



**BALMER LAWRIE & CO. LTD.**  
*Temperature Controlled Warehouse,*  
*Plot No. F-9/5,*  
*Additional Patalganga MIDC*  
*Patalganga, MIDC*  
*Raigad, Maharashtra*  
*Mobile No 9866400155,*  
*E-mail: choudhary.rr@balmerlawrie.com*

**TENDER NO: BL/TCW-MUM/19-20/041 DT.12.07.2019**

**CIN - L15492WB1924GOI004835**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for**  
***[Appointment of a Consultant for BRC Certification]***

**DUE DATE & TIME: [23 /07/2019 at 5.00 PM]**

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**NOTICE INVITING TENDER**

On Line Bid in single bid system are invited for appointing a consultant for obtaining BRC Certification from experienced bidders who fulfill the eligibility criteria mentioned elsewhere in the tender document under the heading "General Terms and Conditions", for undertaking the subject contract for our Temperature Controlled Warehouse at Medchal, Patalganga and Rai.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from [WWW.balmerlawrie.com](http://WWW.balmerlawrie.com) and the procurement website <https://balmerlawrie.eproc.in/>.

Sr. No.	Description	Details
1	Name of Work	Appointment of a Consultant for obtaining BRC Certification.
2	Tender No	<b>BL/TCW-MUM/19-20/041</b>
3	Validity Of Offer	60 days from the date of opening of the price bid.
4	Completion period	Within 3 Months from the date of issue of PO or LOI whichever is earlier.
5	Tender Fee	Not applicable
6	EMD	Rs. 5000.00
7	Downloading / Submission of Tender :	
	a. Starts on	12/07/2019 3.00 PM
	b. Closes on	23/07/2019 5.00 PM
8	Opening of Tenders	23/07/2019 at 5.30 PM

**1. LIST OF DOCUMENTS TO BE SUBMITTED**

The signed copies of following documents should be submitted as part of the technical/commercial bid which may be verified with original:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- b. Income Tax PAN number certificate copy
- c. GST Registration number certificate copy.

**1. VERIFICATION OF DOCUMENTS / SUBMISSION OF BIDS / CANCELLATION OF BIDS**

- a. If Balmer Lawrie wants to verify all the submitted documents, then the bidder should bring all original documents.
- 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 reference to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. If at any stage it transpires that any party submitted false or forged documents may be Blacklisted and the EMD would be forfeited, contract could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.
- g. Bids of any tenderer may be rejected if a conflict of interest between the bidder and Company (Balmer Lawrie) is detected at any stage.
- h. All the bids will be evaluated based on the criteria as mentioned in this NIT. Tenders of those bidders who are not meeting the criteria as specified in the NIT, may not be considered for commercial evaluation.
- i. Tenders, if submitted through e-mail or fax, shall be summarily rejected.

**The hardcopies if any should reach the office of Balmer Lawrie at the following address.**

**Kind Attention – Rakesh R. Choudhary,  
Balmer Lawrie & Co. Ltd.  
Container Freight Station,  
Plot No. 1, Sector -7,  
Dronagiri Node,  
Navi Mumbai, Maharashtra - 400707  
Contact No. +91 9866400155.**

**SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to pay an interest free EMD of Rs.5000/- (***Rupees Five Thousand Only***) by Demand Draft/Pay Order at our above address. The DD/PO for Tender Fee and EMD should be drawn in favour of **“BALMER LAWRIE & CO LTD”** on any Scheduled Bank, payable at **[Mumbai/ Navi Mumbai]**. Copies of the instruments (DD) evidencing payment of EMD should be scanned & uploaded before bidding. Payment of EMD is exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro Small and Medium Enterprises (MSME) on submission of valid copy of registration certificate. **SCT/ST Category having MSMED/NSIC certificates should specifically mention the same. MSME Vendor should declare UAM number on CPPP (Central Public Procurement Portal) failing which such bidder will not be able to enjoy benefits as per PP Policy for MSMEs order 2012.**

The physical original instruments such as DD, Power of Attorney or any such original copies as per the tender documents should reach to our office at Container Freight Station , Plot no. 1, Sector- 7, Dronagiri Node, Navi Mumbai-400707 prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Documents of only those bidders shall be entertained who are bidding on-line. **UNDER NO CIRCUMSTANCES PRICE BID SHALL BE SUBMITTED IN PHYSICAL FORM.**

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

### **1. Procedure to submit On-line Bids**

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "*Bidding Manual*".

#### **1.1 Registration with e-procurement platform**

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidders may contact the following resource persons for any assistance required in this regard.

HELPPDESK 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)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr.Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT
Escalation Level 1			
Mr.Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	

### **Digital Certificate authentication**

1.2 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.

## **2. Special Note**

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- No Price bid will be accepted physically or by post. Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of any documents sent by post as part of response to the tender. Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-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 the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.
- The bidder has to keep track of any changes by viewing the Addendum / Corrigenda issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. Interested parties have to keep referring to the website for further information. **The Company calling for tenders shall not be responsible for any claims/problems arising out of this.**

## **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 authorised representative shall sign all documents that needs to be uploaded. 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.

### **SCOPE OF WORK**

The scope of works shall be to carry out pre-audit, engaging BRC certified auditor and obtaining BRC certification for our Temperature Controlled Warehouse at Patalganga in Raigad District, Maharashtra, Rai in Sonapat District, Harayana and in Medchal in Medchal Disctrict, Telangana. Out of the above locations, for RAI it is renewal and for other locations it is a fresh certification. The scope of works shall also include preparing the documents after pre-audit and suggestions for qualifying in the BRC audit.

**GENERAL TERMS AND CONDITIONS**

**1. Eligibility Criteria For Techno-Commercial Bid**

- a. The bidder should be in the business of providing consultancy for BRC certification. They should submit at least 3 different work orders given by the main companies for BRC certification in the last 5 years.
- b. The tenderer shall submit an EMD of Rs.5,000/- by Pay Order/Demand draft drawn in favour of Balmer Lawrie & Co. Ltd. on any schedule bank, payable at Navi Mumbai/Mumbai. MSMED/ NSIC holders are exempted from submitting EMD.
- c. The tenderer should have valid GST registration, proof of the same is to be submitted.
- d. The tenderer should not be black listed by any PSU / Govt. department. Self-declaration for the same is to be submitted.

**2. VALIDITY OF OFFER**

Offer must be valid for 60(sixty) days from the due date of submission of tender.

**3. QUOTING OF RATES**

Rates shall be quoted for all the items as per format given in the attached Price Bid. The bid will be rejected if the rates are not quoted for all the items of price bid and will not be considered for evaluation.

**4. COMPLETION PERIOD**

The entire job as per the "Scope of Work" noted hereinbefore shall be completed within three month from the date of issuance of Letter of Intent or Purchase Order whichever is earlier.

**5. PAYMENT TERMS**

1. 25% after submission of pre-audit report on prorated basis for each location.
2. 25% after completion of successful audit on prorated basis for each location.
3. 50% after obtaining the BRC certificates on prorated basis for each location.

**6. Submission Of Bids**

The bids should be submitted in single bid process i.e. Technical / Commercial Bid, ([Unpriced] bid with Price bid) For Price Bid, only the rates are to be submitted as per given format in the online system as stated above elsewhere in the tender document.

**7. Tender Opening**

Unpriced and price bid will be opened as per tender calendar as it is a single bid.

**8. 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 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.
- 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.

**9. Negotiations**

- a. 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.
- b. 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. 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.

**10. Price Variation**

- a. The price should be firm and irrevocable and not subject to any change till the validity of the contract period.
- b. The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.

**11. Security Deposit / EMD**

The Earnest Money Deposit of the successful bidder will be retained as Security Deposit till issuance of final BRC certificates. EMD of unsuccessful bidders will be returned after finalization and awarding the P.O.

**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.

**15. Arbitration**

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed mutually under 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 BL/TCW-MUM/19-20/041 DT.12.07.2019 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**

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

**PRICE BID**

**Subject: Tender for BRC Certification for Temperature Controlled Warehouse at Rai, Medchal, Patalganga**

Tenderer should quote the rates as follows:

Sl.No.	Description	Amount
1.	Consolidated Lump Sum Fee for renewal of BRC certification as per the 'Scope of Work' for TCW Rai. The above costs should include the cost towards engaging the certified auditor along with cost towards travelling etc. complete.	Rs. _____  <b>RATE SHOULD BE QUOTED ON LINE ONLY</b>
2	Consolidated Lump Sum Fee for obtaining BRC certification as per the "Scope of Work" for TCW Medchal, Telangana. The above costs should include the cost towards engaging the certified auditor along with cost towards travelling etc. complete.	Rs _____
3	Consolidated Lump Sum Fee for obtaining BRC certification as per the "Scope of Work" for TCW Patalganga, district Raigad, Maharashtra. The above costs should include the cost towards engaging the certified auditor along with cost towards travelling etc. complete.	Rs _____
	<b>TOTAL</b>	
4	GST [If applicable]	@ _____%
	<b>Grand Total</b>	

**Note :**

- a. The bidder should quote for all the items as mentioned in the price bid.
- b. The bidder who will quote lowest amount in total will be considered as the successful bidder.

**Balmer Lawrie & Co. Ltd. Temperature Controlled Warehouse,  
Tender No : BL/TCW-MUM/19-20/041 DT.12.07.2019**

**We have understood the terms & conditions indicated in the Tender Enquiry No. Tender Enq. No.  
BL/TCW-MUM/19-20/041 DT.12.07.2019 and hereby confirm our acceptance of the same.**

**Place :**

**Signature :**

**Date :**

**Name :**

**Designation :**