

E-TENDER NO : BL/AS/MAN/HK/PT/201819/0007 DTD 26.09.2018

NOTE : ALL PAGES TO BE SIGNED WITH DIGITAL SIGNATURE BEFORE e-TENDER SUBMISSION

BALMER LAWRIE & CO LTD

Human Resource Department

Manali, Chennai 600 068

Phone : 25946500

**TENDER FOR PROVIDING HOUSEKEEPING, COLLECTION AND
DISPOSAL OF WASTE / GARBAGE AT OUR MANALI FACTORY
AND TEYNAMPET OFFICE PREMISES**

TENDER CLOSING TIME & DATE : AT 1400 HRS ON 17.10.2018

TENDER OPENING TIME & DATE : AT 1500 HRS ON 17.10.2018

E-TENDER NO : BL/AS/MAN/HK/PT/201819/0007 DATED 26.09.2018

BALMER LAWRIE & CO LTD

Human Resource Department

Manali, Chennai 600 068

Phone : 25946500

To : All interested parties

Sub : Tender for providing Housekeeping services at Manali and Teynampet offices

1. We are enclosing a set of documents which forms a part of above-mentioned tender. This is an e-tender. Details of the tender are given in the Notice Inviting Tender.
2. We request you to submit your lowest quotation for the work contained in the tender. Your offer complete in all respect must be uploaded in the prescribed manner on our e-tendering portal : <https://balmerlawrie.eproc.in> on or before : 17.10.2018 at 2 pm
3. Earnest Money Deposit (EMD) : Rs 54,000/-
4. Bidders are requested to go through the 'bidders manual' available in the homepage of the Balmer Lawrie e-portal, to have a clear understanding of the steps to be followed for bid submission. The bidder manual is for general reference only and the tenderers have to abide by the terms and conditions of this tender.
5. Tenderers must note that Balmer Lawrie will not be responsible for any delay in submission of online tender (e-tender portal as specified above on or before due date & time of the tender submission) for whatsoever reasons.

Thanking you,

Yours faithfully,

For Balmer Lawrie & Co Ltd

S D Barman

Associate Vice President (HR)-CHRD & SR

E-TENDER NO : BL/AS/MAN/HK/PT/201819/0007 DATED 26.09.2018

SCOPE OF WORK

Balmer Lawrie & Co. Ltd is a multi product, multi location and multi technology conglomerate. The company invites online bids for awarding contract for providing housekeeping, collection and disposal of waste/garbage services at their Manali factory premises and Teynampet office for a period of two years

Taxes & duties

Service taxes/duties if applicable extra shall be paid as per rules.

Pre-qualification requirement

1. Registration code No. with Statutes, viz
 - a. Provident Fund
 - b. Employees's State Insurance
 - c. GST Regn
 - d. PAN
2. Minimum 3 years experience in doing similar jobs in Factories in Tamil Nadu. The Proof of Experience / Satisfactory Service Certificate/Letter from Previous/Existing Clients has to be submitted along with the Technical bid.
3. The agency should be headquartered in Chennai.
4. The contractor should have executed/executing similar jobs of value not less than Rs 2.00 lakhs per month in Factories in Tamil Nadu

Documentary evidence for the above should be submitted along with technical bid.

Offers received without the documentary support will be summarily rejected

Validity of offer

Tenderers shall keep their offer valid for a period of 60 days from the due date of submission of tender.

The due date for submission of offer for the above tender is on or before 2.00 pm on 17TH October, 2018

The tender details are also available at our Company's website www.balmerlawrie.com.

CONDITIONS /PROCEDURE FOR ON-LINE BID SUBMISSION

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their price 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 format prescribed in the tender documents, displayed in e-procurement 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 e-procurement website. 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.

Registration with e-procurement platform

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

HELPSDESK NOS ARE OPEN BETWEEN 1000 HRS TO 1830 HRS IST (MONDAY TO FRIDAY)		
Please email your issues before you call help desk. This will help them for serving you better		
Mr Tuhin Ghosh	Tuhin.ghosh@c1india.com	+91-8981165071
Mr Tirtha Das	Tirtha.das@c1india.com	+91-9163254290
Mr Ravi Gaiwal	Ravi.gaiwal@c1india.com	+91-022-66865633
Mr Ujjal Mitra	Ujjal.mitra@c1india.com	+91-8986678058

Digital certificate authentication

The bidder shall authenticate the bid with his Digital certificate before submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform.

All the bidders who do not have Digital certificates need to obtain digital certificate. They may contact help desk of C1 India P Ltd

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 website and e-procurement platform. The company inviting tender shall not be responsible for any claims / other issues arising out of this.

Bid submission acknowledgement

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 P 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 bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.

Price bid submission

PRICE BID and BREAK UP OF THE RATE TO BE UPLOADED ONLINE ONLY. SUBMISSION OF OFF LINE PRICE BID WILL DISQUALIFY THE BIDDERS PARTICIPATION IN THE TENDER

Validity of offer

Your offer should be valid for acceptance upto 60 days from the due date of this tender

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 blacklisting, 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.

Disclaimer clauses

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

TENDER DOCUMENT (Excluding price bid) submission

your offline document (excluding price bid) shall comprise the following

- A covering note in your letter head
- EMD for Rs 54,000/- by DD
- Chapter-1 – duly signed and sealed
- Chapter-II – duly signed and sealed
- Relevant copies of certificates/registration etc as per prequalification requirement

Your offline tender comprising all the above documents shall be kept in a sealed enveloped superscribed as “unpriced offer for providing housekeeping services” and should reach the undersigned at the following address on or before 4th October, 2018

Associate Vice President (HR) – CHRD &SR

Balmer Lawrie & Co Ltd

32 Sattangadu Village, Manali

Chennai 600068

Phone : 044-25946500

Thanking you,

Yours faithfully,

For Balmer Lawrie & Co. Ltd

S D Barman

Associate Vice President (HR)-CHRD & SR

CHAPTER – 1 - GENERAL TERMS AND CONDITIONS

BRIEF DESCRIPTION OF WORK:

The Contractor/agency shall be responsible for Cleaning of office, factory, shop floor, yard including cleaning the floor, tables, chairs, window glasses, dusting, moping every day. So also cleaning of all the toilet/latrines, bathrooms etc in the factory / office premises twice a day.

The Contractor/agency shall be responsible for organising tools/equipment required for carrying out the above work as also arrangements including vehicles for carting away the waste/garbage and disposed of at a place meeting all State/Corporation legal/statutory requirements.

The materials required for cleaning, mopping, etc which includes Brooms/Broom Stick, Scrubbers, Brush, phenyl, Soap oil, closet/floorcleaning solutions, urinal cubes (homacol), Bleaching Powder, Room Freshener, Acid, Perfumed Liquid Sprays, Glass cleaner - Colin, Toilet Brush, Mop & Stick, Cob Web cleaning stick, Cloth/Rugs required to wipe table tops, window glass/panes, etc are to be arranged by the contractor/agency and the cost for the same shall be borne by them. Necessary entry of incoming material may be recorded in the security gate. The contractor should ensure using branded items of sanitary/cleaning items for keeping the toilets/bath rooms spick and span. So also the contractor should ensure keeping the premises in neat and clean condition at all times.

The contractor shall replace the air-freshener (odonil) at toilets and put fresh Naphthalene balls twice a week in every toilet/latrines in the premises. All waste bags/wax, HDPE, Gunny bags generated from the Divisions should be collected and stacked properly in the place earmarked by the Officer-in-charge of the respective divisions.

The contractor shall post a Supervisor for overall supervision of the work and maintain a log book for getting necessary signature from the Divisions for work carried out on daily basis. The supervisor shall take instruction from the representative of the company on a daily basis and carry out the work and he shall be available in the premises during the working hours.

The contractor shall engage only "Male" Workmen for cleaning toilets/latrines attached to the factories/rest rooms in the complex. All the toilets/latrines in the factory premises are to be cleaned two times a day, ie between 7.00 - 9.00 am and 2.30 pm - 3.30 pm.

The sweeping waste and the waste/debris collected from within office/plant/yards has to be kept at designated locations and disposed off on a daily basis. The specific tools / equipment required for sweeping/ scrapping/collecting of garbage/waste, is to be provided by the contractor/agency and cost of the same to be borne by them.

The contractor shall engage their employees on every working day (excluding Sundays) for carrying out the above work.

The contractor shall make their own arrangement including vehicle for removal of waste/garbage generated out of the above housekeeping work out of the factory premises on a daily /weekly basis. In case the garbage clearing/removal is found to be unsatisfactory the company will be at liberty to make alternate arrangement for removal and such cost incurred shall be recovered from the contractor's bill.

The contractor shall also clean all the toilets/bath rooms in the factory premises twice a day with closet/floor cleaning solutions and provide urinal cubes in all the Latrines in the factory premises as and when required.

The scrapping of hard deposits on the floor and spill outs in each plant is to be attended on a daily basis to avoid accumulation.

The contractor should also be capable of carrying out certain exclusive cleaning and housekeeping activity which is unpredictable and unforeseen such as oil spillage, chemical spillage, paint spillage etc.

Agencies who submit rates against all the items shall only be considered against this tender.

THE OFFICES/DIVISIONS/DEPARTMENTS ARE GIVEN BELOW :

1. ASSOCIATE SERVICE, MANALI, CHENNAI
2. LEATHER CHEMICALS & PRODUCT DEVELOPMENT CENTRE, MANALI, CHENNAI
3. GREASES & LUBRICANTS DIVISION, MANALI CHENNAI
4. INDUSTRIAL PACKAGING DIVISION, MANALI, CHENNAI
5. BALMER LAWRIE HOUSE, 628 ANNA SALAI, TEYNAMPET, CHENNAI

The cleaning areas and scope of work in different Offices/Divisions/Departments are indicated below:-

ASSOCIATE SERVICES, MANALI

Areas: Administration Building, Security Office Buildings, Officers Lunch Room Occupational Health Centre, Union Office, Recreation Club, etc)

Scope of Work:

1. Sweeping and Mopping of floors of all cabins / offices, cleaning tables / chairs and toilets / latrines (two times daily) with Phenyl and closet/cleaning solutions on all the working days.
2. Cleaning the roads/passage from Security entrance to Administration building and its surroundings including two wheeler/cycle/car parking area. As also cleaning drenches (both sides) from Weigh bridge to Industrial canteen.
3. Sweeping and cleaning of all approach roads to all divisions and areas around Industrial canteen premises on all working days.
4. Cleaning all the storm water drains in the factory premises and also removing garbage blocks to ensure free flow of water.
5. **Cleaning the area in and around Solar system near Industrial Packaging Division**

LEATHER CHEMICALS DIVISION AND PRODUCT DEVELOPMENT CENTRE/ACRYLIC SYNTAN - OFFICE/PLANT PREMISES, MANALI

Scope of Work - Daily Routine Activity

1. Collection of empty HDPE bags/Gunny bags/hand gloves/used oil cotton wastes/cardboard cartons from wax melter area/syntan process area (in all floors)/ spray drier packing section.
2. General cleaning / sweeping in floors in Stores office/ stores shed/ ammonia shed/rest room/electrical & mechanical workshop/tonner shed/boiler house/syntan process area all floors/SFL draining area/pathway between SFL Building & Tonner shed / Approach pathway to Wax Melter / Below wax melter / Ammonia shed / Approach pathway to Spray Drier, Draining area / Syntan storage tank farm / SFL Scrubber area / RM Storage yard behind PDC / FO & LDO tank farm / Syntan & SFL Staircase / PDC Pilot plant area / Area behind PDC / Wax Godown/ / Finished goods shed
3. Sweeping & Mopping / Washing of Floor in LCD Control room / Laboratory / Officers room / SFL reactor floor / Ammoniation reactor floor (QC OPP) / Syntan Drier control room & Reactor floor control room (II Floor) / Rest room / Spray Drier packing section / SFL Blending & Settler area / PDC Officers cabin / TSC Room & Laboratory and Finished Product Shed

4. Sweeping and mopping, scrubbing and scrapping of hard deposits/spillage on the floor/shop floors and other waste material collection.
5. All approach roads inside the factory premises to be swept and rain water accumulation in roads to be cleared.

Non-Routine Schedule - Once A Week:

1. Sweeping of paved area and drains in Product storage yard
2. Floor scrapping below wax melting area/wax melter approach area from Stores/SFL draining approach area and blending area, syntan spray driver duct area.
3. Cleaning of Drains running around SFL and Syntan plant
4. Sweeping of new wax godown
5. General cleaning of area behind MW sump
6. Disposal of waste/garbage – the housekeeping waste/garbage collected during the week has to be taken out of the factory by the agency on a regular basis atleast once a week or as demanded by the Company.

TWICE A WEEK

1. Sweeping in empty barrel yard/DM plant/New Powder blending/DG set (both 125 & 1000 KVA/ Room/electrical breaker room/electrical MCC panel room (3 Nos) viz in SFL, Syntan & Utility/TF Heater.

ONCE A MONTH

1. Scrapping of SFL & QC staircases

PRODUCT DEVELOPMENT CENTRE, MANALI

1. Daily cleaning and mopping the floors in PDC, Acrylic syntan plant area, offices, cabins and removal of all waste accumulations on the surface in the Centre
2. Cleaning of toilets/latrins/bathrooms (twice daily)

GREASES & LUBRICANTS DIVISION, MANALI

Scope of Work: Daily work

1. Daily cleaning and moping the floors in office, cabins (9 nos), Lab (3 Nos) – existing and proposed, pressure vessel platform – total area covered 900 sq.m (approx)
2. Daily twice cleaning of toilets/urinals/latrins/bath rooms/wash basins -office, shop floor and rest room and finished products godown.
3. Daily scrubbing and cleaning of shop floor (3 levels – ground floor, 4 mtr x 7 mtr level) for removal of dirt, grease and oil spillage (inclusive of cleaning with kerosene on chequered plates), grease processing, oil blending, bitumen blending, small filling

sections, utility building, two mezzanine floors, finished products (small) godown, pressure vessel area – total area 10500 sq.m (approx)

4. Daily scrubbing and cleaning the staircases and railings (in two floors) and pressure vessel platform.
5. Daily floor cleaning at Employees rest room
6. Daily scrubbing and cleaning the yard around the factory building, oil tank farm area, security post, open drainage and storm water drains – total area surrounding the land – 10000 sqm (approx)
7. Daily collection of used HDPE, Paper, Gunny bags and oil/cotton waste, hand gloves and dumping the same at the nominated places.
8. Daily cleaning of tables, chairs and cupboard, etc.
9. Removal of all dirt, waste, mud, damages bags (HDPC, paper, gunny) to outside our plant area. Two times in a day(after charging at 10.30 am)
10. Collection of the waste and baggaging in separate bags and stacking in waste segregation area.
11. Daily cleaning of Utility room (thermopac, compressor, etc)

Weekly work

1. Weekly cleaning of gutter near base oil and oil pumping area.
2. Weekly cleaning of cobweb on the ceiling, etc, cleaning of windows, window panes in the area mentioned in sl no. 1 to 5 above
3. Weekly cleaning of first floor of mezanine floor where racking systems are installed.
4. Weekly cleaning and removing the waste of factory godown and depo-godown and depo-godown yard, grease holding kettle platform.
5. Monthly cleaning - of all ceiling fans, including production cabin and employees rest room
6. The contractor should provide two persons exclusively in the shopfloor during the working hours of the plant, ie 10.00 am to 5.00 pm to take care of the cleaning of plant.

INDUSTRIAL PACKAGING, MANALI

Area and nature of work

1. Daily sweeping and removal of debris and depositing in the specified / earmarked area.
2. Area to be covered - peripheral outside area of plant including FCRR Yard, entire plant inside including Stores, production, maintenance dept, sales desk, IP office.
3. Toilet/bath room cleaning - employees rest room/toilet and shop floor toilet, IP office, contract workmen toilets twice daily.

GENERAL

- * The agency shall carry out housekeeping services in all the building/premises including all toilets (existing as also future constructions, including industrial canteen toilets) in Manali complex premises

- * The waste/garbage generated out of the housekeeping work shall be disposed outside the factory premises by the agency on a regular intervals, atleast on a weekly basis or as demanded by the company officials from time to time.
- * All approach roads inside the factory premises to be swept and rain water accumulation in roads and storm water drainage to be cleared from time to time.

OFFICE PREMISES AT BALMER LAWRIE HOUSE, 628 ANNA SALAI, TEYNAMPET

DAILY CLEANING : AREA – Ground Floor, First Floor, 2nd Floor, Terrace, Car Parking area, approach road, gardening etc., which includes interalia:

- a). Sweeping and mopping of uncarpeted floors, staircases and corridors.
- b) Vaccuming of carpet area (conference hall,synthetic carpet), sofa set executive chairs etc.,
- c) Removal of waste from dustbins.
- d) Dusting and wiping workstations, furnitures,sofa, tables, chairs including arms & legs, cupboards & drawers, file racks, paper trays, computers and accessories and telephones.
- e) Sweeping of parking area approach road both north and south side, compound area frontage and side road etc.,
- f) Sweeping, scrubbing and mopping of pantry and dining areas and washing of dining room crockery.
- g) Scrubbing and washing of toilets and urinals (as and when required but minimum two times a day) and wash basin including wall tiles, and keeping / monitoring odonil, urinal cake etc in this area.
- h) Disposal of garbages in all area.
- i) Wiping and cleaning of glass surfaces such as main door glasses, glass doors,glass partitions, all play wood partition, wooden doors, in and out both sides to the best possible extent, cubicles table tops, ceiling, roof, walls etc., Removal of cobweb on a fortnightly basis
- j) Cleaning of writing boards, paints, wall clock etc.,
- k) Sweeping of generator area, electrical and A C rooms.
- l) Watering and maintenance of garden areas.
- m) General cleaning of second floor, terrace.
- n) Cleaning of window venetian blinds and sashes.
- o) Any other jobs as and when required

The agency shall engage one person for Logistics Services, Teynampet office exclusively for Filing/Xeroxing of all papers, visit customer premises for collection of documents, cheques, submission of invoice etc, take care of Logistics godown, accompanying truck/lorry to safely to unload consignments and take acknowledge from customers. The working timing of this person would be from 11.00 am to 8.00 pm.

WEEKENDS

- a) Removal of stains and soil from glazed tiles, wash basin, urinals and floors.
- b) Removal of stains from uncarpeted office floors, walls and partitions.
- c) Deep cleaning of glass doors and windows etc.,

- d) Cobweb cleaning, storage racks, AC nits and grills dusting.
- e) Dusting of electrical fittings, fans, light fittings, tubes, bulbs, shades / grills and switches and other fittings, if any.
- f) Cleaning of potholders.
- g) Water washing of frontage pillars.
- h) Any other jobs as and when required.

The contractor shall replace the air-freshner (odonil) at toilets and put fresh naphthalene balls twice in a week in every toilet / latrins in the premises.

The contractor shall engage only gents for cleaning gents toilets / latrines. All the toilets / latrins in the premises are to be cleaned two times a day, ie between 7.30 – 8.30 a.m and 12.00 noon 1 p.m / 3.00 p.m - 4.00 p.m

The Contractor shall engage their employees on every working day(excluding Sundays) for carrying out the above work.

Working hours at Teynampet office

The office working hours commence at 9.00 a.m to 6.30 p.m. However, the above service shall commence as detailed below:-

Part time worker (4 Female workers)	-	8.00 am to 11.00 am
Full time (3 workers)	-	9.00 am to 05.30 pm
Full time (1 worker)	-	11.00 am to 8.00 pm

The timing may be changed as and when required by the Company. -

VALIDITY OF THE RATE

The rate quoted should be firm for a period of two years from the date of award of contract. The rates quoted should be inclusive of cleaning material/equipment/tools, etc.

EARNEST MONEY DEPOSIT:

The bidder shall be required to submit an Earnest money deposit of **Rs 54,000/-** (Rupees fifty four thousand only) by way of Bank draft drawn in favour of Balmer Lawrie & Co. Ltd, Chennai branch of any scheduled bank along with the technical bid of the tender and the same shall be returned to the unsuccessful bidders after the selection of the successful bidder. Tenders received without EMD will be rejected.

If the successful bidder is unable to accept or execute orders when placed upon him or fails to execute Performance Guarantee or withdraws or revises his quoted prices within the validity period of his tender after placement of the order/letter of acceptance his earnest money deposit shall be forfeited.

SECURITY DEPOSIT

Successful tenderer shall remit 5% of the total contract value as Security deposit, which carries no interest. Security deposit can be in the form of Demand Draft or Bank Guarantee from any Scheduled/Commercial Bank with independent confirmation on the BG by the bank directly to Balmer Lawrie & Co Ltd by RPAD, which should remain valid for a period of 60 days from the date of completion of the contract and all contractual obligations of the contractor as per terms of the tender terms. Cash payment shall not be accepted for payment of security deposit.

In case the security deposit is being paid through DD, the contractor can make an initial deposit of Rs 2.00 lakhs and the remaining amount will be recovered in five equal monthly instalment.

The bidders will be shortlisted based on information/documents submitted by them. Though it is mandatory that all terms and conditions are to be complied with for the purpose of shortlisting agencies are essentially required to satisfy the following clause for being technically qualified :-

1. Registration code No. with Statutes, viz
 - a. Provident Fund
 - b. Employees's State Insurance
 - c. GST Regn
 - d. PAN
2. Minimum 3 years experience in doing similar jobs in Factories in Tamil Nadu. The Proof of Experience / Satisfactory Service Certificate/Letter from Previous/Existing Clients has to be submitted along with the Technical bid.
3. The agency should be headquartered in Chennai
4. The contractor should have executed/executing similar jobs of value not less than Rs.2.00 lakhs per month in a single industrial establishment/factory in Tamil Nadu

(Documentary proof for the above to be submitted along with technical bid)

5. Submission of EMD for **Rs 54,000/-** in favour of Balmer Lawrie & Co. Ltd by Demand Draft).

The agency/contractor may visit the premises on any working day from Monday to Friday between 10 am to 4 pm.

The technical bid will be opened first. Price bids of such of those parties who are qualified under technical evaluation shall only be considered for price bid opening. In the event of non-submission of documents/data sought in the technical bid, the party shall disqualify for consideration of price bid opening.

If there is variation between the rates quoted in the figures and in words, only the lower of the two rates quoted either in figures or in words, shall be considered valid. Incomplete and conditional tenders are liable to be rejected.

PAYMENT

The payment will be made on a monthly basis within 21 days from the date of submission of bills duly certified by the concerned officer in charge. Income tax/GST if any shall be deducted from the bills as per the statutory regulations.

Agency shall submit bill for the services provided by them, as per details given below, along with attendance & wage statement, and documentary proof towards remittance of statutory payments, viz. PF ESI, and certification from the concerned executive for releasing payment.

<u>Locations</u>	<u>Bill to be submitted to</u>
Associate Service, Manali	} HR Dept, Manali, Chennai 600068
LC/PDC, Manali	
G&L, Manali	
IP, Manali	
Teynampet office	HR Dept, Teynampet, Chennai 600 041

The certification of services provided to the various Divisions shall be obtained from the following personnel

<u>Location/area</u>	<u>Responsible persons</u>
Associate Service	AVP(HR)-CHRD&SR or his authorized person
Leather Chemicals & Product Dev Centre	VP(Works)-LC or his authorized person
Greases & Lubricants	Plant Head (G&L) or his authorized person
Industrial Packaging	AVP(Mfg)-IP or his authorized person
Teynampet office	AVP(HR)-CHRD&SR or his authorized person

Vendor to submit attendance

WORKING HOURS

The contractor shall engage personnel for different divisions as per below mentioned schedule on all working days, from Monday to Saturday and ensure that the work as indicated in this tender are carried out on a daily basis.

AT MANALI COMPLEX

Location	No of Manpower to be engaged	Manpower engagement Timings
Supervisor for Manali complex	1	During duty hours of staff engaged by agency
Associate Service - Factory Entrance (from gate), Security offices, Administration Building, First Aid, Approach Roads to all Divisions, Solar system area	5	5 - 07.00 AM to 10.00 AM
Associate Service - General cleaning including all toilets in Manali complex	2	2 - 07.00 AM TO 3.30 PM
Leather Chemicals & PDC	5	5 – 08.00 AM to 04.30 PM
Greases & Lubricants	5	5 - 08.00 AM to 04.30 PM
Industrial Packaging Division	8	<u>6 - 07.00 AM to 10.00 AM</u> 2 - 09.00 AM to 05.30 PM

AT TEYNAMPET OFFICE

Location	No of Manpower to be engaged	Manpower engagement Timings
Office premises at 628 Anna Salai, Teynampet, Chennai	8	4 - 8.00 am to 11.00 am 3 – 9.00 am to 5.30 pm 1 – 11.00 am to 8.00 pm

PENALTY DUE TO NON-PERFORMANCE

Successful bidder shall post a Supervisor for supervising the above work at Manali factory. The Supervisor shall be available during the working hours as mentioned above during the contract period and has to be available for supervising the entire complex. The name of the supervisor and mobile number is to be intimated to the company. The Supervisor shall take instruction from the Dept Head/Executives concerned of the Divn on daily basis for carrying out housekeeping services and keep necessary record for the same. In case any work allotted is not completed on time or if there is delay in completing the work, the company shall make alternate arrangements for carrying out the jobs. The cost on account of this shall be recovered from the contractor's bill.

In case the Agency does not post a Supervisor or the Supervisor is absent on any of the working days, the wages for the days of such absence shall be deducted from the monthly bill.

In case the agency does not engage the required manpower for the divisions/units as detailed in the tender, due to leave/absence by his workmen, replacement of workmen is to be ensured to for completing the job to be done, otherwise company has the option to get the work done and deduct cost/wages as deemed fit towards the same.

CONTRACTOR'S RESPONSIBILITY

The successful bidder shall post their representative to supervise the safe and smooth functioning of the above work.

All persons engaged by the contractor shall be covered under **ESI** and **PF** and should have **Identify Cards** issued by contractor and duly certified by the authorised official of the Company. The ESI/PF number of the persons engaged by the contractor shall be intimated to the Company and furnished in the ID card issued.

The contractor will be responsible for the welfare and discipline of his employees inside the company premises. The contractor shall not deploy within the premises any personnel, whose presence in the premises can have damaging effect to the safe working of the operation of the company and/or disciplined working of its employees. It shall be the full responsibility of the contractor to ensure that such personnel are removed from the premises forthwith when notified about such requirement.

The contractor shall maintain a register for each division and obtain signature on a daily basis from concerned officer-incharge of the Division/Dept.

The contractor shall follow safety rules of the Company, especially when working in Factory/shop floor area and should also provide necessary PPEs. All the workmen engaged by the agency should wear safety shoes, helmet at the premises and should use gloves, goggles and ear plugs wherever required. All the employees engaged under the housekeeping contract

should undergo “**Annual Medical Check Up**” as per the statutory requirement and the contractor should submit the relevant medical reports to the company.

The contractor shall undertake to comply with all statutory regulations, like **Employees State Insurance Act, Employee Provident Fund and Miscellaneous Act, Payment of wages act, Payment of Bonus Act, Gratuity Act, Minimum Wages Act, Factories Act, Contract Labour (Regulation & Abolition) Act, etc** or any other act which are applicable for employment of his workmen. Any expenses arising owing to violation of the above statutory obligation shall be borne by the contractor.

Minimum wages

The contractor should quote rate based on the minimum wages declared by the Central Govt, applicable to the place of work as on date of submission of tender. 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 break up of the rate quoted in the price bid, clearly indicating the basic/DA considered for the rate.

The contractor will be the ultimate employer of his men and he shall supervise the work of the men engaged by him for deliverance and performance of the contract. There shall be privity of contract strictly between the company and the contractor only.

The contractor shall at his expenses comply with all the labour laws and keep Balmer Lawrie & Co. Ltd indemnified in respect thereof. The contractor should comply with all rules and regulations of Tamil Nadu State Labour Board or any other bodies as required.

The contract shall be placed on strict understanding that the contractor has to indemnify the company and its officials /employees against any Government action on the company consequent to any action on the part of the contractor or his men.

SUBLETTING 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 Balmer Lawrie & Co. Ltd.

ADDITION AND ALTERATION OF TERMS AND CONDITIONS

As and when necessity arises, Balmer Lawrie & Co. Ltd reserves the right to add/alter terms and conditions of the Contract in consultation with the Contractor for effective operation.

SAFETY TO COMPANY'S PROPERTY

The contractor should ensure that during the time of operation there is no damage to the property/personnel of Balmer Lawrie & Co. Ltd. In the event of such damage, it will be repaired/compensated by the company at the risk and cost of the contractor.

PERIOD OF CONTRACT

The contract will be for a period of two years from the date of awarding the contract.

ACCEPTANCE OF TENDER

Balmer Lawrie & Co. Ltd reserves the right to accept or reject the offer without assigning any reasons whatsoever. Balmer Lawrie & Co. Ltd also reserves the right to place order for full or part thereof.

TERMINATION

The contract can be terminated by either party by giving 3 months notice. However, in case of breach of contract by the contractor/for unsatisfactory performance/service, non compliance of any of the provision of the terms and conditions laid down in the contract or any implications arising out of violation of the rules and regulation in enforcement by the statutory body/competent authority during the contract period, BALMER LAWRIE & CO. LTD reserves the right to terminate the contract with immediate effect and the security deposit paid by the contractor shall be forfeited

ARBITRATION

Any dispute or difference under this Contract shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Managing Director of 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 paid equally by both the parties.

Please indicate your acceptance of the above terms and conditions by duly signing this document (terms and conditions) on all pages and enclosing the same along with Technical Bid.

Place

Date

Signature

Name of the Company with full address
(with office seal)

E-TENDER NO : BL/AS/MAN/HK/PT/201819/0007 dtd 26.09.2018
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NOTE : ALL PAGES TO BE SIGNED WITH DIGITAL SIGNATURE BEFORE e-TENDER SUBMISSION

TENDER FOR PROVIDING HOUSEKEEPING, COLLECTION AND DISPOSAL OF WASTE /
GARBAGE AT OUR MANALI FACTORY AND TEYNAMPET OFFICE PREMISES

PART I (B) - TECHNICAL BID

1. Name of the Agency/ Contractor :
2. Status (whether Govt./PSU/Partnership
Public Ltd/Private, SSI unit) etc :
3. Address for communication
4. Telephone No :
5. Fax no :
6. E Mail Address :
7. Mobile No of the Contact person :
8. Details of EMD : DD No _____ dated _____ for Rs _____

Details of contract executed

Furnish names of companies served with documentary proof:

	Name of organization	Period of contract	Value per month
(a)			
(b)			

Seal
date

signature

E-TENDER NO : BL/AS/MAN/HK/PT/201819/0007 dtd 26.09.2028
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BALMER LAWRIE & CO LTD

TENDER FOR PROVIDING HOUSEKEEPING, COLLECTION AND DISPOSAL OF WASTE /
GARBAGE AT OUR MANALI FACTORY AND TEYNAMPET OFFICE PREMISES

PART II - PRICE BID

Please quote your charges for **“Providing Housekeeping Services including removal of Waste/garbage from all locations/Divisions, as per terms of the tender documents terms & conditions”**

<u>SI No</u>	<u>Units/Divisions</u>	<u>Amount (Rs)</u>
1	Total monthly charges for Associate Services, Manali	
2	Total monthly charges for Leather Chemicals & PDC/Arcylic syntan, Manali	
3	Total monthly charges for Greases & Lubricants, Manali	
4	Total monthly charges for Industrial Packaging, Manali	
5	Total monthly charges for Office premises at Balmer Lawrie House, 628 Anna Salai, Chennai-18	

Place

Signature

Date

Name of the Agency/Company

E-TENDER NO : BL/AS/MAN/HK/PT/201819/0007 dtd 26.09.2018
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TENDER FOR PROVIDING HOUSEKEEPING, COLLECTION AND DISPOSAL OF WASTE /
GARBAGE AT OUR MANALI FACTORY AND TEYNAMPET OFFICE PREMISES

PRICE BID - BREAK UP OF RATE

LOCATION : ASSOCIATE SERVICE, MANALI

SNo	Description	Rate per day Supervisor	Rate per day (Unskilled - full time)	Rate per day (Unskilled - part time)
1	<u>Wages</u>			
1.1	Basic & DA			
1.2	Leave wages (5% of Basic & DA)			
	Sub total (1)			
2	<u>Statutory</u>			
2.1	PF – Employer’s contribution – 13% of basic			
2.2	ESI – Employers’ contribution – 4.75% of basic			
2.3	Bonus			
	Sub total (2)			
3.	<u>Welfare</u>			
3.1	Uniforms and safety shoes			
	Sub total (3)			
4.	Service charges			
5	Total amount per person per day (1+2+3+4)			
	Total amount per person per month (for 26 working days)			
6	No. of persons required	1	2	5
	Total amount per month			
7	Other charges			
	(i) Towards cost of materials/ consumables			
	(ii) Towards disposable waste/garbage			
	Grand total per month (incl of all manpower, materials, service as per tender terms)			

Date

Signature with seal

E-TENDER NO : BL/AS/MAN/HK/PT/201819/0007 dated 26.09.2018

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TENDER FOR PROVIDING HOUSEKEEPING, COLLECTION AND DISPOSAL OF WASTE /
GARBAGE AT OUR MANALI FACTORY AND TEYNAMPET OFFICE PREMISES

PRICE BID - BREAK UP OF RATE

LOCATION : Leather Chemicals and Produce Development Centre, Manali

SNo	Description	Rate per day Unskilled (full time)
1	<u>Wages</u>	
1.1	Basic & DA	
1.2	Leave wages (5% of Basic & DA)	
	Sub total (1)	
2	<u>Statutory</u>	
2.1	PF – Employer’s contribution – 13% of basic	
2.2	ESI – Employers’ contribution – 4.75% of basic	
2.3	Bonus	
	Sub total (2)	
3.	<u>Welfare</u>	
3.1	Uniforms and safety shoes	
	Sub total (3)	
4.	Service charges	
5	Total amount per person per day (1+2+3+4)	
	Total amount per person per month (for 26 working days)	
6	No. of persons required	5
	Total amount per month	
7	Other charges	
	(iii) Towards cost of materials/consumables	
	(iv) Towards disposable waste/garbage	
	Grand total per month (incl of all manpower, materials, service as per tender terms)	

Date

Signature with seal

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GARBAGE AT OUR MANALI FACTORY AND TEYNAMPET OFFICE PREMISES

PRICE BID - BREAK UP OF RATE

LOCATION : GREASES & LUBRICANTS, MANALI

SNo	Description	Rate per day Unskilled (full time)
1	Wages	
1.1	Basic & DA	
1.2	Leave wages (5% of Basic & DA)	
	Sub total (1)	
2	Statutory	
2.1	PF – Employer’s contribution – 13% of basic	
2.2	ESI – Employers’ contribution – 4.75% of basic	
2.3	Bonus	
	Sub total (2)	
3.	Welfare	
3.1	Uniforms and safety shoes	
	Sub total (3)	
4.	Service charges	
5	Total amount per person per day (1+2+3+4)	
	Total amount per person per month (for 26 working days)	
6	No. of persons required	5
	Total amount per month	
7	Other charges	
	(v) Towards cost of materials/consumables	
	(vi) Towards disposable waste/garbage	
	Grand total per month (incl of all manpower, materials, service as per tender terms)	

Date

Signature with seal

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PRICE BID - BREAK UP OF RATE

LOCATION : INDUSTRIAL PACKAGING, MANALI

SNo	Description	Rate per day Unskilled (full time)	Rate per day Unskilled (part time)
1	<u>Wages</u>		
1.1	Basic & DA		
1.2	Leave wages (5% of Basic & DA)		
	Sub total (1)		
2	<u>Statutory</u>		
2.1	PF – Employer’s contribution – 13% of basic		
2.2	ESI – Employers’ contribution – 4.75% of basic		
2.3	Bonus		
	Sub total (2)		
3.	<u>Welfare</u>		
3.1	Uniforms and safety shoes		
	Sub total (3)		
4.	Service charges		
5	Total amount per person per day (1+2+3+4)		
	Total amount per person per month (for 26 working days)		
6	No. of persons required	2	6
	Total amount per month		
7	Other charges		
	(vii) Towards cost of materials/consumables		
	(viii) Towards disposable waste/garbage		
	Grand total per month (incl of all manpower, materials, service as per tender terms)		

Date

Signature with seal

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GARBAGE AT OUR MANALI FACTORY AND TEYNAMPET OFFICE PREMISES

PRICE BID - BREAK UP OF RATE

LOCATION : Office at 628 Anna Salai, Teynampet

SNo	Description	Rate per day Unskilled (full time)	Rate per day Unskilled (part time)
1	<u>Wages</u>		
1.1	Basic & DA		
1.2	Leave wages (5% of Basic & DA)		
	Sub total (1)		
2	<u>Statutory</u>		
2.1	PF – Employer’s contribution – 13% of basic		
2.2	ESI – Employers’ contribution – 4.75% of basic		
2.3	Bonus		
	Sub total (2)		
3.	<u>Welfare</u>		
3.1	Uniforms and safety shoes		
	Sub total (3)		
4.	Service charges		
5	Total amount per person per day (1+2+3+4)		
	Total amount per person per month (for 26 working days)		
6	No. of persons required	4	4
	Total amount per month		
7	Other charges		
	(ix) Towards cost of materials/consumables		
	(x) Towards disposable waste/garbage		
	Grand total per month (incl of all manpower, materials, service as per tender terms)		

Date

Signature with seal