

Balmer Lawrie & Co. Ltd.

TENDER
FOR
ELECTRICAL MAINTENANCE JOB CONTRACT
OF
THE RESIDENTIAL COMPLEX
AT
9B QUEEN'S PARK, BALLYGUNGE CIRCULAR ROAD

TENDER NO. – BL/HR/ADM/ELEC9B/LT/201920/0032, DATED: 05.03.2020

DUE DATE – 16th March AT 6.00 P.M.



Since 1867

Issued by:-

Balmer Lawrie & Co. Ltd.

Administration Department - CHO

21 Netaji Subhas Road

Kolkata - 700 001.

NOTICE INVITING TENDER

Tender No. BL/HR/ADM/ELEC9B/LT/201920/0032, DATED: 05.03.2020

Due Date –16th March AT 6.00 P.M.

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

M/s BALMER LAWRIE & CO. LTD. (herein after referred as company) invites sealed tenders from **Registered vendor only for Electrical Maintenance Job Contract of the residential complex** at above mentioned location. The Tender document along with its accompanying terms and conditions can be downloaded from the website of the Company www.balmerlawrie.com.

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

SCOPE OF WORK

The Scope of work of this tender consists of Tender for Electrical Maintenance Job Contract of The residential complex at the above referred locations as per Annexure-[I], Balmer Lawrie & Co. Ltd., Kolkata- 700019

CONTRACT PERIOD

The initial contract should be valid for TWO YEAR & may be extended for further one year @ same rate/terms & condition based on performance.

TENDER SUBMISSION (e-Procurement)

(i) Procedure for Bid Submission:

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

(ii) Registration with e-Procurement platform:

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

(iii) 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. available at *e-Procurement platform at <https://balmerlawrie.eproc.in>*

(iv) Submission of Hard copies:

After submission of bid on line, the bidders are requested to submit the DD/BG towards EMD, copy of uploaded documents to the tender inviting authority before opening of bid either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The Department shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/ bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

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Tender No. BL/HR/ADM/ELEC9B/LT/201920/0032, DATED: 05.03.2020

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- (i) The bidder is requested to drop their sealed envelope in the tender box within due date and time of the tender. The bidder has to attach the required documents after downloading the same as required by the tender inviting authority in its tender conditions.

Bidders found defaulting in submission of hard copies DD/BG for EMD to the tender inviting authority on or before the tender stipulated time will be suspended/ disqualified from the participating in tenders on e-procurement platform, for a period of 12 months from the date of bid submission.

- (ii) The bidder should complete all the processes and steps required for bid submission.
- (iii) The successful bid submission can be ascertained once acknowledgment is given by the system through bid submission number after completing all the processes and steps. Balmer Lawrie & Co Ltd and C1 India are not responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the tender inviting authority for processing.
- (iv) The hard copies (**non priced part**) as explained above should reach the office of The Head (Administration/ CSR), Administration Department, Balmer Lawrie & Co. Ltd at 21, Netaji Subhas Road, Kolkata – 700 001, on or before the due date of submission of tender.
- (v) **Corrigendum to tender:**
The bidder has to keep track of any changes by viewing the addendum/ Corrigendum's 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.
- (vi) **Bid Submission Acknowledgment:**
The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgment is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.
- (vii) **Disclaimer Clause:**
Neither the Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of Internet or other connectivity problems or reasons thereof.

Last Date for submission of online bid- 16th March at 06:00Pm

Last date for submission unpriced bid- 16th March at 06:00Pm

Tender to be opened on- 17th March at 11:00 Hrs.

VALIDITY OF OFFER

Tenderer shall keep their offer valid for a period of **90 Days** from the date of opening of Offer.

EARNEST MONEY DEPOSIT

Un-priced Part should be accompanied by Rs. 5000.00 (Rupees five thousand only) towards earnest money deposit through online in favor of M/s Balmer Lawrie & Co Ltd payable at Kolkata as per format enclosed. No interest to be paid on EMD. Public Sector Enterprises and Small-Scale Units registered with National Small-Scale Industries are exempted from payment of Earnest Money Deposit and Tender Fee. Bidder to submit necessary document (copy of Certificate of Registration from NSIC, SSI, SME) to claim waiver of Tender Fee & Earnest Money Deposit. Please refer Annexure-6 for detail notification of Online EMD.

NON-CONFORMANCE

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

For **BALMER LAWRIE & CO. LTD.**

[Dilip Kumar Das]
Head [Administration/ CSR]

NOTICE INVITING TENDER

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General Conditions of Tender

1.0 This is only a Price Inquiry and not an order.

2.0 **Site Particulars:**

A. Residential Complex at 9B Queen's Park, Kolkata-700019

The intending tenderer are advised to visit the sites and familiarized themselves thoroughly with the site conditions, system conditions etc. before submitting the tender. Non familiarity with the site condition & others will not be considered reason either for extra claims or for not carrying out the work in strict conformity with the specifications.

3.0 **Other Conditions**

3.1 BL reserves the right to reject offers not meeting its Technical requirements and commercial conditions.

3.2 It may please be noted that bids of any tender may be rejected if a conflict of interest between the bidder and the Company/ its employees is detected at any stage

3.3 Balmer Lawrie & Co Ltd., shall have the right to **cancel the job or reduce/ increasescope of work** from the schedule of job provided in **Annexure -I** without assigning any reason whatsoever.

4.0 **TERMS & CONDITIONS**

4.1 Firm Prices-

On placement of order, prices will remain firm till completion of the contract period.

5.0 **Terms of Payment**

The payment shall be made on monthly basis after submission of bill along with signed copy of monthly service report for each site by Balmer Lawrie representative.

6.0 **RISK & COST:**

If the service provider does not provide proper service during the contract period the same will be got done by M/s Balmer Lawrie & Co. Ltd. at the risk & cost of the service provider. Failure to meet the safety requirement & or adhere to safety norms will entail stoppage of work at the risk and cost of the contractor.

NOTICE INVITING TENDER

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Special Condition of Tender

The special terms & condition as stated hereunder shall be read in conjunction with General Conditions of Tender:

- 1] No price escalation on cost of materials and labour charges shall be entertained during the contract period.
- 2] The Tenderer shall organize Workmen's Insurance Policy for their Workmen. In case of any accident, company will not be liable for any compensation. The Tenderer shall also be abiding by strictly the safety rules & regulation of M/s Balmer Lawrie. ESI formalities are to be maintained.
- 3] **The rates quoted by the bidder as per schedule prescribed in Annex: II, shall be inclusive of all Taxes, Duties, or any duties levied by the Government or any local authority. GST will be paid extra as applicable.**
- 4] **Maintenance contract is hereby declared by complete job contract to be borne by the vendor in our Company's residential complex at 9B Q. Park, Kol- 19.**
- 5] The service provider should be responsible at his own cost for the all necessary tools, tackles, consumable items (gland packing, grease, oil, screw, nut, bolts etc.) along with personal protective equipment related to safety during maintenance.
- 6] A log book/Service card has to be maintained for record in details, which will sign by the competent authority of the service provider and the authorized representative of Balmer Lawrie.
- 7] **The contractor shall be solely responsible for payment of wages/ salaries and allowances in their own during the job contract that are applicable under the laws in force including any new act or order of Government, which may become applicable. M/s Balmer Lawrie & Co. Ltd shall have no liability whatsoever in this regard.**
- 8] **Earnest Money shall be forfeited under following circumstances:**
 1. On revocation of tender or increase in rates after opening of the tender but before validity of the quotation expires.
 2. On refusal to enter into contract after the award of contract.
 3. The EMD shall be returned to the unsuccessful bidders after the finalization of the contract.

9] Termination of Contract:

If any time the service provider make any fault in preceding the work with due diligence and continue to do so even after the notice or commit any default in completing any of the terms and conditions are given to them on that behalf by the officer in charge, M/s Balmer Lawrie & Co. Ltd may, without prejudice to any other right to remedy accrued or shall accrue thereafter to the company by written notice terminate the contracts a whole or part of the contract. The party shall be liable to pay damages towards the breach of contract including but not limited to the extra costs, expense, considerations etc. incurred by M/s Balmer Lawrie & Co. Ltd. on account of termination of contract with the party.

All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of the business shall deem to have been served on the date even in ordinary course of post these would have been delivered to the party.

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10] Right of Acceptance & Rejection:

The bidders are required to understand the work properly before quoting the rates. Submission of tender by the service provider will imply that it has read all the documents and as made itself fully aware about the work. M/s Balmer Lawrie & Co. Ltd reserves the right to assessment bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the owner. This office reserves the right to reject any or all quotations without assigning any reason whatsoever.

Mere issue of tender document and submission of offer does not necessarily qualify for consideration of offer. M/s Balmer Lawrie Co. Ltd reserves the right to accept or reject any or the lowest tendered either in part or in full without assigning any reason whatsoever. Decision of the company in this connection shall be final.

11] Arbitration:

Any dispute or difference arising under this purchase order shall be referred to appropriate court(s) under jurisdiction of The High Court for adjudication at Kolkata to a sole arbitrator to be appointed by the 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 paid equally by both the parties.

Annexure 6: Online EMD

Terms and Conditions for making Online-Payments towards Earnest Money Deposit (EMD)

The Terms and Conditions contained herein shall apply to any person ("User") using the services of Balmer Lawrie & Co. Ltd, hereinafter referred to as "Merchant", for making Tender fee and Earnest Money Deposit (EMD) payments through an online Payment Gateway Service ("Service") offered by ICICI Bank Ltd. In association with E Tendering Service provider and Payment Gateway Service provider through Balmer Lawrie e-procurement website i.e. <https://balmerlawrie.eproc.in> ("Website"). Each User is therefore deemed to have read and accepted these Terms and Conditions.

1 Privacy Policy

The Merchant respects and protects the privacy of the individuals that access the information and use the services provided through them. Individually identifiable information about the User is not willfully disclosed to any third party without first receiving the User's permission, as covered in this Privacy Policy.

This Privacy Policy describes Merchant's treatment of personally identifiable information that Merchant collects when the User is on the Merchant's website. The Merchant does not collect any unique information about the User (such as User's name, email address, age, gender etc.) except when you specifically and knowingly provide such information on the Website. Like any business interested in offering the highest quality of service to clients, Merchant may, from time to time, send email to the User and other communication to tell the User about the various services, features, functionality and content offered by Merchant's website or seek voluntary information from the User.

Please be aware, however, that Merchant will release specific personal information about the User if required to do so in the following circumstances:

in order to comply with any valid legal process such as a search warrant, statute, or court order, or available at time of opening the tender

- a) if any of User's actions on our website violate the Terms of Service or any of our guidelines for specific services, or
- b) to protect or defend Merchant's legal rights or property, the Merchant's site, or the Users of the site or
- c) to investigate, prevent, or act regarding illegal activities, suspected fraud, situations involving potential threats to the security, integrity of Merchant's website/offerings.

General Terms and Conditions For E-Payment

Once a User has accepted these Terms and Conditions, he/ she may register on Merchant's website and avail the Services.

- a) Merchant's rights, obligations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India, and nothing contained in these Terms and Conditions shall be in derogation of Merchant's right to comply with any law enforcement agencies request or requirements relating to any User's use of the website or information provided to or gathered by Merchant with respect to such use. Each User accepts and agrees that the provision of details of his/ her use of the Website to regulators or police or to any other third party in order to resolve disputes or complaints which relate to the Website shall be at the absolute discretion of Merchant.
- b) If any part of these Terms and Conditions are determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth herein, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of these Terms and Conditions shall continue in effect.
- c) These Terms and Conditions constitute the entire agreement between the User and Merchant. These Terms and Conditions supersede all prior or contemporaneous communications and proposals, whether electronic, oral, or written, between the User and Merchant. A printed version of these Terms and Conditions and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these Terms and Conditions to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form.
- d) The entries in the books of Merchant and/or the Payment Gateway Service Providers kept in the ordinary course of business of Merchant and/or the Payment Gateway Service Providers with regard to transactions covered under these Terms and Conditions and matters therein appearing shall be binding on the User and shall be conclusive proof of the genuineness and accuracy of the transaction.
- e) Refund for Charge Back Transaction: In the event there is any claim for/ of charge back by the User for any reason whatsoever, such User shall immediately approach Merchant with his/ her claim details and claim refund from Merchant alone. Such refund (if any) shall be effected only by Merchant via payment gateway or by means of a demand draft or such other means as Merchant deems appropriate. No claims for refund/ charge back shall be made by any User to the Payment Gateway Service Provider(s) and in the event such claim is made it shall not be entertained.
- f) In these Terms and Conditions, the term "Charge Back" shall mean, approved and settled credit card or net banking purchase transaction(s) which are at any time refused, debited or charged back to merchant account (and shall also include similar debits to Payment Gateway Service Provider's accounts, if any) by the acquiring bank or credit card company for any reason whatsoever, together with the bank fees, penalties and other charges incidental thereto.
- g) Refund for fraudulent/duplicate transaction(s): The User shall directly contact Merchant for any fraudulent transaction(s) on account of misuse of Card/ Bank details by a fraudulent individual/party and such issues shall be suitably addressed by Merchant alone in line with their policies and rules.
- h) Server Slow Down/Session Timeout: In case the Website or Payment Gateway Service Provider's webpage, that is linked to the Website, is experiencing any server related issues like 'slow down' or 'failure' or 'session timeout', the User shall, before initiating the second payment, check whether his/her Bank Account has been debited or not and accordingly resort to one of the following options:
- i) In case the Bank Account appears to be debited, ensure that he/ she does not make the payment twice and immediately thereafter contact Merchant via e-mail or any other mode of contact as provided by Merchant to confirm payment

- j) In case the Bank Account is not debited, the User may initiate a fresh transaction to make payment.

However, the User agrees that under no circumstances the Payment Gateway Service Provider shall be held responsible for such fraudulent/duplicate transactions and hence no claims should be raised to Payment Gateway Service Provider. No communication received by the Payment Gateway Service Provider(s) in this regard shall be entertained by the Payment Gateway Service Provider.

Limitation of Liability

- a) Merchant has made this Service available to the User as a matter of convenience. Merchant expressly disclaims any claim or liability arising out of the provision of this Service. The User agrees and acknowledges that he/ she shall be solely responsible for his/ her conduct and that Merchant reserves the right to terminate the rights to use of the Service immediately without giving any prior notice thereof.
- b) Merchant and/or the Payment Gateway Service Providers shall not be liable for any inaccuracy, error or delay in, or omission of (a) any data, information or message, or (b) the transmission or delivery of any such data, information or message; or (c) any loss or damage arising from or occasioned by any such inaccuracy, error, delay or omission, non-performance or interruption in any such data, information or message. Under no circumstances shall the Merchant and/or the Payment Gateway Service Providers, its employees, directors, and its third party agents involved in processing, delivering or managing the Services, be liable for any direct, indirect, incidental, special or consequential damages, or any damages whatsoever, including punitive or exemplary arising out of or in any way connected with the provision of or any inadequacy or deficiency in the provision of the Services or resulting from unauthorized access or alteration of transmissions of data or arising from suspension or termination of the Services.
- c) The Merchant and the Payment Gateway Service Provider(s) assume no liability whatsoever for any monetary or other damage suffered by the User on account of:
- (I) the delay, failure, interruption, or corruption of any data or other information transmitted in connection with use of the Payment Gateway or Services in connection thereto; and/ or
 - (ii) any interruption or errors in the operation of the Payment Gateway.
4. The User shall indemnify and hold harmless the Payment Gateway Service Provider(s) and Merchant and their respective officers, directors, agents, and employees, from any claim or demand, or actions arising out of or in connection with the utilization of the Services.

The User agrees that Merchant or any of its employees will not be held liable by the User for any loss or damages arising from your use of, or reliance upon the information contained on the Website, or any failure to comply with these Terms and Conditions where such failure is due to circumstance beyond Merchant's reasonable control.

Miscellaneous Conditions:

1. Any waiver of any rights available to Merchant under these Terms and Conditions shall not mean that those rights are automatically waived.
2. The User agrees, understands and confirms that his/ her personal data including without limitation details relating to debit card/ credit card transmitted over the Internet may be susceptible to misuse, hacking, theft and/ or fraud and that Merchant or the Payment Gateway Service Provider(s) have no control over such matters.
3. Although all reasonable care has been taken towards guarding against unauthorized use of any information transmitted by the User, Merchant does not represent or guarantee that the use of the Services provided by/ through it will not result in theft and/ or unauthorized use of data over the Internet.

4. The Merchant, the Payment Gateway Service Provider(s) and its affiliates and associates shall not be liable, at any time, for any failure of performance, error, omission, interruption, deletion, defect, delay
5. in operation or transmission, computer virus, communications line failure, theft or destruction or unauthorized access to, alteration of, or use of information contained on the Website.
6. The User may be required to create his/ her own User ID and Password in order to register and/ or use the Services provided by Merchant on the Website. By accepting these Terms and Conditions the User agrees that his/ her User ID and Password are very important pieces of information and it shall be the User's own responsibility to keep them secure and confidential. In furtherance hereof, the User agrees to;
 - i. Choose a new password, whenever required for security reasons.
 - ii. Keep his/ her User ID & Password strictly confidential.
 - iii. Be responsible for any transactions made by User under such User ID and Password.

The User is hereby informed that Merchant will never ask the User for the User's password in an unsolicited phone call or in an unsolicited email. The User is hereby required to sign out of his/ her Merchant account on the Website and close the web browser window when the transaction(s) have been completed. This is to ensure that others cannot access the User's personal information and correspondence when the User happens to share a computer with someone else or is using a computer in a public place like a library or Internet café.

E. Debit/Credit Card, Bank Account Details

1. The User agrees that the debit/credit card details provided by him/ her for use of the aforesaid Service(s) must be correct and accurate and that the User shall not use a debit/ credit card, that is not lawfully owned by him/ her or the use of which is not authorized by the lawful owner thereof. The User further agrees and undertakes to provide correct and valid debit/credit card details.
2. The User may make his/ her payment (Tender Fee/Earnest Money deposit) to Merchant by using a debit/credit card or through online banking account. The User warrants, agrees and confirms that when he/ she initiates a payment transaction and/or issues an online payment instruction and provides his/ her card / bank details:
 - i. The User is fully and lawfully entitled to use such credit / debit card, bank account for such transactions;
 - ii. The User is responsible to ensure that the card/ bank account details provided by him/ her are accurate;
 - iii. The User is authorizing debit of the nominated card/ bank account for the payment of Tender Fee and Earnest Money Deposit.
 - iv. The User is responsible to ensure sufficient credit is available on the nominated card/ bank account at the time of making the payment to permit the payment of the dues payable or the bill(s) selected by the User inclusive of the applicable Fee.

F. Personal Information

1. The User agrees that, to the extent required or permitted by law, Merchant and/ or the Payment Gateway Service Provider(s) may also collect, use and disclose personal information in connection with security related or law enforcement investigations or in the course of cooperating with authorities or complying with legal requirements.
2. The User agrees that any communication sent by the User vide e-mail, shall imply release of information therein/ therewith to Merchant. The User agrees to be contacted via e-mail on such mails initiated by him/ her.
3. In addition to the information already in the possession of Merchant and/ or the Payment Gateway Service Provider(s), Merchant may have collected similar information from the User in the past. By entering the Website, the User consents to the terms of Merchant's information privacy policy and to our continued use of previously collected information. By submitting the User's personal information to us, the User will be treated as having given his/her permission for the processing of the User's personal data as set out herein.
4. The User acknowledges and agrees that his/ her information will be managed in accordance with the laws for the time in force.

G. Payment Gateway Disclaimer

The Service is provided in order to facilitate payment of Tender Fees/Earnest Money Deposit online. The Merchant or the Payment Gateway Service Provider(s) do not make any representation of any kind, express or implied, as to the operation of the Payment Gateway other than what is specified in the Website for this purpose. By accepting/ agreeing to these Terms and Conditions, the User expressly agrees that his/ her use of the aforesaid online payment service is entirely at own risk and responsibility of the User.

H. General Terms and Conditions –

1. It is advised that all bidders make payment via RTGS/NEFT/Debit Card /Credit Card at least one day in advance to the last day. In the event of bidder making payment on the last day and same is not available for bidder for validation on account of any reason whatsoever, Balmer Lawrie & Co. Ltd., its banker or e-Procurement service provider or payment gateway service provider would not be held responsible in any manner. In such cases bidder may not be able to submit the tender.
2. It is the bidder's responsibility to ensure that RTGS/NEFT RTGS/NEFT/Debit Card /Credit Card payments are made to the exact details as mentioned in the challan. In the event of any discrepancy, payment would not be considered and would not be available for validation of EMD payment.
3. Bidder is required to generate challan for every tender since details in the challan are unique to the tender and bidder combination. Bidder is not supposed to use challan generated in one tender for payment against another tender.
4. Under no circumstance, including whether the bidder has made duplicate/incorrect payments or correct payments not validated by the bidder for which tender validity has expired, Balmer Lawrie & Co. Ltd. Or its Banker or its service providers are under no obligation to disclose the details of payment made by any bidder.
5. If you attempt to add beneficiary through internet banking then add the beneficiary account number printed in challan only. Please note that every challan has different beneficiary account number and hence do not attempt to use the same beneficiary account number for multiple cases.
6. No part payment should be made using account of same bank or other bank. Kindly ensure that full amount should be paid in one transaction. If multiple payments are made from one bank or multiple banks, then case will be disapproved and amount will be auto refunded.

Balmer Lawrie & Co. Ltd.

Page- 11

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Tender No. **BL/HR/ADM/ELEC9B/LT/201920/0032**, DATED: 05.03.2020

Due Date –16th March AT 6.00 P.M.

FORM OF TENDER

[TO BE FILLED IN BY THE TENDERER]

Date -

To

The Head [Administration/ CSR]

Balmer Lawrie & Co. Ltd.

21, Netaji Subhas Road

Kolkata – 700 001.

Dear Sir,

Sub. - Tender for Electrical Maintenance Job Contract of The residential complex at 9B Q. Park, Balmer Lawrie & Co. Ltd.

Tender No.: BL/HR/ADM/ELEC9B/LT/201920/0032, DATED: 05.03.2020

Having examined the subject Tender Documents consisting of Notice Inviting Tender, General Conditions of Contract, Special Condition of Contract, Price Schedule and having understood the provisions of the said Tender Document and having thoroughly studied the requirements of Balmer Lawrie & Co. Ltd. to the work tendered for in connection with **Electrical Maintenance Job Contract of The residential complex**, I/We hereby submit our tender offer for the performance of proposed job in accordance with the terms and conditions as mentioned in the Tender Document at the rate[s] quoted by me / us in the accompanying price schedule based on the Schedule of Works included within the Tender document.

If the work or any part thereof is awarded to me / us, I / We undertake to perform the work in accordance with the Tender Document and accept the terms and conditions of the Tender as will be laid down therein failing which Balmer Lawrie & Co. Ltd. Shall be at liberty, without further reference to me / us and without prejudice to any of its rights or remedies, to terminate the agreement and / or to forfeit the earnest money deposited in terms thereof. Also confirming that, if there will be any repairing/rectification work to be involved during the contract, that will be executed in our [contractor's] workshop, under our [contractor's] supervision.

Thanking you,

Yours faithfully,

[Name & Address of Firm):- _____

Contact No. :- _____

Contact Person _____

With Designation: - _____

Escalation Matrix 1: - {Contact no. & Mail Id} _____

Escalation Matrix 2: - {Contact no. & Mail Id} _____

STAMPED & SIGNED BY BIDDER WITH DATE

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A. SITE ADDRESS: Corporate Head Office, 21 NS Road, Kolkata- 700001

Job contract to be borne by the contractor for the residential complex at 9B Q. Park, Kol- 19. Also to maintain a log book/ log report chart which is to be countersigned by the concerned officer, of the total electrical system of the premises.

Schedule of Work:

Electrical maintenance to be done in all the flats including common area of the building. DG operation & it's cleanliness to be maintained. Electrical panels checkup & it's cleanliness to be maintained. Electrical consumables as following to be replaced at the cost of vendor.

1. Replacement of switches, tubes, bulbs, CFLs, regulator, geyser coil, thermostat, plug, socket, blast, starter, pump starter etc. But if there any kind of high value job needed to be executed, that will be done through the vendor @ cost of BL after taking prior approval from authority.

The vendor is advised to carry all the required tools, tackles, instrument at his own for carry out job.

In case of any damages/ fault occurred in domestic water pumps inside the premises, the vendor will be liable to repair the same at the cost of BL.

In case of any damages/ fault occurred in domestic sump pumps inside the premises, the vendor will be liable to repair the same at the cost of BL.

In case of any damages/ fault occurred in deep tube well water pumps inside the premises, the vendor will be liable to repair the same at the cost of BL.

The vendor should be getting ready to facilitate any emergency services required any time throughout the contract period without charging any extra cost.

Vendor should keep ready of necessary spare parts of the total system, may require during maintenance service in his own stock, for replacement if required. If an event during any emergency, if the contractor fails to supply such necessary spare parts or items, in such condition M/s Balmer Lawrie will supply the same and the cost for that will recover from the security deposit of the contractor.

STAMPED & SIGNED BY BIDDER WITH DATE

NOTICE INVITING TENDER

Tender No. BL/HR/ADM/ELEC9B/LT/201920/0032, DATED: 05.03.2020

Due Date –16th March AT 6.00 P.M.

PRICE BID

A. SITE ADDRESS: 9B Queen's Park, Kolkata- 700019

<u>Description</u>	<u>Monthly Rate in Rs.</u>
Rate for site address A & the job schedule prescribed in page-12 as per Annex-I	

TOTAL AMOUNT PER MONTH (IN WORDS) = -----

N.B- 1. All rates should be quoted inclusive of all taxes & other duties. GST will be paid extra as applicable.

STAMPED & SIGNED BY BIDDER WITH DATE