

NOTICE INVITING TENDER

FOR

**PEST CONTROL JOB CONTRACT AT BALMER LAWRIE HEAD OFFICE
LOCATED AT 21, NS ROAD, KOL-01 AND RESIDENTIAL COMPLEXES
LOCATED AT 9B QUEEN'S PARK, 39BALLYGUNGE CIRCULAR ROAD,
FLAT NO- 1A, TIVOLI COURT, BALLYGUNGE CIRCULAR ROAD,
KOL-19 AND 42 ELGIN ROAD**

TENDER NO. – BL/HR/ADM/PSTCNT/LT/201920/0014, DATED: 05/09/2019

DUE DATE – 19/09/2019 AT 6.00 P.M.



Since 1867

Issued by:-

Balmer Lawrie & Co. Ltd.

Administration Department - CHO

21 Netaji Subhas Road

Kolkata - 700 001.

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Balmer Lawrie & Co. Ltd. (BL) is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India. along with its five Joint Ventures in India and abroad, it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases & Specialty Lubricants, Corporate Travel and Logistics Services.

SCOPE OF WORK

M/s BALMER LAWRIE & CO. LTD. (herein after referred as company) invites sealed tenders from reputed empanelled Organization for **Pest Control Job Contract at Balmer Lawrie Head Office and residential complexes stated as subject line**. The Tender document along with its accompanying terms and conditions can be downloaded from the website of the Company www.balmerlawrie.com .

Any amendment/corrigendum would be hosted on web site www.balmerlawrie.com only.

CONTRACT PERIOD

The contract period will be from the date of commencement of work by the service provider after awarding the Work Order. The initial contract should be valid for TWO YEARS & may be extended for further one year @ same rate/terms & condition based on performance & suitability.

TENDER SUBMISSION (e-Procurement)

(i) **Procedure for Bid Submission:**

The bidder shall submit his/her response through bid submission to the tender on *e-Procurement platform at <https://balmerlawrie.eproc.in>* by following the procedure 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. No off-line bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender 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/technical bids in the e-Procurement web site. However, voluminous documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him/her, owning responsibility for their correctness/authenticity.

(ii) **Registration with e-Procurement platform:**

For registration and on-line bid submission bidders may contact HELP DESK of M/s C1 India Pvt. Ltd.,

Contact Person	Email	Contact Number	Days
Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290	Monday - Friday
CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	Monday - Saturday
Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-022-66865608	Monday - Friday
Helpdesk Support (Kolkata)	-	+91-8017272644	Monday - Saturday
Escalation – 1 Tuhin Ghosh (Kolkata)	tuhin.ghosh@c1india.com	+91-8981165071	Monday - Friday

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ANNEXURE – I

Scope of Work

1. Comprehensive pest control job contract to be carried out at below mentioned sites.
2. The treatment should cover the controlling of Cockroaches, Silverfish, Ants, Rats, Mice's, Termites etc., with definite guarantee.

Mandatory Qualifying Criteria

1. Must be in relevant business as per the subject job, for at least last 3 financial years.
2. Annual turnover of Rs.1.00 crores per year in each of the last 3 financial years. (Certificate of Income Tax clearance & Business turnover from the S.T Authorities should be furnished for the last three consecutive years)
3. Balance sheet for last 3 financial years. i.e. (2016-2017, 2017-2018, 2018-2019).
4. Must have Valid PAN/GST/Service Tax Registration with appropriate license from competent authority to run the service.
5. Must have experience in providing Pest Control service to Corporates, MNCs, PSUs, Hospitals or Any reputed organizations etc. Minimum Two Work Order to be attached for the said clause.
6. Financial Bids of only technically qualified vendors will be opened.
7. Offers should be inclusive of necessary spares, all rates and taxes, duties, the government or Statutory Authorities levy Octroi and or any other duties.
8. Offer should be on firm price basis. No price escalation will be entertained during the contractual period.
9. Company reserves the right to accept or reject any offer without assigning any reasons what so ever.
10. While offering, please be informed that, in the event of your non-compliance to any of the stipulations as specified herein above, Company also reserves the right to take appropriate action including termination of the Contract. In that case Company will also forfeit your EMD.

Sites Particulars

1. Corporate Head Office of M/s. Balmer Lawrie & Co. Ltd., 21, Netaji Subhas Road, Old Building and New Building, 9B. Queens Park (Flat No-4 & 6 and Common Area), 39 Ballygunge Circular Road (Flat No- 1A, 1B, 3A, 3B, 5A, 5B and Common Area) Flat no-1, Tivoli Court, Ballygunge Circular Road and 42 Elgin Road, Elgin Road, Kolkata.
2. Intending Tenders should visit the sites and familiarized themselves thoroughly with the sites conditions before submitting the tender.
3. Non familiarity with the sites condition will not be considered reasons for either for extra claims or for not carrying out the work in strict conformity with the specifications.
4. Scope of work also includes all other factors as service providers responsibility as mentioned in the specifications

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Earnest Money Deposit

Interest free EMD of Rs. 5000.00 (Rupees five thousand only) by Demand Draft / Pay Order executed by Schedule Bank drawn in favor of Balmer Lawrie & Co Ltd payable at Kolkata along with the tender.

SECURITY DEPOSIT

5.01 On acceptance of the Bid, Contractor shall within ten (10) days, deposit with the Owner a Security Deposit of 5% of the Contract value and the same shall be in any of the following:

- a) Bank draft drawn on a Kolkata Branch of any Scheduled Bank in favour of **Balmer Lawrie & Co Ltd.**
- b) Bank Guarantee executed by any Scheduled Bank.

5.02 If Contractor fails to provide the Security Deposit within the period specified, such failure will constitute a breach of the Contract and Owner shall be entitled to award the Work elsewhere at Contractor's risk and cost. The Security Deposit shall be released to the contractor after completion of contract period towards satisfactory performance clause. During contract period if the contractor fails to deliver service as per our desired criteria, security deposit will be completely forfeited by Balmer Lawrie.

No interest shall be payable against Security Deposit.

TAXES & DUTIES

Rates quoted shall be exclusive of GST & duties, which will be extra as applicable.

PAN, GST, ESI & PF REGISTRATION

Tenderers are required to submit PAN, GST registration, Provident Fund registration, ESI registration along with un-priced part of their offer, failing which their offer may be liable to be rejected.

NON-CONFORMANCE

Tenders not conforming to the above mentioned requirements are liable to be rejected.

VALIDITY OF OFFER

Tenders shall keep their offer valid for a period of **120 Days** from the date of opening of Technical bid.

RIGHT OF ACCEPTANCE / REJECTION

M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

Please acknowledge receipt and confirm your participation in this tender.

Thanking you,
Yours faithfully,
for **BALMER LAWRIE & CO. LTD.**
(DILIP KUMAR DAS)
HEAD (ADMINISTRATION/CSR)

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ANNEXURE – II

Special Terms & Conditions

The Contract period will be from the date of commencement of work by the Contractor after awarding Work Order. The contract may be extended up to a further period of One year at the discretion of the Company. In such an event, the Contractor shall be bound to discharge their contractual obligations at the same rate and under the same terms and conditions of the contract entered in-to earlier.

ESI formalities are to be maintained, if applicable, without which no worker of the contractor will be allowed to work inside the premises.

Safety and security of the equipments, tools and tackles and material at site shall be solely the responsibility of the contractor during the contract period. The contractor shall take all necessary precaution to prevent wastage, damage or theft or loss whatsoever.

The contractor shall abide by the security regulations at the site promulgated by the Company from time to time.

The contractor at his own cost arrange for the safety provisions stipulated by the government or local authorities in respect of all laborer directly or indirectly employed for the performance of the work.

Service reports with short details of work carried out by the contractor shall be counter signed by the Supervisor or any other persons nominated by him

If the Service Provider fails to provide proper service as agreed upon or neglects to comply with any directions given to him, Head Administration, BL shall be competent to terminate the contract and security deposit along with EMD paid by the Service Provider will be forfeited. Further it may also be noted that in case the work order is issued and the party does not turn up to take-up the work, the work will be entrusted to any other party at the cost of the Service Provider. The cost will be adjusted from the security deposit, earnest money deposit and fixed security deposit against equipment etc. placed with the BL.

Terms of Payment

Monthly Payment will be made through NEFT / RTGS within 30 working days on submission of monthly bills along with signed challan after completion of each & every monthly service as per the price schedule.