



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

SBU – Greases & Lubricants, P-43, Hide Road Extension, Kolkata – 700088

Phone: [033] 2450-0148: Fax: [033] 2449-8493

Email No.:sethi.sk@balmerlawrie.com

Tender No: GLK/TEK18/217

Dated: 10/10/2018

Due date & time: 22/10/2018 6:00PM

Tender Document for

**[TENDER ENQUIRY FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT
FOR PHOTOCOPIER MACHINES IN SBU-GREASES AND LUBRICANTS DIVISION,
KOLKATA INCLUDING APPLICATIONS RESEARCH LABORATORY,
AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088]**

NOTICE INVITING TENDER

Sub:- **ENQUIRY FOR PROVIDING COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR PHOTOCOPIER MACHINES IN SBU-GREASES AND LUBRICANTS DIVISION, KOLKATA, INCLUDING APPLICATIONS RESEARCH LABORATORY, AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088**

On-line bids are invited from resourceful competent bidders for providing comprehensive annual maintenance contract of photocopier machines in SBU-Greases and Lubricants Division, Kolkata, including Applications Research Laboratory, at P-43 Hide Road Extension, Kolkata – 700088. The Tender Document along with terms and conditions are available on our web site www.balmerlawrie.com or can be collected from our above addressed office. The intending contractors should inspect the factory before participating in the tender.

Interested parties are advised to quote their rates following compliance of all Terms & Conditions, specification as per Price Bid as stipulated in this NIT. (Tender Form-I and Tender Form-II respectively)

The offer against Tender, complete in all respect should be uploaded latest by **06:00 PM on 22th Oct 2018**

NB: Submission of credentials and Tender bids other than web site will not be accepted.

- A. Note: Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.**
- B. BL reserves the right to cancel the tender / offers without assigning any reason whatsoever**

CONDITIONS FOR ONLINE BID SUBMISSION

Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc/.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <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 e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement 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.

Registration with e-Procurement 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>

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate for 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 Pvt Ltd.

M/s C1 India Pvt Ltd.
C104, Sector 2 Noida-201301
Contact person:
Ritabrata Chakraborty (Kolkata), +91 9748708094
Email: ritabrata.chakraborty@c1india.com
Ph- 08697910411/ Mr. Tuhin - 08981165071

Submission of Hard copies:

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. 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.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

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 E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems 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 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

1. LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER:

The photocopies of following documents attested by concerned persons should be attached with the tender bid which may be verified with original:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking.
- b. Income Tax PAN number
- c. Trade Licence.

2. VERIFICATION OF DOCUMENTS:

- a. Tenderers or their authorized representative may be required to come to our office POSITIVELY as intimated along with all original documents, photo copies of which have been submitted with the tender towards their qualification.

- b. Failure on part of the tenderer to report on specified date and time for paper 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 false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.
- g. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- h. Vendor conforming to the tender conditions and quoting the lowest rates in totality may be selected.

3. FILLING OF TENDER DOCUMENTS:

- a. The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- b. The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- c. Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- d. The sole proprietor or authorised representative shall sign all documents as required. 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.

4. SITE VISIT:

Parties are advised to check the job area/Machines physically before quoting the rates. The machines are offered for AMC on as is where is basis and no extra cost other than the quoted rates will be paid.

5. SCOPE OF WORK & RESPONSIBILITY:

Work covered in this tender document is detailed in the TERMS AND CONDITIONS OF CONTRACT (TENDER FORM - I) AND PRICE BID FORM (TENDER FORM - II). 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 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.

6. PERIOD OF CONTRACT: -

12 months from the date of Work Order. The contract may be extended for another one year at same rate, terms and conditions with mutual consent in writing.

7. TERMS AND CONDITIONS: -

- [1] The AMC will be comprehensive including preventive maintenance / monthly regular services of the Photocopier Machines and / or replacement of any items / spare parts of good / standard quality for keeping the Photocopier Machines active and free from any defects / disturbance.

- [2] The AMC charges shall include all spares parts and consumable items, like Toner, Drum Unit, Fixing Film Unit, Exterior covers like plastic parts, trays, glass, etc. except Papers.
- [3] The Agency may inspect the system / machine on any working days [Monday to Saturday] from 10.00 a.m. to 4.00 p.m. before submitting the tender.
- [4] In case of successful bidder[s] found in breach of any condition[s] of the tender / agreement at any stage, legal action as per laws / rules shall be initiated against the agency and security money deposited shall be forfeited.
- [5] All the machine must be serviced onsite at our above premises. The agency will provide adequate standby machines / systems if the problem is not solved within 24 hours.
- [6] All the complaint should be attended within 24 hours, failing which penalty for not attending the complaint will be Rs. 200.00 per day.
- [7] The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the contract. Any plea raised by successful bidder about his dissatisfaction with regards orderliness of the machines will not be entertained.
- [8] The payment will be made to the agency on monthly basis after satisfactory completion of service.
- [9] The contract may be terminated by either party by giving at least two months notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.
- [10] Competent Authority of Balmer Lawrie & Co. Ltd. Reserves all right to reject or accept any or all quotations without assigning any reason.
- [11] Agency cannot deny to provide any spares citing misuse/ mishandling by users.

8. **PAYMENT:** Payment will be made within 10 [Ten days] from the date of submission of monthly bills after conducting the required services for preceding month.

9. **EMD:** Rs. 5,000/- [Rupees Five thousand] only by way of Demand Draft / Cheque favouring Balmer Lawrie & Co. Ltd., payable at Kolkata. EMD will be refunded to unsuccessful bidder without any interest after finalisation of tender.

10. **VALIDITY OF OFFER:** Offer should be valid for 60 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.

11. **ACCEPTANCE OF OFFERS:**

- a. 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.
- b. Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- c. 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.

- d. 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.

12. 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 and deliveries under the contract shall be resumed as soon as practicable.

13. Provisions for Micro, Small and Medium Enterprises (MSME):

- a) Qualification Criterion: MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F: No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.
- b) Micro & small scale manufacturing units, registered under MSME/ NSIC, also complying clause no: 12.a in the tender are exempted for submission of EMD amount.
- c) Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply up to maximum 20 per cent of total tendered quantity for the grade at the respective plant subject to assessment of operational feasibility by tendering authority.

14. 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 Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration 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 in this Tender and hereby confirms our acceptance of the same.

Place: Signature of Tenderer

Date: Name & Address

Telephone Nos. Office: Fax Nos. :

ANNEXURE – I**BALMER LAWRIE & CO.LTD.**

(A Govt. of India Enterprise)

Greases & Lubricants

P43, Hide Road Extension

Kolkata- 700 088

TENDER FORM– I**PARTICULARS OF THE TENDERER'S ORGANISATION**

01	NAME OF THE TENDERER			
02	ADDRESS			
	Telephone No:	Fax No:	Mobile No.	E-mail ID:
03	Names of at least two Key persons of your organisation:			
	1. Name with Designation & Mobile No.			
	2. Name with Designation & Mobile No.			
04	Latest IT/ST Return enclosed		Yes	No
	Trade License No.			
	Service Tax Registration No.			
	P.F. Code No [if Applicable]			
	E.S.I Registration No. [if Applicable]			
05	If you have similar business experience for continuous period of 2 years in a reputed / established organization. Enclose certificate from the existing Organization and an Order copy of the contract.		Yes	No
06	If your answer is Yes for (05), then do you have consent to our contacting the organisation for reference		If yes, Name: Location/address: Person responsible: Tel. No.:	

LAST DATE & TIME OF SUBMISSION: -**Place:****Date:****Seal:****Signature:****Name:****Designation:**

BALMER LAWRIE & CO. LTD.

Greases & Lubricants
P-43, Hide Road Extension
Kolkata – 700 088

TENDER FORM – II
SCHEDULE OF RATES

(Price bid must to be submitted online. Offline submission of price bid shall lead into rejection of offer.)

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period.

Comprehensive AMC of photo copier m/c, excluding papers and operator,

Sl.N o.	Name of the User Dept.	Photo- copier Maker	Model No.	Machine No.	Qty	UOM	Rate per month	Amount
1	Ground Floor - Lab	Sharp	AR-M207	8308314Y	12	Month		
2	1 st Floor- GM Office	Sharp	MX-M202D	43019912	12	Month		
3	1 st Floor	Sharp	Mx-M354U	35024506	12	Month		
4	1 st Floor	Canon	IR- ADVC3320	RJV01140	12	Month		
5	Shop Floor (Stores)	Canon	IR-ADV4225		12	Month		
6	2 nd Floor – Accounts	Sharp	AR-5620N	2302801Y	12	Month		
7	2 nd Floor – Accounts	Sharp	AR-5618	23020194	12	Month		
8	ARL	Sharp	AR-M207	8308322Y	12	Month		
9	HR	Sharp	MX-M282N	25013103 00	12	Month		
10	Sub Total of Basic							
11	Add GST @.....%, SAC Code.....							
12	Total including GST							

Rates to be quoted above shall be inclusive of all taxes & duties, etc. excluding Service Tax, which shall be paid by BL extra at the prevailing rate.

Place:
Date:
Designation:

Signature:
Name:
Seal:

Balmer Lawrie & Co. Ltd. reserves the right to accept / reject any / all quotations without assigning any reason thereof.

For **BALMER LAWRIE & CO. LTD.**,

[Susanta Kumar Sethi]
Assistant Manager [HR-G&L]

Enclo. : As above