



**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]***

**TENDER NO: BLC/CFS/CCTV AMC/31**

**Dt.12.03.18**

**Tender Document for**

**Comprehensive Annual Maintenance contract for CCTV systems**

**DUE DATE & TIME: [ 23/03/2018 at 14:00 Hrs ]**

**INDEX**

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting Tender	3
3	Special Instructions for Participation in tender	4
4	Scope of Work	6
5	General Terms and conditions	7
6	Declaration accepting terms & conditions by bidder	8
7	Particulars of the organization	9
8	Price Bid	10

**NOTICE INVITING TENDER**

M/S BALMER LAWRIE & CO. LTD invites bids from registered vendors who are competent and experienced contractors with sound technical and financial capabilities for taking up the work of Comprehensive Annual Maintenance contract for CCTV Surveillance Systems which consist of IP Fixed Cameras, High Speed Dome Camera, LCD TV, Switches, Computer Server, UPS and cables etc installed at Container freight station, Manali, Chennai – 600068.

The Single bid tender document may be downloaded from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) or obtained from our office at the address given above during the normal office hours.

**Only those vendors 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 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/CCTV AMC/31 Dated 12.03.18 “**Tender for AMC of CCTV Surveillance System**” shall be submitted at the given address before 14.00 hrs on 23.03.2018 with covering envelope addressed to:

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

**NOTICE INVITING TENDER**

S.No	Description	Details
1	Name of Work	<b>Comprehensive Annual Maintenance contract for CCTV systems.</b>
2	Tender No	<b>BLC/CFS/CCTV AMC/31</b>
3	Validity Of Offer	<b>60 days from the date of opening of the price bid</b>
4	Completion Period	<b>One year w.e.f. 01.04.18</b>
6	EMD	<b>Rs.3000/-</b>
7	Submission of Tender :	
	a. Starts on	<b>12.03.2018</b>
	b. Closes on	<b>23.03.2018 at 14.00 Hrs</b>
8	Opening of Tenders	<b>23.03.2018 at 15.00 Hrs</b>

**1. LIST OF DOCUMENTS TO BE SUBMITTED:**

The scanned copies of following documents should be submitted along with price bid.

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/certified copy of partnership deed in the case of LLP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- c. Income Tax PAN number
- d. GST Registration number
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years.

## **2. 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 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, 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 the Balmer Lawrie website [www.balmerlawrie.com](http://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 Tender Fee and 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**

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

The successful tenderer shall have to undertake the following work:

#### **Detailed Scope of work:**

***The broad responsibility areas of the Contractor will inter alia be as under:***

Annual Maintenance of CCTV Systems covering the following: All the products installed like IP Fixed Cameras, High Speed Dome Camera, LCD TV, Switches, Computer Server, 6 TB hard disc (with mini back up of 45 days), Hard disc UPS and net working cables etc., related to CCTV System shall be maintained by the contractor with Periodic Maintenance i.e. once in every month during the contract period to ensure its proper functioning of the CCTV Surveillance system

- a) All the items which are mentioned in the rate schedule should be covered under the comprehensive AMC for one year.
- b) In case of any technical snag it should be attended within 24 hours
- c) Attending to break down calls on urgent basis
- d) A monthly maintenance chart should be maintained and get it signed from concerned officer.
- e) Free replacement should be provided in case of any defect / fault / failure in any spares related to CCTV systems during the contract period.

***The above list is illustrative and not exhaustive, and the bidder will arrange for spares and accessories and rectify / replace the same.***

#### ***The AMC does not cover the following:***

- a) If the products are damaged from our end due to mishandling, hitting by equipments etc., it shall not be covered by the party.
- b) In case of defect due to force majeure conditions needing replacement of spares, the spares shall be arranged by contractor with prior approval for cost and make and actual charges shall be claimed separately by submitting proper supporting.

### **GENERAL TERMS AND CONDITIONS**

#### **1. Eligibility Criteria for Techno-Commercial Bid**

- a) Payment of EMD Rs.3000/- (MSME/NSIC bidders are exempted from payment of EMD subject to submission of valid certificate)
- b) At least 2 years' experience in doing similar business viz., sales, installation and maintenance of CCTV surveillance Systems ending 31<sup>st</sup> Dec 2017.
- c) Should have minimum average turnover of Rs.10.0 lakhs per year during the last 2 years ending March 17. (Proof to be attached).
- d) The Bidder must GST registration (Proof to be attached)

- e) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required)

## **2. Submission Of Bids**

The Single Bid tender documents may be downloaded from our website [www.balmerlawrie.com](http://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 providing Comprehensive Annual Maintenance contract for CCTV systems as mentioned 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 60 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 indent on the successful bidder(s).

## **8. Contract Period**

The contract is valid for one year w.e.f. 01.04.2018. The contract period may be extended further one year period to the successful bidder if performance found to be satisfactory with mutual consent under the same rate and conditions.

## **9. Payment Terms**

- 1<sup>st</sup> Payment will be paid 25 % of AMC value at the time of commencement of AMC
- 2<sup>nd</sup> Payment will be paid 25% after end of 1<sup>st</sup> quarter
- 3<sup>rd</sup> Payment will be paid 25% after end of 2<sup>nd</sup> quarter
- Balance 25% will be paid after completion of AMC period.

## **10. 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 Three 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.

## **11. Security Deposit**

A security deposit of Rs.10000/- to be made by the successful bidder on award of contract within two weeks towards performance of work apart from the EMD to be paid along with tender documents. This interest free Security Deposit will be refunded to the contractor after successful completion of contract period.

## **12. Plant Visit / Contact Person**

The bidders are advised to visit in person to our plant 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

## **13. 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.

## **13. Liability & Ensuring Safety**

The Contractor will be fully responsible for ensuring safety of lives, cargo and property within Balmer Lawrie CFS yard. Any damage to any life and/or property inside the CFS yard due to negligence/mishandling while carrying out the repair work by the contractor employee would be to the account of the contractor.

The Contractor has to be followed company's HSE guideline while carrying out the work.

- a) Permit to be obtained from concern officer in charge, while work at height.
- b) Hot work permit to be obtained from concern officer in charge before starting the work.
- c) Proper PPE usage has to be ensured.

#### **14. 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.

#### **15. Force Majeure Conditions:**

Delivery schedule is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. Deliveries under the contract shall be resumed as soon as practicable.

#### **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/CCTVAMC /31 and hereby confirm our acceptance of the same.**

Place : \_\_\_\_\_ Signature of Tenderer

Date : \_\_\_\_\_ Name & Address

Telephone Nos.

Office:

Fax Nos. :



ANNEXURE – A

**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 Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered under MSMED Act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED vendor must state whether they belong to SC/ST Category	

**Sub: Tender for Comprehensive Annual Maintenance of CCTV Surveillance System consisting of items listed in below rate schedule at our Container Freight Station, Manali, Chennai-68.**

### Rate Schedule

Sl.No.	Item Description	Make and Model	Unit	Qty	Unit Rate	Total Amount
01	IP Fixed Cameras	Dahua-DH-IPC-F725 P/N (-w)	Nos.	18		
02	IP PTZ Dome Camera (37 x Speed)	Dahua-DH-SD6337-HN	Nos.	03		
03	Recording Management Software	Dahua-DH-DSS	No.	01		
04	Server / High end PC with RAID 5 configuration for 30 days recording	DELL - SERVER	No.	01		
05	Switches (Ring Network)	D-LINK-8port	Nos.	08		
06	27" LCD Display	Dell	Nos.	01		
07	23" LED Display	Samsung / Acer	No.	02		
08	Net-working cable	D-Link	Mtrs.	1250		
09	Hard Disk 6 TB	Segate	No	01		
	<b>Net Amount</b>					
	Add : CGST @ %					
	SGST @ %					
	<b>Gross Amount</b>					

Name of the Tenderer

SIGNATURE :

DATE: .....

SEAL

**Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai ]**  
**Tender No : BLC/CFS/CCTV AMC/31**