



बामर लॉरी एण्ड कं. लिमिटेड
Balmer Lawrie & Co. Ltd.

21, Netaji Subhas Road

Kolkata 700 001

TENDER DOCUMENT

FOR

LEGAL COMPLIANCE AUDIT

Tender No.: BL/LEGAL/Compliance Audit/19-20

Dated: 30.08.2019

Tender Due date & Time: 19.09.2019, 15:00 Hrs.

PART-I (Un-Priced)

NOTICE INVITING TENDER

Tender No.:	BL/LEGAL/Compliance Audit/19-20
Date:	30/08/2019
Due Date & Time:	19/09/2019, 15:00 Hrs.
Date & Time of Opening of Unpriced Bid	19/09/2019, 16:00 Hrs.
Bid Procedure	Online
Duration of Contract	3 (Three) Months

BALMER LAWRIE & CO. LTD. (BL) invites **online offers** from experienced & resourceful bidders for Legal Compliance Audit

Tender-Legal Compliance Audit

Balmer Lawrie & Co. Ltd. is a Public Sector Enterprise under the administrative control of Ministry of Petroleum & Natural Gas, Government of India. It is engaged in a number of diverse businesses spanning manufacturing and services sectors, with operations spread across the country. Whereas the company is a leading player in Industrial Packaging, Greases & Lubricants, Performance Chemicals, Tours & Travel, Logistics Services & Logistics Infrastructure, it also has presence in Refinery & Oil Field Services

The Company proposes to engage a Bidder for Legal Compliance Audit that would capture all the compliance requirements for all the businesses and establishments of the Company on a pan India basis. The scope & coverage of such Audit is detailed below.

Application Scope & Coverage

Balmer Lawrie has diversified business establishments in Manufacturing as well as Service sectors. The Company has manufacturing plants, Containers Freight stations, Temperature Controlled Warehouses, Branch Offices etc. across the country, located in various states, indicative/ current details of which are provided in **Annexure 1**.

The Company needs to ensure complete compliance with all relevant laws/rules. Such compliance is required for every establishment of the Company basis the relevant state/ central acts/ rules as per the Appropriate Government. Further, the compliances being a matter that is of great important across hierarchy of the Organization, suitable audit reports are required at several levels whereby Company Authorities can have the option to access the status of various legal compliances based on suitable reports.

In the context that legal requirements are in a flux, it is important that the compliances at all times are acted on based on the latest amendments/ notifications with respect to the relevant acts/ rules.

In above context the Company is desirous of engaging a competent Bidder which would conduct Audit on all relevant compliance requirements that would help the Company ensure compliance with all applicable laws at all its establishments.

Bidder Eligibility & Pre-Qualification Criteria

1. The bidder offering the audit service should have been incorporated as a Company/ firm etc. 2 years or more before the date of issuing this document
2. The bidder must have its own PAN, GST numbers and be able to share its Balance sheet, Profit & Loss statement, Income Tax clearance certificate for 2017-18 and 2016-17
3. There bidder should not have any pending dispute that may impact execution of services as per Scope & Coverage in Balmer Lawrie
4. The bidder must not have been black listed by any PSU/ Government Agency/ department
5. The bidder must be in a position to share details of executing/ servicing 3 similar contracts with Corporates having Turnover of not less than Rs. 1000 Crores, that it has successfully serviced in 2017-18 and 2018-19
6. The Bidder should be able to provide the audit report in line with requirements as mentioned in the Application Scope & Coverage above covering all locations of Balmer Lawrie, within two months of placement of service/ work order.
7. The bidder must submit a Power-point presentation in a CD or such, to demonstrate the audit capability in front of Balmer Lawrie's Tender Committee or any representatives
8. Bidder must be in a position to send its authorized representative(s) to offices/units of Balmer Lawrie, at its own costs, to do the audit work.
9. **Earnest Money Deposit (EMD)** Unpriced Bid should be accompanied by a Bank Draft of **Rs 15,000 (Rupees Fifteen Thousand only)** favouring 'Balmer Lawrie & Co. Ltd.' payable at Kolkata towards Earnest Money Deposit (EMD). Original EMD shall be forwarded to the office of Senior Manager – Legal, 3rd Floor, Balmer Lawrie & Co Ltd, 21 Netaji Subhash Road, Kolkata – 700001.
Scanned copy of same shall be uploaded in E-Procurement while submitting online bid.
10. EMD of successful tenderer/s will be retained with us till acceptance of order. No interest shall be payable towards EMD amount.
11. For the unsuccessful bidders, the EMD will be refunded only after the successful bidder has accepted the work/purchase order and the acknowledgment of the same has been received by BL/the owner.
12. Tenderers shall keep their offer valid for a period of **90 (ninety) days** from the due date of this tender. Validity may be extended, if so advised by BL

Payment Terms Payment will be made within 30 (thirty) days from the date of submission of final audit report.

EVALUATION CRITERIA

Sr. No.	Parameter	Max. Marks	Marking System	
			Criteria	Max. Marks
i)	1.The Firm should have done 3 similar assignments in Public Sector Undertakings(PSU's)/Body Corporates having minimum annual turnover of more than Rs 1000 Crores in any of the last five years ie FY 14,FY 15, FY16,FY17 & FY 18 etc	30	10 marks for each assignment	30
2	Marks based on Presentation on understanding of concept and deliverables	60	Marks based on Presentation	60
3	Number of Partners	10	2 marks per Partner	10
	Total	100		100

Note: Assignment refers to one job in one company only. In other words, if the Firm has done the assignment for three successive years in the same company, the said shall be considered as one single assignment.

The bidder shall include the bidder along with its Affiliates / Group companies/ member firms working under the common brand name and engaged in similar activity, registered in India. Firms fulfilling all the eligibility criteria mentioned in NIT would only be considered for scoring given above. **Bidders who score minimum 70 out of 100 marks on Evaluation criteria will only be considered.** The Commercial bids of the applicants with technical marks less than 70 will not be considered for commercial/financial evaluation. The competent authority of the Company shall scrutinize, evaluate the bids on the basis of the evaluation process as mentioned in the tender and shortlist the Firms.

COMMERCIAL EVALUATION

Commercial Bids of bidders, who qualified in the technical evaluation stage, will be considered for participation in commercial Bidding. It will be opened in the presence of the bidders who have qualified in the technical bid. After opening Commercial Offers of the short-listed Bidders, if any discrepancy is noticed between words and figures, the amount indicated in words shall prevail.

Final selection: -Final Selection will be based on CQCCBS Evaluation Process which is explained as under:

CQCCBS Evaluation Process:

Commercial bids will be subjected to CQCCBS evaluation process. Under CQCCBS (Cost Evaluation under Combined Quality cum Cost Based System), the technical proposals as stated in B(Evaluation Criteria) will be allotted weightage of **70%** while the financial proposals will be allotted weightage of **30%**. Proposal with a lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. The total score, both technical and commercial/financial, shall be obtained by weighing the quality and cost scores and adding them up.

Highest marks basis: On the basis of the combined weighted score for quality and cost, the bidders shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks will be ranked H-1 and shall be recommended for award of contract.

As an example, the following procedure can be followed.

In a particular case of selection of bidder, it was decided to have minimum qualifying marks for technical qualifications as 70 and the weightage of the technical bids and commercial/financial bids was kept as 70:30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded them 75, 80 and 90 marks respectively based on evaluation as set out in B (Evaluation Criteria). The minimum qualifying marks were 70. All the 3 proposals were, therefore, found technically suitable and their commercial/financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the commercial/financial proposals and evaluated the quoted prices as under:

Prices Quoted by the qualified bidders

A: Rs. 120.00

B: Rs. 100.00

C: Rs. 110.00

Using the formula $(\text{LEC}/\text{EC}) \times 100$, where LEC stands for lowest price quoted among the bidders and EC stand for price quoted by individual bidders, the committee gave them the following marks for commercial/financial proposals:

A: $(100/120) \times 100 = 83$ marks

B: $(100/100) \times 100 = 100$ marks

C: $(100/110) \times 100 = 91$ marks

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and commercial/financial score as under:

Proposal A: $75 \times 0.70 + 83 \times 0.30 = 77.4$ marks

Proposal B: $80 \times 0.70 + 100 \times 0.30 = 86$ marks

Proposal C: $90 \times 0.70 + 91 \times 0.30 = 90.3$ marks

The three proposals in the combined technical and commercial/financial evaluation were ranked as under:

Proposal C at the evaluated cost of Rs. 110.00 was, therefore, declared as winner and shall be recommended for award of contract, to the competent authority.

It is pointed out that the above is merely an illustration.

Key person for communication during Tendering other than E-procurement issue

Shri Kaustav Sen, Senior Manager (Legal), Balmer Lawrie & Co. Ltd. 21, N S Road, Kolkata 700001.

Extension: 033-22225329 (Monday to Friday from 10 A.M to 6.00 PM except holidays)

Email ID: SEN.K@BALMERLAWRIE.COM

INSTRUCTIONS TO BIDDER REGARDING BID SUBMISSION

PROCEDURE FOR BID SUBMISSION

Tender Document comprises of two Bids viz Unpriced Part – I and Priced Part – II. The submission of offer can only be made through e-bidding as per following guidelines :

BID SUBMISSION

The bidders shall submit their response through bid submission to the tender on e- Procurement platform at <https://balmerlawrie.eproc.in> by following the procedures given below. The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids on line. The bidders shall submit their offers comprising the Tender Document (Part-I), duly filled up (wherever required), stamped and signed along with all pre-qualification documents, EMD. The bidders shall download the tender document, upload the same along with scanned copies of all the relevant certificates, documents etc., duly filled in, stamped and signed, in support of their eligibility criteria/NIT in the e-Procurement web site. However, bulky documents which could not be uploaded may be sent along with Unpriced Bid (Part-I) of the Tender Document, duly stamped and signed to the Tender Inviting Authority before date of tender opening along with the bank draft towards EMD amount (unless otherwise MSME). A copy of Priced Bid **without rate and amount** but with percentage of taxes and duties should be submitted along with Unpriced Bid. **Priced Bid, as displayed in the site, should be downloaded, filled up the rates, amount and uploaded to Balmer Lawrie e-procurement site under 'Uploading Priced Bid' link in 'Bid common Form'. Total Contract Price with GST shall be entered as 'Project Contract Total' while uploading price bid.**

Registration with e Procurement platform

For registration and online bid submission tenderer may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):

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

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.

Bid Submission Acknowledgment

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgment 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.

Disclaimer

The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of Internet or other connectivity problems or reasons thereof.

Fax/e-mail 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. Offers not conforming to the above-mentioned requirements are liable to be rejected.

Commercial Bid, Part – I:

(Please use additional sheets as required for providing all relevant inputs as below)

Sl.	Particulars needed	Details	Supporting documents
1	Name of bidder		
2	Postal address		
3	Contact Persons' name, mobile no., email-id		
4	Date of incorporation and number		Certificate of incorporation
5	PAN card	PAN number	Copy of PAN
6	GST Registration	GST number	Copy
7a	Turnover for the last 2 years	2017-18	Balance sheet
7b	Turnover for the last 2 years	2016-17	Balance sheet
8a	PAT for last 2 years	2017-18	Profit & Loss statement
8b	PAT for last 2 years	2016-17	Profit & Loss statement
9a	Income Tax filed for last two years	2017-18	Income Tax Clearance Certificate
9b	Income Tax filed for last two years	2016-17	Income Tax Clearance Certificate
10	Whether any dispute is pending against your firm, if so Please give details.	Yes/ No	Details if any
11	Is the Agency black listed by any PSU / Government Agency or Department		Self-Certification duly signed by authorized person in Agency's letter head. Power of Attorney confirming the name of the Authorized person should also be made available
12	Names of 5 contracts with Companies for doing Legal Compliance Audit in last 2 years	2017-18	Copies of Work orders or equivalent
13	Is the bidder in a position to complete the audit assignment within a period of two months of placement of order	Yes/ No	
14	Power-point presentation to demonstrate the capability of the Auditor		Presentation in a CD or like to be provided
17	Is the bidder in a position to quote its offer on lump sum basis as mentioned in Part II Price bid above, given the spread of locations as indicated in the Annexures, the offer price must be valid for three months for the period of shortlisting and for	Agreed/ Not Agreed <u>Please do NOT quote any price</u>	<u>Please do NOT quote any price/ Offer here</u>

	the shortlisted bidder - to remain unchanged over the contract period even with addition/ deletion of locations/ employees/ users under the scope.	<u>bid/ Offer here</u>	
18	List of Acts/ rules Central & State that the audit will cover	To be specified	To be specified in a statement
19	Whether the bidder has sufficient knowledgeable resources to carry out audit at all major locations of Balmer Lawrie within a period of 2 months of issuance of order	Yes/ No	Additional remarks if any
20	List of other Public Sector enterprises or Government controlled workplaces in which legal compliance audit is / has been carried out by the firm		Work orders or equivalent

Annexure 1

Indicative locations of the Company Establishments in India: Agency has to visit following locations (list is merely indicative and not exhaustive) to conduct legal compliance audit

Sl.	State/ UNT	Nature of Establishment
1	West Bengal	Registered & Corporate Office, Manufacturing plants, Container Freight Station, Warehouse
2	NCR	Administrative office, Sales/ Branch offices
3	Haryana	Manufacturing plant, Warehouse
4	Uttar Pradesh	Sales/ Branch Office
5	Odisha	Sales/ Branch Office
6	Andhra Pradesh/ Telangana	Multimodal logistics hub, Manufacturing plant, Warehouse
7	Tamil Nadu	Manufacturing plants, Container Freight Station, Sales/ Branch Office
8	Karnataka	Sales/ Branch Office
9	Maharashtra	Manufacturing plants, Container Freight Station, Warehouse, Administrative/ Branch offices
10	Goa	Branch Office
11	Gujarat	Manufacturing plant, Branch office
12	Dadra & Nagar Haveli	Manufacturing plants

Above list is merely indicative and not exhaustive