



**Balmer Lawrie & Co. Ltd**  
**(A Government of India Enterprise)**  
**Human Resource Department**  
**Manali, Chennai 600068**  
**Phone : 25946500, Fax : 25946539**  
**Website : www.balmerlawrie.com**  
**(Regd Office : 21, Netaji Subhas Road, Kolkata 700 001)**

**SINCE 1867**

**Ref : BL/AS/MAN/OHC/PT/201819/0009**

**Date : 31.01.2019**

**Due on : 20.02.2019**

**NOTICE INVITING TENDER**  
**FOR RUNNING AND MAINTAINING OCCUPATIONAL HEALTH CENTRE AT MANALI COMPLEX**

**Scope of work**

Balmer Lawrie & Co Ltd. Is a Government of India Enterprise under the Administrative control of the Ministry of Petroleum & Natural Gas. We intend to engage an Agency for running and maintaining our occupational health centre at Manali complex for round the clock service. The contract will be for a period of two years from the date of award of contract.

**Taxes & Duties**

GST/duties if applicable extra should be clearly indicated in the Price Bid

**Earnest Money deposit**

Offer should be accompanied by a Demand Draft for Rs 14000/- (Rupees Fourteen thousand only) towards Earnest Money Deposit executed by any Scheduled Bank drawn in favour of Balmer Lawrie & Co. Ltd payable at Chennai

**Pre-qualification requirement**

1. Registration with Statutes, viz
  - a. Provident Fund
  - b. Employee's State Insurance
  - c. GST Registration
2. Possession of PAN.
3. Minimum two year experience in running an occupational health centre.
4. Submission of EMD of Rs. 14000/- by DD.

Documentary evidence for the above should be submitted along with Technical bid. Offers submitted without the documentary support will be rejected.

## **Validity of offer**

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

## **Security deposit**

Successful bidder will have to deposit 5% of the total value of contract by DD as interest free security deposit toward successful performance of contract within 10 days of award of contract. The security deposit will be refunded on successful completion of the contract.

## **Payment terms**

Payment shall be made within 21 days from the date of submission of monthly bills duly supported by PF remittance details.

## **A. CONDITIONS FOR ONLINE BID SUBMISSION**

Procedure for bid submission

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online.

The bidders shall submit their eligibility and qualification documents, Technical bid, Price bid, etc., in the standard formats prescribed in the Tender documents & displayed in e-procurement website. 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 our Manali, Chennai office so as reach before the due date and time of the tender.

### **1. Registration with e-procurement platform**

For registration and on line bid submission bidders may contact HELP DESK of C1 India P Ltd, or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))			
Please email your issues before your call helpdesk. This will help us serving you better.			
Balmer Lawrie & Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001			
Dedicated email : blsupport[at]c1india[dot]com			
Dedicated Helpdesk for Balmer Lawrie			
Contact Person	E-Mail ID	Tel. No.	Helpdesk Nos are open from
1. Mr. TirthaDas (Kolkata)	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290	MON - FRI
2. Mr.Partha Ghosh (Kolkata)	<a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	<a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>	+91-22-66866608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT
Escalation Level 1			
Mr.Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071	

## 2. 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 certificate need to obtain Digital certificate. They may contact help desk of C1 India P Ltd.

## 3. Submission of hard copies

The bidder shall furnish the Demand Draft towards tender fees and EMD to the tender inviting authority before bidding so as to reach before the due date and time of the tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. The company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

## Deactivation of bidders

The offer of bidders failing to submit the Tender fees, EMD and hard copies of documents as required to the tender inviting authority on or before the stipulated due date & time will be rejected.

## 4. Tender documents

The bidder is requested to download the tender documents and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the tender inviting authority.

The bidder has to keep track of any changes in the Tender terms by viewing the addendum/corrigenda 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

## 5. Bid submission acknowledgement

The user should complete all the processes and steps required for bid submissions. The successful bid submission can be ascertained once acknowledgement is given in the system through bid submission number after completing all the process and steps. C1 India is not 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 scanning the documents for uploading, the bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

- a) Such uploaded documents need to be attached to the tender while submitting the bids on line.
- b) The bidders should furnish hard copies of all the uploaded documents.

Disclaimer clause

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

#### 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.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

The tender is in two bid, technical bid and price bid. Agencies who are qualified under technical evaluation shall only be eligible for price bid opening

#### **PRICE BID TO BE UPLOADED ON LINE ONLY**

**SUBMISSION OF OFF LINE PRICE BID WILL DISQUALIFY THE BIDDERS PARTICIPATION IN THE TENDER.**

#### **TENDER DOCUMENT (Excluding price bid) submission**

Your offline document (excluding price bid) shall comprise the following :-

- A covering note in your letter pad
- EMD for Rs 14,000/- by DD
- Chapter-I, II & III duly filled in, signed with seal
- Relevant copies of certificates/registration etc as per prequalification requirement.

Your offline tender comprising all the above documents shall be kept in a sealed envelope superscribed as "quotation for running occupational health centre" and should reach the undersigned at the following address on or before 20<sup>th</sup> February 2019 at 2.00 pm.

Chief Manager (HR)-SR  
Balmer Lawrie & Co. Ltd  
32 Sattangadu Village, Manali  
Chennai 600068  
Phone : 044-25946540, Fax : 044-25946539, e-mail : deb.s@balmerlawrie.com

For Balmer Lawrie & Co. Ltd

Subrata Deb  
Chief Manager (HR)-SR



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## **CHAPTER – I - GENERAL**

Balmer Lawrie & Co Ltd. Is a Government of India Enterprise under the Administrative control of the Ministry of Petroleum & Natural Gas. We intend to engage an Agency for running and maintaining occupational health centre at our Manali complex.

### **VALIDITY**

The offer shall remain valid for acceptance for a period of 2 (two) months from the due date of submission of bid.

**Terms and conditions** for maintaining our occupational health centre at Balmer Lawrie & Co. Ltd. Manali, Chennai-600068 **for a period of two years.**

### **REQUIREMENT.**

The agency is required to provide the following services :=

- a) Provide a Doctor to visit our OHC in our Manali complex two hours daily for six days (Monday to Saturday, 1.30 pm to 3.30 pm) – the Doctor should have a minimum qualification of MBBS.
- b) Provide Qualified First-Aiders for round the clock service.
- c) Maintain occupational health centre in good condition
- d) Maintain a register/records for treatment provided to employees as also medicines issued to employees.
- e) Supply of medicines as required by Balmer Lawrie on the market rate
- f) The First aiders engaged by the agency should be covered under PF and ESI and any other statutory obligations.
- g) The first aiders to be engaged by the agency shall possess valid certification from St Johns ambulance certificate

The agency shall also supply medicine to Balmer Lawrie against their requirement at market rate.

There shall not be any case or charge under investigation/enquiry/trial against the bidder, nor convicted in a court of law nor suspended / black listed by any organisation on any grounds.

Balmer Lawrie reserve the right to use inhouse information for assessment of capability of bidders. The decision of Balmer Lawrie regarding tender shall be final and conclusive.

If the performance of the bidder is/has been found to be unsatisfactory for any reasons whatsoever, in any organisation including Balmer Lawrie, then Balmer Lawrie reserves the right to reject the bids submitted by such bidders.

Joint venture/consortium basis offers shall not be accepted.

Bidders shall ensure submission of complete information/documents at the first instance itself. Balmer Lawrie reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information/documents are liable for rejection.

1. The Company has the right to reject all or any offer without assigning any reason whatsoever. All decisions of the company in these regards shall be final.
2. The Company reserves the right to split the contract and award it to more than one party.
3. The tenderer should own/possess ambulance in his/their own name/control and should submit proof along with the tender by enclosing photocopies of the registration certificate of the vehicle.
4. The contractor shall provide quality service, in the event of any deterioration in the quality of service, about which the company will be the sole judge, the company reserves the right to terminate the contract by giving one-month notice to the contractor.
5. **The offer should be accompanied by an Earnest Money Deposit of Rs.14000/- in the form of Demand Draft favoring Balmer Lawrie & Co. Ltd drawn on any scheduled bank and made payable at Chennai. Payment in any other form will not be accepted.**

6. The successful tenderer will have to pay and keep with the company a security deposit of 0.5% of the total value of the contract for the proper fulfillment and due performance of the contract. The deposit may be made either by cash or by way of a Demand Draft in favor of the company. The security deposit in cash will not bear any interest and will be refunded on satisfactory completion of the contract.
7. The contractor shall ensure that the persons engaged by him for operating the services conduct themselves in a disciplined manner and are liable to comply with all the rules and regulations applicable to outsiders while they are in the company's premises.
8. It will be the responsibility of the contractor to comply with all the statutory enactment and requirements relating to labour and workmen employed or engaged by him. He shall arrange to pay all contributions Employees Provident Fund and Miscellaneous Provisions Act etc. and shall comply with all the statutory obligations and requirements
9. The contractor shall also indemnify the company from any claim, loss, damage etc. in respect of the contract awarded to him by the company. The contractor shall have to keep Balmer Lawrie fully indemnified for and against all claims, costs, charges to which Balmer Lawrie may be subjected and all the expenses to which the Company shall be put in respect of personal injuries to employees of the contractor arising out of or occasioned during the contract period in respect of personal injuries to employees of the Company and to any outsider during the course of execution of this contract. This indemnity bond shall be in addition and not in lieu of any indemnity to which the Company may be entitled by law.
10. The contractor shall be fully responsible for the successful completion of the contract as per the terms contained herein. Any contravention of the conditions will lead to termination of the contract and forfeiture of the security deposit. The contractor shall be responsible for the consequences arising out of such termination.
11. Any sub-contract or subletting to a sub-contractor [s] by the successful contractor shall not be permitted.
12. The last date for submission of tender is 20<sup>th</sup> February 2019.
13. **The offer should not be conditional. Agencies are to quote rate for all the items in the price bid, otherwise their tender shall not be considered.**



The above terms and conditions duly signed by the bidder will form part of the offer and as acceptance of the contract and therefore inalienable for the contract.

Tender would be rejected if the price is quoted in techno-commercial bid. No techno commercial document should be attached with priced bid.

The bidder shall sign the terms and conditions and should enclose the same with the offer as token of acceptance of the terms and conditions and they shall form part of offer and acceptance of the contract and therefore inalienable from the contract.

Bids of those bidders which are meeting the above qualifying requirements shall be taken up for detailed evaluation

### **ARBITRATION**

Any dispute or difference under this Contract shall be referred for adjudication of Chennai to a sole arbitrator to be appointed by the Chairman 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. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.

Canvassing in any form by the agency himself or by any other agency on their behalf may lead to disqualification of their bid. Clarification if any can be obtained from Chief Manager (HR)-SR through phone : 044-25946540 / fax no : 044 25946539

Date

Name and signature of the tenderer  
With company seal



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**CHAPTER – II – UNPRICED BID**

Name of the party :

Address in full for communication :

Contact person name & mobile no :

Telephone no. :

Fax no :

e-mail address :

Mobile no. :

PAN No.

GST Regn No

PF Registration NO

ESI Registration No

EMD Details : DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

**A. EXPERIENCE REQUIREMENT**

Name of the client

Contact person with mobile no.

Contract period in months

Contract value

Date of commencement of service

Date of completion

Bidder to note that non-submission of relevant supporting documents will lead to rejection of their bid. It shall be ensured that all relevant supporting documents are to be submitted along with their bid in the first instance itself.

Date

Signature of the tenderer  
(with official seal)



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Please go through the terms and conditions of the tender before quoting

Sl No	Items Description	Amount
1.	<b>Doctor's Fee per month</b>	Rs
2.	<b>First-Aiders Charges per month</b>	Rs
3	<b>GST %</b>	%age