



**BALMER LAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

***[No.32, Sattangadu Village, Manali, Chennai-600068***

***Phone No 25941813 /25942557, Fax No. 25941863***

***E-mail: dutta.g@balmerlawrie.com***

**CIN - L15492WB1924GOI004835**

**e- TENDER NO: BLC/CFS/Car Hire/27**

**Dt. 23.01.20**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for  
Providing Cars on Hire**

**DUE DATE & TIME: [03/02/2020 at 16:00 Hrs]**

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## **NOTICE INVITING E-TENDER**

On line bids are invited in dual bid system from the reputed and experienced Vendors, who fulfil the eligibility criteria mentioned elsewhere in the tender document under the Heading General Terms & Conditions for undertaking the subject contract for **providing of Cars on Hire**.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of bidder's credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	<b>Providing cars on hire</b>
2	Tender No	<b>BLC/CFS/Car Hire/27</b>
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contact Period	<b>1 years from 01.03.20</b>
5	EMD	<b>Rs.10,000/- (Online Mode)</b>
6	Downloading / Submission of Tender :	
	a. Starts on	<b>23.01.2020</b>
	b. Closes on	<b>03.02.2020 at 16.00 Hrs</b>
7	Opening of Tenders	<b>03.02.2020</b>

### **1. LIST OF DOCUMENTS TO BE UPLOADED**

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission

- Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd Company /certified copy of / partnership deed in the case of LPP/Partnership firm/ any document under the relevant Rules / laws if the firm is a proprietorship firm.
- Income Tax PAN Number.
- GST Registration number
- Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years

### **2. VERIFICATION OF DOCUMENTS**

- Tenderers or their authorized representative will be required to come to our office **POSITIVELY** as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- 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.
- 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.
- Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- Any party submitting the false or forged documents may be Black Listed EMD could be, forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever

## **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 submit an interest free EMD of Rs.10,000/- (**Rupees Ten thousand only**) by **on-line Bank Transfer** in NEFT / RTGS / IMPS mode in favour of Balmer Lawrie & Co Ltd. payable at Chennai available in e-portal. (In case of difficulty please contact HELP DESK). Offer submitted without EMD will be rejected. However, submission 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. It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012. The physical original instruments/drafts should reach our above address 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.

**EMD: The bidder shall furnish EMD through on-line Bank Transfer** in NEFT / RTGS / IMPS mode in favour of Balmer Lawrie & Co Ltd. payable at Chennai available in e-portal. (In case of difficulty please contact HELP DESK)

**Only those vendors who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender.**

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>

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

<b>HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST</b>		
<b>(MONDAY TO FRIDAY (Exclusions: BalmerLawrie HOLIDAYS))</b>		
<b>Please email your issues before your call helpdesk. This will help us serving you better.</b>		
<b>Contact Nos. and email IDs for BalmerLawrie helpdesk officers</b>		
<b>Name</b>	<b>E-mail</b>	<b>Phone Numbers</b>
<b>Tirtha Das</b>	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	<b>+91-9163254290</b>
<b>Tuhin Ghosh</b>	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	<b>+91-8981165071</b>
<b>Mani Sankar (Chennai)</b>	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	<b>+91-8939284159</b>
<b>Ravi Gaiwal (Mumbai)</b>	<a href="mailto:ravi.gaiwal@c1india.com">ravi.gaiwal@c1india.com</a>	<b>+91-22-66865633</b>

## **1.2 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.

## **2. Special Note**

- 2.1 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.
- 2.2 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.
- 2.3 No bids will be accepted physically or by post.
- 2.4 Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 2.5 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.
- 2.6 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.

**"Any amendment /corrigendum, as and when required, will be uploaded only on the website of the company [www.balmerlawrie.com](http://www.balmerlawrie.com) and related Government of India e-procurement websites where this tender is floated and interest vendors should regularly visit these websites for up-dation "**

## **3. Filling of Tender Documents**

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 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 scanned and uploaded and produced later on for verification by Balmer Lawrie.

### **SCOPE OF WORK**

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered below explicitly but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

#### **A. Type of Vehicle**

- 1) The bidder should provide four A.C Vehicles on hire
- 2) The vehicle would be used for transportation of passengers.
- 3) Cylinder capacity of the car should be 1150 cc
- 4) Vehicles offered should have valid registration for commercial use
- 5) Vehicles offered should have necessary safety provisions and it should be proper maintained. The seat cover should be neat and clean.
- 6) The vehicle offered should be A.C. car and all the vehicles should be maintained in proper working condition
- 7) Vehicle offered should not be more than five years old at any given point during the contract period and with a maximum run of 50,000 kms
- 8) Vehicle offered in the tender should have valid comprehensive insurance, valid PUC certificate, Fitness certificate issued by RTO on the date of tendering.

#### **B. Driver**

- 1) The driver engaged by the bidder must hold valid commercial license for driving passenger vehicles since last 3 years
- 2) The bidder should provide clean uniform with shoes to the driver, but under no circumstances Balmer Lawrie Logo should be displayed in the uniform
- 3) The driver must be covered under ESI scheme. In absence of ESI Coverage, the bidder must take insurance policy covering risks similar to ESI scheme
- 4) As per Road Safety guidelines, the driver should not use mobile phone while driving the car. However in case of emergency, the vehicle should have hand free device for holding the mobile
- 5) The bidder must provide an undertaking that drivers engaged by him do not suffer from colour/night blindness along with the tendered
- 6) The drivers should not be allowed to drive the vehicle under the influence of any intoxicant or liquor

#### **C. Role of Service provider**

- 1) The bidder must submit name, address, copy of driving license and police verification report of the driver engaged. Driver should not be changed without our prior approval and the documents of the new driver should be made available to the Company before such deployment. All statutory compliances with respect to the driver engaged should be complied.
- 2) The bidder must indemnify Balmer Lawrie & Co Ltd against any liability arising out of the operation of this contract and for which Balmer Lawrie & Co Ltd is not responsible and for this purpose bidder must submit suitable indemnity bond to Balmer Lawrie & Co Ltd
- 3) The bidder must provide for fuel, lubricants and consumables including repair, statutory payment etc and he would be responsible for proper upkeep and regular servicing of hired vehicles.
- 4) The bidder should ensure that log book is signed by the user
- 5) The bidder must be owner of the vehicle bearing commercial registration, information as per Format I should be provided by the bidder
- 6) In case of breakdown of vehicle under contract, the bidder should arrange for replacement of similar type of vehicle immediately. In case the bidder is not to provide such replacement, Balmer Lawrie & Co

Ltd can hire vehicle from market and the amount paid on account of such hiring would be recovered from the bidder.

The successful tenderer shall have to undertake the following work:

- 1) The cars would be primarily required for usage of Customs officials/Company officials/nominated persons as directed by the Company from time to time. However the contractor should be in a position to provide additional cars if required on need basis.
- 2) The contractor has to ensure to place a single driver unchanged at least for a minimum period of one month for each of the cars.
- 3) All the cars shall be required to report at our CFS, Manali @ 09.00 hrs on every day and shall be at the disposal of the Company normally for 12 hrs every day, six days a week. The services may be required on Sundays and holidays on need basis. The request for extra cars would be intimated by the Company well in advance.
- 4) The Company is not responsible for the insurance claim/or claim of any sort.
- 5) The contract shall complete with the legal procedure in every aspect on all occasions and adhere to all statutory obligations in connection with running the vehicles on hire
- 6) In case of accidents resulting in any claim from the third parties, it shall be the responsibility of the contractor to initiate or defend actions arising out of the use of vehicles and payment of compensation if any to the third party and others who have a valid claim arising out of the accident
- 7) The contractor shall be liable and responsible for all damages, losses etc. sustained by his employee (s) while travelling in the car provided by the contractor arising of any accident or otherwise in the said vehicle. The Company shall not be liable for the same in any way.

### **GENERAL TERMS AND CONDITIONS**

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

- a) Payment of Interest Free EMD of Rs.10,000/-
- b) The bidder should have executed two similar orders in the last two years in reputed organization (Proof to be attached) ending 31.10.19.
- c) The bidder should have at least 3 cars in its fleet (proof of document on ownership to be attached)
- e) The bidder should be in similar business for last 2 years ending 31.03.19
- d) Bidder should not be an employee of Balmer Lawrie or his/her family members
- e) Retired employee cannot participate in the tender within 2 years of his/her retirement
- f) Should not have been blacklisted by any PSU / Govt. Department (a self- certification is required).

#### **2. Submission Of Online Bids**

The bids should be submitted in dual bid process.

For Price Bid, only the rates are to be submitted online as per given format.

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder for online quoting

#### **3. Tender Opening**

[A] Technical Bid and price bid would be opened as per Tender Calendar

#### **4. Acceptance of offers**

- 4.1 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.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.3 Balmer Lawrie would like to place order for all the items of work as mentioned in the Price bid to a single contractor. The L1 status will be determined by the rate quoted by the bidder for Serial No.1 of Schedule A of Price bid.
- 4.4 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.

#### **5. Negotiations**

- 5.1 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.
- 5.2 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.

#### **6. Price Variation**

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.
- 6.2 The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.

#### **7. Notification Of Award**

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of intent on the successful bidder(s).

#### **8. Contract Period**

The contract is valid for One year w.e.f. 01.03.20. The tender may be further extended for another 1 year at same rate, terms and conditions.

#### **9. Declaration of UAM by MSME vendors**

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.

It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012

Micro & small scale manufacturing/ service units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.



#### **10. Purchase preference policy for MSE Vendors**

If it is seen that a Micro and Small Enterprises (MSE) has participated and the price quoted by them is within a price band of +15% of the L1 price (which is from a supplier who is not MSME), then such MSE vendor shall be allowed to supply a pre-determined portion of the tendered quantity subject to their matching the L1 price. In case, more than one number of MSE vendors are within the +15% range, all of them shall be given the option of matching the L1 price. In such a situation, the pre-determined quantity shall be equally divided amongst all such MSME vendors who have matched the L1 price. In case the total tender value is not split able, 100% of the value will be given MSE (within 15% band with non MSE vendor) vendor subject to matching with L1 price of non MSE vendor.

#### **11. Compliance of GST**

The vendor should compulsorily follow all the provisions of GST and in the event any default for fulfilling any provisions of the GST Act, Balmer Lawrie & Co. Ltd. would exercise the right for non-payment/withholding payment, / black listing the vendor.

#### **12. Holidays**

Generally vehicle would not be sought during holidays and weekly off or for outstation travelling. However in case of exigency, vehicle may be required to provide on Holidays and weekly off. However km travelled during Holidays / weekly off shall be considered as part of minimum guaranteed running. Log sheet must contain full details of use of the vehicle on all days including closed days.

#### **13. Toll taxes**

Toll tax, parking fees etc. would be reimbursed on submission of original documents.

#### **14. Fine and penalty**

Fines, penalty, interest etc. charged for violation of traffic rule will not be paid by Balmer Lawrie under any circumstances.

#### **15. Driver behavior**

Driver must be polite at all times and follow road safety rules and norms. Suitable penalty would be charged as per Form 4 of the tender if the driver is found for Misbehavior, drunken driving, smoking inside the vehicle, using mobile phones while driving, late reporting, rash/reckless driving

#### **16. Earnest Money**

The bidder shall furnish an interest free EMD for a sum of **Rs 10,000/-** (Rupees Ten Thousand only) through on-line Bank Transfer in NEFT / RTGS / IMPS mode in favour of Balmer Lawrie & Co Ltd payable at Chennai available in e-portal. (In case of difficulty please contact HELP DESK). The EMD of unsuccessful bidder would be returned after finalization of contract.

#### **17. Rates**

The rate quoted by the tenderer for the car service should be firm during the contract period from the date of commencement of contract. No charges will be paid for plying the vehicle empty from pick up/drop point

to Garage and vice-versa. In the event of any increase / decrease in the fuel cost subsequent to submission of offer, the company will allow neutralization by applying a factor which as follows:

The following will be the formula for revision of rate on account of fuel escalation/de-escalation:

$$\text{Change in monthly rate} = 0.30 \times A \times \frac{C - B}{B}$$

Where A stands for per trip rate as per contract

B stands for ruling price of diesel applicable at Manali, Chennai as on date of Contract

C stands for revised price of diesel

The escalated / de-escalated rate would be applicable from the month following the month in which the diesel price revision took place.

### **18. Minimum guaranteed running of vehicle**

The minimum guaranteed running of vehicle would be 3100 kms per month and 10 hrs a day for each car and Minimum guaranteed amount to be paid will be determined by multiplying Min Guaranteed km with rate per km.

### **19. Payment Terms**

The contractor shall submit bills along with tripe sheets to the Company on monthly basis and payment will be made within 15 working days from the date of submission of bills after due verification based on total hours and kms for all the four vehicles put together. For hours (beyond 1260) and / or kilometers (beyond 12400) extra payment at the rates agreed upon will be paid.

### **20. Security Deposit**

The successful tenderer will have to pay and keep a Security Deposit of Rs.40,000/- towards proper fulfillment and due performance of the contract. The deposit may be made by Demand draft or by way Bank Guarantee in favor of the Company. The security deposit will not bear any interest and will be refunded only on satisfactory completion of contract.

### **21. 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 any other firm at the 'Risk & Cost' of the contract.

### **22. Indemnity**

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands, proceedings, damages, cost charges and expenses whatsoever that may arise against the company on account of the faults of the contractor/his workmen while performing their work. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

### **23. Punctuality**

The punctuality of arrival of the vehicles at the designated locations is of paramount importance to the Company. In case of unanticipated break-down of the vehicle, the contractor shall provide alternate vehicle. The contractor shall ensure that undue delays do not occur on account of such break-downs.

### **24. Liability & Ensuring Safety**

The Contractor will be fully responsible for ensuring safety of lives, cargo, vehicles, property within Balmer Lawrie CFS yard. Any damage to any life and/or property inside the CFS yard due to negligence/mishandling by the driver of the contractor while operating the vehicles at CFS would be to the account of the contractor.

a position to provide the vehicle as per the terms of the contract on any given day for any reason whatsoever, the company reserves the right to hire the vehicles from outside and differential cost thereof has to be borne by the contractor under “**Risks and Cost**” and the differential cost incurred by the company in this regard shall be fully recovered from the contractor’s monthly bills or security deposit lying with Balmer Lawrie & Co Ltd.

Penalty would be levied on the bidder as per format IV in the following circumstances:

Misbehavior, drunken driving, smoking inside the vehicle, using mobile phones while driving, late reporting, rash/reckless driving.

### **25. Termination**

During the contract, the contract can be terminated by Balmer Lawrie by giving 3 clear months’ notice without assigning any reasons, what so ever. However in case of serious breach of contract by the Contractor, the Company reserves the right to terminate the contract without notice.

### **26. Addition/alteration of Tender Document**

The Company reserves the right to add/alter terms and conditions of tender documents including cancellation of the tender at any time without assigning any reason whatsoever. The Company also reserves the right to accept/reject a tender without assigning any reasons.

### **27. Arbitration**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator 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. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

## **DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No:BLC/CFS/Car Hire /27 and hereby confirm our acceptance of the same.**

Place :

Signature of Tenderer

Date :

Name & Address

**Driver's Details – Form 1**

1. Name of the Driver :
2. License Details :
3. Address of the Driver :
4. Mobile number of Driver :
5. Aadhar Card No.
6. Police Verification Report: Ref No. & Date
7. Address of the previous employer:
8. Medical Report

Name of the Company

Signature

**Details of the Bidder – Form 2**

1. Name of the Bidder
2. Mobile Number
3. PAN Number
4. Aadhar Card number
5. Bank Details
6. Details of Vehicle offered :

Model:	
Colour	
Registration No.	
Year of Vehicle:	
Insurance policy no:	Validity
PUC No.	Validity
Chasis no.	

( Documents to be attached)

7. An undertaking signed by authorized signatory that the bidder is not blacklisted by any PSU / Govt Agencies/ Dept:
8. An undertaking that the bidder is not an employee of Balmer Lawrie or his relative or a retired employee of the Balmer Lawrie who has not completed 2 years after:
9. Minimum two orders for similar job with reputed organisation in last 2 years
10. Trade License no:
11. Undertaking that there is no court case/dispute with customer pending as on date:
12. Turnover of previous 3 years:

**Penalties – Form 3**

Serial No.	Details	Penalty in rupees per instance
1	Late arrival beyond 30 minutes 1 <sup>st</sup> instance/2 <sup>nd</sup> instance/3 <sup>rd</sup> instance	Rs.100/Rs.200/Rs.500
2	Uncleanliness of vehicle 1 <sup>st</sup> instance/2 <sup>nd</sup> instance/3 <sup>rd</sup> instance	Rs.250/Rs.350/Rs.500
3	Driver poor knowledge of route/bad Behaviour/irresponsible/unsafe driving 1 <sup>st</sup> instance. Replacement would be sought After 1 <sup>st</sup> instance.	Rs.250
4	In appropriate attire/unclean uniform of Driver 1 <sup>st</sup> instance/2 <sup>nd</sup> instance/3 <sup>rd</sup> instance	Rs.100/Rs.200/Rs.500
5	Breakdown of car 1st instance	Rs.250
6	Recurrent malfunction of car	Rs.1000
7	Improper maintenance of log book 1 <sup>st</sup> instance/2 <sup>nd</sup> instance/3 <sup>rd</sup> instance	Rs.100/Rs.200/Rs.500

**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. / LLP	
<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 uploaded	
<b>11</b>	GST Registration No.	
<b>12</b>	Whether copy of GST Registration certificate Uploaded	
<b>13</b>	Name of the Banker	
<b>14</b>	Whether registered under MSMED act	
<b>15</b>	In case registered under MSMED provide registration number and copy of registration certificate.	
<b>16</b>	MSMED vendor must state whether they belong to SC/ST Category	

Balmer Lawrie & Co Ltd  
Container Freight Station, Manali, Chennai 68  
Price Bid for Hiring of Car (Schedule A)

S No	Description	Amount (Rs.) in figures	Amount (Rs.) in Words
1	Rate per km alongwith driver for 10 hrs (Minimum 3100 km per month per car)		
2	a) Rate per hour for extra hours beyond 10 hrs a day or for working on Holiday  b) Rate per km for extra km beyond 10 hours of duty or working on Holiday		

Date:

Signature of the Tenderer

Place:

Name of the Company  
with Seal

Note:

a) For providing vehicles on Holiday and duty beyond 10 hours,  
Higher of 2 (a) & 2 (b) would be paid. No extra amount is payable  
to Driver for working on Holiday

b) L-1 would be determined based on the rate quoted for Item No.1

c) The excess/deficit of one car in terms of km/hrs would be  
adjusted another car.

d) Taxes would be applicable from time to time.



**TENDER FOR PROVIDING CARS ON HIRE (Schedule – B)**

**Price bid for Rate Only Items**

Sl.No	Description	Tata Indica / Santro Rs.	Ford Icon Rs.	Honda city Rs.
1.	Rate for providing A/C cars on need basis:			
	<b><u>FULL DAY CITY TRIPS</u> – Hire</b>			
a.	charges incl driver bata for 10 Hrs			
b.	Per km rate upto 100 km			
c.	Per km rate beyond 100 km			
d.	Per hours hire charges beyond 10 hours			
2.	<b><u>HALF DAY CITY TRIPS</u> - Hire</b>			
	charges incl driver bata for 5 hours			
a.	Per km rate upto 50 km			
b.	Per km rate beyond 50 km			
c.	Per hours hire charges beyond 5hrs			
	Add : CGST @			
	SGST @			

Date

Signature of the tenderer

Name

Full Address & Stamp