



BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION
[P-3/1 Transport Depot Road, Kolkata-700088.
Phone No 24506811 /24506816,
E-mail: banik.a@balmerlawrie.com

e- TENDER NO: BL/CFS/KOL/SCISSOR LIFT/19-20/6

TECHNICAL / COMMERCIAL BID

Tender Document for

**SUPPLY INSTALLATION TESTING & COMMISSIONING OF 1 NO. OF
MOBILE SEMI AUTOMATIC SCISSOR LIFT AT CFS, KOLKATA-700088.**

DUE DATE & TIME

13.02.2020 BY 14:00 hrs

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NOTICE INVITING E-TENDER

On line bids in single Bid System are invited from the approved/reputed manufacturers of Scissor Lift or their authorized dealer/ distributor/channel partner , who fulfill the eligibility criteria mentioned in the tender document under the Heading “General Terms & Conditions” or elsewhere and comply with Technical Specifications mentioned in this tender document for undertaking the subject contract for **“SUPPLY-INSTALLATION-COMMISSIONING OF 1 NO. OF MOBILE SEMI AUTOMATIC SCISSOR LIFT AT CFS, KOLKATA-700088 “**

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 bidders credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	SUPPLY-INSTALLATION-COMMISSIONING OF 1 NO. OF MOBILE SEMI AUTOMATIC SCISSOR LIFT AT CFS, KOLKATA-700088
2	Tender No	e- TENDER NO: BL/CFS/KOL/SCISSOR LIFT/19-20/6
3	Validity Of Offer	90 days from the date of opening of the tender
4	Completion Period	60 days from placement of PO/LOI whichever is earlier
6	EMD	NA
7	Downloading / Submission of Tender :	
	a. Starts on	24.01.2020 15:00 hrs
	b. Closes on	13.02.2020 14:00 hrs
8	Opening of Tenders	On or after due date and time for submission.

• **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

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/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
- c. Income Tax PAN number
- d. **GST Tax Registration number**
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last two years
- f. Certificate from bankers about financial soundness.

2. VERIFICATION OF DOCUMENTS

- a. 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.
- b. 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.
- c. 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.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. 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.
- f. 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> .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.**

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 are 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.

HELPCENTRE NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST

(MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))

OFF HOURS & HOLIDAY SUPPORT

Helpdesk Team would be reachable in their mobiles during off hours and on holidays. Please refer contact us for resource-wise mobile nos.

Please email your issues before your call helpdesk. This will help us serving you better.

Contact Nos. and email IDs for Balmer Lawrie helpdesk officers

Balmer Lawrie & Co LTD. , 21, Netaji Subhas Road, Kolkata-700 001			
Balmer Lawrie e-Tendering Support Staff:			
<u>Nodal officer [For Escalation]:</u> C1 India Mr. Ritabrata Chakraborty (PM), Contact Details: +91 8697910411, E-mail- ritabrata@chakraborty@ c1india.com	Name	E-mails	Phone Numbers
	1. Mr. Tuhin Ghosh	tuhin@ghosh@ c1india.com	+91-8981165071
	2. Mr. Tirtha Das	tirtha@das@ c1india.com	+91-9163254290
	3. Mr. Ravi Gaiwal	ravi@gaiwal@ c1india.com	+91-022-66865633
	4. Mr. Ujjal Mitra	ujjal@mitra@ c1india.com	+91-8986678058

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.

- **Special Note**
 - 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.

- 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.
- No bids will be accepted physically or by post.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 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.
- 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. Only at the time of inviting offers, there will be paper ad. There will no further paper ad on this.
- **Any amendment /corrigendum, as and when required, will be uploaded only on the website of the company www.balmerlawrie.com and related Government of India e-procurement websites where this tender is floated and interested vendors should regularly visit these websites for updation“.**
- **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 on his own 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

[1] For Supply : The Scope of work of this tender consists of Design, Supply-Installation & Commissioning of 1 No. of Semi-Automatic Mobile Scissor Lift of minimum of 350Kg loading capacity with Table Lift height of 11 Mtrs **or more** for use at maintenance works in warehouse and on exigency lifting & lowering of manual cargo of equivalent weight as per Technical Specification and complying with all Pre-Qualification criteria mentioned in “General Terms & Conditions of Contract” detailed below. The Scissor Lift is required at our CFS at P3/1, Transport Depot Road Kolkata-700088 .

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[2] For AMC : Scope of Work.

Annual Maintenance Contract After Warranty Period

Service Engineer will visit at our site as mentioned above to carry out the servicing of our Equipment. During the visit Service Engineer will inspect the equipments thoroughly and repair and also give suggestions for smooth operation of Scissor Lift .

Details of visit of our Service Engineer / Technician will be as under :-

a) Schedule visits for Preventive maintenance Job	4	(Four) / Year
b) Break Down Visit – As and When if Required	Unlimited	(Unlimited) / Year

1) Visit will be made with intimation to Balmer Lawrie (BL) Maintenance Incharge/Office Incharge. Break down call will be attended as and when required.

2) Vendor will provide Preventive maintenance Services during normal working hours on all working days example: Checking & repairing namely – Hyd Cylinders, Hyd Connection, Safety Features etc.

3) The Contract includes only the cost of service provided by your Service Engineer or Service Team as required. Cost of Spares & Consumables e.g . Lub. Oil , Grease, Gear Oil etc. shall be borne by Balmer Lawrie(BL) or shall be provided by BL.

4) Besides vendors Service team if any Tech Assistance , Lifting Facility, at work site etc. are required to be carried out during repairs and maintenance activities in a proper manner shall be provided by Balmer Lawrie.

5) Vendor’s Service Engineer will make Service Report for each visit .

6) One Maintenance LOG BOOK will be maintained for the Equipment by Balmer Lawrie as per format provided by the equipment supplier.

AMC is Non-evaluative.

SL NO.	Description Item	HSN/SAC	Quantity	Unit	Rate	Amount
1	1st Year AMC after one year warranty period		1	LS		
2	2nd Year AMC		1	LS		
3	3rd Year AMC		1	LS		
4	4th Year AMC		1	LS		
5	5th Year AMC		1	LS		

TECHNICAL SPECIFICATIONS

1.00 GENERAL

- 1.01 The Scissor Lift to be designed as variable height adjust platform that is to be used primarily as a maintenance device/tool to reach at different height within and outside of warehouse. The Scissor Lift should allow for safe and efficient vertical movements powered by its fitted motor of suitable capacity with maintenance persons and goods loaded on it. It will also to be able to move on its own wheel from one place to the other. The Scissor Lift has to be designed to withstand the repeated abuse of load stresses, while maintaining its versatility and structural integrity.
- 1.02 The equipment should be designed for easy maintainability and the controls should be user/operator friendly. Mounting of various control elements should be of easy dismantling types. All electrical/electronics should be suitably tropicalized (Maximum operating temperature of 45 degree centigrade and relative Humidity of 100%).
- 1.03 The minimum technical requirements/specification for the Scissor Lift are given below

TECHNICAL SPECIFICATIONS

SL. NO.	DESCRIPTION OF FEATURES	RECOMMENDED	Compliance Status (Yes /No)
1	Manufacturing Standard	ISO-9001 : 2008 or Equivalent or CE European Certification	
2	Capacity of Scissor Lift (Load capacity)	350 Kg. or more	
3	Table/Platform Lift Height	11 Mtrs or more	
4	Platform Size(approx.) or more	2000 mm X 1200 mm	
5	Platform Height(at close fold state) not to exceed	1900 mm.	
6	Lifting Motor capacity(Minimum)	2KW.	
7	Self Weight (not more than)	2.5 MT	
8	Horizontal Movement	Entire Scissor Lift Assembly must be mounted on wheels and has to be easily movable on horizontal surface	
9	Power Supply to motor	Single or Three phase , LT(230/415Volts) , A.C and 50Hz.	
10	In-built power source	24 V DC Battery.	
11	Safety Arrangements	<ul style="list-style-type: none"> • Over Load Safety Protection Valve. • Emergency Lowering in case of Power Failure. • Emergency Stop Button. 	
12	Mobility	Through Solid rubber tyre mounted	
13	Safety Accessories	To be mentioned by the vendor.	

Comprehensive AMC has to be given for the 1st 5 years after the warranty period of one year is over, in a specific form give in the online form. This quotes for AMC will not be evaluated for arriving at L1 position of bidder

The following are desirable:

1. It should match with the user environment
2. Should have a greater protection from incorrect operation
3. Should have maintenance free operation

GENERAL TERMS AND CONDITIONS

1. ELIGIBILITY CRITERIA FOR TECHNO-COMMERCIAL BID

- a) Bidders must be Reputed manufacturers of Scissor lifts or their authorized dealer / distributor/channel partner. In case bidder is authorized dealer / distributor/channel partner, the documentary evidence for the same must be submitted along with EMD and/or uploaded in along with e-bid.
- b) Bidder must have supplied/sold at least 10 nos. of Scissor Lifts in India in last 3 years period supplied/sold to Govt./ PSU/Reputed Industries. Purchase order copy and successful installation certificate from such Govt./PSU/Reputed Private Industrial customers, customers contact person and contact numbers to be provided with tender technical(unpriced) bid.
- c) The Bidder must have Office in India & Service set up at Kolkata
- d) The bidder should not have been black listed in any of the PSU's or private organizations and a self-certification to this affect would need to provided on bidder's letter head.

2. SUBMISSION OF ONLINE BIDS

The bids should be submitted in as single format including both the

[A] Technical / Commercial part
and

[B] Price part

For Price Bid, only the rates are to be directly populated in the online 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.

3. TENDER OPENING

The bid will be opened as per the tender calendar

4. ACCEPTANCE OF OFFERS

4.1 Balmer Lawrie reserves the right to accept the tender or reject the tender, without assigning any reason thereof.

4.1 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 also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.

4.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents will be rejected.

5. NEGOTIATIONS

- a. Balmer Lawrie reserves the right to negotiate with the L1 Tenderer only. 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.
- b. 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 whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion and proceed to finalise the tender.

6. PRICE VARIATION

- a) 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.
- b) The quoted rates shall be kept valid for acceptance for a minimum period of 90 days from the last date for submission of tender.

7. NOTIFICATION OF AWARD

Prior to the expiration of the period of Bid validity, BL will place purchase/work order or letter of intent on the successful bidder on L1 basis.

8. VALIDITY OF OFFER

The offer should be kept valid for acceptance by Balmer Lawrie for a period of 90 days from the last date for submission of tender.

9. COMPLETION PERIOD Supply installation and commissioning of the equipment to be completed within 60 days from the date of Purchase Order/LOI.

10. RATES, TAXES & DUTIES

Rate quoted shall be as per Price Bid format provided below, quoting only the basic rates of the tyres. However, they shall clearly mention the prevailing rates for GST in the hard copy document to be submitted by them and/or to be uploaded in eproc.

11. PRICE ESCALATION: No price escalation for cost of the equipment shall be entertained.

12. PAYMENT TERMS :

- (i) 90% of the order value shall be released after Successful Supply, Installation , Testing and Commission (SITC) of the equipment and

completion of training of Balmer Lawrie personnel . SITC and training certificate signed by authorized Balmer Lawrie (BL) representative has to be attached during submission of invoice Payment will be through online mode only.

- (ii) **10% of the basic order** value shall be paid against submission of PBG (Performance Bank Guarantee) of equivalent amount valid for the entire defect liability period from the date of issue of completion certificate. PBG shall be submitted before issuance of completion certificate.
- (iii) No advance payment will be done.

13. GUARANTEE/Warranty: The successful vendor shall provide guarantee for 1 year from the date of Commissioning of the equipment. The warranty/guarantee shall extent to the equipment and components(except normal wear and tear components like rubberized items seals & O-rings, hoses, filters etc.) manufactured by you or your vendor. In case of prolonged break down of equipment during warranty, the warranty period shall be extended proportionately. Comprehensive AMC has to be given for the 1st 5 years after the warranty period of one year is over, in a specific form give in the online form. This quotes for AMC will not be evaluated for arriving at L1 position of bidders

14. PACKING, FORWARDING & TRANSPORTATION & Insurance

The successful vendor shall arrange for proper packing and transportation of the equipment to reach us safely at CFS-Kolkata P-3/1 Transport Depot Road Kolkata-700088 and undamaged at the supplier's cost. Proper insurance is also to be taken by the supplier

15. Liquidated damages: -

- a) Vendor shall be liable to pay liquidated damages for the following:

Failure to deliver the material as per PO and delivery schedule. In such case, vendor shall be liable to pay liquidated damages @ 0.5% of PO value per week or part thereof subject to a maximum of 5.0%.

- b) If any damage is caused to the property and/or machinery (including its any part) of Balmer Lawrie & Co Ltd., directly and/or indirectly incidental to and connected with the execution of the work, the loss shall be assessed by BL and vendor shall be liable to indemnify the value of such damaged property and/or machinery.

16. Delivery Location, working days & hours, Inspection & drawings and Manuals: - The delivery is required to be done to the following:

**Shri . G Paul
Sr Manager (T & L)
BalmerLawrie& Co. Ltd.
Container Freight Station
Kolkata**

The delivery shall be done only from Monday to Friday between 10:00 am. to 5:00 pm (timing may be relaxed if required).

We reserve the right to inspect the Equipment at suppliers works ourselves or through a third party nominated by us. Successful supplier will provide all assistance to our inspector in carrying out such inspection at supplier's works free of any charges

The supplier shall be required to submit 2 sets of Operation and Maintenance Manuals for the equipment along with test certificates for major individual systems from vendors for major bought -out items (if any).

17.Placement of Order: Purchase order will be based on L1 rate for the entire Supply Installation Testing and Commissioning at the discretion of BL.

18.LIMITATION OF LIABILITY: Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order Price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production.

19. ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration 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 & 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.

20. Force Majeure

Any delay in or failure of the performance of either part hereto shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays failure of performance is caused by occurrences such as Acts of God or an enemy, expropriation or confiscation of facilities by Government authorities, acts of war, rebellion, sabotage or fires, floods, explosions, riots, or strikes. The Vendor shall keep records of the circumstances referred to above and bring these to the notice of the Engineer-In-Charge in writing immediately on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted for the delivery period. On decision of BL/BL arrived at after consultation with the Vendor, shall be final and binding. Such a determined period of time be extended by the BL to enable the Vendor to deliver the items within such extended period of time.

If Vendor is prevented or delayed from the performing any of its obligations under this agreement by Force Majeure, then Vendor shall notify BL the circumstances constituting the Force Majeure and the obligations performance of which is thereby delayed or prevented, within seven days of the occurrence of the event.

21. Purchase preference policy for MSE Vendors:

(i) 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 execute 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 range of LI+15%, 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 to MSE (within 15% band with non MSE vender) vender subject to matching with L1 price of non MSE vender.

For Further clarity in this regard a table is furnished below:

Type of Tender	Price Quoted by MSE	How to Finalize the Tender
Can be split	L1	Full Order on MSE
Can be split	Not L1 but within L1+15%	25% order on MSE subject to matching L1 price
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1+15%	Full Order on MSE subject to matching

(ii) This is a no split tender

22.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.

23.Training:

The training will include the following:

- a. Complete operational training to 4 Balmer Lawrie (BL)Personnel for- 2 days**
 - b. Autonomous Maintenance to 2 BL maintenance personnel-2 days**
- No extra charges will be paid for training**

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e- TENDER NO: BL/CFS/KOL/SCISSOR LIFT/19-20/6 and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer

Date :

Name & Address

Telephone Nos.

Office:

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Trade Licence.(copy to attach)	
6	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
7	Registration No. (Under companies Act)	
8	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
9	Income Tax PAN no.	
10	Whether copy of PAN enclosed	
11	Whether copy of latest Income Tax Return uploaded	
12	GST Registration No. (copy to be attached)	
13	Service Tax Registration. No.	
14	Whether copy of Service Tax Registration certificate Uploaded	
15	Name of the Banker	
16	Whether registration under MSEME act	
17	In case registered under MSME provide registration number and copy of registration certificate.	
18	If MSME vendor is SC/ST must furnish their relevant document	

BOQ(Price Bid)

SL NO	Description Item	HSN/SAC	Quantity	Unit	Rate	Amount
1	Supply of Motorised Scissor Lift as per the technical specification and terms and conditions mentioned in the tender document.		1	No.		
2	Installation testing and Commissioning of the supplied equipment in SL No. 1 at CFS, P 3/1, Transport Depot Road, Kolkata 700088		1	No.	Do Not Quote	
3	Total					