

E-TENDER NO : BL/AS/MAN/ELECT/LT/202021/0005 Dated 11 AUG 2020

NOTE: ALL PAGES TO BE SIGNED WITH DIGITAL SIGNATURE BEFORE e-TENDER SUBMISSION

BALMER LAWRIE & CO. LTD.,
Human Resource Department
Manali, Chennai 600 068
Phone: 25946500

**TENDER FOR OPERATION & MAINTENANCE OF COMPLETE ELECTRICAL SYSTEMS AT
TEYNAMPET OFFICE**

TENDER CLOSING TIME & DATE : AT 1800 HRS ON 20 AUGUST 2020

TENDER OPENING TIME & DATE : AT 1000 HRS ON 21 AUGUST 2020

BALMER LAWRIE & CO LTD
Human Resource Department
Manali, Chennai 600 068
Phone : 25946500

To: All interested parties

Sub: Enquiry for Operation & Maintenance of Electrical systems at Teynampet Office

1. We are enclosing one set of documents forming part of above-mentioned tender. This is an e-tender. Details of the tender are given in the Notice Inviting Tender.
2. We request you to submit your lowest quotation for the work contained in the tender. Your offer complete in all respect must be uploaded in the prescribed manner on our e-tendering portal: <https://balmerlawrie.eproc.in> on or before (Date).
3. Bidders are requested to go through the 'bidders manual' available in the homepage of the Balmer Lawrie e-portal under the Downloads option, to have a clear understanding of the steps to be followed for bid submission. The bidder manual is for general reference only and the tenderers have to abide by the terms and conditions of this tender.
4. Tenderers must note that Balmer Lawrie will not be responsible for delay in submission of online tender (e-tender portal as specified above on or before due date & time of the tender submission)

Thanking you,

Yours faithfully,
For Balmer Lawrie & Co Ltd

Pradnya Naik
Assistant Manager (HR)-SR

BALMER LAWRIE & CO LTD

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SCOPE AND DESCRIPTION OF THE WORK

The scope of this tender consists of following work covering entire Balmer Lawrie House, 628 Anna Salai, Teynampet, Chennai. Bidders are advised to visit for inspecting the various electrical installations before quoting for the tender. Supply of electrical items as required would be in the scope of the Company, however, the contractor has to arrange the same and get the reimbursement by submitting original bills, as and when advised to do so.

Operation & Maintenance of complete Electrical systems installed in the subject premises, which among other things shall include:

- a) Providing electrical maintenance services, which includes both fault rectification as well as preventive maintenance.
- b) Fault attending work on power trips, street lights, tube lights, choke, starters, focus lamp fittings, AC power trips, UPS trips, etc.
- c) Operations & preventive maintenance of DG Set, Panel Boards, AC Units, Pumps, Motors, Compressors etc.
- d) Operations of Metro Water Pump etc.
- e) Checking of tube lights, choke and starters.
- f) Fault attending to exhaust fans and ceiling fans.
- g) Fixing of PVC pipes and electrical wires.
- h) Removal and fixing of stabilizers on need basis.
- i) Maintenance of UPS batteries wires.
- j) Coordination with CEA authority during the Annual Inspection.
- k) Coordination with TNEB authority during their visit/inspection.
- l) Any other jobs incidental to above noted jobs that may be required to carry out would be in the Contractor's scope without any additional charge.

The agency shall provide a Qualified Electrician holding a valid 'C' License. The working timing will be 9.00 am to 6.30 pm on all working days (Monday to Saturday) at the above location. The person engaged shall be covered under ESI/PF, Minimum wages, Payment of Bonus Act, WC and / or any other statutory regulations as applicable. The agency shall also provide the above service after the above working hours as also on Sundays/Holidays and shall quote the rate for the same separately as provided in the price bid

PERIOD OF CONTRACT

The period of contract will be two years, from the date of award of contract and can be extended for further one year with the same rates on mutual consent.

PRICE BID

The price bid to be uploaded on line only. Off line price bid will be rejected.

TAXES

Taxes will be paid extra as applicable. The contract shall indicate the % of tax applicable for the services.

VALIDITY OF OFFER

The offer should be valid for 60 days from the due date of the tender

PAYMENT TERMS

Our standard payment terms will be 21 days from the date of submission of bill along with proof of deposit of PF/ESI along with wage register.

SECURITY DEPOSIT

- a) Successful Tenderer shall remit 5% of the total contract value as Security Deposit, which carries no interest. Security Deposit can be in the form of Demand Draft. Cash payment shall not be accepted for payment of Security Deposit.
- 1.2 The successful Tenderer has to submit Security Deposit within 21 days of the award of contract.
- 1.3 In case the tenderer fail to pay Security Deposit, the amount, i.e. 5% of the contract value, shall be deducted from the first or initial consecutive bills and retained as security deposit.
- 1.4 The Security Deposit shall be returned to the contractor at the end of the term of the contract after satisfactory performance of the contract and on completion of all statutory obligations.
- 1.5 BALMER LAWRIE & CO LTD reserves the right to forfeit / appropriate any or full amount of the Security Deposit without prejudice to other claims against the contractor due to any breach / failure of performance on the part of the contractor in discharging the services under the contract and losses/damages, charges, expenses or cost suffered by BALMER LAWRIE & CO LTD due to termination of contract or contractor becoming disqualified because of liquidation / insolvency or change of composition.
- 1.6 The decision of BALMER LAWRIE & CO LTD in respect of such losses, damages, charges, expenses or costs shall be final and binding on the contractor.
- 1.7 In the event of Security Deposit being insufficient or if the Security Deposit has been wholly forfeited / adjusted, the balance of the total sum recoverable as the case may be shall be deducted from any sum due or which any time thereafter may become due to

the contractor under this contract or any other contract with BALMER LAWRIE & CO LTD. If the SD amount is not sufficient to cover the full amount recoverable, the contractor shall pay to BALMER LAWRIE & CO LTD on demand the remaining balance due. Whenever the Security Deposit falls short of the specified amount, the contractor shall make good the deficit so that the total amount of security deposit shall not at any time be less than the specified amount.

- 1.8 Whenever the Security Deposit falls short of the specified amount, the contractor shall make good the deficit in cash so that the total amount of Security Deposit shall not at any time be less than the specified amount.

“Non-compliance of contract conditions and arbitrary action of contractor without prior knowledge of BALMER LAWRIE & CO LTD authorities would result in forfeiture of Security Deposit without prejudice to any other claims

- 1.9 The tenders are to meet the following qualifying criteria

- a) Tenderers or Contractors must have valid EA/C certificate issued by appropriate authority.
- b) Tenderers must have a minimum of 2 years' experience in providing similar services - should enclose copy of certificate/copy of order in support of the same
- c) Turnover of the Tenderers should be above 10 Lacs for FY 18-19 and 19-20
- d) Possession of PAN No
- e) Possession of GST Regn
- f) Possession of ESI registration
- g) Possession of PF registration

Signed copies of the above documents are to be uploaded as Attachments with the online submission of bids. Tenders not accompanying above documentary proof will be rejected

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BALMER LAWRIE & CO LTD

GENERAL TERMS & CONDITIONS – ANNEXURE -I

1. The Tenderer shall quote rate for
 - a) Operation & Maintenance of complete electrical systems installed in the subject premises, including miscellaneous electrical work, preventive maintenance work of electrical system panel board etc.
 - b) Rate per day for providing the above service on Sunday and Holidays
 - c) Rate per hour for providing the above service after working hours (night service)rate shall be quoted
2. The rate quoted shall be valid for a period of 2 years from the date of award of contract
3. The contract can be terminated by giving 3 months' notice by either party in writing.
4. The contractor shall be responsible for the welfare and discipline of his employees inside the office premises. The contractor shall not deploy within the premises any personnel, whose presence in the premises can have damaging effect to the safe working of the operation of the above services. It shall be the full responsibility of the Contractor to ensure that such personnel are removed from the premises forthwith when notified about such requirement.
5. The due date for submission of e-bid of the subject tender is 20th August, 2020.
6. Tender should have an annual turnover Rs. 10 lakhs in financial years 2018-19 & 2019-20.

The off-line offer consisting of the following may be submitted to the undersigned on or before the due date:

1. Covering letter in letter pad
2. Annexure I, II and III, duly filled & signed
3. Copies of Work order (s), EA/C license, PAN No, GST, ESI and PF Regn.

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.

The above terms and conditions duly signed by the bidder will form part of the offer and as acceptance of the contract and therefore inalienable for the contract.

Tender would be rejected if the price is quoted in techno-commercial bid. No techno commercial document should be attached with price bid.

The bidder shall sign the terms and conditions and should enclose the same with the offer as token of acceptance of the terms and conditions and they shall form part of offer and acceptance of the contract and therefore inalienable from the contract. **Bids of those bidders which are meeting the qualifying requirements shall be taken up for detailed evaluation**

SUBLETTING AND TRANSFER:

- a) Tenderer shall be solely responsible for rendering any or all the services. He shall not sublet / transfer / assign the contract or any part thereof to others. All their dealings with third parties shall be without reference to Balmer Lawrie.

FORCE MAJEURE:

The terms and conditions of the orders shall be subject to force majeure. Neither the tenderer/contractor nor BALMER LAWRIE shall be considered in default of its obligation under this contract, if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, sabotage, strikes, lock outs, fires, floods, explosions, epidemics, accidents, freight embargoes on export or import to India, Acts of God, Acts of Government, should one or both parties be prevented from fulfilling their actual obligations by the state of force majeure lasting continuously for a period of 3 months the two parties should consult each other regarding future implementation of the contract.

Tenderer /contractor shall promptly notify BALMER LAWRIE in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the BALMER LAWRIE in writing the Tenderer /contractor shall continue to perform the obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie

& Co. Limited and the provisions of Arbitration and Conciliation 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 therefore and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.

(a) CONDITIONS / PROCEDURE FOR ON-LINE BID SUBMISSION

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their price bids online. **No offline 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 eProcurement 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 eProcurement web site. However, bulky documents (excluding price) 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.

(b) PRICE BID SUBMISSION ONLINE:

Price bid shall be as per format which needs to be submitted ONLINE as per the procedure given in e-portal for e-bidding.

Registration with eProcurement platform

For registration and for online bidding, bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in> .

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS TO 1830 HRS

(Monday to Friday – Exclusions ; Balmer Lawrie Holidays)

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

Contact Person	Email ID	Mobile No
Mr Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290
Mr Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299
Mr C. Manisankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159
Help desk (Kolkata)	blsupport@c1india.com	+91-8017272644
Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071

Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate before submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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.

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 inviting tender shall not be responsible for any claims / other issues arising out of this.

Bid Submission Acknowledgement

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement 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. Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

- a) Such uploaded documents pertaining to Technical bid need to be attached to the tender while submitting the bids on line.
- b) The bidders should furnish hard copies of all the uploaded documents.

DISCLAIMER CLAUSE

Neither the company (Balmer Lawrie & Co Ltd) nor the service provider is responsible for any failure or non-submission of bids due to failure of internet or other connectivity problems or reasons thereof

GENERAL

BL shall not take any responsibility for any delay or non – receipt of said documents. If any of the documents furnished by the bidder is found to be false/fabricated, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

BALMER LAWRIE & CO LTD
ANNEXURE – II - TENDERER UNDERTAKING

THE TENDERER HEREIN

- Agrees, accepts and abides by all the terms, conditions and covenants of the tender having read and understood the tender documents in full including the specification, scope of work, instructions, forms, annexures, terms & conditions etc.
- Confirms and acknowledges that the bids placed by the tenderer are true, accurate & with the best knowledge of the tenderer.
- Confirms that awarding of the contract based on the bids of the tenderer is the sole discretion of Balmer Lawrie.
- Undertakes to honour the bid(s), which is legally binding on, if the contract/purchase order is awarded to the tenderer.
- Accepts SD & Penalty clauses and agrees to invocation of the respective clause(s) in case of non-fulfilment of commitment.
- Declares that M/s Balmer Lawrie provided the training to participate in e-Tender.
- Agrees to accept any changes, if any, to the tender that may be made subsequently after releasing the tender, but before the last date meant for submission of bids, with respect to specification, last date for bid submission and/or any other clauses/terms of the tender.
- Agrees to update any changes made the tenders & subsequent corrigendum from the e-Tendering portal of M/s Balmer Lawrie.
- Agrees to provide the services as per terms and conditions of the tender.

Signature of the authorized person:

Name of the authorized person:

Designation of the authorized person:

BALMER LAWRIE & CO LTD
ANNEXURE –III- TENDERES PARTICULARS

1	Name of the tenderer	
2	Address of the tenderer	
3	Office Phone no	
4	Contact person name	
5	Contact person mobile no	
6	Email Address	
7	ESI No (attach copy)	
8	PF No (attach copy)	
9	GST No (attach copy)	
10	PAN No (attach copy)	
11	Whether holding valid "EA/C" license if yes attach proof	
12	Turnover on F/Y 2018-19 (attach Proof)	
13	Turnover on F/Y 2019-20 (attach Proof)	
14	Experience (attach Proof)	
15	Name of the company where service provided	
16	Duration of contract/service provided	
17	Work order/ order/ Experience letter ref. no & date	

Signature of the authorized person:

CHAPTER –II - PRICE BID

Please go through the terms and conditions of the tender before quoting

SI No	Description	Rate (Rs)
1	Monthly rate for operation and maintenance of complete Electrical systems, including DG set, ACs, Water pumping, Miscellaneous electrical work, preventive work of electrical system, panel board, etc as detailed in the tender.	
2	Rate per day for providing the above service on Sunday/Holiday. [Approximate number of days to be considered for comparing bids – 10 days in a year]	
3	Rate per hour for providing the above service after working hours (night service) [Approximate number of hours to be considered for comparing bids – 24 hours in a year].	
4	GST %	

NOTE: Price bid if submitted on paper the bid shall be cancelled. **“PRICE BID IS TO BE SUBMITTED ONLINE ONLY”**.