

BALMER LAWRIE & CO. LTD
A Government of India Enterprise
SBU: Greases & Lubricants
P-43, Hide Road Extension. Kolkata - 700 088

Tel : 033- 2450 0110, Fax : 033 - 2439 2277 / 5160
E-mail: naha.ak@balmerlawrie.com

TENDER ENQUIRY

Tender No. : GLK/TE18/429 dated 13.03.2019
Due Date : 25.03.2019, 15.00 hours [IST]

SUB: Miscellaneous Jobs attached with the grease and lube oil production unit at Kolkata

Balmer Lawrie & Co. Ltd. (BL) invites on-line electronic bids from contractors of repute having past experience in similar field with sound financial background to carry out the following works which has been categorized in three groups in our Kolkata factory as per following details.

GROUP 1: Movement of drums/pails/ cartons or any other materials

GROUP 2: Decanting of fats / fatty acids and non-free flowing oils from tanker into barrels.

GROUP 3: Reconditioning & cleaning of oil & grease barrels for reuse

1.0 Pre-Qualification Criteria

| Sl. No. | PRE-QUALIFICATION CRITERIA | DOCUMENTS REQUIRED |
|----------------|--|---------------------------------------|
| 1 | Bidder should have experience of minimum 01 year in providing similar kind of services (manpower based) in any oil handling plant. | Copy of Purchase Orders. |
| 2 | No. of trained personnel on vendor's pay roll as on date. | Audited Certified copy / PF Register. |
| 3 | Should have executed a minimum 1 (one) order valuing Rs. 8.00 Lac each during last three years. | Copies of Purchase Orders. |
| 4 | PF Registration No. | Copy of certificate. |
| 5 | ESIC Registration No. | Copy of registration certificate. |
| 6 | GST Registration No. | Copy of Registration certificate. |
| 7 | Permanent Account No. (PAN). | Copy of PAN card. |

- a. The interested bidders must visit the site and make themselves thoroughly acquainted with the nature and requirements of the job.
- b. Submission of tender will be the conclusive evidence as to the fact that the bidder has fully satisfied themselves as to the nature and scope of the work to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- c. The contractor must comply minimum wage act as in force in the State of West Bengal. In case of any revision of wage rate, the proportionate change in contractual rate may occur, but service charge of the contractor will remain same within the contractual period.

- d. The successful bidder has to maintain wage register & is to be certified by concern authority of BL on monthly basis.
- e. The contractor shall cover the insurance of all workmen and other persons employed by the contractor against accident, injury & death till the completion of contract.
- f. It is mandatory for the bidders to have valid coverage of their labourers in all respect of ESI/ WC policy and Provident Fund.

Failure to meet the pre-qualification criterion will result in your offer not being considered for evaluation.

2.0 Terms and conditions of contract

a) Period of Contract

The contract period shall be 12 months from **1st April 2019 – 31st Mar 2020**. The contract may be extended on mutual agreement for another period of Six Months at same rate, terms and conditions.

b) Inspection

The interested bidders may visit our Plant for clear understanding of the nature of job. Such visit to the Plant should be made [as per address given above] during normal working hours with prior appointment with **Sri. Rohit Agarwal, Plant Head (Kolkata)**. The person(s) visiting our factory for inspection must bring a letter of authorization from the Organization they represent.

c) Earnest Money Deposit (EMD) and Security Deposit (SD)

All bidders must submit an interest free EMD of INR 5000 (rupees Five thousand only) by Pay Order / DD drawn on any schedule bank in India in favour of "BALMER LAWRIE & CO. LTD." and payable at Kolkata (Calcutta) or through online bank transfer in NEFT/ RTGS/IMPS mode., India. EMD of unsuccessful bidder(s) will be returned after finalization of the tender.

The successful contractor shall submit interest free SD of 5% of the order value rounded off to the nearest thousand subject to a minimum of Rs. 5,000/-, by a Pay Order / Demand Draft or through online bank transfer in NEFT/ RTGS/IMPS mode or in lieu of that a Bank Guarantee from a Schedule "A" Bank towards the satisfactory execution of the order. The SD shall be furnished within 15 days from the date of receipt of order. In case of failure to furnish SD within the stipulated time BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder.

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

- a) Qualification Criterion: MSME vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F: No 21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. The MSME registration to specify manufacturing / service of the tender item(s).
- b) Registered MSME vendors shall be exempted from need to furnish EMD, subject to their submission of registration details. Declaration of Udyog Aadhar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSMEs.

4.0 Adherence to Labour Laws:

The Agency selected for the job contract will supply manpower to Balmer Lawrie & Co. Ltd, G&L, Plant, Kolkata complying all the provisions of Rules/Regulation Statutory Guidelines applicable to the employees on contract and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws. Further, the Agency will comply with all the requirements of the Statutory Authorities under the various Acts & Rules as mentioned below including their re-enactments/amendments/ modifications, as well as monthly contribution to be deposited with the authorities in respect of the employees on contract wherever applicable.

- ✓ Contract Labour [Regulation & Abolitions] Act 1970
- ✓ Employees Provident Fund & Miscellaneous Provision Act. 1952
- ✓ Employees State Insurance Act. 1948
- ✓ Minimum Wages Act. 1948
- ✓ Payment of Wages Act. 1936
- ✓ Employees' Compensation Act. 1923
- ✓ Payment of Bonus Act. 1965
- ✓ The West Bengal Labour Welfare Act, 1974
- ✓ The Employment of Children Act 1938

5.0 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)

6.0 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.

7.0 Uniform: 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)

8.0 Identity Card :

The Agency shall issue Identity Cards to all his staff on duty at our premises at its own cost and duly countersigned by the authorised representative of the Agency. The Agency shall strictly abide by the Security Rules and Regulations enforced by the Company from time to time.

9.0 Responsibility for Theft/Loss of Company's Property: In case of any theft / loss/ pilferage of Company's property where employees of the Agency have been deployed for working purpose, detailed enquiry will be conducted by the company. If negligence on the part of those employees are found, the Agency shall have to accept the liability of loss assessed by Balmer Lawrie & Co Ltd. and it will be recovered from the Agency. The amount is to be deposited by way of Demand Draft in Company's account.

10.0 Indemnity: The contractor shall indemnify the Company from all liabilities and responsibilities of all contract employees to be employed by the contractor at Company's premises including their necessary license/permission etc. from competent authorities. The Company shall have no liability whatsoever concerning the persons/security staff deployed by the Agency for the purpose. The Agency shall keep the Company indemnified against all losses or damages of liability arising out of or imposed in due course of employment of contract employees by them during the entire run of the contract. In case the contract employees deployed by the Agency resort to any litigation in any court for any reason or raise an Industrial Dispute, the Agency shall be solely responsible towards the verdict of the court, at its own cost. The Agency is liable for expenses, losses and damages, if any, due to his employees, any claim or suit or any such proceedings against BL and BL is entitled to deduct the sum from the pending or future bills of the Agency.

11.0 Submission of E-bid & Evaluation of Offer

- Bidders are requested to submit total annual value [Monthly value (Group 1 + Group 2 + Group 3)] x 12 – (Annexure I - Summary of 'H') in E-bid & upload Annexure I.
- Selection of contractors shall be done on the basis of L1 vendor appearing in all the groups in totality. Selection of successful bidder shall be done on the basis of lowest rate in totality.

12.0 Price

The rates quoted should be strictly as per Price Schedule [Annexure-I] net off all taxes & duties. The rates (Service Charge) once finalized shall remain firm till the execution of order and no escalation in price will be considered for any reason whatsoever.

13.0 Jurisdiction

Any dispute relating to the execution of contract amended under this tender will be under the jurisdiction of Kolkata High Court.

14.0 Payment Terms

The payment shall be made on monthly basis and within 15 days of submission of monthly bills with copy of statutory documents like PF Challan, copy of valid WC Policy / ESI and / or any other document required to fulfil the statutory requirement. BL in course of the contract may ask any further documents and the contractor is binding to submit the same.

15.0 Validity

The offer shall remain valid for a period of **45 days** from the due date of the tender.

16.0 CONDITIONS FOR ONLINE BID SUBMISSION

Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on eProcurement 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 eProcurement 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 eProcurement 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:

| | | |
|-----------------------------------|--|-------------------|
| 1. Mr. Tirtha Das(Kolkata) | tirtha[dot]das[at]c1india[dot]com | +91-9163254290 |
| 2. Mr. Partha Ghosh(Kolkata) | partha[dot]ghosh[at]c1india[dot]com | +91-8811093299 |
| 3. Mr. CH.ManiSankar (Chennai) | chikkavarapu[dot]manisankar[at]c1india[dot]com | +91-8939284159 |
| 4. Ms. UjwalaShimpi (Mumbai) | ujwala[dot]shimpi[at]c1india[dot]com | +91-022- 66865608 |

Submission of Hard copies:

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards EMD along with other documents as required, to the Tender Inviting Authority before opening of the 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.

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.

For **Balmer Lawrie & Co. Ltd.**

Aryya Kanti Naha
Sr. Manager [SCM]

Annexure I**Price Bid Format**

| Sl. No | Job Description | Estimated Quantity/Month [A] | UOM | Unit Rate [Rs] [B] | A X B |
|------------------------------|---|------------------------------|------------|--------------------|-------|
| Group 1 | | | | | |
| | | | | | |
| 1 | Movement / Shifting of empty /contaminated barrels | 8000 nos. | Rs/ barrel | | |
| 2 | Movement of 500 cartons and respective containers from storage to filling point. | 10 trips | Rs/ trip | | |
| | [for example: if 1 kg cartons required at filling point, movement of 500 cartons with 6000 nos. container with lids will be considered as 1 trip]. The same rule is applicable for other packing too. | | | | |
| 3 | Movement of 100 buckets with lids from storage to filling point | 15 trips [1500 nos] | Rs / trip | | |
| Amount per month [C] | | | | | |
| Amount per year [D = C x 12] | | | | | |
| GST % [F] | | | | | |
| GST amount [G] | | | | | |
| Total cost [H] = D + G | | | | | |
| Total Cost | | | | | |
| Group 2 | | | | | |
| 1 | Decanting of fats/ fatty acids & non-free flowing oils | 10 trucks | Rs/ Truck | | |
| Amount per month [C] | | | | | |
| Amount per year [D = C x 12] | | | | | |
| GST % [F] | | | | | |
| GST amount [G] | | | | | |
| Total cost [H] = D + G | | | | | |
| Total Cost | | | | | |
| | | | | | |

| Group 3 | | | | | |
|------------------------------|--|----------|------------|--|--|
| 1 | Reconditioning / Cleaning of empty oil/ grease barrels of 210 litre & 182 kg capacity | 200 nos. | Rs/ barrel | | |
| | NOTE: The process involves thorough inside cleaning with oil, rectifying the dents [if any], outside painting with screen printing of our logo. The vendor has to arrange oil of their own. Jute, paint and paint brushes shall be supplied by BL | | | | |
| 2 | Cleaning & scraping of grease drums. | 150 nos. | Rs/ barrel | | |
| 3 | Cleaning & painting of lids of grease barrels of 182 kg. Capacity | 100 Nos | Rs/ lid | | |
| Amount per month [C] | | | | | |
| Amount per year [D = C x 12] | | | | | |
| GST % [F] | | | | | |
| GST amount [G] | | | | | |
| Total cost [H] = D + G | | | | | |
| Total Cost | | | | | |