



**Balmer Lawrie & Co. Ltd.**

(A Govt. of India Enterprise)

**Logistics Service**

**40/8147A, Narakathara Road**

**Opp. Shenoy's Junction**

**Cochin 682035**

**Website: [www.balmerlawrie.com](http://www.balmerlawrie.com)**

**TENDER INVITING QUOTES FOR OFFICE SPACE AT KOCHI**

**TENDER NO. BL/COK/ENQ/SPACE/20-21/025**

**DATED: 20.11.2020**

**DUE DATE FOR SUBMISSION**

**24.11.2020 - BY 12.00 Noon**

## **TENDER INVITING QUOTATION FOR HIRING FOR OFFICE SPACE AT KOCHI**

TENDER NO : BL/COK/ENQ/SPACE/20-21/025 DT. 20.11.2020  
DUE ON : 24.11.2020 ON OR BEFORE 12.00 Noon.

We are a Govt. of India Enterprise under the administrative control of Ministry of Petroleum and Natural Gas, Multi location, diversified conglomerate and having presence in manufacturing as well as service sectors.

The Company intend to hire around 600-700 Sq. Feet of Office Space on rent preferably in and around M G Road / Kaloor/ Thevara. The Premises should be facing the road and having basic facilities like toilet, pantry, electricity and running water connection.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from our website.

<b>S. No</b>	<b>Description</b>	<b>Details</b>
1	Name of Work	<b>TENDER INVITING QUOTATION FOR HIRING OF OFFICE SPACE AT KOCHI</b>
2	Tender No	<b>BL/COK/ENQ/SPACE/20-21/025</b>
3	Validity Of Offer	60 days from the date of opening of the price bid.
4	Lease Period	<b>3 Year</b>
5	EMD	<b>Waived off</b>
6	Downloading / Submission of Tender :	
	a. Starts on	<b>20/11/2020</b>
	b. Closes on	<b>24/11/2020</b>
7	Opening of Tenders	<b>On or after due date of submission.</b>

### **RIGHT OF ACCEPTANCE / REJECTION**

M/s 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

### **GENERAL TERMS & CONDITIONS**

1. Rate offered should be valid during the currency of the contract.
2. Offer should be valid for a period of 60 days from the date of tender opening, for our acceptance.
3. The office shall be taken on monthly rent initially for a period of 3 years which can be renewed for a further period of 3 years on mutual acceptance of rate and terms & conditions.
4. Company is soliciting offers only from the owners of the property only.

5. The interested bidders are required to submit supporting documents of the property as detailed under Part A- Technical Bid. The offer should comply with the requirements Technical Bid and should be submitted with the documents specified, duly signed and sealed. The hard copies of the documents specified should reach our office in Kochi on or before the due date and time.
6. Interested parties are requested to submit their bids either through e-bidding or physical documents within the due date and time of the Tender. Physical bids / documents are to be sent to :

Mrs. Saritha Kannothe Soman  
Branch Incharge – LS ( Cochin)  
Balmer Lawrie & Co. Ltd.,  
No.40/8147A, Ground Floor, Narakathara Road, opp  
Shenoy's Junction, Cochin 682035  
( Mobile No: +91 9895066568 )

7. Tender Submission:

- a) The bidder would be required to register on the e-procurement site <https://balmerlawrie.eproc.in> and submit their bids online.
- b) For registration and online bid submission tenderer may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):

Name	Email IDs	Contact Nos
<b>Mr Tuhin Ghosh</b>	<b>tuhin.ghosh@c1india.com</b>	<b>+91-8981165071</b>
<b>Mr Tirtha Das</b>	<b>tirtha.das@c1india.com</b>	<b>+91-9163254290</b>
<b>Mr Ravi Gaiwal (Mumbai)</b>	<b>ravi.gaiwal@c1india.com</b>	<b>+91-022- 66865633</b>
<b>Mr CH.Mani Sankar(Chennai)</b>	<b>chikkavarapu.manisankar@c1india.com</b>	<b>+91-8939284159</b>

- c) The tenderer 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 tenderer will not be accepted on the e-procurement platform. All the tenderers who do not have digital certificates need to obtain Digital Certificate (with both Signing and Encryption Components). They may contact help desk of M/s C1 India.
8. The bidder must keep track of the Addendum / Corrigendum / Amendment, if any, issued by the Tender Inviting Authority by visiting the Company's website ([www.balmerlawrie.com](http://www.balmerlawrie.com)) and e-procurement site (<https://balmerlawrie.eproc.in>) from time to time.
  9. The bidder 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 process and steps. M/s C1 India is not responsible for incomplete bid submission by bidders. Bidders 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. Bidders are advised to upload their documents and price bid well in time to avoid last minute rush on the server or complications in uploading.

10. Neither the Company (Balmer Lawrie & Co. Ltd.) nor the service provider (M/s C1 India) is responsible for any failure or non-submission of bids due to failure of internet or other connectivity problems or system problems of bidder or reasons thereof.

### **Scope of work**

- i. The Company intend to hire around 600-700 Sq. Feet of Office Space on rent preferably in and around M G Road / Kaloor/ Thevara. The Premises should be facing the road and having basic facilities like toilet, pantry, electricity connection which has a separate meter, un-interrupted supply of potable water preferably provided by Kochi Corporation.
- ii. The office shall be taken on monthly rent initially for a period of 3 years which can be renewed for a further period of 3 years on mutual acceptance of rate and terms & conditions.
- iii. Company is soliciting offers only from the owners of the property only.

### **Evaluation of Bids:**

#### **A) Technical Bid**

The interested bidders are required to submit supporting documents of the property as detailed under **Annexure-1**. The offer should comply with the requirements as specified in Annexure-1 and should be submitted with the documents specified, duly signed and sealed. The hard copies of the documents specified should reach our office in Kochi on or before the due date and time.

#### **Technical Bid Evaluation**

The Technical Bids will be opened on the scheduled date & time.

Company will evaluate and shortlist the offered properties by comparing and conforming to the technical criteria. Company's authorized representatives shall constitute a Committee and shall visit the shortlisted properties before final decision is made for opening of the price bid. The bidder has to facilitate such visit and ensure that the queries are fully addressed to. The decision of the Company will be final and binding on the bidder(s).

The Price Bid of the technically qualified bidders alone will be eligible for price bid evaluation.

#### **B) Price Bid**

The Price bid is to be submitted as per Annexure- 2, no overwriting or additional pre conditions is permissible than the given format.

The price quoted should be Firm price, with a validity of 60 days from the due date of tender.

## **Opening of Price Bid**

The Price Bid of technically qualified Bidders, whose Property has been found suitable/ approved by the Committee, shall only be opened.

Bids will be evaluated on the basis of quote per month. While evaluating the price bid company will apply the principal of lowest bid received.

Lowest offer (L-1) shall be decided based on the aggregate value of all line items.

## **Lease Period & Commencement of Lease**

The Lease period shall be for 3 Years period from the date of awarding and it and may be extended for a further period of 3 years on written mutual consent of Company and the property owner.

## **Execution of Lease Deed**

Successful bidder has to enter into a sub-lease deed with Company on mutually agreed terms and conditions.

## **Termination of contract by either side**

The lease tenure is principally for 3 years with the lock-in period of 2 (Two) years with an extension clause of 3 years on mutually agreed conditions.

On completion of the lock-in period of 2 (Two) years, either party can foreclose the contract by giving maximum 3 months' notice period to other party. However, in the event of any breach of the Lease Agreement, Company shall have the right to terminate the lease agreement without notice. If the lease agreement is terminated by the property owner without serving notice for 90 days, the property owner shall be liable to pay compensation to Company for any consequences arising out of such termination of the lease agreement

## **Acceptance/rejection of the Tender**

Balmer Lawrie reserves the right to accept or reject any or all tenders without assigning any reasons.

The sealed offer Super-scribing the enquiry No. BL/COK/ENQ/SPACE/20-21/025 dated 20/11/2020 should reach us on or before 24/11/2020 @ 12.00 Noon at the following address

**BALMER LAWRIE & CO LTD., LOGISTICS SERVICES No.40/8147A, Ground Floor, Narakathara Road, opp. Shenoy's Junction, Cochin 682035**

### **Settlement of disputes by Arbitration**

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman and Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration & 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.

Pl contact Mrs. Saritha Kannothe Soman @ 9895066568 / Email id saritha.ks@balmerlawrie.com for your queries if any.

### **DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No.BL/COK/ENQ/SPACE/20-21/025 and hereby confirm our acceptance of the same.**

Signature of the Owner :

Name of the Owner

Date :

## **CHECKLIST FOR PHYSICAL BIDDING**

1. All the pages of the bids should be signed and stamped by the owner. All pages of the tender document, General Terms & Conditions, Annexure-1 duly filled in & signed and other supporting documents shall have to be put in a sealed envelope superscribing **“Technical Bid”**.
  2. Price Bid (Annexure-2) to be filled in, signed by the owner, stamped and put in a sealed envelope superscribing **“Price Bid”**.
  3. Both the **“Technical Bid”** and **“Price Bid”** then be put in a separate outer envelope (3rd envelope), sealed and superscribed with Tender Reference Number, Due Date and Subject of Tender and submitted within the due date and time at the address given below
  4. Both the “Commercial Bid” and “Price Bid” then be put in a **separate outer envelope (3rd envelope)**, sealed and superscribed with **Tender Reference Number, Due Date and Subject of Tender** and submitted within the due date and time at the address given in General Terms & Conditions.
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## **CHECKLIST FOR E-BIDDING**

1. Scanned copies of Inviting Quotation for hiring for Office Space, (including General Terms & Conditions) duly signed and stamped by the Owner and should be uploaded along with the e-bid.
  2. Bidders who are participating through e-bidding are required to submit Unpriced Bid duly signed and stamped to the Notice Inviting Authority, before due date and time of submission of the Tender.
  3. All physical documents required to be submitted in an envelope superscribed with Tender Reference Number, Due Date and Subject of Tender within the due date and time to the Tender Inviting Authority as mentioned in General Terms & Conditions.
  4. Price bid in pdf format shall be downloaded from the website, bidders to fill in their rates & amounts on hard copy, stamp, sign, scan and upload the same.
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**Annexure-1**

**PART I (A)-TECHNICAL BID**

Sl. No.	Particulars	Details (Please tick/ fill up with answers, wherever required)
1.	Name of the person/ owner of the property (hereinafter referred to as the owner) Permanent Account Number	
2	Status of the owner (Individual/HUF Partnership Firm/Company/Society)	
3	Contact details, Name & Postal address	
4	Details of property offered	
a.	Location & Address of the property	
b.	Is property having "Office Use" as permissible use by competent authority	
c.	Whether the space offered for hire is situated in more than one floor of a property, if yes, specify floors	
d.	Total built up area in sq.ft.	
e.	Total carpet area in sq. ft.	
f.	Toilet attached	Yes/No
g.	Parking space – Covered/uncovered	Yes/No
5	Approximate distance of the property from railway station	
6.	Whether proper access from roads is available	
7	Whether the property is free from all Encumbrances, claims, litigations etc.	
8	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc. have been duly paid upto date (enclose documentary proof)	
9	Whether the property is physically vacant and available for possession	

10	Parking space for two wheeler/car available on road, covered/underground	
11	Details of available fire safety and security Measures	
12	Whether suitable power supply for commercial operation is available	
13	Details of the power backup, whether available or not	
14	Please specify the details of public transport facilities available to and from the premises	
15	Contact Details of Building Management Services	
16	Signage – BL requires the right to use its logos, branding, and graphics at the entrance to its premises and within the Premises. Preference to install a prominent Signage on the main building.	
17	A photograph of the building and the actual carpet area/ office premises/staircase/lift/parking/approach road should be provided	

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I,.....solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it, is correct, complete and truly stated.

Signature.....

Name.....

Owner/ authorized signatory.....

Place:

Date:

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Annexure-2

**PART I (B)-PRICE BID**

1	Name of the Owner	
2	Complete address of the property	
3	Net carpet area offered	Sq Ft.
4	Monthly rent Rs. Per sq.ft.	Rs.
5	Monthly Maintenance if any	Rs.
6	Annual Increase in rent, if any (In Percentage) after expiry of 24 months lock-in period	% per annum
7	Security Deposit if any (Refundable)	Rs.

**NOTE**

1. No separate rent would be paid for (a) open/ covered parking areas (b) open parking space, inner roads, garden etc. within the compound. The rate quoted shall be inclusive of usage by tenant of all these areas.
2. Net carpet area" means usable area inside the office".

Signature of the Owner :

Name of the Owner

Date :