

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]

Tender No: BLC/CFS/Pallet work/06



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[No.32, Sattangadu Village, Manali, Chennai-600068

Phone No 25941813 /25942557, Fax No. 25941863

E-mail: dutta.g@balmerlawrie.com

TENDER NO: BLC/CFS/Pallet work/06

Dt. 09.05.19

Tender Document for

Carrying out palletisation of export cargo

DUE DATE & TIME: [20/05/2019 at 14:00 Hrs]

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NOTICE INVITING TENDER

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced Contractors for palletisation of export cargo on contract basis.

The Single bid tender document may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above during the normal office hours.

Tender in a sealed envelope super scribing TENDER NO: BLC/CFS/Pallet work/06 Dt.09.05.2019 "Tender for carrying out palletisation of export cargo" shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 14.00 hrs of 20.05.19 with covering envelope addressed to:

THE CHIEF MANAGER
BALMER LAWRIE & CO.LTD
CONTAINER FREIGHT STATION
MANALI, CHENNAI 600 068

Only those venders who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender.

| S.No | Description | Details |
|------|------------------------|---|
| 1 | Name of Work | Carrying out palletization of export cargo |
| 2 | Tender No | BLC/CFS/Pallet work/06 |
| 3 | Validity Of Offer | 30 days from the date of opening of the price bid |
| 4 | Completion Period | One year w.e.f. 01.06.19 |
| 5 | Submission of Tender : | |
| | a. Starts on | 09.05.2019 |
| | b. Closes on | 20.05.2019 at 14.00 Hrs |
| 6 | Opening of Tenders | 20.05.2019 |

1. VERIFICATION OF DOCUMENTS

The scanned copies of following documents should be submitted along with price bid.

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/certified copy of partnership deed in the case of LLP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- c. Income Tax PAN number
- d. GST Registration number
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years.
- f. Certificate from bankers about financial soundness.

SPECIAL INSTRUCTIONS TO THE BIDDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from Balmer Lawrie website www.balmerlawrie.com or the same can be obtained from our office at the address given above during the normal office hours.

Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

1. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. 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 on for verification by Balmer Lawrie.

SCOPE OF WORK

Work covered in this tender document shall generally be as detailed herein below. 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 explicitly herein 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.

Detailed Scope of work:

Carrying out palletisation of export cargo as detailed below

- a) **Estimated Number of pallets: 300 Nos.**
- b) **Number of bags to be palletised in each pallet: 20 bags of 50 kgs each**
- c) **Scope includes supply of empty pallets, stacking of 50 kgs bags on the empty pallets, strapping the same with the pallets and wrapping the entire pallet along with the cargo with plastic sheet**

The successful bidder shall submit a detailed list of the personnel deployed by them in the Company's premises, which shall include the name, address, date of birth and identity proof of the personnel only

then they would be permitted entry into the Company's premises after verifying the same and issuance of entry passes.

The successful bidder shall be solely responsible for all matters, including safety, welfare and discipline, in respect of personnel deployed by them in the company's premises and shall keep the company indemnified thereof.

GENERAL TERMS AND CONDITIONS

1. Submission Of Bids

The Single Bid tender documents may be downloaded from our website www.balmerlawrie.com or Obtained from our office at the address given above during the normal office hours. The rates are to be filled only as per given format.

2. Tender Opening

Bid will be opened as per due date mentioned in the Tender.

3. Acceptance of offers

- 3.1 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.
- 3.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 3.3 Balmer Lawrie would like to place order for carrying out the said work as mentioned in the scope of the work and in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 3.4 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.
- 3.5 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.

4. Negotiations

- 4.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 4.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

5. Price Variation

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to Increase in cost of materials, components and labour cost till the validity of the contract period.
- 6.2 The quoted rates shall be valid for a period of minimum 30 days from the date of opening the price Bid.

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

It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012.

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.

Micro & small scale manufacturing/ service units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

7. Notification of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of intent on the successful bidder(s).

8. Safety

The bidders are strictly advised to follow the various safety aspects as per HSE norms in attending to the above work while stacking the cargo by providing proper safety helmets, safety shoes etc. Under no circumstances Balmer Lawrie would be liable for any kind of deviation in following the safety instructions by the bidder.

9. Contract Period

The contract would be valid for one year w.e.f. 01.06.19 or till completion of supply whichever is later. The contract period may be extended further period of one year to the successful bidder if performance found to be satisfactory under the same rate and conditions with the mutual consent.

10. Payment Terms

Payment would be made within 15 days after satisfactory completion of work and submission of bills.

11. Plant Visit / Contact Person

The bidders are advised to visit the site to understand the tender requirement in detail. For any clarification / Queries you may please contact R. Raghupathi, Chief Manager(CFS) or Gaurab Dutta, Assistant Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone (044) 25940643.

12. 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.

13. Liability & Ensuring Safety

The contractor would be fully responsible to ensure safety of lives, cargo, vehicles, property within Balmer Lawrie- warehouse premises. Any damage to life and / or property inside the warehouse premises due to negligence would be to the account of the contractor.

14. Indemnity

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands proceedings damages, cost charges and expenses whatsoever while handling the cargo inside the warehouse premises. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint. The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible IR problems including those related to employment.

15. 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 Chairman & Managing Director, 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 shared equally by both the parties.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No :BLC/CFS/Pallet work/06 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

ANNEXURE – A

PARTICULARS OF THE TENDERER'S ORGANISATION

| S. No | Description | Tenderers Details |
|-------|--|-------------------|
| 1 | Name of the Tenderer | |
| 2 | Address of the Registered Office | |
| 3 | Address of the branch / office quoting against the Tender | |
| 4 | Year of commencement of business | |
| 5 | Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. /LPP | |
| 6 | Registration No. (Under companies Act) | |
| 7 | Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded | |
| 8 | Income Tax PAN no. | |
| 9 | Whether copy of PAN enclosed / uploaded | |
| 10 | Whether copy of latest Income Tax Return uploaded | |
| 11 | GST Registration. No. | |
| 12 | Whether copy of GST Registration certificate Uploaded | |
| 13 | Name of the Banker | |
| 14 | Whether registered under MSMED Act | |
| 15 | In case registered under MSMED provide registration number and copy of registration certificate. | |
| 16 | MSMED bidder must state whether they belong to SC/ST category | |

Ref : Tender No.BLC/CFS/Pallet work/06 Dt. 09.05.2019

Rate schedule for Carrying out palletisation of cargo

| Sl.No | JOB DESCRIPTION | Estimated Qty | Rate Per Pallet | Total (Rs) |
|------------|--|--------------------|-----------------|------------|
| 01. | Supply of empty pallets, Stacking of cargo in empty pallets, strapping the pallet with the cargo and wrapping the entire pallet with plastic cover | 300 Pallets | | |
| | Net Amount | | | |
| | Add: CGST @ | | | |
| | SGST @ | | | |
| | Total Amount incl tax | | | |

Date : **Signature with seal**

Place : **Name of the Company**