

(G & L- Silvassa)

(A government of India Enterprise)
Survey No. 201/1, Sayli, Sayli-Rakholi Road, Silvassa-396230 (D&NH).
Phone- 9099084731 (Ext-12), E-mail - srivastava.sk@balmerlawrie.com

TENDER ENQUIRY

Tender No. GLS/TE19/073

Date: -07/02/2020

Due date: -20/02/2020 Till 6.00 PM

Dear Sir/Ma'am,

Subject: Complete Preventive Functional Maintenance of "Four Pole Structure".

(Including supply of required spare & consumables, painting, testing etc.)

Sealed offers in a single bid/ envelop, are invited 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 (Pur.)

Encl.: As above



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Annexure-A

Scope of Work

	Description of jobs	Quantity
1	Painting of existing 4 pole iron structure by two coats of aluminium paints (Labour Job)	Job (LS)
2	Maintenance of existing A.B Switch unit (Labour job)	2units
3	Maintenance of D.O fuse unit.(Labour job)	2 Sets
4	Replacement of L.A if found any defective (Labour job)	LS
5	Replacement of defective A.B Switch unit (Labour Job)	1Set
6	Maintenance /Repairing of L.A, earthing arrangement.(Labour job)	Job (LS)
7	Replacement of defective jumper ,cable socket, conductor etc.(Labour job)	As required
8	Testing of AB switches.	Job (LS)

Contact Person	n :
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Contact No. :

Signature with official stamp

Annexure-B



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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 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. Further, preferences will be given to those, who have a good liaison with "State Power Supply Board" i.e. 'DNHPDCL'., as may be one part, required for this job.
- 1.1.4 **It is Mandatory** for the tenderers to 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.
- 1.1.7 **Submission of offer**: Bidder shall submit their sealed offer in a single bid/envelope, **superscripting the envelope with tender no., date & due date** along with following enclosures-
 - Covering letter with reference no. & date
 - Acknowledgment of General Terms & Conditions
 - Schedule of deviations sheet [deviation /additional item/service as identified by vendor during his site visit]

Contact Person:

Contact No.:

Signature with official stamp

1.1.8 **Selection & placement of offer:** A tenderer the items/heads under supply Balmer Lawrie & Co. Ltd. reserve the right to reject/accept all or any offer(s) without assigning any reason whatsoever.



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Purchase/work order will be placed on a single **technically & commercially qualified vendor**, whose total price of entire job **stands lowest.**

- 1.1.9 **Jurisdiction**: All disputes are subject to Silvassa jurisdiction.
- 1.1.10 Job completion Period: -The expected completion period of entire job should be <u>only one</u> day (SUNDAY/OTHER HOLIDAY). The job shall be carried out at our works at Survey No. 201/1, Sayli-Rakholi Road, Sayli, Silvassa-396230(D&NH).
- 1.1.11 **Liquidated damages**: -Vendor shall be liable to pay liquidated damages for the following:
 - 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%.
 - 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.
- 1.1.12 **Price schedule**: The price shall be quoted (in two parts-supply & service) as per specified format given in Annexure-D. 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.
- 1.1.13 **Payment terms:** For Supply & Service both: 100 % of PO value within 30 days after completion of the job.
- 1.1.14 Guarantee Period: -6 (Six) months 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.

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Contact No. :

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1.1.15 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the due date of the tender.



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- 1.1.16 **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.
- 1.1.17 **Security:** No special security other than normal plant security shall be provided.
- 1.1.18 **GST Clause :-** "The vendor should compulsorily follow all the provisions of GST Law and in the event of any default of complying with any of the provisions of the GST Law, Balmer Lawrie would exercise the right for non-payment / withholding payment / black listing the vendor.
- 1.1.19 **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.
- 1.1.20 **Corrigendum to tender:** The bidder has to keep track of any changes by viewing theaddendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in BL's website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

Contact Person:	
Contact No. :	Signature with official
	stamp

Annexure-C

2.0.0 Undertakings and Obligations of Contractor

2.1.0 Care of works



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- 2.1.1 Mandatory: On behalf of Balmer Lawrie & Co. Ltd, the vendor has to intimate and obtain the official consent/permission of DNHPDCL for the proposed job and accordingly to coordinate and organize with local power supply 'sub-station' for required "SHUT DOWN" and again "Power Supply ON" exercise; in line with/during the job execution, practically at site of BL.
- 2.1.2 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.
- 2.1.3 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.
- 2.1.4 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.
- 2.1.5 All necessary safety measures to be take care as indicated in section 1104.
- 2.1.6 **Insurance**: The **contractor shall cover** the following insurance till the complete job is handed over.
- 2.1.7 All workmen/ persons employed by the contractor and subcontractor against accident, injury & death.
- 2.1.8 All material and entire installation against loss or damage during transit.
- 2.1.9 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.
- **2.1.10 Statutory rules and regulations**: Please note that this is a contract for work and accordingly all liability pertaining to this contract including those of the people engaged by the contractor solely rests upon the contractor. The contractor should also indemnify the Company against any deviation from the statutory rules and regulations to be observed by the contractor in respect of their people. **ESI/PF/Minimum Wages and all other statutory liabilities shall be borne by the contractor.**

Contact Person:

Contact No.:

3.1.0 Undertakings and Obligations of BL

Signature with official stamp



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- 3.1.1 **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.
- 3.1.2 **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.
- 3.1.3 **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.

Contact Person:	
Contact No. :	Signature with official stamp

Annexure - D

HSE Chapter



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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:

Questionnaire for HSE Pre-Qualifications of contractors:

Contactor Details	
Company Name	
Contact Person for HSE	
Mobile Number	
e-Mail Address	

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. Contractor shall provide information that is authentic with documentary evidences as applicable.
- iii. 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 and no compensation will be provided for such termination.
- **iv.** BL shall have right to check Contractors records to verify the authenticity of the documents, during the contract period.

	Ougstion	Response	
	Question	Yes	No
1	Do you confirm that you will comply with BL HSE Policy while working inside BL premises?		
2	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?		
3	Have your employees received HSE training appropriate to the task they will undertake?		
4	Do you carry out regular medical examination for your employees?		
5	Is your company free from any charges or notices served by the regulatory authorities in relation to HSE in the last 3 years?		
6	Do you have any procedure of reporting HSE Incident and investigation?		

Please provide your accident data for				Period
the current year and the previous two	Current	Previous	Previous	Average
years	Year	Year -1	Year -2	(Three years
Note: this must include the data of any				average)



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	contractors working for your organization.		
1	Number of Fatalities, if any		
2	Number of Environmental Incidents reported to Pollution Control Board		
3	Number of accidents with 2 or more days lost time(LTI)		
4	Man Days Lost		
5	Total Hours Worked		

Name	Position	Date	Signature

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

1.0 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.

2.0 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.

3.0 Tools, Equipment and Machinery



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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.

4.0 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.

5.0 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.

6.0 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.

7.0 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.



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8.0 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.

9.0 Roof Work/Access

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

10.0 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.

11.0 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.

12.0 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.



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13.0 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.

14.0 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.

15.0 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.

16.0 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.

17.0 <u>Trenching, Excavating, Drilling and Concreting</u>

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.



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

18.0 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.

19.0 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.



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4.0.	0 <u>Price Schedule</u> <u>Servicing part</u>				Annexure-E
Con	npany Name Offer No		Da	te	
SL. NO.	Scope of work & Description	Qty.	Unit	Unit Rate	Amount
	Maintenance of existing A.B Switch unit -2 nos, Painting of existing 4 pole structure by two coats of AL paints, Maintenance of existing D.O fuse units, Replacement of defective L.A., etc, Replacement of defective jumper, conductor, cable socket etc and complete with testing.		Job		
4.1.0	Sub total of service value		•		
	GST			@%	
	Total service value				
	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 1.10.0)				
	Validity of offer (applicable as per 1.11.0)				
Note scop	e: All required consumables e.g. CRC, emery paper, conductor oe.	sleev	e, nut	bolt etc. are i	in vender
Con	tact Person:				
Con	tact No. :	Sig stam		e with offi	cial .



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Supply part

SL no	Description of item	HSN No	Unit	Qty	Rate	Amount
1	Aluminium Paint		Litre	12		
2	70sq mm Aluminium Flat socket/Thimble		Nos.	20		
	Subtotal of material value					
	Delivery charges (on door delivery basis)					
	GST					
	TOTAL COST					
Contact l	Person:					
Contact I			Cian		rith offic	1

stamp