

**BALMER LAWRIE & CO. LTD.,
SBU LEATHER CHEMICALS
32, MANALI, CHENNAI – 68.**
(Regd. Office: 21, Netaji Subhas Road, Kolkata – 700 001)

EOI Ref no: BL/LC/MAN/CIVIL/EOI/201819/0002
Dated: 05-07-2018

Due Date: 19-07-2018

**EXPRESSION OF INTEREST
CONSULTANCY FOR SUPERVISION OF CIVIL WORKS AT SBU LC & ASSOCIATE
SERVICE DIVISIONS**

Subject: Appointment of Civil Engineering consultant for providing consultancy services on Civil works proposed to be carried out at SBU: Leather Chemical premises at Manali, Perungudi, other Technical service centers and Associate Services divisions for a value of around Rs. 850 Lakhs approx., or higher / lower based on requirement.

Balmer Lawrie & Co. Ltd invites **Expression of Interest (EOI)** for the appointment of qualified Civil Engineering consultant who are conversant with Design & Engineering aspects of Civil Structures related to Plant, Machinery and Industrial Buildings. Interested parties fulfilling eligibility criteria may apply on prescribed Application form along with the supporting.

PRE-QUALIFICATION CRITERIA

A. Documents to be submitted

Following are the eligibility criteria to be satisfied by the consulting firm / Consultant and all documentary evidences to substantiate the given information need to be submitted along with their applications. Applicants failing to meet the mandatory pre-qualification criteria, based on documents submitted by them, shall not be considered for further evaluation.

- 1) The Consultant must be a Graduate (BE / B.Tech) in Architecture / Civil / Structural engineering discipline from Engineering college recognized by AICTE. Copy of degree qualification certificate to be submitted. The MD / Director should furnish the employee certificate of the civil engineer for whom the certificate is submitted.
Note: Diploma / PG diploma / AMIE / or any other qualification other than above mentioned degrees will not be accepted.
- 2) Consultant should be a member of either Association of consulting Civil Engineers (India) OR Institution of Structural Engineers (India) OR Council of Architecture (India) OR Indian Institute of Architects. Details of such affiliation to professional bodies shall be furnished.
- 3) Consultant should submit the copies of GST, PAN.
- 4) Consultant should furnish the proof of work experience. Copy of atleast one work order of value above Rs 5 Lakh (or) two work orders value of above Rs 2 Lakh of civil consultancy done within the last five years ending 2017-18.
- 5) Average Annual turnover of applicants as professional fee should not be less than Rs 5 Lacs during any of the last three financial year ending March 2018 (Copy of the audited certified document should be furnished)
- 6) Duly filled application form as given in the Annexure-A

Note: All the above mentioned documents will be kept with utmost confidential and will not be disclosed to anyone.

Even though the applicants meet the above qualifying criteria, they are liable to be disqualified / debarred / suspended / blacklisted if they have

- Furnished false / fabricated particulars in the forms, certificates submitted in proof of the qualification requirements and / or
- Record of poor progress such as abandoning the work, not properly completing the contract, litigation history or financial failures etc.

B. Scope of Work

- i. Preparation of Drawings & detailed technical specifications with estimated cost (based on market rates) / duration for all civil works associated with Construction of New Buildings / Industrial sheds / Structures for erecting Plant & Machinery for the purpose of floating Tender and for getting necessary statutory approvals / planning permissions.
- ii. Preparation of Drawings & detailed technical specifications with estimated cost for all civil works associated with repair of existing buildings/ Industrial sheds / Plant & Machinery structures for the purpose of floating tender / getting statutory approvals.
- iii. Assist company in setting the pre-qualification criteria for selection of civil contractors, incorporation of required workmanship, guarantees & for preparing implementation schedules. Should also assist in exercising cost control & measures to ensure that the approved estimates are not exceeded.
- iv. Review of Drawings & specifications of offers submitted by the Contractors (i.e. Tenderers) and to assist the Company in technical evaluation of submitted civil work related offers. Presence may also be required to assist Company for any techno-commercial discussions with Vendors / Contractors for any civil related works
- v. Strictly, consultant or his representative should visit the site on weekly basis to provide technical guidance to the contractors, verify that the stage-wise job execution by contractor is as per agreed technical specifications including authentication of quality of material used & adopted workmanship.
- vi. Minimum of one visit per week by the consultant or his representative would be required for discussion with the Company Engineer / monitor the progress of various civil works / clarify with the contractors on technical aspects. Apart from this, the consultant also should be available for visits at our premises as and when required by the company.
- vii. Consultant would be responsible for checking / verification of measurements and for certification of Contractor's bills to ensure that the work is done as per detailed scope of work, correctness of BOQ mentioned in the bills. Should any extra work be necessary based on site conditions while execution of job by the Contractor, the consultant shall check and certify the rate analysis submitted by the Contractor and forward the same to company for approval prior to commencement of work.
- viii. The consultant or the consulting firm shall discuss with the civil contractors only through BL. Direct discussions of the Consultant or the consulting firm with the contractors is strictly not encouraged.
- ix. With respect to bill certification, the contractor shall submit the bill to the consultant and the same shall be certified by the consultant within 7 days from the date of receipt of bills. Please note, the consultant shall certify the bills only after checking / verifying the measurements at the site as above. Delay in processing of the contractors beyond the above period without any proper justification may lead to issue of warning letters / memo from Balmer Lawrie.

- x. Civil projects valuing more than Rs 5 Lakhs in our division will be given to consultant to carryout the above mentioned works.

C. Fees

- 1) Fees for services will be as % based on the estimated cost (Basic value only) or the actual cost (Basic value only) of works based on approved final bills, whichever is less.
- 2) If any project or any part thereof is abandoned or deferred or any part omitted by BL during the progress of the work at any stage, fees due to the consultant up to that stage will be paid on the basis of estimated cost or actual cost, whichever is less
- 3) Fees for your services will be all inclusive of all charges / taxes as applicable from time to time except GST
- 4) The fees payable within a period of 30 days from of submission of bill with all required backup documents and approved by plant incharge.
- 5) In case of any amendment in scope of work, during the execution of the job, fee will be paid on the original estimated cost given by the consultant or the actual cost of works based on approved final bills, whichever is less.

6) Mode of Payment

S.no	Stage	%
I	On receipt of preliminary plans and estimate of cost	10%
II	On receipt of schedule of quantity / specifications / drawings for tender document (hard copy as well as soft copy)	10%
III	Preparation of detailed drawings for carrying out civil work	30%
IV	Recording measurement and certificate of bill including supervision of work	50%

(The payment for the schedule no. I & II will be based on the original initial estimate given by the consultant. The payment for III & IV will based on the estimated cost or the actual cost of works based on approved final bills, whichever is less. The payment for schedule no. IV to be claimed by the consultant only after the submission of final bill. Claim against this schedule for RA (part) bills will not be entertained. Overall payment for all the stages will be restricted to estimated or actual cost of works whichever is less and accordingly final payment will be processed)

- 7) The cost of the work as herein referred to means the cost of BL on such cases excluding the following costs
 - a) Cost of land
 - b) Any other services, fixtures & fittings, which are not designed, planned or supervised by the Consultant
 - c) Any infructuous work of demolition etc ordered by the Consultant
 - d) Payment to local authorities for approval of plans
 - e) Cost of supervisory establishment employed on work by the Consultant
 - f) Cost of advertisement for invitation of tender
 - g) Cost of extra items necessitated due to faulty planning, design of the Consultant
 - h) In computing the cost of work, liquidated damages or deductions from the contractors on account of defective work or other reasons will not be accounted for in calculating fees due to the Consultant.

D. Termination Clause:

- I. In case if the performance of the Consultant is not found to be satisfactory, the contract

will be terminated by BL by giving two months written notice to the Consultant. The Consultant will however be required to complete all the assigned works, which he is entrusted with till the notice of termination is served on him.

- II. If the Consultant wants to terminate the Contract / Agreement, he/she can terminate the same by giving at least three months' notice in writing.

E. Validity of Empanelment

Empanelment shall be valid for a period of 02 (Two) years from the date of issue of Work order or till completion of total order value; whichever is later.

F. Conflict of interest

The Application may be rejected if a conflict of interest between the applicant and the Company is detected at any stage of application processing.

G. Penalty

If any loss of damage occurred to civil structure due to the technical lapses like wrong drawing / design / BOQ, incorrect estimation, improper planning etc., the relevant loss will be levied on the consultant.

H. AWARD OF CONTRACT

The shortlisted / qualified applicants will be called for the interview which will be held in Chennai. The date & venue will be informed to the shortlisted applicants who are qualified in the EOI evaluation. A separate price bid in a sealed envelope will be sought from the short listed candidates. The decision of the interview panel for finalizing the civil consultant is final.

Note: If two or more applicants quote the same price, the consultant will be finalized by adopted following weightage criteria.

- The applicant having done high value of work orders will be selected
- Suppose if the work order values become equal for the tied applicants, the higher work experience on this domain will be selected.

K. SUBMISSION OF EOI

The Expression of Interest with relevant documentary proofs should be sent in sealed envelope superscribed as '**EOI for Civil Consultancy**' should reach the undersigned at our Manali works at the following address on or before 19.07.2018.

Senior Manager [SCM]
BALMER LAWRIE & CO. LTD.
SBU Leather Chemicals
32, Sathangadu Village, Manali,
Chennai – 600068.

Phone : 044 – 25946542

For **BALMER LAWRIE & CO LTD**



Balmer Lawrie & Co. Ltd.

**SBU – LEATHER CHEMICALS
CHENNAI**

APPLICATION FORM

1.	Consultant Name	
2.	Office Address	
3.	Telephone No:	
4.	Mobile No:	
5.	Fax No:	
6.	Email	
7.	Are you a Co. / Registered Firm / Proprietorship / Partnership / Corporation / Any Other Specify	
8.	Bank Name	
9.	Bank A/c No	
10.	IFSC code	
11.	Contact Person	

I hereby declare that the particulars given above are correct and complete.

Date: _____

Authorized Signatory with Company Seal