclosed		
5	EMD: Details – Rs.10,000/-	EMD to be submitted		
6	Contractor should have ISO:9001 certification	Documentary proof to be enclosed		
7	Acceptance for tests to be carried out once in 3 months as indicated in point no. 11 of annexure- 4 (Air quality, stack emission, noise)	As per tender		

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

8	Bids submission	Copy of our Tender Enquiry (NIT) duly signed & stamped on all pages by the authorized signatory as a token of acceptance of tender terms & conditions		
---	-----------------	---	--	--



**PRICE BID**

Please quote your lumpsum charges per month for "Operation and Maintenance of STP, distribution of process water, pumping out of storm water, Testing and Analysis of emissions of stacks and water samples etc., as per terms of the tender documents terms & conditions"

<b>SI No</b>	<b>Description</b>	<b>Amount (Rs) (monthly)</b>
1	Operation & Maintenance of STP as per Annexure -1.	
2	<ul style="list-style-type: none"><li>• Distribution of Process Water to various units at Manali Complex.</li><li>• Pumping of Storm Water</li><li>• Monitoring and Separation of Oil from oil grease traps in storm water drains of the complex.</li><li>• Monitoring, Testing and Analysis of emissions of stacks and water samples etc., as per Annexures 2 + 4.</li></ul>	
A.	Total Basic Value	
B	GST on A	
C	Total Cost (A + B)	

Place

Signature

Date

Name of the Agency/Company

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/AS/MAN/HSESTP/LT/201718/0044, Dated 06.02.2018**

**PRICE BID - BREAK UP OF RATE**

SNo	Description	Supervisor	Skilled (full time)
1	Wages		
	Basic & DA		
	Leave wages		
	HRA		
	Sub total (1)		
2	Statutory		
	PF – Employer’s contribution		
	ESI – Employers’ contribution		
	Bonus		
	Sub total (2)		
3.	Welfare (uniform and safety shoes)		
	Uniforms and safety shoes		
	Sub total (3)		
4.	Service charges		
	Total amount per person per day		
	Total amount per person per month (for 26 working days)		
5	No. of persons required	1	3
	Grand total per month (inclusive of all manpower, materials, service as per tender terms)		

Date

Signature with seal