



**Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa))**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail - [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)**

**TENDER ENQUIRY**

**Tender No. GLS/TE19/041**

**Date: -19/09/19**

**Due date: -30/09/19 till 6.00 PM**

Dear Sirs/Ma'am,

**Sub: PRICE OFFERS IN SEALED ENVELOPS ARE INVITED FOR SUPPLY INSTALLATIONS TESTING AND COMMISSIONING OF COMPLETE ADVANCED EARLY STREAMER EMISSION TYPE (ESE) LIGHTING PROTECTION SYSTEM.**

Price Offers in a single sealed envelop, are invited from our registered vendors as per *Scope of work, General Terms & Conditions, Undertakings and Obligations of Contractor, HSE Chapter, Price Schedule* enclosed in annexure- A, B,C,D & E respectively.

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.

SBU: Greases & Lubricants

201/1. Sayali Rakholi Road,

(Shobhit Srivasatava)

Manager (Purchase)

Encl.: As above



## SCOPE OF WORK

Supply Installation, testing and Commission of one set advanced ESE Type Lighting Protection system at our administrative building.

**Details technical specification of required materials are given below.**

### **1. Early Streamer Emission Air terminal.**

Air Terminal should be of early streamer emission type advanced lightning protection air terminal And it should comply with NFC-17-120 standard .The minimum level of protection radius offered should be 72 meter in level 1 protection. The device shall be mounted at least 2 meter clear from the roof top.

### **2. Lightning Strike Counter.**

Lightning flash Counter should be counts of number of times lighting gets discharged to earth through ESE system. It should be outdoor type water proof and weather proof (IP-67) protection non resettable and of 6 digits.

### **3. Mast for Lightning Arrestor.**

Mast should be Ms support tower type structure complete with required supporting base plate and other accessories for holding .It should be 2 to 5 meter in length and suitable for fixing the ESE Air Terminal and also withstand velocity of wind pressure during lightning storm and rains.

### **4. Down Conductor.**

Down conductor shall be of size 50 sq. mm PVC insulated single core multistrand copper cable complete with suitable fixing accessories on wall.

### **5. Maintenance free Earthing System.**

Earth electrode should be of Copper bonding thickness 250microns high tensile low carbon steel rod-17.00 mm dia 3 mtr long complete with ERIC –Earth Enhancing compound in 50 kg bag.

### **6. Test Link**

Test link should be suitable size and should be placed after flash counter.



## 1.0.0 General Terms & Conditions

### 1.1.0 Instruction to Tenderers:

- 1.1.1 Before filling up, the complete Tender Specification should be read properly. Avoid overwriting while filling the tender papers. The tender document may also be downloaded from our web site [www.balmerlawrie.com](http://www.balmerlawrie.com) within the due date of the tender.
- 1.1.2 If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of the company (Balmer Lawrie & Co. Ltd.), at least four days before prior to the date of filling/submission of the Tender.
- 1.1.3 **It is Mandatory for all the tenderers, to have valid work license for such type of jobs with previous experience.**
- 1.1.4 **It is Mandatory for the tenderers shall visit the site and make themselves thoroughly acquainted with the nature and requirements of the work, facilities for access of materials, mode of transport and storage and removal unwanted material.**
- 1.1.5 Tender must contains any other information / enclosures as may be needed to complete the schedule job in all respect on a separate page/sheet under ‘**schedule of deviations**’.
- 1.1.6 **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.**
- 1.2.0 **Submission of offer:** - Bidder shall submit their price offer in sealed envelope, *superscripting the envelope with tender no., date & due date* along with following enclosures-
- 1.2.1 Covering letter with reference no. & date
- 1.2.2 Acknowledgment of General Terms & Conditions
- 1.2.3 Schedule of deviations sheet [deviation /additional item/service as identified by vendor during his site visit]
- 1.3.0 **Selection & placement of offer:** A tenderer must have to quote for all the items/head/services under supply Balmer Lawrie & Co. Ltd. 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 **technically & commercially qualified vendor**, whose total price of entire job **stands lowest**.
- 1.4.0 **Jurisdiction:** - All disputes are subject to Silvassa jurisdiction.



- 1.5.0 **Job completion Period:** -The expected completion period of entire job should be 7 days .The job shall be carried out at our works at **Survey No. 201/1, Sayli-Rakholi Road, Sayli, Silvassa-396230(D&NH).**
- 1.6.0 **Liquidated damages:** -Vendor shall be liable to pay liquidated damages for the following:
- 1.6.1 Failure to complete the required job as per PO and handing over to BL within the scheduled period. In such case, vendor shall be liable to pay liquidated damages @ 0.5% of job contract value per week or part thereof subject to a maximum of 5.0%.
- 1.6.2 Any damage 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-In such case the loss shall be assessed by BL and vendor shall be liable to indemnify the value of such damaged property and/or machinery.
- 1.7.0 **Price schedule:** - The price shall be quoted as per specified format given in Annexure-E. The price must be quoted for all the items/head of annexure-D to complete the job in all respect because no escalation in price/value shall be allowed after placement of the order or during the execution of work at site.
- 1.8.0 **Payment terms:** -
- 1.8.1 100 % of PO value within 30 days after completion of the job.
- 1.9.0 **Guarantee Period:** -1 (One) year from the date of successful completion & acceptance of the total PO job from the date of its completion and ‘site-handover’ to BL. During this guarantee period the performance of the job has to be in line with the expected / agreed quality as per tender/PO and if not then vendor has to rectify the same at **no extra cost to BL** and to the satisfaction of BL/tender.
- 1.10.0 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the due date of the tender.
- 1.11.0 **Factory Rule:** -Your engineers/ workmen have to abide by the BL factory rules and regulations. Only adult and skilled workmen shall be allowed to work in BL premises.



## 2.0.0 Undertakings and Obligations of Contractor

### 2.1.0 Care of works

- 2.1.1 Proper care shall be taken during transport, erection, commissioning and testing of the equipment to avoid damage to equipment and properties and injury to persons.
- 2.1.2 The supply material shall be dispatched to the site duly packed (if require) with instructions. The material shall be delivered in good condition, necessary scaffolding, lifting tools and tackles to be used for loading, unloading and shifting of heavy equipments and material shall be provided by the contractor.
- 2.1.3 Contractor shall remove all wreckage, rubbish etc from site and stack the wastage at the space allotted for the purpose. On completion of the works, the contractor will keep the space clean and fit for occupation to the satisfaction of the company and demolish store, remove all debris, waste and surplus material supplied/created by them. In case the contractor does not maintain good housekeeping, the company has the right to get the work done and debit the cost to the contractor.
- 2.1.4 All necessary safety measures to be take care as indicated in section 1104.

### 2.2.0 Insurance: The contractor shall cover the following insurance till the complete job is handed over.

- 2.2.1 All workmen/ persons employed by the contractor and subcontractor against accident, injury & death.
- 2.2.2 All material and entire installation against loss or damage during transit.
- 2.2.3 Vendor shall comply with all procedural requirements as defined in the insurance policy to ensure that it is alive till the successful commissioning or handing over of job to BL whichever is later.



3.0.0

## HSE Chapter

Annexure-D

In order to achieve the Tender goal in a very smooth & SAFE manner, all the Bidders are required to comply with this HSE chapter, before, during and after the tender finalization or related job execution, in following prescribed procedure:

Annexure – D,1

### Pre-Qualification Questionnaire for Contractor

#### Guidelines for Completion of Questionnaire

- i. The potential bidder is to ensure that the answers provided are focussed against the activities indicated in the pre-tender document.
- ii. The information is supplied in the same format and sequence in which they appear in the questionnaire. A minimum of 12 has to be obtained in the HSE pre-qualification questionnaire.
- iii. Failure to supply information that accurately and fully covers the material requested may result in an individual Contractor failing to meet minimum expectations and therefore being disqualified.
- iv. Contractor shall provide information that is authentic and documentary evidence.
- v. Even after getting pre-qualified, if it comes to the notice that non-authentic documents are provided, the Contractor may be disqualified and if any Contract is in place, it may be terminated immediately.
- vi. BL shall have right to audit Contractors records to verify the authenticity of the documents, during any phase of the Contract.

### Questionnaire for HSE Pre-Qualifications of contractors:

Contractor Details	
Company Name	
Contact Person for HSE	
Name	
Telephone Number	
E-Mail Address	

	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
1	Do you have a signed and dated HSE Policy?	<input type="checkbox"/>	<input type="checkbox"/>	Attach HSE Policy	1
2	Do you confirm that you will comply with BL HSE Policy in as much as it is applicable to your scope of work?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
3	Do you have a Health and Safety System certified by an accredited body to a recognized standard? (Eg : OHSAS 18001)	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3
4	Do you have an Environmental Management System Certified by an accredited body to a recognized standard?	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3



	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
	(Eg : ISO 14001 )				
5	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
6	Have you identified, documented and maintained your Environmental Impact Assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
7	If you use subcontractors, will you assess them in terms of HSE?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
8	Have you produced project/contract HSE plans for recently completed work?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
9	Is HSE Covered in your company's organization chart?	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Org Chart.	2
10	Have HSE roles and responsibilities been defined in your company?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
11	Have your employees received documented HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
12	Do you identify and monitor compliance with HSE Legislation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
13	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
14	Is your company free from any charges or notices served by the regulatory authorities in relation to HSE in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
15	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2

	Please provide your accident data for the current year and the last 2 calendar years Note: this must include the data of any contractors working for your organization.	Current Year	Current Year - 1	Current Year -2	Period Average (Three years average)
16	Number of Fatalities				
17	Number of Environmental Incidents reported to Pollution Control Board				
18	Number of accidents with 2 or more days lost time.( LTI)				
19	Man Days Lost				
20	Total Hours Worked				

I confirm that the above information is correct and that further evidence to support this will be provided to BL on request.

Name	Position	Company	Date	Signature



## Annexure – D,2

HSE Requirements BY CONTRACTORS (To be a part of contract documents)

### Housekeeping

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

### Confined Space

Before commencing Work in a confined space the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- i. Confined spaces are kept identified and marked by a sign near the entrance(s).
- ii. Adequate ventilation is provided
- iii. Adequate emergency provisions are in place
- iv. Appropriate air monitoring is performed to ensure oxygen is above 20%.
- v. Persons are provided with Confined Space training.
- vi. All necessary equipment and support personnel required to enter a Confined Space is provided.

### Tools, Equipment and Machinery

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- suitable for its intended use;
- safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- **Provided with Earth leakage circuit breaker (ELCBs)** at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited

### Working at Height

Any Work undertaken where there is a risk of fall and injury is considered to be working at height.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.





## **Fall Prevention System**

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

## **Fall Protection Systems**

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- iv. Lifeline systems must be approved by BL before use.
- v. Use of ISI marked industrial helmet at all point of time.

## **Scaffolding**

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

## **Stairways and Ladders**

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- a. Fabricated ladders are prohibited.
- b. Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- c. Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- d. Ladders will be lowered and securely stored at the end of each workday.
- e. Ladders shall be maintained free of oil, grease and other slipping hazards
- f. Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.
- g. Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

## **Roof Work/Access**

Roof work and access to roofs must not be undertaken without prior authorization from BL if require.



## **Overhead Work**

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.

## **Lifting Operations**

### **Cranes and Hoisting Equipment**

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

### **Lifting Equipment and Accessories**

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

### **Lockout Tag out ("LOTO")**

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

### **Barricades**

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning..

### **Compressed Gas Cylinders**

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash Back arrestor to be used to prevent any explosion due to back fire.

### **Electrical Safety**

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from BL. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:



- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by BL.

### **Hot Works**

A Permit to Work must be obtained from BL prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from BL.

### **Trenching, Excavating, Drilling and Concreting**

**A Permit to Work must be obtained from BL and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work.** The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

### **Environmental Requirements**

#### **Waste Management**

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste disposal route shall be documented and made available for BL to review at any time and may be subject to BL's prior approval.

Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

#### **Spills**

The Contractor is responsible for the provision of adequate spill kits/protection and the clean up and disposal costs arising from such spills.

#### **Emissions**

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of BL. Emissions include but are not limited to noise, dust, fumes, vapours.



#### **4.0.0 Undertakings and Obligations of BL**

- 4.0.1 **Power supply:** BL shall provide free one power point within battery limits. Contractor may use an extension cable at this own cost with prior permission of BL.
- 4.1.1 **Water supply:** BL shall provide free one connection within battery limits. Contractor may take an extension at this own cost with prior permission of BL.
- 4.1.2 **Storage:** BL shall provide space for storage of equipments, raw material etc. Temporary partition, doors etc if required shall be arranged by the vendor at this own cost.
- 4.1.3 **Security:** No special security other than normal plant security shall be provided.

#### **5.0.0 Provisions for Micro , Small and Medium Enterprises ( MSME) , If Applicable.**

- a. Qualification Criterion: MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F: No21 (17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.
- b. Micro & small scale manufacturing units, registered under MSME/ NSIC, also complying clause of EMD in the tender are exempted for submission of EMD amount.
- c. Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed 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 up to maximum 25 per cent of total tendered quantity for the grade at the respective plant subject to assessment of operational feasibility.

#### **6.0.0. TENDER CANCELLATION CLAUSE**

Balmer Lawrie & Co Ltd (BL) may at its own discretion cancel the tender process at any time [whether before or after tender submission date] due to any unforeseen / unavoidable circumstances or due to any other reason. BL is not liable to provide any reason to the participants/ bidders in said tender for the same.



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GLS/TE19/041 Dt 19/09/19

## Price Schedule

Annexure-E

Company Name:..... Offer No..... Date.....

SL. NO.	Scope of work & Description	Qty.	Unit	Unit Rate	Amount
1	Supply Installation ,testing and commission of one set Early Streamer Emission Air terminal which should be of early streamer emission type advanced lightning protection air terminal and it should comply with NTF-17-120 standard. Make Sabo,Kalra,Liva,France.	1	no		
2	Supplying and fixing Lightning Strike Counter which should be outdoor water proof and weather proof (IP-67) protection non resettable and of 6 digits.Make Sabo,Kalra,Liva,France	1	no		
3	Supply Installation Mast for fixing Lightning Arrestor which should be Ms support tower type structure complete with required supporting base plate and other accessories for holding .	1	no		
4	Supplying and laying Down conductor of size 50 sq mm PVC insulated single core multistrand copper cable complete with suitable fixing accessories on wall.	60	mts		
5	Supply Installation ,testing Maintenance free earthing system .Earth electrode should be of copper bonding thickness 250 microns high tensile low carbon steel rod-17.00 mm dia 3 mtr long complete with ERIC -Earth Enhancing compound -50 kg in each pit . This job including Earth pit Cover with all civil & masonry works,complete as required. No of earth pit - 2 or 3 as required. Make Sabo,Kalre,Liva,Franklin.	1	Set		
6	Supply and fixing of test link of suitable size	1	no		
	<b>Total</b>				
	SAC/GST @.....%				
	Grand total Job value.				
	Job completion period (applicable as per 1.50)				
	Liquidity damage (applicable as per 1.6.0)				
	Payment terms (applicable as per 1.8.0)				
	Guarantee / warrantee (applicable as per 1.9.0)				
	Validity of offer (applicable as per 1.10.0)				

Note: All required consumables e.g. CRC, emery paper, conductor sleeves nut bolt, aluminum clamp, Anchor & Fastener, Copper Lugs etc. Are in vender scope.

Contact Person  
Contact No. :

Signature with official  
stamp