

**Balmer Lawrie & Co. Ltd.**  
**[A Government of India Enterprise]**  
**Administration Department**  
**21, Netaji Subhas Road. Kolkata - 700 001**

Ref.: Admin/EOI-Hotel

EOI No. -: **BL/HR/ADM/HTLTIE/EOI/201920/0004**

Date: 28<sup>th</sup> February 2020

Due Date: 18<sup>th</sup> March 2020

Subject: TIE-UP with Hotels for Holiday Homes for Balmer Lawrie employees

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. Balmer Lawrie & Co. Ltd. intends to tie-up with a reputed Hotel for the use of its Officers and their family members.

Competent & experienced hotelier having requisite amenities may submit their offer along with the required information as prescribed in the format under Annexure X to Z.

**SCOPE OF SERVICE**

The scope of service of this tender consists of provision of accommodation with **mandatory 2star or 3star** facilities at minimum 10 (Ten) of any other below mentioned Tourist Places: -

Alwar | Digha | Gangtok | Goa | Guwahati | Itanagar | Jaipur | Jammu | Bangalore | Mysore | Lucknow | Nepal | Nainital | Rishikesh | Vizag | Srinagar | Katra | Corbet | New Delhi | Pondicherry | Ahmedabad | Agartala | Dwarka |

**TENDER SUBMISSION**

1. Tender to be submitted under sealed covers, super scribing on the envelope "**Tender for Holiday Accommodation**".
2. Detailed offer complete in all respects as stipulated in this tender documents to be submitted to the office of the Head (Administration & CSR), Balmer Lawrie & Co. Ltd. 21 Netaji Subhas Road, Kolkata -700 001.
3. Due date for submission of Tender is 18<sup>th</sup> March 2020 at 6:00 p.m.

**EARNEST MONEY DEPOSIT**

**A sum of Rs.5000/- (INR Five thousand only)** should accompany with the bid in the form of Pay Order/ Bank Draft in favour of BALMER LAWRIE & CO. LTD. payable at KOLKATA. Bids/Offer not accompanied with the requisite EMD or bid accompanied with bid guarantee of inadequate value will not be entertained. In case of award of work, the EMD shall be converted into Security Deposit and shall be released within one month of successful completion of contractual period. EMD of unsuccessful applicants will be returned after finalization of the contract by A/c payee Cheque.

**TAX CERTIFICATES**

The interested Bidder should provide all necessary papers related to Registration of ESI, Provident Fund, GST etc.

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**VALIDITY OF OFFER**

Submitted tender shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of tender.

**TESTING / INSPECTION/SITE VISIT**

Rooms will be subject to inspection by the authorized representatives of Balmer Lawrie & Co. Ltd. [BL] as mutually agreed between both the parties.

**RIGHT OF ACCEPTANCE / REJECTION**

- a) Tenders not conforming to the requirements are liable for rejection. Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids.
- b) Balmer Lawrie & Co. Ltd. Reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.
- c) Submission of incomplete Tender will not be considered nor shall the company entertain any persons, whatsoever, on the subject queries.

**PERIOD OF CONTRACT**

Initially for two years, extendable for further one year @ same price, terms & condition and mutually acceptance, subject to satisfactory performance.

**FIRM PRICE CONTRACT**

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

**TERMS OF PAYMENT**

All payment would be made through BTC basis, within 30 days from the date of submission of bill along with occupancy list on a month to month basis.

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**ROOM RIGHTS ACCOMMODATION**

**The actual usage will be 400 Room Rights per annum, i. e. total 800 room nights in two years.**

**[A] ROOM FACILITY**

- a) Rooms are required to be of **mandatory 2 star or 3-star** facilities and should be tastefully furnished.
- b) Each room should have accommodation for two adults and two children (up to 5 years).
- c) Each room required to be attached bath with 24 hours Hot & Cold water supply
- d) Each Room to Air Conditioned / Room Heating facility.
- e) Each room should have basic amenities like Television with Cable connection, Telephone with Intercom, Dressing table, Storage Units, other than the beds.

**[B] OTHER MANDATORY FACILITIES**

- [a] Complementary bed tea and breakfast required to be provided.
- [b] Round the clock electricity
- [c] **Mandatory Restaurant** with reasonably priced food items.
- [d] Daily change of linen such as bed sheet pillow case, towels, etc.
- [e] Doctor on call

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**SPECIAL CONDITION OF TENDER FOR HIRING HOLIDAY HOME**

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

**[01] Before submission of this Tender Document, interested service provider are requested to fill and submit the enclosed Enlistment Form as Annex: X, Y, Z for enlistment of their establishment with Balmer Lawrie.**

[02] The undersigned shall not be bound to accept the lowest or any other tender and reserves the right to accept or to reject the tenders without assigning any reason whatsoever.

[03] Vendor shall warrant that all properties and services covered by this condition shall have been produced, sold, supplied, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labour agreements, working conditions and technical codes and requirements as applicable from time to time. The Vendor shall execute and deliver such documents as may be required to effect or to evidence such compliance.

[04] All laws and regulations required to be incorporate in agreements of this character are hereby deemed to be incorporated by these references. BL and their authorized representatives disown any responsibility for any irregularity, contravention or infringement of any statutory regulations in the manufacture of supply of goods / services covered by this order.

**[05] Price should be quoted by the parties shall be identical/ Single, irrespective of any locations & any time throughout the year.**

[06] For further information, please contact:  
Sri Subhojit Mukherjee, Balmer Lawrie & Co. Ltd.  
Administration Department, Kolkata  
Contact No. - (033) 2222 5401(Off), Mobile No. - 9051913892

**For Balmer Lawrie & Co. Ltd.**

**Dilip Kumar Das**  
**Head (Administration & CSR)**

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**Annex: - X**

**Vendor to specify for provision of Accommodation is available (Minimum 10 place)**

Sl. No	Desired Location	HOTEL NAME & ADDRESS	HOTEL CATEGORY 2* or 3*	Place wise Blackout dates
1	Alwar			
2	Digha			
3	Gangtok			
4	Goa			
5	Guwahati			
6	Itanagar			
7	Jaipur			
8	Jammu			
9	Bangalore			
10	Mysore			
11	Lucknow			
12	Nepal			
13	Nainital			
14	Rishikesh			
15	Vizag			
16	Srinagar			
17	Katra			
18	Corbet			
19	New Delhi			
20	Pondicherry			
21	Ahmedabad			
22	Agartala			
23	Dwarka			

**N. B- Maximum tolerable blackout dates will be a cumulatively 20 days in a FY.  
Non-Compliance of this annexure will be treated as cancellation of particular bid.**

Signature of the vendor with official Seal

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Annex:- Y

**Vendor to specify for the following facilities are available or not at the Hotels (please tick as applicable)**

Sl. No	Desired Facilities at the Hotels	Available (Tick)	Not Available (Tick)
1	<b>AC Room (Mandatory)</b>		
2	<b>Complimentary Tea &amp; Breakfast</b>		
3	Attached Bath with Hot & Cold Water		
4	City Shuttle Service		
5	Credit Card Facility		
6	Doctor On Call		
7	Laundry		
8	Restaurant <b>(Mandatory)</b>		
9	Room Heating Facility (for Hill Stations)		
10	Sightseeing Trips		
11	Intercom		

**Any Other facilities of interest: - (Please fill if any)**

Sl. No	Desired Location	Available (Tick)	Not Available (Tick)

Signature of the vendor with official Seal

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Annex: - Z

Sl. No.	Description	Details to be filled up by Vendor/Contractor
	Name1 (max. 35 char.)	
	Name2 (max. 40 char.)	
	Street/House No. (max. 50 char.)	
	Street1 (max. 40 char.)	
	Street2 (max. 40 char.)	
	PIN Code (Postal Index No. e.g. "700001") (max. 6 char.)	
	City/Place (e.g. "Kolkata" or "Dehradun") (max. 40 char.)	
	Country ("India" or "England" or as the name of country be)	
	State (Name the state from where the office of Vendor/Contractor operates)	
	First Tel. No. (with STD Code): (e.g. 033-22225280 or 022-66552814) (max. 30 char.)	
	First Fax No. (with STD Code)	
	Contact Person	
	First Mobile No.	
	E-mail Address) (max. 40 char.)	
	GST Registration No-	
	PAN No.:	
	Local Sales Tax No. (VAT):	
	Bank Name (max. 60 char.)	
	Street (max. 35 char.)	
	City (max. 35 char.)	
	Branch (max. 40 char.)	
	IFSC Code	
	MICR Code	
	Account No.	
	Type of Account (Current, Savings, etc.)	
	PF Registration Number	
	ESIC Registration Number	

Signature of the vendor with official Seal

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**PRICE BID**

<b><u>Room Occupancy</u></b>	<b><u>Rate (INR) per room per night, irrespective of locations &amp; time throughout the year</u></b>	
	<b><u>In figure</u></b>	<b><u>In words</u></b>
Per Room Per Night with Double bed room for two adults & two children up to 5 years age with CP plan		
Per Room Per Night with Single bed room for one adults & one child up to 5 years age with CP plan		

<b><u>Peak Season / Blackout dates Room Rent</u></b>	<b><u>Peak season Blackout dates Rate (INR) per room per night irrespective of locations as per annexure-X</u></b>	
	<b><u>In figure</u></b>	<b><u>In words</u></b>
Per Room Per Night with double occupancy with CP plan, i. e two adults & two child up to 5 years age during peak season, any property		
Per Room Per Night with single occupancy with CP plan, i. e one adult & one child up to 5 years age during peak season, any property		

**Certified that the subject price is net, inclusive of room, breakfast. GST will be paid extra as actual.**

**NB: - Price to be quoted as identical basis irrespective of properties and irrespective of time period throughout the year. For peak season/blackout dates price, as per annexure-X, irrespective locations may be allowed for higher price per room night basis due to peak season surcharge.**

Signature of the vendor with official Seal