



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

**TENDER**

**FOR**

**“Ceiling Repairing & Other Ancillary Works”**

**At**

**4th Floor of Head Office, Old Building**

**TENDER REFERENCE – ADMIN/12**

**TENDER NO: - 02/2018-2019 DATED 13.04.2018**

**DUE ON 18.04.2018 BY 3.00 PM**



## NOTICE INVITING TENDER

Tender No. 02 / 2018-19

Dated: 13/04/2018

### **“Ceiling Repairing & Other Ancillary Works” at 4<sup>th</sup> Floor of Head Office, Old Building**

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 **Two (2) Weeks** from the date of placement of order/ LOI whichever is earlier.

#### 1.4 **MANDATORY CRITERIA**

Bidders have to be enlisted with Balmer Lawrie & Co. Ltd.

#### 1.5 **TENDER DOCUMENTS**

The vendors would be required to submit these papers (**Page No – 1 to 4**) documents along with PRICE BID - **Annex-I (Page No – 5 to 7)**. All 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.

### **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**

All the taxes 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.

## **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 **Two (2)** 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**

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**Dilip Kumar Das**  
**Head (Admin & CSR)**



# Technical Specifications

## ANNEXURE-I



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

## **TENDER**

**FOR**

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## 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	<b><u>REPAIRING WORK OF CEILING</u></b> <b>Step 1:</b> Remove all damaged concrete with sand cement plaster up to the source of the crack even if it crosses the reinforcements. <b>Step 2:</b> Clean the surface to be treated properly by means of water jetting for concrete and wire brush scraping for reinforcements <b>Step 3:</b> Apply <b>Sika Rust Top or equivalent</b> after making the surface dry to remove rust which is not possible to remove by wire brush scraping <b>Step 4:</b> Apply <b>Sika Rust Top 100 or equivalent</b> to prevent rusting further <b>Step 5:</b> Apply <b>Sika Top 77 or equivalent</b> cement slurry as bonding agent of new concrete with the existing <b>Step 6:</b> Apply new cement concrete finish with sand cement plaster	Sq M	20		
2	<b><u>PAINTING</u></b> 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 ceiling, 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	20		
3	<b><u>PROVIDING &amp; FIXING MS WIRE MESS</u></b> Providing and fixing MS wire mess of opening size 2"x 1" and required MS Angel of size 50 mm x 50 mm to prevent sagging of the wire mess, to be fixed with previously installed MS ISMB to prevent falling of collapsed ceiling in future, job all complete with cutting, bending, and welding, two coats of synthetic enamel primer and one or two coats of synthetic enamel paint	Sq M	20		
4	<b><u>PROVIDING &amp; FIXING MINERAL FIBRE BOARD FALSE CEILING</u></b> Supplying and fixing of mineral fibre board false ceiling of size 2'x 2' in peevishly installed silhouette grid faze ceiling system of Armstrong or approved equivalent make which should be matched with existing boards	Per Number	20		
5	<b><u>PROVIDING &amp; FIXING GYPSUM BOARD FALSE CEILING</u></b> Providing and fixing plain 'GYPSOME BOARD' false ceiling 12mm thick to be fixed with previously installed GI hangers with all required surface finishing like joint tape, plastic emulsion paint job all complete up to the satisfaction of the engineer-in-charge	Sq M	25		
<b>TOTAL =</b>					