

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Ref : BL/AS/MAN/GHCT/LT/201920/0010

Date : 09 August, 2019

To
All Approved Vendors

Dear Sir,

Sub: Caretaking and Catering Service Contract at Guest House/Transit Flat at Chennai.

1. INTRODUCTION

Balmer Lawrie & Co Ltd. [herein after referred as BL] is a multiple product, multi-location and multi technology diversified conglomerate and manufacture of Leather Chemicals, Industrial steel drums, Grease & Lubricants, Logistics Services, Refinery & Oil field services and Travel & Vacations forms the core businesses of the company. The company invites online Expression of interest for providing caretaking and catering services and maintenance of the Company's Guest House/Transit flat, round the clock, located at 'Balmer Lawrie House' 628 Anna Salai, Teynampet, Chennai 600 018.

2. SCOPE OF WORK FOR CARETAKER AND CATERING SERVICES.

- a) Maintenance and upkeep of the Guest house/Transit Flat shall be the responsibility of the Party/Agency. The Contractor will have to engage three caretaker, shall be engage by the contractor for servicing the Guest House/Guest/occupants of the Guest House/Transit flat, round the clock.
- b) Providing of necessary services to the occupants at the Guest House/Transit flat.
- c) Maintaining cleanliness and general upkeep of the Guest House/Transit flat. Caretaker shall be required to do Daily House Keeping Services. The Contractor upkeep the Fixtures and Furniture, Furnishings, Fittings & Equipment of the Guest House at all the time during contractual period. The service provider shall also ensure to keep such items in excellent condition. Such items shall not be taken out of Guest House premises without the consent in writing by authorized official of Balmer Lawrie. In case any damages caused to the Furniture & Fixtures by the negligence of the Caretaker, the same shall be replaced by the contractor without paying any extra cost to him or the amount equivalent of the damaged Furniture

Seal & Signature of the Tenderer:

Tender Ref:

and Fixture, Equipments shall be recovered from the Bills of the Contractor.

- d) Providing food and beverages as per guest requirement. Company shall provide LPG Gas connection and required infrastructure. However cost of consumables for preparing food and other requirements would be borne by the contractor.
- e) Collecting of boarding charges from the occupants and remitting the same promptly to the Company.
- f) Charges for cleaning of cloths i.e. Bed sheets / Blankets / Pillow cover /Towels / Curtains / Napkin etc. would be paid by the company besides supplying of consumables like soap, housekeeping materials, mosquito resellers etc. as per requirement. It would be the duty of the caretaker/agency to make necessary arrangement for such cleaning and upkeep.
- g) In case of observance of unsatisfactory service / performance and / or occurrence of any unethical activity (es) in the Guest House/Transit flat/Chummary either by the agency and/or by his staff, the contract would be forthwith terminated.
- h) Housekeeping including cleaning and sweeping of the entire area (Guest House/Transit flat).
- i) Preparation of rooms for occupancy including preparation of beds, ensuring hygienic conditions of kitchen/pantry, toilets and bathrooms.
- j) Upkeep and accounting of furniture/fittings and utilities.
- k) Watering/maturing of flower plants and general upkeep of the Guest House/Transit flat.
- l) Support/facilitation during the meetings, etc held at the Guest House/Transit flat, for which prior permission has been granted and communicated by the authorized Officer of the company.
- m) Carry out such other functions / assignments in relation to the Guest House as required from time to time by the authorized officer [s] of the company.
- n) The contractor is liable for removal of garbage which is accumulated on a daily basis and ensure cleanliness /hygiene of the guest house.
- o) Sufficient manpower is to be made available for round the clock service which should include a cook and service personnel(s).
- p) Interested parties may visit the premises at the above mentioned location between 10.00 am to 4.00 pm (Monday to Friday) and thereafter submit their competitive rate for providing the above mentioned contract.

Seal & Signature of the Tenderer:

Pre-qualification requirement

1. **Registration code No. with Statutes, viz**
 - a. **Provident Fund**
 - b. **Employees's State Insurance**
 - c. **GST Regn**
 - d. **PAN**
2. Minimum 3 years experience in doing similar jobs. The Proof of Experience / Satisfactory Service Certificate/Letter from Previous/Existing Clients has to be submitted.
3. The contractor should have executed/executing similar jobs of value not less than Rs.1.00 lakh in any of the guest house for min. of 2 years and documentary evidence for the above should be submitted.

Offers received without the documentary support will be summarily rejected

3. OTHER TERMS AND CONDITIONS

- a) The rate to be quoted by you shall remain valid for a period of TWO years.
 - b) The company reserves the right to accept or reject the offer without assigning any reason whatsoever and also to terminate the contract during the period of contract on unsatisfactory / not in accordance with instruction given for due observance.
 - c) The contract can be terminated by giving three months notice by either party in writing.
 - d) The contractor will be responsible for the welfare and discipline of his employees inside the Guest house premises. The contractor shall not deploy within the premises any personnel, whose presence in the premises can have damaging effect to the safe working of the operation of the Guest house. It shall be the full responsibility of the contractor to ensure that such personnel are removed from the premises forthwith when notified about such requirement.
4. **PRICE BID - to be uploaded in online only – off line price bid will be rejected**

4.1 **As per Annexure attached -II -to be uploaded online**

4.2 **Taxes:** extra as applicable



Seal & Signature of the Tenderer:

Tender Ref:

4.3 Price Validity:

The Price Validity should be minimum 90 days from the day of opening the tender.

4.4 PAYMENT TERMS

Our preferred payment terms is 30 days credit from the date of submission of bill.

5. EARNEST MONEY DEPOSIT (EMD)

The bidder shall furnish an **EMD** for a sum of Rs.5,000/- /-(Rupees Five Thousand only) along with the bid by a/c payee pay order / demand draft / in favor of Balmer Lawrie & Co Ltd payable at Chennai. DD should be valid for the period of at least 90 days from the due date of tender.

OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED

For the successful bidder, the EMD will be refunded after the completion of the order. EMD will carry no interest.

For the unsuccessful bidders, the EMD will be refunded only after the successful bidder has accepted the Purchase order.

Linking of EMD amount with earlier transactions / adjustments with pending bills or any other amount payable by the company is not allowed.

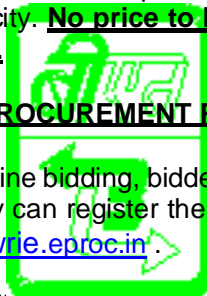
6. CONDITIONS / PROCEDURE FOR BID SUBMISSION

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their Pre-qualification documents. The bidders shall submit their Pre-qualification documents displayed in e Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria in the e-Procurement 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 one or before the EOI due date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. **No price to be submitted along with the Pre-qualification documents.**

7. REGISTRATION WITH EPROCUREMENT PLATFORM

For registration and for online bidding, 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>.

Seal & Signature of the Tenderer:



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.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tirtha Das Kolkata	tirtha.das@c1india.com	+91-9163254290
Ch.Mani Sankar Chennai	chikkavarapu.manisnkar@c1india.com	+91-9163254290
Helpdesk support	blsupport@c1india.com	+91-8981165071

8. DIGITAL CERTIFICATE AUTHENTICATION

The bidder shall authenticate the bid with his Digital Certificate before submitting the price 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 with encryption need to obtain Digital Certificate with encryption to participate in e-tender. They may contact Help Desk of C1 India Pvt Ltd.

9. 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 our website www.balmerlawrie.com and our eProcurement platform <https://balmerlawrie.eproc.in>. The Company inviting tender shall not be responsible for any claims / other issues arising out of this.

10. 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.

11. PERIOD OF THE CONTRACT

The contract will be valid for a period of Two years effective from the commencement of the contract. On satisfactory performance during the initial contract period of [24 months], the contract may be extended as mutually agreed for another period of one year on the existing terms and condition.

Seal & Signature of the Tenderer:

12. SUBLETTING 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 written consent from Balmer Lawrie & Co. Ltd.

13. SECURITY DEPOSIT

The successful tender will have to pay and keep with the company a security deposit of equivalent to 5% of the total tender value for the proper fulfillment and due performance of the contract. The deposit may be made either by cheque or by way of a Demand draft in favour of the company. The security deposit will not bear any interest and will be refunded on satisfactory completion of the contract.

14. CONTRACTORS' RESPONSIBILITY

- a) The contractor shall undertake to comply with all statutory regulations, like Employees State Insurance Act, Employee Provident Fund and Miscellaneous Act, Payment of Bonus Act, Gratuity Act, Minimum Wages Act, etc., or any other act which are applicable for employment of his workmen. The contractor should take the onus of responsibility for any accident / eventuality occurring to his staff and the company will in no way be held responsible. The Contractor shall provide proper uniform, shoes, hand gloves, aprons and other requirements to the workmen engaged by him at the Guest House / Transit Flat, the cost of such items shall borne by the contractor.
- b) The contractor will be the ultimate employer of his men and he shall supervise the work of the men engaged by him for deliverance and performance of the contract. There shall be privacy of contract strictly between the company and the contractor only.
- c) The contractor shall at his expenses comply with all the labour laws and keep Balmer Lawrie & Co. Ltd indemnified in respect thereof. The contractor should comply with all rules and regulations of Tamil Nadu State Labour Board or any other bodies as required.
- d) The contract shall be placed on strict understanding that the contractor has to indemnify the company and its officials /employees against any Government action on the company consequent to any action on the part of the contractor or his men.



Seal & Signature of the Tenderer:

15. Tender Submission:

The due date for submission of e-price bid for the above tender is on or before 21/08/2019 at 5 pm. Off line offer with EMD, tender duly signed to be submitted to the undersigned before due date.

The tender details are also available at our company's website www.balmerlawrie.com.

Thanking you.

Yours faithfully
for Balmer Lawrie & Co.Ltd

Subrata Deb
A V P [HR]-SR

Seal & Signature of the Tenderer:

TENDER ENQUIRY NO.BL/AS/MAN/GHCT/LT/201920/0010 DATED 09.08.2019

SUPPLIER REGISTRATION FORM FOR CARETAKING AND CATERING SERVICES

1. Name of the Agency/Company
2. Status (whether Govt./PSU/Partnership/
Public Ltd/Private, SSI unit) etc
3. Address for communication
4. Telephone No
5. E-mail address
6. Mobile No. of contact person
8. Details of EMD- DD/Cheque No. _____ dated _____ Rs



Following details to be furnished with supporting documents :-

1. ESI/PF Regn
2. PAN No
3. GST Regn No
4. Experience
5. Documentary support for executing/having executed min. of Rs 1 lakh per year of similar contract for 2 years

Date

Signature

Place

With seal

Seal & Signature of the Tenderer:

TENDER ENQUIRY NO.BL/AS/MAN/GHCT/LT/201920/0010 DATD 09.08.2019

PRICE BID

Name address of the Caretaker and Catering services

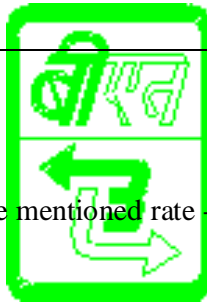
:

:

:

Rate per month as per for caretaking and catering services as per tender documents

Rs. _____,



Applicable GST % for the above mentioned rate - _____ %

Signature Name and address of the
Caretaker/Agency (with seal)

Date:

Seal & Signature of the Tenderer: