

**SBU – Greases & Lubricants, P-43, Hide Road Extension, Kolkata – 88.**

**Phone : [033] 2450-0124 : Fax : [033] 2449-8493**

**TENDER ENQUIRY**

Tender Enquiry No. : GLK/TE18/335  
Date of Issue : 01.01.19  
Closing Date and Time : 18.1.19 5PM

Sub : Supply of file Cabinets and Shelves at G&L-Kolkata

Offers are invited from (registered vendors with BL) panel manufacturers / authorized agents / dealers for the subject supply as per Specifications and General terms & conditions attached in Annexure - A & B respectively.

If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of us, at least four working days prior to the due date of the Tender. However no change in price/value shall be allowed after placement of the order or during the execution of work at site.

For any clarification, please contact

Mr. Susata Kumar Sethi  
HR Dept.(mobno-8826005656 HSE)

Tel : 033 24500148  
e-mail id : [sethi.sk@balmerlawrie.com](mailto:sethi.sk@balmerlawrie.com)

Bidders are requested to submit their offer in a closed envelop Super scribing Tender Number before the due date and time of the tender.

Thanking you,

Yours faithfully,  
for **Balmer Lawrie & Co. Ltd.**

**(Arnab Ghatak)**  
Sr. Manager (SCM)

Encl.: As above

Rates are invited for execution of the following jobs in our HR Dept. situated at the above address.  
 Details of jobs are as under:

SN	Details of jobs to be done	Qty.	Rate (p/ft.)	Total Amt.
1	Supplying, fitting and fixing boiling water resistant 19 mm thick and sun mica fitted at both sides of approved make and brand fitted, as per Design & Drawing attached. The rate should be quoted including the cost of hinges, Godrej door lock, door handles all complete at the chamber of our Shri Rohit Kr. Agarwal.	48 sft.		
2	Supply, fitting and fixing boiling water resistant 19 mm. Thick and sun mica fitted Outside (inside paint) of approved make and brand fitted a per Design & Drawing attached. The rate should be quoted including the cost of hinges, Godrej door lock, handles all complete at HR Dept.	35 sft.		
3	Supplying, fitting and fixing of 19 mm. thick ply cabinet with sun mica fitted at one side with Ply sliding door, as per Design & Drawing attached, with all complete at the chamber of Shri Susanta Kr. Sethi.	14 sft.		
	GST %			
	Total quoted rate			

## 1.0.0 General Terms & Conditions:

- 1.1 Before filling up, the complete Tender Specification should be read properly. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning, specification and interpretations, such matter shall be brought to the attention of the company (Balmer Lawrie & Co. Ltd.), at least four days in advance, prior to the date of filling/submission of the Tender. For clarification required, if any, please contact on above mentioned contact details.
- 1.2 **Right of acceptance / Rejection:** Balmer Lawrie & Co. Ltd reserves the right to accept/reject any or all expressions of interest received in response to this advertisement without assigning any reasons, whatsoever. Balmer Lawrie & Co. Ltd also reserves the right to alter the eligibility criteria & specification for short-listing the vendors.. Telex/Telegraphic/Fax offers shall not be accepted. The company will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post.
- 1.3 **Job completion Period:** Within 4-5 weeks from the issue date of Purchase Order (PO) or LOI whichever is earlier.
- 1.4 **Offer validity:** The offer shall be valid for 60 days after the due date of this tender.
- 1.5 **Unit rate:** The rate per unit shall be quoted inclusive of Freight, Loading & unloading charges at site
- 1.6 **Taxes:** All taxes shall be quoted extra specifying the HSN code & % GST.
- 1.7 **Selection & placement of offer:** A tenderer must have to quote for all the items/heads under this tender Balmer Lawrie & Co. Ltd. reserve the right to reject/accept all or any offer(s) without assigning any reason whatsoever.

## **1.8 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) **Preference for Price Quotation in tenders:**  
These items are 100% reserved for MSME Vendors only.

1.9 **Corrigendum/amendment 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 on the website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

## **2.0 Payment terms**

- (i) 90% of basic order value with applicable taxes and duties for the entire contract value will be released within 30 days from the date of supply.
- (ii) Balance 10 % of basic order value shall be kept as retention money & will be released after completion of guarantee period without any interest or against submission of Performance Bank Guarantee (on BL format) for equal amount.

## **2.1 Performance Bank Guarantee (PBG)**

PBG may be furnished in lieu of retention money in specified format of BL and shall be valid for the entire guarantee period from the date of successful commissioning of the complete high mast.

## **2.2 Guarantee/Warranty Period**

12 (twelve) months from the date of successful commissioning or 18 (eighteen) months from the date of supply of complete unit whichever is earlier.

During this guarantee period the performance of the supplied & commissioned item has to be in line with the expected / agreed quality as per tender/PO and if not then vendor has to replace/rectify the same at no extra cost to BL to the satisfaction of BL.

## **2.3 Validity of offer**

The offers shall remain valid for a period of 60 days from the due date of the tender.

## 2.4 **Liquidated Damages**

In case of failure to deliver the item (of acceptable quality) by the successful vendor, as per the completion period, a pre-determined liquidated damages @ ½ % per week of the basic order value subject to a maximum of 5% of the basic order value shall be deducted from the invoice.

## 2.5 **Jurisdiction**

All disputes are subject to Kolkata jurisdiction.

## 3.0 **HSE Requirements**

**Contractor should follow the HSE requirements stated in Annexure- A**

### **Procedure for Bid Submission**

Bidder shall submit their sealed offer- Annexure -B in a sealed envelope, ***superscripting the envelope with tender no., date & due date.*** to Susanta Kumar Sethi at the above address.

Shri

for **Balmer Lawrie & Co. Ltd.**

**(Arnab Ghatak)**  
**Sr. Manager (SCM)**

## ANNEXURE-A

### **HSE Requirements BY CONTRACTORS**

(To be a part of contract document)

#### **1.0 Housekeeping**

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

#### **2.0 Confined Space**

Before commencing Work in a confined space the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- i. Confined spaces are kept identified and marked by a sign near the entrance(s).
- ii. Adequate ventilation is provided
- iii. Adequate emergency provisions are in place
- iv. Appropriate air monitoring is performed to ensure oxygen is above 20%.
- v. Persons are provided with Confined Space training.
- vi. All necessary equipment and support personnel required to enter a Confined Space is provided.

#### **3.0 Tools, Equipment and Machinery**

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- i. suitable for its intended use
- ii. safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- iii. Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- iv. Provided with Earth leakage circuit breaker (ELCBs) at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

#### **4.0 Working at Height**

Any Work undertaken where there is a risk of fall and injury is considered to be working at height.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height for more than 6 ft height, the Contractor must obtain Permit to Work from BL, the Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.

##### Fall Prevention System

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

##### Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- iv. Lifeline systems must be approved by BL before use.
- v. Use of ISI marked industrial helmet at all point of time.
- vi. **Safety net must be fixed in the working zone for double layer protection.**

## **5.0 Scaffolding**

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of **MS tubular type**.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

## **6.0 Stairways and Ladders**

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- i. Fabricated ladders are prohibited.
- ii. Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- iii. Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- iv. Ladders will be lowered and securely stored at the end of each workday.
- v. Ladders shall be maintained free of oil, grease and other slipping hazards
- vi. Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.
- vii. Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

## **7.0 Roof Work/Access**

Roof work and access to roofs must not be undertaken without prior authorization from BL.

## **8.0 Overhead Work**

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.

## **9.0 Lifting Operations**

### **Cranes and Hoisting Equipment**

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

## **10.0 Lifting Equipment and Accessories**

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

## **11.0 Lockout Tag out ("LOTO")**

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

## 12.0 Barricades

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning.

## 13.0 Compressed Gas Cylinders

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash Back arrestor to be used to prevent any explosion due to back fire.

## 14.0 Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from BL. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken :

- i. Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- ii. Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- iii. Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by BL.
- iv. Distribution switch board must have ELCB .

## 15.0 Hot Works

A Permit to Work must be obtained from BL prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from BL.

## 16.0 Trenching, Excavating, Drilling and Concreting

A Permit to Work must be obtained from BL and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work. The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

## 17.0 Environmental Requirements

### Waste Management

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste

disposal route shall be documented and made available for BL to review at any time and may be subject to BL's prior approval.

Wastes (includes rinse from washing of equipment, PPE, tools, etc.) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

### Spills

The Contractor is responsible for the provision of adequate spill kits/protection and the clean-up and disposal costs arising from such spills.

### 18.0 Emissions

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of BL. Emissions include but are not limited to noise, dust, fumes, vapours.

## ANNEXURE-B

### PICE BID

SN	Details of jobs to be done	Qty.	Rate (p/ft.)	Total Amt.
1	Supplying, fitting and fixing boiling water resistant 19 mm thick and sun mica fitted at both sides of approved make and brand fitted, as per Design & Drawing attached. The rate should be quoted including the cost of hinges, Godrej door lock, door handles all complete at the chamber of our Shri Rohit Kr. Agarwal.	48 sft.		
2	Supply, fitting and fixing boiling water resistant 19 mm. Thick and sun mica fitted Outside (inside paint) of approved make and brand fitted a per Design & Drawing attached. The rate should be quoted including the cost of hinges, Godrej door lock, handles all complete at HR Dept.	35 sft.		
3	Supplying, fitting and fixing of 19 mm. thick ply cabinet with sun mica fitted at one side with Ply sliding door, as per Design & Drawing attached, with all complete at the chamber of Shri Susanta Kr. Sethi.	14 sft.		
	GST %			
	Total quoted rate			

I here by agree to all a Terms and conditions of the Tender.

Date:

signature.

Company Stamp/Seal