



Balmer Lawrie & Co. Ltd.

(G&L-Kolkata)

(A government of India Enterprise)

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 2450 0148, Fax- (033) 2439 2277, E-mail : panda.r@balmerlawrie.com

Limited Tender Enquiry

Tender No. : **GLK/TE19/049**

Date: 23.05.2019

Due: 01.06.2019 upto 3:00 PM

**Sub : AMC for desludging/cleaning of septic tanks and cleaning/disinfecting
of drinking water tanks at P-43, Hide Road Extn., Kolkata-88.**

Offers are invited from the competent and experienced vendors for the subject jobs as per following table of contents-

- 1.0.0 General Terms & Conditions:
- 2.0.0 Health, Safety & Environment (HSE) terms & conditions:
- 3.0.0 Price Schedule
- 4.0.0 List of documents to be attached with the tender
- 5.0.0 Conditions for bid submission
- 6.0.0 [Corrigendum to tender](#)

Your offer, complete in all respect furnishing details should be submitted to us on or before the due date.

Thanking you,

Yours faithfully,
For Balmer Lawrie & Co. Ltd.

Ratikanta Panda
Deputy Manager (HR)

Encl.: As above



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1.0.0 General Terms & Conditions:

1.1.0 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

Ratinanta Panda
Dy. Manager (Human Resources)
Balmer Lawrie & Co. Ltd.,
P-43, Hide Road Extension, Kolkata-700088,
E-mail- panda.r@balmerlawrie.com

1.2.0 Tenderer may **visit the site** and get them thoroughly acquainted with the nature and requirements of the work, facilities for access of materials, mode of transport and storage and removal of unwanted material, if required.

1.3.0. Submission of tender will be the conclusive evidence as to the fact that the tenderer has fully satisfied themselves as to the nature and scope of the work, site conditions, General terms & conditions and all other factors, affecting the performance of the contract and the cost thereof.

1.4.0 The vendor is not allowed to give any “subcontract” without proper justification and approval of BL.

1.5.0 **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.

1.6.0 **Job completion Period:** Kindly refer the Price Bid of this tender.

1.7.0 **Submission Bid:**

1.7.1 **Price bid to be submitted by hardcopy only.**

Bidders are requested to submit its rate in a sealed envelope, superscripting the envelope with tender no., date & due date.

1.8.0 **Selection & placement of offer:** A tenderer must have to quote for all the items/heads under this tender in ‘Price Schedule’ reserve the right to reject/accept all or any offer(s) without assigning any reason whatsoever. Purchase/work order will be placed on a single **qualified vendor**, whose total price of entire job **stands lowest**.

1.9.0 **Jurisdiction:** - All disputes are subject to Kolkata jurisdiction.



- 1.10.0 If any damage is caused to the property and/or machinery (including its any part) of BL, directly and/or indirectly incidental to and connected with the execution of the work, the loss shall be assessed by BL and vendor shall be liable to indemnify the value of such damaged property and/or machinery.
- 1.11.0 **Tender for registered vendor only:** The Responses/offer from registered vendors alone will be accepted and that other interested vendors have to register with the unit (Greases & Lubricants, Kolkata) and subject to such registration being confirmed, they would be considered for the subsequent Tenders.
- 1.12.0 **Tender Response date & time:** Since the tendered job is of urgent nature, kindly response within the due date as no due date extension may be given (subject to management discretion & nos. of bid received).
- 1.13.0 **Provisions for Micro, Small and Medium Enterprises (MSME):**
- 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).
 - 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.
 - Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify 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 25 per cent of total tendered quantity for the grade at the respective plants subject to operational viability as considered appropriate by tendering authority. It may be further noted that if more than one such duly qualified MSME bidder matches non-MSME L1 price, 25% of the tender quantity will be equally split between the L1 matching MSMEs. If more than one MSME bidder has quoted in afore-said price band, number of such bidders will be intimated by tenderer to MSME bidders when seeking their acceptance to match L1 bid."
- 1.14.0 **Payment terms:** Within 30 days from date of submission duty certified bill.

2.0.0 Health, Safety & Environment (HSE) terms & conditions:

- 2.1.0 Proper safety precautions and measures to be taken care of on the principle of "Safety comes first" during the entire contract period. The **contractor shall be bound to bear** any claim or compensation for the accidents, injury and death or any HSE issue arising out of negligence on their part to ensure such safety measures including the expenditure for defense legal proceedings.
- 2.2.0 Care shall be taken to provide and maintain the **safety measures and statutory safety rules** and act in force **by contractor**



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- 2.3.0 Ladders and scaffoldings shall be provided for the work that cannot be done from the ground. Portable single ladders shall not be more than 8 meters. Additional labor should be provided for folding the ladders. Over hung platforms and platforms provided for the ladders and scaffoldings shall be of minimum 300 mm wide and shall be with rising of minimum 1000mm high. **All scaffolding materials should be of MS tubular type.**
- 2.4.0 The safety belt should be of full body harness, with double lanyard and shock absorber.
- 2.5.0 The portable tools should be of fiber body, and double insulation.
- 2.6.0 All lifting tools and tackles should have valid test certificate.
- 2.7.0 **Work permit:** It will be the responsibility of contractor or his representative to get work permit from BL prior to commencements of job. No person will be allowed to work in the premises without work permit & absence of site supervisor.
- 2.8.0 **Security & safety of Contractor's persons:** Contractor will have to make all necessary arrangements for security & safety of his persons and material at work place like providing safety belts, shoes, helmets & other PPE as required, proper illumination of work place and necessary security arrangements, etc.
- 2.9.0 **Site cleaning after work:** The job site should be cleaned & maintained properly on completion of job. The contractor shall be responsible for removing all the unwanted material/debris/scarp regularly from the site on his risk and cost otherwise @ 1% per complaint shall be recovered from the bills.
- 2.10.0 **Contractor personnel at site:** A list of persons to be deployed by Contractor for the subject work mentioning there name, father's name, age, residential address shall be submitted to us. In case of any revision, the same shall be informed.
- 2.11.0 The Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep indemnified against all losses, damage and claims arising thereof.
- 2.12.0 Within the BL's premises, the contractor or Contractor's personnel shall not do any private work other than their normal duties.
- 2.13.0 Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff and any loss to BL shall be recovered from the Contractor.
- 2.14.0 Contractor shall provide all necessary tools and tackles, equipments, safety belt, wheel burrow, scaffolding, ladders, safety equipment etc. required to carry out job at his cost.
- 2.15.0 BL reserves the right to ask the Contractor to remove particular person(s) from site with immediate effect if his behavior/performance is not up to the mark and/or found indulging in unlawful activities; Contractor shall immediately comply with such instructions.
- 2.16.0 In the event of any accident occurring during the course of work, which may result in any injury to a person, the responsibility of their medical treatment will fully rest with the tenderer/contractor and expenditure incurred hereon will be borne entirely by the



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tenderer/contractor.

2.17.0 **Compliance with labor/industrial laws:** The contractor is responsible for compliance of the points given below under this contract:

2.18.0 **HSE noncompliance penalties:** The Contractor shall adhere consistently to all provisions of HSE requirements. In case of non-compliance or continuous failure in implementation of any of HSE provisions; BLCL may impose stoppage of work without any Cost & Time implication to Owner and/or impose a suitable penalty for each non-compliance, up to a cumulative limit of three @ 3.0%, 6% and 10 % of Contract against the 1st, 2nd and 3rd noncompliance respectively during the contract period. This penalty shall be in addition to all other penalties specified elsewhere in the contract. More than 3 noncompliance within the contract period may lead to stoppage work, cancellation of vendor registration or blockage of vendor code for a certain period shall rest as per discretion of BLCL.



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3.0

PRICE SCHEDULE (for tender purpose)

(A) AMC for desludging/cleaning of septic tanks comp. with upkeeping its inspection pits, soak wells, chlorine chambers, U/G sewer line & all sanitary wares &

(B) cleaning/disinfecting drinking water tanks as per rules & specification of P. H. Engg. Govt. of West Bengal.

| Sl. No. | Description of work | Qty. | Rate Per Time | Amount |
|---------|---|--------|------------------|--------|
| (A) | <p>Desludging of septic Tanks etc. as per specification of Public Health Engg, Dte. Govt. of West Bengal within our Greases & Lubricants Division Factory, P-43, Hide Road Extension – 700088.</p> <ul style="list-style-type: none">▪ Desludging, cleaning and flushing of big septic tank consisting of 3 chamber with soak-pit. Excavating pits adjacent to each tank.▪ Removal of solid slugs to the pit. Cleaning the chambers of the tank.▪ Desludging& cleaning Inspection Pits. Desludging& cleaning of chlorine Chamber.▪ Through cleaning and underground sewer lines. Through cleaning the latrines with acid etc.▪ Cleaning the W.C.'s pans with the earth after spraying bleaching powder and Inspection. <p><u>Cleaning of Septic Tanks from following areas (KMC Suction Tanker) :-</u></p> <ul style="list-style-type: none">Workers septic tank and cleaning the chlorine with soak-pit. - 1 No.• SCM Office septic tank with soak-pit. - 1 No.Stores septic tank with soak-pit. - 1 No.• Cleaning of Surface Drain. - 1 No.• Desludging of ARL septic tank. - 1 No.• Desludging & Cleaning of underground sewer line sand pits of Admin Building. - 1 No.• H.R. Office septic tank - 1 No.Admin. Bldg. septic tank - 1 No. | 1 time | | |
| | | | Total Rs. | |



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| Sl. No. | Description of work | Qty. | Rate Per Month | Amount |
|---------|--|----------|------------------|--------|
| 2. | <p>Sanitary Maintenance service Contract to keep clean the septic tanks, soak pits and chlorine chambers within our factory premises.</p> <ul style="list-style-type: none">Weekly maintenance of all sanitary installations at our factory such as septic tank, soak pit, chlorine chamber, inspection pits & sewer lines to keep the same in proper condition. – ItemWeekly cleaning all sanitary wares such as W.C. Pans, urinals, hand wash basin, floor and dado of latrines with acid at Ground, 1st & 2nd floor of Admn. Building - Item Workers rest room - Item<ul style="list-style-type: none">SCM Office& Laboratory - ItemStores Office - ItemHR Office - ItemWeekly maintenance of all sanitary installations at our premises such as latrines, inspection pits, chokage cleaning, cleaning of inlet & outlet lines, attached to latrine, acid cleaning to the pans, urinal basin dado of latrine etc. - ItemWeekly cleaning the underground sewer lines & pits at Admin. - Items | 9 months | | |
| | | | Total Rs. | |



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| Sl. No. | Description of work | Qty. | Rate Per Year | Amount |
|---------|--|--------|------------------|--------|
| 3. | <p>Yearly service contract for preparation and submission of modified Annual Return in W.B.P.H. Form No. 22 for the year ending 31/12/2019.</p> <p>The jobs are includes the followings :- Co-ordination with Public Health Engg. Deptt, Govt. of West Bengal & to submit the Annual Return in respect of existing sanitary Installation and Drinking water supply & within our factory.</p> <ul style="list-style-type: none">▪ Collection the sample of Drinking water & get it tested from a Govt. approved NABL laboratory & obtaining Test Report.▪ Collection the sample of Effluent discharged from Soak-pit/filter bed and get it tested from a Govt. approved laboratory and obtaining the Test Analysis Report.▪ Submission of Annual Return including complying all other formalities as required under the Rules.▪ Supervision and all other liasion job on behalf of us time to time as and when required including conveyance charges.▪ <u>SCOPS OF WORK CHARGES FOR THE YEAR 2019 - For Grease Factory & For ARL Unit</u> | 1 time | | |
| | | | Total Rs. | |



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(B) Cleaning / disinfecting of Drinking Water Reservoir & Tanks

| Sl. No. | Description of work | Qty. | Rate Per Month | Amount |
|---------|--|--------------------------------|------------------|--------|
| | Dewatering, thorough washing and cleaning bleaching powder the overhead drinking water tanks and underground water reservoir as follows :- <ul style="list-style-type: none">▪ Underground main water reservoir at back side of ORBPC - 1 No.▪ Overhead main tank at back side of ORBPC. Big tank- 1 No.▪ Small tank- 1 No.▪ Underground water reservoir in front of Admin Bldg -1 No.▪ 2 KL sintex tank over the roof of Admin Bldg - 1 No.▪ 1.5 KL sintex tank over the roof of Admin Bldg- 1 No.▪ R.C.C. Tank over the roof of worker's Rest Room - 1 No.▪ 2 KL Sintex tank over the roof of OTR - 1 No. | 4 Service For all points | | |
| | | | Total Rs. | |

Total Amount = (A1+A2+A3)+ B = _____

GST @ 18% On Total Rupees - _____

TOTAL RUPEES WITH GST - _____

TOTAL RUPEES IN WORD - _____



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4.0 Conditions for Bid submission

4.1. Submission of Rate

The bidders are requested to submit the hard copies/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, may be leading to cancellation of work and criminal prosecution.

5.0 List of Documents to be attached with the Tender

- a) Income Tax PAN Number
- b) Trade Licence
- c) GST No.
- d) ESI Registration
- e) PF Registration

6.0. 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. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.