



BALMER LAWRIE & CO. LTD.

P-43, Hide Road Extension
Kolkata – 700 088

Phone No. 24500148

Fax No. 2449-8493

Email No.: sethi.sk@balmerlawrie.com

Tender No: GLK/TE18/352

Dated – 18.01.2019

DUE DATE & TIME – 28.01.2019, 18.00PM

Tender Document for

[TENDER FOR HOUSE KEEPING OF ARL BUILDING AT G&L,
P-43 HIDE ROAD EXTENSION, KOLKATA- 700088]

Sub: TENDER FOR HOUSE KEEPING OF ARL BUILDING AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088.

On-line bids are invited from resourceful competent bidders for providing housekeeping services for our factory of G&L, Kolkata. The Tender Document along with terms and conditions are available from our web site www.balmerlawrie.com till 27th Jan 2019 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 online 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 28th Jan 2019.

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

- Note:** 1) Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
2) BL reserves the right to cancel the tender / offers without assigning any reason whatsoever.

Susanta Kumar Sethi
Asst. Manager [HR]

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 License.

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 authorized representative shall sign all documents as required. When the person signing the documents is not the sole proprietor / authorized 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 physically before quoting the rates.

5. SCOPE OF WORK & RESPONSIBILITY

Work covered in this tender document is detailed in the 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. Only Registered vendors can participate in this tender. Any other unregistered vendors willing to participate for the item may registered themselves for participation in future tenders.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. DUTY HOURS:

As required in line with official duty hours of the company.

2. PERIOD OF CONTRACT :

The period of contract should be for one year from the date of Work Order/LOI.

3. EXPERIENCE:

The bidder should have experience of at least THREE years in providing similar services in Industrial Establishments employing 100 plus employees. [Proof to be attached.]

4. COMPLIANCE OF LABOUR LAWS:

It shall be responsibility of the contractor to ensure that he conforms to the various provisions of statutory Acts and rules thereof like:

- i. Contract Labour (Regulations & Abolitions) Act. 1970,
- ii. Employees Provident Fund & Miscellaneous Provision Act. 1952
- iii. Employees State Insurance Act. 1948
- iv. Minimum Wages Act. 1948

- v. Payment of Wages Act. 1936
- vi. Employees Compensation Act. 1923
- vii. Payment of Bonus Act. 1965
- viii. Payment of Gratuity Act, 1948
- ix. The West Bengal Labour Welfare Fund Act. 1974

5. **UNIFORMS:**

The Agency shall provide two sets of Uniform for each year to its personnel at its own cost. The Uniform to be provided to the contractual employees should be made by Khadi material. The Agency shall ensure that while on duty each and every personnel presents himself in proper uniform. The illustrative list of uniform (2 sets each year) to be provided is given below:-

- (a) Safety Shoes -Black.
- (b) Nylon Socks -
- (c) Shirt (Good Quality)
- (d) Trousers (Only Khadi material)
- (e) Winter Jacket (One Set Each Year)

6. **BEHAVIOR:**

All contract employees should possess sound health, good moral character, cool temperament and integrity and will not have any vices and/or bad habit. During course of duty if any of the contract labour is found sick, drunk or develop different ill behavior, he shall be immediately withdrawn from duty.

7. **IDENTITY CARD:**

Full particulars of each staff along with passport size photograph and identity card issued by the contractor need to be submitted with our office after finalization of contract but before assuming duties. The identity card will be returned after verification.

8. **EXTERNAL ENVIRONMENT:**

Needless to mention the tenderer has to be necessary acquainted with the local environment and conditions. It must be understood and agreed that such factors have properly been investigated and considered while submitting the proposals. No claim for financial adjustment to the contract awarded under these specifications and documents will be entertained by Balmer Lawrie. Neither any change in the schedule of the contract nor any financial adjustments arising thereof shall be permitted by Balmer Lawrie, which are based on the lack of such clear information or its effect on the cost of the works to the bidder.

09. **TERMINATION OF CONTRACT:**

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. **EMD:**

A non-interest bearing Earnest Money Deposit of **Rs.5000.00/-[Rupees Five Thousand only]** by way of DD Bank Draft in the name of Balmer Lawrie & CO. Ltd, payable at Kolkata. shall be deposited with the Company along with Bid Submission. In case of successful bidder this EMD shall be converted into Security Deposit and the same shall be retained till completion of the contract/extended contract period. EMD of unsuccessful bidder shall refund after BL's awarding the contract to successful vendor.

11. SECURITY DEPOSIT:

Rs.10,000/- [Ten thousand only] in the form of Bank Guarantee which would be valid for 12 months from the date of Work Order with a claim period for 6 months. EMD will be refunded on receipt of Security Deposit/Bank Guarantee without any interest.

12. RATE:

The rates should be quoted as per Price Bid format only which shall be including all Taxes & duties, transportation (if any). However, GST will be extra at the prevailing rate.

13. PAYMENT:

Payment will be made within 30 [thirty days] from the date of submission of monthly bills after conducting the required services for preceding month.

14. 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.

- 15. Safety Measures :** All personnel deployed under this job-contract should compulsorily use/wear at all times on duty, required safety equipment, personal protective equipment to be provided by the Agency and follow all safety instructions written, verbal or implied. Company may disallow from the duty for the shift if any of the personnel deployed fails to observe the safety guidelines/does not wear safety equipment, Company would have no liability for any loss or untoward incident arising out of such negligence and for such act the Contractor would be solely responsible to meet all fall-outs including legal and financial ones, if any. Suitable personal safety equipment for such purpose would be arranged by Contractor.

16. SUB – LETTING 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 consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

17. 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.

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 25 per cent of total tendered quantity for the grade at the respective plant subject to assessment of operational feasibility by tendering authority.

18. 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 also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.
- 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.

19. INDEMNITY BOND:

The contractor shall indemnify the Company from all liabilities and responsibilities of all contract labour to be employed by the contractor at Company's premises including their necessary license/permission etc. from competent authorities.

20. 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 nonperformance or delay in performance and deliveries under the contract shall be resumed as soon as practicable.

21. 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.

22. Adherence to insurance coverage:

The Agency selected for the job contract will supply manpower to Balmer Lawrie & Co. Ltd, G&L, Plant, Kolkata shall have to provide insurance coverage to its employees through:

- ✓ Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
- ✓ Pradhan Mantri Suraksha Bima Yojana (PMSBY)

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. GLK/TE18/352, dated-.....and hereby confirm our acceptance of the same.

Place: Signature of Tenderer

Date: Name & Address

Telephone Nos. Office: Fax Nos. :

ANNEXURE – I
TENDER FORM – I
PARTICULARS OF THE 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 organization:			
	1. Name with Designation & Mobile No.			
	2. Name with Designation & Mobile No.			
04	Latest IT/ST Return enclosed		Yes	No
	Trade License No.			
	GST No.			
	P.F. Code No[Mandatory]			
	E.S.I Registration No.[Mandatory]			
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 organization for reference		If yes, Name: Location/address: Person responsible: Tel. No.:	

LAST DATE & TIME OF SUBMISSION: 27th Jan 2019 within 06-00 p.m.

Place:

Signature:

Date:

Name:

Seal:

Designation:

TENDER FORM- II
SCHEDULE OF RATES
SHOULD BE SUBMITTED THROUGH ONLINE ONLY

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period except due to change in minimum wages or other statutory rates. Statutory charges on account of GST as applicable.

SN	Description/Scope of Work	Qty.	Rate	Amount
1	Daily sweeping/cleaning the entire floor both ground & 1 st floor, including Renovated Area, Laboratory & Conference Room etc. complete. – Daily 1 item	12 Months	Per month	
2	Daily dusting & wiping all furniture i.e. table, chair, almirah etc. Daily 1 item			
3	Daily sweeping, cleaning & disinfecting of all toilets both ground & 1 st floor twice a day. - Daily 1 item			
4	Daily cleaning front drain below the main gate of building. - Daily 1 item			
5	Dewatering, cleaning & disinfecting of drinking water tank/Reservoir. - 4 times in a year			
6	Daily dumping of all waste at our selected place. - Daily 1 item			
			Total	

Rates to be quoted above shall be inclusive of all taxes & duties, transportations 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]
Asst. Manager [HR]

Enclose. : As above