



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Balmer Lawrie & Co Ltd
(A Government of India Enterprise)
Administration Department
21, Netaji Subhas Road
Kolkata - 700 001

TENDER

FOR

“Civil, Structural Renovation & Other Allied Works”

At

Ground Floor of Head Office, Old Building
21, N S Road, Kolkata – 700 001

TENDER REFERENCE – ADMIN/12

TENDER NO - BL/HR/ADM/ADMN12/LT/201920/0033 DATED 07.03.2020

DUE ON 11.03.2020 BY 4.00 PM

NOTICE INVITING TENDER

NIT No. – **BL/HR/ADM/ADMN12/LT/201920/0033**, Dated – **07.03.2020**

DUE ON 11.03.2020 BY 3.00 PM

“Civil, Structural Renovation & Other Allied Works” at Ground Floor of Head Office, Old Building, 21 N S Road, Kolkata –1

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.

1.0 Introduction

Tenders are invited from **Enlisted/Registered Vendors only** with Balmer Lawrie & Co. Ltd. 21, Netaji Subhas Road, Kolkata-700001, for the job captioned at the premises referred in above subject. Bids from non- registered vendors shall not be opened.

1.1 SCOPE OF WORK

The complete scope of work and Technical Specifications has defined in schedule of work **Annexure – I**

1.2 COMPLETION PERIOD

Time is the essence of the order. The time schedule for completion according to the contract/ order shall be **4(Four) weeks** from the date of placement of order/ LOI whichever is earlier

1.3 MANDATORY CRITERIA

Bidders have to be enlisted with Balmer Lawrie & Co. Ltd.

1.4 TENDER DOCUMENTS

The vendors would be required to submit these papers (**Page No – 1 to 5**) documents along with PRICE BID - **Annex-I (Page No – 6 to 09)**. All the hardcopies of the Bid Documents as explained above and also defined in clause no. 2.0 of Condition of Contract under sealed envelope should reach at Administration Department, Ground Floor, Balmer Lawrie & Co. Ltd, 21, N S Road, Kolkata - 700001 on or before the due date of submission of tender. The Bidders who are submitting the Bids in person are requested to drop the same in our tender box located at the ground floor.

For any Technical clarifications / queries Tenderers are requested to contact (from 10.00AM to 06.00PM, Monday - Friday) **Jr. Officer (Civil) - Admin (Contact No. 033 2222 5406, e- mail: chatterjee.r@balmerlawrie.com)**

CONDITIONS OF CONTRACT

NIT No. – BL/HR/ADM/ADMN12/LT/201920/0033, Dated – 07.03.2020

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2.0 GENERAL

The intending tenderers shall be deemed to have visited the site and familiarized themselves thoroughly with the site conditions before submitting the tender. Non-familiarity with the site conditions will not be considered reason either for extra claims or for not carrying out the work in strict conformity with the specifications. Jr. Officer (Civil) – Administration may be contacted during office hours (Monday to Saturday 9.30AM to 6.30PM) to organize the site visit.

2.1 TAXES & DUTIES

GST as applicable shall be paid extra. Other taxes and duties shall be applied as per the norms of the accounts and finance department of the company

2.2 NON-CONFORMANCE

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

2.3 VALIDITY OF OFFER

Tendered shall keep their offer valid for a period of 60 days from the date of opening of Unpriced bid.

2.4 RATES AND OTHER ENTRIES

- (a) The tenderer should quote for all items in the Schedule of Rates.
- (b) The rates should be quoted in the same units as mentioned in the tender schedule of quantities.
- (d) Every page of the tender document including annexure / enclosures shall be stamped and signed by the tenderer or his authorized representative thereby indicating that each and every page has been read and the points noted.

2.5 RIGHT TO ACCEPT OR REJECT TENDER

- a. M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any or every tender without assigning any reason whatsoever / or to negotiate with the tenderer in the manner it considers suitable. In the event of receipt of lowest price from more than one (1) bidder, fresh price bids shall be invited from the lowest bidders only to determine final lowest bidder for placement of order.
- b. Bids of any tenderer may be rejected if a conflict of interest between the bidder and Company (Balmer Lawrie) is detected at any stage.
- d. Tender if submitted through e-mail or fax shall be summarily rejected.

2.6 Safety Rules

All the safety rules laid down by Balmer Lawrie, needs to be adhered at your own cost. This will mainly include all kinds of applicable personal protective equipment & complied tools. In case of violating any safety rules or in case of performing any unsafe acts during the execution of the job shall be stopped and the same may be undertaken by other vendor/s at your cost and risks. The detailed safety rules are as follows –

- a) Safety helmets and shoes are mandatory during the entire work for all workers and site supervisors
- b) Safety harness with full body harness for work above 6 feet of height

- c) All portable electrical tools need to be plastic body and double body insulation. No temporary joints in electrical cables are allowed. Proper plug sockets to be used while drawing power from source.
- d) While scrapping old paints, chipping out of plaster nose masks, safety goggles are must to be used

2.7 Testing & Inspection

The material, design and workmanship shall satisfy the relevant Indian & international Standards, the job specifications contained herein and codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any standards/specifications / code(s) of practice for any part of the work covered in this tender, the instructions/directions of Engineer-In-Charge will be binding on the **Supplier**.

2.8 Performance Guarantee

The supplier shall guarantee the work done and any fittings designed, manufactured, supplied, erected and tested by him against defective materials, poor workmanship, improper design, operation inadequacies & problems and failure from normal usage, for a period of 12 (twelve) calendar months after final acceptance of the work by the Owner.

2.9 Delay Penalty

Time is the essence of the order. The time schedule for completion according to the contract/order shall be **4(Four) weeks** from the date of placement of order/LOI whichever is earlier. In case of failing on completion of the job within time, a sum equivalent to 1% of certified bill value for each week shall be deducted which is subjected to 5% maximum.

2.10 Terms of Payment

No mobilization advance shall be paid to the contractor.

100% of the bill value will be payable by the Owner after submission of Bill accompanied by the relevant documents duly certified by Engineer-in-Charge after 30 days from the date of submission of the bill.

10% of the above bill shall be deducted towards retention money which will be released after completion and acceptance of work for performance maintenance period, which shall be twelve (12) months from the date of issue of completion certificate by the Engineer-in-Charge.

For extra items, rates shall be derived from similar item rates included in the schedule of work. Where there is no such similar item available in the schedule, rate shall be analyzed as follows:

Rate for extra item = Cost of material (a) + cost of labor inclusive of all necessary tools, tackles, equipment, machinery and consumable (b) required to carry out the work + 15% of (a+b) towards profit and overhead + taxes, duties etc.

For Balmer **Lawrie & Co Ltd**

Dilip Kumar Das
Head (Admin & CSR)

FORM OF TENDER
[TO BE FILLED IN BY THE TENDERER]
NIT No. – **BL/HR/ADM/ADMN12/LT/201920/0033**, Dated – **07.03.2020**
DUE ON 11.03.2020 BY 3.00 PM

Date - ____/____/2020

To,
HEAD [Admin & CSR]
Balmer Lawrie & Co. Ltd.
21, Netaji Subhas Road
Kolkata – 700 001.

Dear Sir,

Sub. - Tender for “Civil, Structural Renovation & Other Allied Works” at Ground Floor of Head Office, Old Building, 21 N S Road, Kolkata –1

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 the above subject job. I/We hereby submit our tender offer for the performance of proposed work 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.

Thanking you,

Yours faithfully,

[Name & Address of Firm):- _____

Contact No. :- _____

Contact Person: - _____

With Designation: - _____

ANNEXURE-I
Technical Specifications



Balmer Lawrie & Co Ltd
(A Government of India Enterprise)
Administration Department
21, Netaji Subhas Road
Kolkata - 700 001

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General Conditions:

1. Details of the items under this Schedule shall be read in conjunction with the corresponding Specifications and other Tender Documents.
2. The work shall be carried out as per approved drawings, Specifications and the description of the items in this Schedule and/or Engineer's instructions.
3. Items of work provided in this Schedule but not covered in the Specifications shall be executed strictly as per instructions of the Engineer-In-Charge.
4. Unless specifically mentioned otherwise in the Contract, the Tenderer shall quote for the finished items and shall provide for the complete cost towards power, fuel, tools, tackles, equipment, Constructional Plant, Temporary Work, labour, materials, levies, taxes, transport, layout, repairs, rectification, maintenance till handing over, supervisions, colonies, shops, establishments, services, temporary roads, revenue expenses, contingencies, overheads, profits and all incidental items not specifically mentioned but reasonably implied and necessary to complete the work according to the contract.
5. The Quantities of the various items mentioned in the Schedule of Items are approximate and may vary up to any extent or be deleted altogether, but should not exceed 15% of the BOQ. The Contractor, in his own interest, should get an indication of the probable extent of the work to be executed under any particular item in this Schedule before undertaking any preliminary and enabling work or purchasing bought out components related to the work.
6. Engineer's decision shall be final and binding on the Contractor regarding clarification of items in this Schedule with respect to the other sections of the Contract.
7. For extra items, rates shall be derived from similar item rates included in the schedule of work. Where there is no such similar item available in the schedule, rate shall be analyzed as follows:
Rate for extra item = Cost of material (a) + cost of labour inclusive of all necessary tools, tackles, equipment, machinery and consumable (b) required to carry out the work + 15% of (a+b) towards profit and overhead + taxes, duties etc. as applicable.

SCHEDULE OF WORK

NIT No. – BL/HR/ADM/ADMN12/LT/201920/0033, Dated – 07.03.2020

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Sl. No.	Description	Unit	Quantity	Rate	Amount
1	Dismantling of old, damaged wooden member such as 12mm thick ply wood, 30-40mm thick planks from existing ceiling at a height of 2100mm to 2400mm from ground floor or 0mm to (-)300mm from mezzanine floor along with damaged support like 125mmx150mm rafters, PVC Flooring, 12mm thick gypsum board false ceiling and all fixtures for hanging support or fixing accessories and complete disposal of the removed materials initially within 200 meters lead by head load and later to a local municipality dumping area by small/medium truck after completion of the total dismantling, removal and initial disposal of the same Execution of the job should satisfy the engineer-in-charge	Sq M	75		
2	Supply, fabrication, erection, alignment and fixing in position , true to line and level, structural steel work for mezzanine floor frame structure made out of rolled steel angles, channels, beams, plates etc., hollow steel tubes, pipes etc. Execution of the job should satisfy the engineer-in-charge of approved brand, including splicing, cutting, bending, drilling, welding, riveting, bolting etc., with all tools and tackles, plant and machinery as per drawings and specifications. The item also includes surface preparation by sand/shot blasting, cleaning and applying painting with one coat epoxy zinc phosphate primer followed by one coat MIO and two coats of Epoxy enamel paint complete. Execution of the job should satisfy the engineer-in-charge	MT	0.75		
3	Supplying and fixing 100% borer and termite proof, BWP grade, E1 emission compliant plywood (Century Architect or equivalent) to be fixed on the floor structure by means of screw or equivalent system which will make the floor rigid will all necessary accessories Execution of the job should satisfy the engineer-in-charge				
i)	12mm thick Plywood	Sq M	50		
ii)	16mm thick plywood	Sq M	40		
4	Supplying and fixing sal wood rafters of different sizes to be fixed in previously installed ISMB for frame structure of wooden floor with all necessary accessories and termite proof painting Execution of the job should satisfy the engineer-in-charge	Cu Feet	30		

Sl. No.	Description	Unit	Quantity	Rate	Amount
5	Supplying and fixing 1.5 Inch thick sal wood planks of different sizes to be fixed on previously installed ISMB/wooden rafter frame work for wooden floor base with all necessary accessories and termite proof painting Execution of the job should satisfy the engineer-in-charge	Cu Feet	50		
6	Supply, Providing and fixing 2.00 mm thick, heavy duty, slip resistance, fire resistance, fungi bacteria resistance, abrasion resistance, durable, PVC floor mat [Armstrong brand or approved equivalent] by means of adhesion on wooden floor with good quality adhesive after applying required surface preparation for laying new mat Execution of the job should satisfy the engineer-in-charge	Sq M	75		
7	Supplying and fixing of 6.5 mm thick moisture resistant plasterboard/E-Board single/double layer false ceiling with GI hangers including required framework with all fittings and hanging arrangements, job all complete by work (Including application of two coats interior acrylic emulsion paint after one coat of oil bound primer), with materials, scaffoldings, and labour, including cutting in positions for light fittings or utility opening Execution of the job should satisfy the engineer-in-charge	Sq M	30		
8	Providing and applying two coats of plastic emulsion paint (ICI/Asian Paints) of required shades over one coat of acrylic primer on old interior wall/ceiling, repairing with putty etc. and after all other surface preparation job all complete by work including the cost of materials, labour charges and scaffolding Execution of the job should satisfy the engineer-in-charge	Sq M	20		
9	Supplying, diluting and spraying/injecting chemical emulsion for anti-termite treatment on old/new wood work in ceiling/wall by mixing chemical emulsion Chlorpyrifos/ Lindane (mixed in adequate quantity as per the manufacturer's specification) with oil or kerosene-based solution including the total cost of all materials like kerosene and chemical to be mixed and applied as per the direction of the engineer-in-charge Execution of the job should satisfy the engineer-in-charge	Sq M	75		
10	Controlled removal of previously laid wooden cornice to be kept in a safe place of the office premises and fix it in the appropriate position below false ceiling, finishing with good quality melamine polish or required shade of synthetic enamel paint Execution of the job should satisfy the engineer-in-charge	RM	60		
TOTAL =					