

PH: 044 – 24302555/557
Ref: BL/AS/MAN/CORENO/PT/202021/0003

Date : 31.12.2020
Due Date : 19.01.2021

To: All eligible parties

NOTICE INVITING TENDER
RENOVATION OF CITY OFFICE AT TEYNAMPET, CHENNAI

Balmer Lawrie (hereinafter referred to as BL) invites **e-bids** from competent and experienced contractors with sound technical and financial capabilities for carrying out renovation of city office at Teynampet, Chennai as per BOQ at Associate Service-Teynampet, **Chennai**

1. Scope of Work:

The scope of work under this tender consists of providing all materials, equipment, labour, transport, tools and tackles, required services etc. along with all enabling work for civil works as defined in, schedule of work as under and elsewhere in this tender. Only Water and power required for the work will be provided by BL.

Refer Annexure -2 & Drawing: Schedule of quantity. Quantity is indicative only; Quantity tolerance: + / - 10% over all or item wise. Quantities shall be interchanged based on the actual requirement during execution, however limited to the overall value of the contract (Order value including tolerance).

2. Prequalification requirement:

The Contractor should have

- 1) **GST Registration**
- 2) **PAN No.,**
- 3) **ESI No.**
- 4) **PF No**
- 5) **Work Experience:**

The tenderer should have successfully executed civil/interior works of such construction of buildings of cost not less than any of following values from April 2014.

- a) 3 jobs each of value not less than **Rs. 19.20 Lakhs** or
- b) 2 jobs each of value not less than **Rs. 24.00 Lakhs** or
- c) 1 job of value not less than **Rs. 38.40 Lakhs** (Copies of work completion certificates in addition to work order copies for the above are to be submitted as documentary proof)

3. Site Visit:

Vendor should submit the offer only after visiting our site for understanding the technical requirement clearly as per site condition. Site visit form enclosed (Annexure-3) duly signed by both vendor's representative and BL representative on visit should be submitted (Refer Cl.16 for technical contact representative of BL)

The offer will be rejected in the absence of these registrations, work experience and site visit proof. Relevant certificate copies & work orders/work completion certificate copies should be submitted as hard copies.

Price-bids of such tenderers, who are determined to have complied with the above eligibility criteria, and duly filled up the tender document, will only be considered.

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Even though the tenderers meet the above qualifying criteria, they are liable to be disqualified / debarred / suspended / blacklisted if they have

- Furnished false / fabricated particulars in the forms, statements and /annexure submitted in proof of the qualification requirements and/or
- Record of poor progress such as abandoning the work, not properly completing the contract, litigation history or financial failures etc.

4. Taxes & Duties:

All taxes, duties, levies etc are **extra** as applicable. Kindly provide only basic rates in e-portal as per the format given in **Annexure- 2**.

Present Tax Structure:

Presently CGST@9% + SGST@9% or IGST@18% is applicable for Civil Construction Services at Industrial Buildings/ building used for production activities under SAC Code: 995413 or as applicable.

The vendor shall issue the GST invoice so that equivalent amount may be availed as GST / applicable tax credit by BL.

The processing of invoice should be as per the GST Act. Any penalties due to the non-adherence will be deducted from the contractor's invoice.

5. Earnest Money Deposit:

The bidder shall submit Bid Security (EMD) Declaration as per format enclosed in Annexure-A.

a. OFFERS RECEIVED WITHOUT BID SECURITY (EMD) DECLARATION WILL BE REJECTED

b. If the successful bidder is unable to accept or execute orders when placed upon him or withdraws / upwardly revises his quoted prices, within the validity period of his tender or after placement of the Order / Letter of Intent, successful Bidder fails to deliver the service as per the terms & condition of the Purchase Order or violates the tender conditions, he/she will be suspended for participating in tenders upto 31.12.2021.

6. Non Conformance:

The tenders not conforming to the above mentioned requirements stated under above Cl: 2 to Cl: 5 are liable to be rejected

7. Security Deposit :

Performance guarantee / Cash Deposit for 3% of the total contract value shall be submitted by the successful bidder in the form of Bank Guarantee to cover loss / damage of materials / property during handling renovation of city office at Teynampet, Chennai, lack of interest to perform as per job order or failure to perform etc. The format of the Bank Guarantee will be provided by the company. The SD will be released on successful completion of contract.

If SD is not received within 15 days from date of LOI/WO, the SD will be recovered from the contractor's bills.

The Security Deposit paid by Pay Order/Demand Draft/Bank Transfer shall bear no interest and shall be

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refunded through Bank transfer to successful bidder, only on successful completion of the tendered work.

All sums of compensation or other sums of money as determined, if any, payable by the bidder may be deducted from the Security Deposit.

Security deposit is liable to forfeiture in the event of:

- a. Not executing the job after Acceptance of Purchase Order.
- b. Successful Bidder fails to deliver the service as per the terms & condition of the Purchase Order.
- c. Successful Bidder violates the tender conditions.
- d. If the performance of the bidder is found to be unsatisfactory
- e. Any unilateral revision made by the successful bidder during the validity period of the contract.

8. Completion of Job :

The civil repair work to be completed **within 5 months** from the date issue of Purchase Order/ LOI or from the date of site clearance, whichever is later.

9. Compensation for Delay:

(i). In the case of delay, (beyond 60 days) in completion of the job in each phase by reason of contractor's fault, the Contractor shall pay compensation to the Owner @ **0.5%** of contract/executed value of work for every week of delay or part thereof subject to a maximum of **5 %** of the total Contract value on completion.

(ii). Notwithstanding what is stated in Clause above, the Owner shall have the right to employ any other agency to complete the remaining work at the risk and cost of the Contractor, in the event of his failing to complete the work within the stipulated time.

10. Payment terms:

Payment will be made to the Contractor upon completion of job and submission of certified bills with necessary statutory obligations with the Measurement Books signed jointly with **15 days** credit from the certification given by Engineer-In-charge. Bills are payable subject to submission of satisfactory proof of remittance (challans) of relevant ESI/PF etc in respect of the personnel deployed by the contractor and clearance from operations in-charge

No Running Bill(s) shall be made and / or certified for a total value of less than Rs.5,00,000/- (Rupees Five lakhs) only.

All payments shall be subjected to deduction there from of all dues to the Owner, advance, retention money and other money deductible within the provisions of this contract and as per Section 194-C of Income Tax Act, or any other Law, Rule or Regulation for the time being in force along with the recovery towards the adjustment of secured advance if any.

95% of the bill value will be payable by the Owner after submission of Bills accompanied by the relevant documents duly certified by Engineer-in-Charge.

Balance 5% of the payment of gross amounts billed will be withheld as "Retention Money" and will be released after completion and acceptance of work against issue of Bank Guarantee of the equal amount for Defect liability and performance maintenance period, which shall be six months (6) from the date of issue of completion certificate by the Engineer-In-Charge. The retention money deduction of 5% from progress

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running account bill can also be released on submission of Bank Guarantee of equivalent amount during the progress of work execution.

Offers seeking advance payment before completion of job will not be considered.

11. PERFORMANCE GUARANTEE & WARRANTY:

The Contractor will repair and/or replace all defective parts, components / fittings, accessories etc. which shall be notified to him in writing within the Defect Liability Period provided that such defective parts, components, fittings, accessories etc. are promptly rectified and replaced by him free of cost. The contractor will provide similar warranty on the parts, components, fittings, accessories etc. repaired and/or replaced

12. Validity of offer:

Tenderers shall keep their offer valid for a period of **60 days** from the due date of the tender (i.e. from 19.01.2021).

13. Visit to our office :

The tenderer, at the tenderer's own cost/responsibility is advised to visit our office at Teynampet between 9.30 am to 4.30 pm on all working days and examine the Site of Work and its surroundings and obtain all information that may be necessary for preparing the Tender for entering into a contract, for the tendered civil works. **(Contact Person: Mr. Sankar P /Ms Pradnya Naik (Contact No: 9626465985/9385301128/24302555/24302557))**

14. Rates and Other Entries:

The tenderer should quote for all items in the prescribed format **(Annexure-2)** ONLINE in the e-portal <https://balmerlawrie.eproc.in> only. Quantity indicated are approximate.

The rates should be quoted in the same units as mentioned in the tender schedule of quantities.

All entries in the tender documents should be in ink or typed. Corrections if any should be attested by full signature of the tenderer.

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.

15. (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 price 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 due date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

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(b) PRICE BID SUBMISSION ONLINE:

Price bid shall be as per **Annexure –2** which needs to be submitted ONLINE as per the procedure given in e-portal for e-bidding.

16. Registration with eProcurement platform:

For registration and online bid submission 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 IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))			
Please email your issues before your call helpdesk. This will help us serving you better.			
Balmer Lawrie & Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001			
Dedicated email : blsupport[at]c1india[dot]com			
Dedicated Helpdesk for Balmer Lawrie			
<u>Contact Person</u>	<u>E-Mail ID</u>	<u>Tel. No.</u>	<u>Helpdesk Nos are open from</u>
1. Mr. TirthaDas (Kolkata)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr.Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT
Escalation Level 1			
Mr.Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	

17. 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.

18. 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.

19. PRICE BID TO BE UPLOADED ON-LINE ONLY (Refer 15 (b)):

SUBMISSION OF OFF-LINE PRICE BID WILL DISQUALIFY THE BIDDERS'S PARTICIPATION IN THE TENDER

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20. TECHNICAL SPECIFICATIONS:

GENERAL

20.01 Schedule of Quantities also termed Bill of Quantities for individual items of work were drawn up in line with the relevant specification of CPWD, IS Code No. MOST, etc. There should normally be no need for drafting any Specifications for Materials, Workmanship, and Method of Measurement etc. CPWD Specifications for Civil Works 1996 Volumes I to VI and Revised CPWD Specifications for Cement Mortar, Cement Concrete and RCC Works 2002 cover in detail the specifications for Materials, Workmanship, Method of measurement etc. Hence reference may be drawn to the relevant CPWD Specifications. In rare cases where it is felt that CPWD Specifications concerned do not cover the full scope of work under any item, reference may be given to IS or any other relevant Specifications. Depending on the nature of work reference may be given to CPWD specifications, IS Specifications, MOST (Ministry of Surface Transport) Specifications or any other specification. There is also a possibility that some distinctive part of the work may have to be carried out as per one specification and another part based on a different specification.

20.02 The items where no specific reference has been made to any Specifications, the following should be adopted in the order of precedence starting from top and in all cases the latest edition with up to date correction slip should be followed.

- CPWD Specifications
- I.R.C guidelines and PWD Road Schedule guidelines (1998-99) and Addenda Corrigenda for 2001-2002 and the latest published edition
- Indian Standard Specifications issued by Bureau of Indian Standards
- MOST (Ministry of Surface Transport) Specifications

In case of doubt, the Engineer in Charge's Directives may be sought.

21. SCHEDULE OF RATES:

All the items of work mentioned in the Schedule of Rates and covered by the Contract shall be carried out as per the Drawings, Specifications and directions of Engineer-In-Charge and shall include all labour, materials, tools, plants, tackle, testing, if any, with Contractor's testing appliance etc. required to complete the work.

22. EXTRA ITEMS OF WORK

During the course of execution of the work, should the contractor come across items of work which are not covered under the Schedule of Rate or not included therein, the Contractor shall draw the attention of the Owner / Engineer-In-Charge to the same and such items of work shall be treated as extra only with the prior approval of Engineer-In-Charge in writing. Contractor shall submit a quotation along with the rate analysis for such accepted extra items before he commences work or purchases the materials in connection with such items.

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 analysed as follows:

Rate for extra item = Cost of material (a) + cost of labour (b) inclusive of all necessary tools, tackles, equipment, machinery and consumable required to carry out the work + 10% of (a+b) towards profit and overhead.

23. ESI/PF/Other Statutory Obligations

The successful bidder on award of contract shall ensure compliance with all relevant statutory provisions under the relevant labour laws viz., Factory Act, Payment of wages Act, Minimum Wages Act (notified by Ministry of Labour, Government of India), Contract Labour (Regulation & Abolition) Act, ESI (Employees State

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Insurance) Act, Workmen's Compensation Act, Employees Provident Fund and Miscellaneous Provisions Act (EPF & MP Act), payment of bonus Act and other applicable labour enactments as amended from time to time in respect of personnel deployed by him in company's premises.

The successful bidder shall submit a detailed list of the personnel deployed by him in the company's premises which shall include the name, address and date of birth of the personnel deployed. They shall be permitted entry into the company's premises only after being duly verified and issue of entry passes.

The successful bidder shall issue to all personnel deployed by him in the company's premises, photo identify cards duly certified by the company. The same shall be retained by the said personnel at all times during their presence within the company's premises.

The successful bidder shall not engage persons of age below 18 years for any of the jobs specified in the tender

The successful bidder / Contractor shall be solely responsible for all matters, including safety, welfare and discipline, in respect of personnel deployed by him in the company's premises and shall keep the company indemnified thereof.

Cost if any, incurred by the company in ensuring statutory compliance with the existing labour enactments as amended from time to time or for any other matter connected with personnel deployed by the successful bidder in the company's premises shall be fully charged to the Contractor.

The personnel deployed in the company's premises by the successful bidder shall be fully qualified in all respects to carry out the activities for which he/she has been deployed. The successful bidder / Contractor shall equip the personnel deployed by him in the company's premises with all the necessary implements and **safety** equipment like helmets, goggles, mask etc. and shall ensure that adequate safety precautions are taken by them while carrying out their work in the factory premises. Also, it is the responsibility of the successful bidder to ensure adherence to **environment** related requirements by his/her employees at our site.

The payment of bill for services rendered presented by the successful bidder/ Contractor shall be processed only on submission of satisfactory proof of remittance (challans) of statutory dues such as ESI etc in respect of the personnel deployed by him in the company's premises.

24. PENALTY FOR NON-ADHERENCE TO SAFETY REGULATIONS:

The tenderer has to strictly adhere to the safety requirement as per the above clause. Penalty of **Rs. 500/- per day** will be imposed if the contractor or his workers are found to be working without safety equipment's in the specified areas under the safety purview as required for the above job. The contractor should give a written explanation if any of his worker is found to be working without PPE in the safety surveillance areas in the specified areas.

Repetitive violation of safety requirements and regulations by the contractor or his worker will lead to termination of the contract awarded to the contractor.

25. Compliance to Industrial safety:

The vendor should have complied all the relevant safety standards and HSE policy as per the statutory norms. The bidders should have all the necessary valid licenses / permits / certificates as applicable to their industry / pollution board norms. Non-adherence or violation to the above criteria will lead to the cancellation of contract / order and the supplier will be blacklisted

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26. Right Of Owner to Terminate the Contract:

- (i) If the Contractor being an individual or a firm commits any 'Act of Insolvency' or shall be adjudged as insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it, or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court or shall be unable to carry out and fulfill the contract and to give security therefore, is so required by the Engineer-In-Charge.

Or if the Contractor (whether an individual, firm or incorporated company) shall suffer execution to be issued.

Or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the contractor.

Or shall assign or charge, encumber or sublet this contract without the consent in writing of the Engineer-In-Charge first obtained.

Or shall charge or encumber this contract or any payments due or which may become due to the Contractor there under.

Or if the Engineer-In-Charge shall certify in writing to the Owner that the Contractor –

- a) has abandoned the Contract or
- b) has failed to commence the works, or has without any lawful excuse under these conditions, suspended the progress of the works for 14 days after receiving from the Engineer-In-Charge written notice to proceed or
- c) has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon or
- d) has failed to remove materials from the site or to pull down and replace work for seven days after receiving materials or work were condemned and rejected by the Engineer-In-Charge under these conditions or
- e) has used sub-standard or inferior material or materials not conforming to the specifications or has employed inferior workmanship in carrying out the works or part thereof or has not exercised due diligence in execution of the said work, or has neglected or failed persistently to observe and perform all or any of the acts, deeds, matters or things by this Contract to be observed and performed by the Contractor requiring the Contractor to observe or perform the same, or
- f) has to the detriment of good workmanship or in defiance of the Engineer-In-Charge's instructions to the contrary, sub-let or sub-contracted any part of the contract, or
- g) has failed to comply with the Engineer-In-Charge's instructions, or

- (ii) Owner shall, at any time, be entitled to determine and terminate the Contract, if in the opinion of the Owner the cessation of the Work becomes necessary owing to paucity of funds or for any other cause whatsoever, in which case the cost of approved materials at the Site at current market rates as verified and approved by Engineer-In-Charge and of the value of the Work done to date by the Contractor shall be paid for in full at the specified in the Contract. A notice in writing from the Owner to the Contractor of such determination and termination and the reason therefore shall be the conclusive proof of the fact that the Contract has been so

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determined and terminated by the Owner.

27. Force Majeure Conditions:

If at any time during the continuance of the contract, the performance in whole or part by either party or obligation under the contract shall be prevented by reasons of any way, hostility, acts of public enemy, civil commotion, sabotage, fire not caused due to contractor's negligence, floods, explosion, earthquake, epidemics, quarantine, restrictions, strike, lock outs, change in Government policy or acts of Gods (hereinafter referred as events), then provided notice of the happenings of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such events be entitled to terminate the contract nor shall either party have any claim for damage against the other in respect of such non-performance or delay in performance. The contract shall be resumed as soon as practicable after such events have come to an end or ceased to exit.

28. Liability:

The bidder would be fully responsible to ensure safety of lives, goods, vehicles, property within Balmer Lawrie premises. Any damage to life or property inside Balmer Lawrie due to negligence by the contractor's workmen would be to the account of the contractor.

29. Safety to Company's Property:

The contractor should ensure that during the time of operation there is no damage to the property, personnel of the company. In the event of such damage same will be repaired / compensated to the company at the cost of the contractor.

30. Schedule of Rates & Payments

- (i) The price to be paid by Owner to Contractor for the work to be done and for the performance of all the obligations undertaken by Contractor under Contract shall be ascertained by the application of the respective Schedule of Rates (there of application but not of limitation, with the succeeding sub-clause of this clause) and payment to be made accordingly for the work actually executed and approved by the Engineer-In-Charge. The sum so ascertained shall (except only as and to the extent expressly provided herein) constitute the sole and inclusive remuneration of Contractor under Contract and no further or other payment whatsoever shall be or become due or payable to the Contractor under Contract.
- (ii) The prices/rates quoted by Contractor shall remain firm till the issue of final certificate and shall not be subject to escalation. Schedule of Rates shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in executing, completing and handing over Work to Owner by Contractor. Contractor shall be deemed to have known the nature, scope, magnitude and the extent of Work and materials required though Contract Document may not fully and precisely furnish them. He shall make such provision in the Schedule of Rates as he may consider necessary to cover the cost of such items of Work and materials as may be reasonable and necessary to complete the Work.
- (iii) Unless specifically mentioned otherwise in the contract, all payments shall be made against finished items of work only as defined and included in the schedule of rates. However, Engineer-in-charge may grant part payment, in certain cases, against partially completed work at his own discretion after proper checking and measurement of the portion of the work completed by the contractor. All such payment shall be regarded merely as an advance payment against the amounts due to the contractor in terms of the contract and any such payment shall not be regarded as an acceptance of any work paid for.
- (iv) No exemption or reduction of Customs Duties, Excise Duties, Sales Tax, service tax, VAT, Cess, quay or any port dues, Royalties, transport charges, stamp duties or Government or Local Body or Municipal Taxes or Duties, Taxes or Charges (from or of any other body), whatsoever, will be granted or obtained, all of which

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expenses shall be deemed to be included in and covered by the Schedule of Rates. Contractor shall also obtain and pay for all permits, or other privileges necessary to complete work.

31. OBSERVANCE OF RULES/ACTS IN FORCE

- (i) The successful tenderer and his man shall abide by all rules/regulations in force at location and the laws, by-laws and statutes of Government / Semi-Government and other local authorities such as requirements / liability under enactments, Contract Labour Act etc. and the Company shall stand indemnified against by claims on these scores.
- (ii) The Contractor shall conform to the provisions of Acts, rules, orders or notifications of any Governments, Municipal or local authority for the time being in force affecting the work undertaken by him and will give all necessary notices to and obtain requisite sanction and permits of and from the Municipal and any other authority in respect of the said work or the materials to be used there at and generally will comply with the building and other regulations of such authorities and will keep the Company indemnified against all claims, penalties and losses that may be incurred by it by reason of any breach by the Contractor of any statutes by-laws, rules, regulations, notifications etc
- (iii) The Contractor and sub-contractor(s) of the Contractor shall obtain authority (ies) designated in this behalf under any applicable laws, rule or regulation (including) but not limited to Contract Labour (in so far as applicable) any and all such license(s) consent(s), registration(s) and/or other authorization(s) as shall from time to time be or become necessary for or relative to the execution of the work or any part or portion thereof or the storage or supply or any material(s) or otherwise in connection with the performance of the contract and shall at all times observe and ensure due observance by the sub-contractors, servants and agents of all terms and conditions of the said license(s) consent(s) regulation(s) and other authorization(s) and laws, rules and regulations applicable thereto.
- (iv) The Contractor undertakes to ensure due and complete compliance with all laws, regulations, rules, etc., applicable to the workmen employed or whose services are otherwise availed of by the Contractor, whether in connection with the construction work at the site or otherwise. The Owner shall have the right to inspect the records maintained by the contractor, Contractor shall whenever required by the Owner/Owner, produce such records and as and when the Owner/Owner may call upon the Contractor, ascertain whether or not the requirements of all such laws, regulations, rules etc. coming to light whether as a result of such inspection or otherwise, the Owner shall have the right to require the contractor to effect such compliance within such time, as the Owner may prescribe in that behalf and in the event of the Contractor failing to effect such compliance within the time prescribed by the Owner, then the Owner shall without prejudice to his other rights, be entitled to withhold from the amount payable to the workmen under any such laws, regulations or rules and to make payment thereof to the workmen. The Owner shall also have in that event the right to terminate the contract with immediate effect and to exercise powers reserved to the Owner under the contract as a result of termination.

32. TAXES, DUTIES, OCTROI & OTHER STATUTORY PAYMENTS

Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all taxes, duties, Octroi, cess etc. now or hereafter imposed, increased, or modified and all the sales taxes, duties, octroi, cess etc. now enforce and hereafter increased, imposed or modified from time to time in respect of Work and materials and all contributions and taxes for unemployment compensation insurance and old age pensions or annuities now or hereafter imposed by any Central or State Governmental Authorities which are imposed with respect to or covered by the wages, salaries, or other compensations paid to the persons

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employed by Contractor and Contractor shall be responsible for compliance with obligations and restrictions imposed by the Labour Law or another law affecting employer employee relationship and Contractor further agrees to comply, and to secure the compliance of all Sub-contractors, with applicable Central, State Municipal and local laws and regulations and requirements of any Central, State or Local Employment Agency or authority, Contractor further agrees to defend, indemnify and hold harmless from any liability or penalty which may be imposed by the Central, State or Local authorities by reason of any violation by contractor or Sub-contractor of such laws, regulations or requirements and also from all claims, suits or proceedings that may be brought against Owner arising under, growing out of, or by reason of work provided for by this Contract, by third parties, or by / central or State Government Authority or any administrative sub-division thereof.

33. Anti- Profiteering Clause:

GST Act anti-profiteering provisions mandates that any reduction in tax rates or benefits of inputs tax credits be passed on to the customer by way of commensurate reduction in prices. Vendors to take note of the same and pass such benefits to BL while quoting their price.

34. LABOUR LAWS:

- No Labour below the age of eighteen (18) years shall be employed on Work.
- Contractor shall not pay less than what is provided under law to laborers engaged by him on Work.
- Contractor shall at his expense comply with all labour laws and keep Owner indemnified in respect thereof.
- In addition to above, rules and regulations as contained in Contract Labour (Regulation and Abolition) Act, 1970 will also be applicable for this contract. For the purpose of registration as per the above Act, Contractor may contact Owner for further details.
- Contractor shall secure full safety of the workers / employees engaged by him in the Site premises and shall take at his own cost, insurances and such other safety regulations for the said purpose.

35. INSURANCE

Contractor shall at his own expense carry out and maintain insurance with reputable companies to the satisfaction of the Owner as follows:

(i). Workmen's Compensation and Employees' Liability Insurance:

Insurance shall effect for all contractors' employees engaged in the performance of this Contract. If any of the work is sublet, after necessary approval by the Owner, the contractor shall require the Sub-contractor to provide Workmen's Compensation and Employees' Liability Insurance for the Sub-contractor's employees, if such employees are not covered under the Contractor's Insurance.

In addition to what it is stipulated above the successful contractor shall execute Indemnity Bond to indemnify and hold harmless the Owner for complying with the provision of the following schemes/Acts, their amendments and subsequent related acts, if any:

- Provident Fund Act for P.F. Scheme for labourers engaged by the Contractor / Subcontractors.
- Interstate Migrant Workmen ("Regulation of Employment and Conditions of Services) Act - 1979.
- Minimum Wages Act - 1948.
- Equal Remuneration Act - 1976.
- Workman's Compensation Act - 1923.
- Contract Labour (Regulation & Abolition) Act – 1970.

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36. HSE REQUIREMENTS BY CONTRACTORS

As per recent regulations due to COVID19 issue, the contractor shall ensure that all workmen and staff wear mask and maintain social distance while carrying out the work.

Housekeeping

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

Confined Space

Before commencing Work in a confined space the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- a) Confined spaces are kept identified and marked by a sign near the entrance(s).
- b) Adequate ventilation is provided
- c) Adequate emergency provisions are in place
- d) Appropriate air monitoring is performed to ensure oxygen is above 20%.
- e) Persons are provided with Confined Space training.
- f) All necessary equipment and support personnel required to enter a Confined Space is provided.

Tools, Equipment and Machinery

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- a) suitable for its intended use;
- b) safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- c) Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- d) Provided with Earth leakage circuit breaker (ELCBs) at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.
- e) The portable tools should be of fibre body and double insulated.
- f) All lifting tools and tackles should have valid test certificate.

Working at Height

Any Work undertaken where there is a risk of fall and injury is considered to be working at height. Balmer Lawrie & Co Ltd, Associate Service.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.

Medical fitness certificate needs to be submitted for all contract employee (Blood pressure, Vertigo test must for work at height people)

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a. Fall Prevention System

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings. Helmet, full body safety harness with double lanyard and shock absorber to be used while at height.

b. Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least that attached weight,
- iv. Lifeline systems must be approved by Owner before use.
- v. Use of ISI marked industrial helmet at all point of time.

c. Scaffolding

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

d. Stairways and Ladders

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- (i) Fabricated ladders are prohibited.
- (ii) Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- (iii) Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- (iv) Ladders will be lowered and securely stored at the end of each workday.
- (v) Ladders shall be maintained free of oil, grease and other slipping hazards
- (vi) Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using. Lifeline can be used for anchoring.
- (vii) Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

Lifting Operations

a. Cranes and Hoisting Equipment

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturer's specifications and legal requirements. Balmer Lawrie & Co Ltd., Associate Service.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

b. Lifting Equipment and Accessories

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and

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tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

Lockout Tag out ("LOTO")

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

Barricades

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning.

Compressed Gas Cylinders

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash Back arrestor to be used to prevent any explosion due to back fire.

Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from Owner. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:

- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by Owner.

Hot Works

A Permit to Work must be obtained from Owner prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects. Balmer Lawrie & Co Ltd., Associate Services.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from Owner.

Trenching, Excavating, Drilling and Concreting

A Permit to Work must be obtained from Owner and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work. The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins,

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indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

Environmental Requirements

a. Waste Management

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste disposal route shall be documented and made available for Owner to review at any time and may be subject to Owner's prior approval.

Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

b. Spills

The Contractor is responsible for the provision of adequate spill kits/protection and the clean-up and disposal costs arising from such spills.

c. Emissions

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of Owner's Emissions include but are not limited to noise, dust, fumes, vapours.

37. ADDITION AND ALTERATION OF TERMS AND CONDITIONS

The company reserves the right to add / alter terms and conditions of the tender document including cancellation of the tender at any time without assigning any reason whatsoever.

38. 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 our website www.balmerlawrie.com & our e-procurement portal <https://balmerlawrie.eproc.in>. The Company inviting tender shall not be responsible for any claims / other issues arising out of this.

39. ACCEPTANCE OF TENDER

The company reserves the right to accept or reject the offer in part or in full without assigning any reasons whatsoever and/Or to negotiate with tenderer(s) in the manner it considers suitable.

40. INDEMNITY

The contractor shall indemnify the company, for any financial or other losses that result to the company during the operation of the contract for over the actions/inactions on the part of the contractor, which has resulted in the liability of the company. In other words, the contractor shall continue to be responsible to the company in respect of any act of omissions/commissions performed during the tenure of the contract, even though the action may actually be initiated by an external agency or an individual or a statutory authority

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etc. much after the contract period had expired. The contractor shall be responsible for the acts of omissions and commissions that have taken place during the contract period.

41. 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 therefor 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

42. Conflict of interest

The bids of any tenderers may be rejected if a conflict of interest between the tenderer and the Company is detected at any stage for submission of tender.

43. 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 black listing, 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.

It may be noted that the terms not mentioned in the offer shall be considered as per our tender terms and conditions only.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to the Company will be considered applicable at the time of any dispute

It shall be understood that every endeavor has been made to avoid error which may materially affect the basis of the tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

44. DISCLAIMER CLAUSES:

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.

45. EVALUATION OF BIDS:

The online closed bids shall be used for grading the bidders. **Priced offers of those tenderers who fulfil the pre-qualification criteria as per clause 2.0, alone will be considered for price evaluation.** Evaluation of the price bids of qualified bidders will be done and overall lowest landed rate shall be taken as L1 price and next lowest as L2 price and so on. The order will be awarded to overall L1 quoted bidder.

46. AWARD OF CONTRACT

The contract will be awarded to the overall lowest quoted tenderer based on their estimates provided in e-procurement portal as per the PRICE SCHEDULE indicated in **Annexure-2. i.e., Order will be placed to the**

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overall L1 quoted tenderer.

If required, the Company would carry out negotiation with the tenderers and it would be in the interest of the tenderers to give their most competitive rates.

47. Integrity Pact

The Successful Bidder should submit the Integrity pact entered with Balmer Lawrie, before award of the Contract, as per the standard format provided by the Company.

48. Tender Document Submission: (excluding price bid)

Your offer shall comprise the following:

- Bid Security (EMD) Declaration Form as per Annexure-A
- **Annexure-1** duly filled in, signed with seal along with GST registration details
- Relevant **copies of certificates/ registrations/Work order/work completion certificates and Site Visit Report (Annexure-3)** etc as per prequalification requirement
- **Tender Document with Annexure-2** and Drawings duly signed with seal in all the pages as token of acceptance of our terms and conditions

Your offer for tender comprising all the above documents shall be kept in a sealed envelope superscribed as **“Unpriced offer for renovation of city office at Teynampet Chennai”** **“BL/AS/MAN/CORENO/PT/202021/0003 ”** should reach the undersigned at our city office at Teynampet, Chennai works at the following address on or before **19th January 2020 by 17.00hrs.**

CHIEF MANAGER (HR&ER) - SR
BALMER LAWRIE & CO. LTD.
Associate Service
628 Anna Salai, Teynampet
Chennai – 600018.

Phone : **044 – 25946540**
Email : sriraman@balmerlawrie.com

For BALMER LAWRIE & CO LTD

CHIEF MANAGER (HR&ER) - SR

Encl: Annexure- 1 (Contractor Details)
Annexure -2 (Schedule of quantities & Specific Conditions- Part 1) & Drawings
Annexure – 3 (Site Visit Form)
Annexure – A (Bid Security Form)

Signature of the Tenderer:

Date:

Seal:

TECHNO- COMMERCIAL DETAILS

(1) EMD/Bid Security: Documents enclosed
Submission of Bid Security Declaration (If No the offer will be rejected) Bid Security Declaration (as per Annexure-A)

(2) Others

PF Registration No. : Certificate copy
ESI Registration No. : Certificate copy
PAN No. : PAN card copy
GST Registration . : Certificate copy
Work Experience : Relevant work order/ Work Completion copies
Site Visit : Copy of Site Visit Form duly signed both by Contractor and BL on Site Visit
Name of the Company/Firm :
Address of the Company :
Name of contact person :
Phone no. & Fax No :
Email ID :

DECLARATION

I / We have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Company against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I /We hereby declare that, I/We have not been blacklisted / debarred/ Suspended /demoted in any PSU/Govt department in Tamil Nadu or in any State due to any reasons.

Signature of the Tenderer:

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Seal:

Vendor is requested to provide all the data in the table below, as applicable:

1.	Supplier Name	
2.	House No with address 1	
3.	Address 2	
4.	City	
5.	Postal code	
6.	State	
7.	Tel No	
8.	Mob No	
9.	Fax	
10.	Email	
11.	Industry Type*	Domestic / service vendor / MSME*/ SSI* / trader / others (specify it)
12.	If MSME registered, provide UAN number*	
13.	If MSME registered, under category SC/ST?	
14.	Contact Person	
15.	PAN no*	
16.	State code (as per GST)	
17.	GSTIN Registration number*	
18.	Proof of GSTIN Registration number per state (From GSTN website)*	
19.	Particulars of Bank Account *	
(a)	Name of the Bank	
(b)	Name of the Branch	
(c)	Type of Bank Account (Current/Saving/Cash Credit etc)	
(d)	Account No.	
(e)	IFSC No.	

* - relevant registration/certificate copies & statutory documents as per GST requirements shall be submitted. Also cancelled/ copy of cheque for bank account verification need to be submitted by vendors who have not done any transactions with BL in last 2 years.

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BOQ
PART – I (BALMER LAWRIE)

Nos	Item	Specification	Unit	Qty	Rate	Amount
CIVIL & INTERIOR WORK BALMER LAWRIE 1ST FLOOR						
1	General					
1.1	<u>Pest Control</u>	Providing Pest control and Anti-termite treatment by appointing a specialized agency as per the specifications mentioned by the Bureau of Indian Standards and Agencies specifications (whichever is higher), for General Civil, Plumbing,/ Drainage and timber/ Carpentry works, Gypsum related work, including a 10-year guarantee under suitable undertaking on stamp paper etc, complete as directed. (Mode of measurement to be on carpet-area of floor and not the area of surface treated.)	Sq.ft	2,982.21		
2	Demolition & Dismantling					
2.1	<u>Removing of Existing false ceiling</u>	Existing False ceiling of any thickness inclusive of removal ,cleaning etc, & disposal of debris from site.	Sq.ft	2,502.13		
2.2	<u>Removing of Existing walls</u>	Existing Walls of any thickness inclusive of removal,cleaning etc, & disposal of debris from site.	Sq.ft	119.79		
2.3	<u>Removing of Existing partition</u>	Existing partition of any thickness inclusive of removal, cleaning etc, & disposal of debris from site.	Sq.ft	935.64		
3	Flooring & Cladding					
3.1	<u>Vinyl flooring</u>	Providing flooring of 3 mm thick with butt edge and without spacers ,finished neat including tools and adhesives to wall base, trims and moldings - Make - Trott/Unitex/Armstrong	sqft	2,655.87		
3.2	<u>Tile flooring</u>	Providing and fixing anti skid ceramic tiles flooring any thick of approved make and quality, colour and shade,(Approved by BL concern authority) over and including a 20mm thick base of CM (1:3) (1 cement: 3 coarse sand) finished neatly.including pointing the joints with white cement and matching pigments etc.complete.	sqft	1,997.31		

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4	Skirting & Trims				
4.1	<u>Vinyl Skirting</u>	Providing flooring of 3 mm thick with butt edge and without spacers, finished neat including tools and adhesives to wall base, trims and moldings - Make - Trott/Unitex/Armstrong	rft	728.29	
5	Partitions				
5.1	<u>Half Ht. Glass partitions on "C" Channel</u>	Providing and fixing half height Glass partitions using 12mm thk toughened glass With Beach wood trim finished in paint finish on all three sides on the bottom will be rested on " C " channel grouted on the flooring and finished with proper packing and ceiling. As per the detail drawing. Complete. Cost to be inclusive of ply boxing supported from true ceiling and required wooden members inside the partitions. Only glass panel shall be measured and paid for under this item.	Sq.ft	35.12	
5.2	<u>Full Ht. Glass partitions on "C" Channel</u>	Providing and fixing Full height Glass partitions using 12mm thk toughened glass With Beach wood trim finished in paint finish on all three sides on the bottom will be rested on " C " channel grouted on the flooring and finished with proper packing and ceiling. As per the detail drawing. complete. Cost to be inclusive of ply boxing supported from true ceiling and required wooden members inside the partitions. Only glass panel shall be measured and paid for under this item.	Sq.ft	172.76	
5.3	<u>Laminate for Ply Partition upto False ceiling</u>	Providing and fixing Double skin plywood same as ground floor of 12 mm thick over GI section of size 50 x 40 mm framework. 1mm thick Lamination Finish on both side. Including above false ceiling support	Sq.ft	1,284.51	

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5.4	<u>Entrance ply partition</u>	Providing and fixing Double skin plywood same as ground floor of 12 mm thick over GI section of size 50 x 40 mm framework.1mm thick Lamination Finish on both side. Including above false ceiling support	sq.ft	23.59		
6 False Ceiling						
6.1	<u>Gypsum false ceiling</u>	Providing and fixing Gypsum False Ceiling which includes G.I.Perimeter Channels of size .55mm thick (having One Flange of 20mm. and another flange of 30mm and a web of 27mm) alongwith perimeter of ceiling, screw fixed to brick wall / partition with the help of Nylon sleeves and screws at 610mm centres. Then suspending G.I. intermediate channels of size 45mm (0.9mm thick with 2 flanges of 15mm each) from the soffit at 1220mm centres with ceiling angle of width 25mm X 10mm X 0.55mm thick fixed to soffit with G.I. cleat and steel expansion fasteners. Ceiling section of 0.55mm thick having knurled web of 51.5mm and 2 flanges of 26mm each with lips of 10.5mm are then fixed to the intermediate channel with the help of connecting clips and in direction perpendicular to the intermediate channel at 450 mm centres. Including ceiling putty cleaning and 2 coats of paint.	Sq.ft	2,969.23		
7 Storage & Shutters						
7.1	<u>Storage & Shutters</u>	Providing 18mm thick commercial ply finished with approved laminate shade open ledge storage as per design. Ply-Green Ply/Sharon/Century ,Laminate - Greenlam/Merino/Associates Handles, Lock and key to be provided as per Spec	Sq.ft	596.62		
8 Doors						
8.1	<u>D- 1400 x 2100mm (Double Full Height Glass Door.)</u>	Providing & fixing double shutter fully glazed doors with 12mm toughened glass to be fixed with patch fitting-Dorma - Top and bottom pivot and dorma floorspring, corner finishing , Handles as per attached Image ,center floor lock and door floor stopper (Make - Dorma) door closure dyna make.	Nos	1		

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8.2	<u>D1- 900 x 2100mm (Single Full Height Glass Door.)</u>	Providing & fixing Single shutter fully glazed doors with 12mm toughened glass to be fixed with patch fitting-Dorma - Top and bottom pivot and dorma floorspring, corner finishing , Handles as per attached Image , center floor lock and door floor stopper (Make - Dorma) door closure dyna make	Nos	7		
8.3	<u>D2 - 900 x 2100mm (With Vision Panel)</u>	Providing and Fixing single shutter door in 37mm thick blockboard of approved make with 100 X 50 American white cedar / Beach wood frame as per detailed drawing. Surface finished in 1mm laminate of approved shade, inclusive of all hardware door closer (Dorma) , Hinges,Dead Lock(Kich SS-316), Handles as per Spec and door floor stopper,with 6mm thk clear glass vision panel with wooden beading as per detailed drawing complete. (Make - Dorma).	Nos	10		
8.4	<u>D3 - 760 x 2100mm (With Vision Panel)</u>	Providing and Fixing single shutter door in 37mm thick blockboard of approved make with 100 X 50 American white cedar / Beach wood frame as per detailed drawing. Surface finished in 1mm laminate of approved shade, inclusive of all hardware door closer (Dorma) , Hinges,Dead Lock(Kich SS-316), Handles as per Spec and door floor stopper,with 6mm thk clear glass vision panel with wooden beading as per detailed drawing complete. (Make - Dorma).	Nos	4		
9 Film Work						
9.1	<u>Frosted Film</u>	Providing and fixing 3M make Scotchal 7725 Series Frosted film on Glass Partition with MCS warranty as per the manufacturer specification. Refer attached Image.	Sq.ft	112.21		
10 Blinds						
10.1	<u>Rollar Blinds</u>	Providing and fixing Rollar blinds with drive unit end plug support brackets fabric of approved shade colour and sample by BL etc complete. The necessary machnisam etc. Make - Hunter Douglas / Vista.	sqft	176.81		
11 Signages						
11.1	<u>Room indicator</u>	Providing and fixing 1.5mm Anti-Corrosive Brushed SS Plate Engraved Room Name & Number, size 300mmx100mm .As per samples approved by Architect's. Make - Kich	nos	15		

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11.2	<u>Pull _____ push signage (1 set)</u>	Providing and fixing 1.5mm Anti-Corrosive Brushed SS Plate Engraved Pull & Push, size 100mmx50mm .As per samples approved by Architect's. Make - Kich.	nos	1		
11.3	<u>Signage</u>	Signage board of office -Acrylic with laser cut (Refer dwg)	nos	5		
12	House Keeping					
12.1	<u>House Keeping</u>	Shifting of existing furniture, cabinets/ file racks and any other material should be relocated and return to its original place on completion of the work as per site engineer's instructions. Keeping the site reasonably clean and removal of debris from the site every day. Should also provide for thorough cleaning of site before laying of carpets. Should also include final cleaning of site before handover to client.	LS	1		
13	Additional work					
13.1	<u>FIRE-Alarm</u>	Supply & installation of Fire alarm system, manual call point, hooter, cable, main control board, Smoke detector (as per site engineers instructions) etc. (Ground, 1 st , 2 nd floor and terrace)	LS	1		
13.2 (i)	<u>ELECTRICAL</u>	1.lighting _____,fan,ups,supply 3run*1.5sqmm FRLS PVC COPPER wiring _____ finolex _____ make 2.UPS plug _____,socket& switch 6A ANCHOR ROMA make _____,switch box require qty _____,colour,-block switch &socket with box,wire colour allso deffer. 3.AC power point 16 A socket&25A/32A MCB double pole with box,wire-3run*4sqmmFRLS PVC INULATED copper finolex wire 4.lighting &power (raw power)model ANCHOR ROMA 6A switch and socket _____,switchcolour _____ -white _____ wire 3Run*1.5sqmm FRLS PVC insulatedcopper wire finolex make .	SQ.FT	2969.23		
(ii)	-	Providing and fixing telephone wiring with two pair telephone cable in PVC conduit including two pair cord outlet, moulded type telephone outlet housed in zinc passivated box with suitable connector strip in recessed wall / partitions/floor as required. Note:- cost to include wiring cost,conduits, RJ-11 Socket with plate including terminations _____,complete in all respect.				

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(iii)	-	Supplying, and installing of MS junction box of size 300 x 300 x 40 mm suitable for adopting two run of floor trunking of size 150x32mm embdded in floor by cutting the existing floor to be in flush to the existing floor finish level and rendering the floor complete with cement concrete as approved layout complete as required including providing steel plate top cover and frame as required (LAN and telephone cabling)				
(iv)	-	Providing & fixing IOU, of AT & T make including the square face plate and box with RJ-45 Socket etc.(refer drawing)complete in all respect.including cat -6 Data cable,pvc conduits, identification ferrules, complete in all respect including comissioning of the hub.(Contractor will be responsible for structure cable approval for AT & T)				
(v)	-	Wiring ,Conduit & Labour including all necessary items with Testing and commissioning ,AC SOCKET 20AMS //250V				
13.3	<u>HVAC</u>	Addition, alteration and repair of existing ductable ac as per the design and drawings provided (capacity and alignment). Vendor should study and analysis the existing condition before quote.				
13.4	<u>LIGHTING</u>	Light fittings LED (as per dwg) (Havells / Wipro / Philips)	LS	1		
13.5	<u>MINI CONFERENCE FLOORING</u>	METAL FRAME WORK FOR EXTENSION OF FLOOR, Supplying & fixing of MS channel, angle, beam, chequer plate etc as per site engineer instructions.	SQ	61.87		
A				TOTAL		
14	Loose Furniture					
14.1	<u>Mini conference table</u>	Providing and fixing of mini conference table table (as per design)made of 18mm Ply finished with laminate internally and externally finished in laminate .as per Design. Cost Inclusive Pop up desk outlet - Legrand	nos	1		
14.2	<u>mini conference chair</u>	Low back chair, single position locking, synchro tilt mechanism, Gas lift height adj, P.U. adj.arms with five castors.(as per sample picture shown at the time of site visit).	nos	7		

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14.3	<u>Sofa(Four Seater)</u>	Providing/ fixing in position 3 seater sofa, Sofa frame to comprise of hollockwood/Pine wood frame structure, of adequate & appropriate size with seat of 100mm thk rubber covered with 25mm foam,32 density and finished in Fabric of approved shade. Item includes Flat springs for cushioning to be placed at placing not more than 75mm c/c, Quality markings all around the seat, back and sides as required, All necessary hardware, Stitching, provisions for contours, slopes etc complete. Treated wood with termite proofing coating, Back rest, sides or arm rest to be adequately cushioned, upholstery shall be Fabric of approved thickness and color.The item to be complete in all respect. to the satisfaction of Architect/ Engineer incharge.The sofa shall be covered from all sides by Fabric [rear, front ,sides backrest, seats-fully covered by Fabric.	nos	1		
14.4	MD Cabin	Repairing of damaged false ceiling and removing existing wooden laminate sheet & replacing with new sheet	LS	1		
14.5	MD Cabin washroom	Removing existing wall, urinal, wash basin and mirror and refixing and putting partition.115mm brick work laying, plastering and ceramic tiles laying, supply & installation of automatic sensor urinal and WC. Supply and fixing of PVC Flush door for MD washroom and required plumbing work as per instruction given by the site engineer	LS	1		
14.6	Workstation chair	Low back chair, single position locking, synchro tilt mechanism, Gas lift height adj, P.U. adj.arms with five castors.	nos	4		
14.7	HR cabin table	Providing and fixing of table made of 18mm Ply finished with laminate internally and externally with stroage unit finished in laminate , Suitable AL or ply leg , including all necessary fittings- as per dwg. Ply-Green Ply/Sharon/Century ,Laminate - Greenlam/Merino/Associates (refer :selected model)	nos	1		

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Date:

Seal:

14.8	Server room table	Providing and fixing of table made of 18mm Ply finished with laminate internally and externally with storage unit finished in laminate , Suitable AL or ply leg , including all necessary fittings-as per dwg. Ply-Green Ply/Sharon/Century, Laminate - Greenlam/Merino/Associates (refer :selected model)	nos	2		
15	Additional work					
15.1	1 st floor conference room table	Reducing Existing conference table gap. Cleaning existing table surface, warnishing, and refurbishing the existing meeting room conference table as per the site engineer's instructions.	LS	1		
15.2	Supply & Installation of wireless Projector at 1 st floor conference room	1. CASIO Advanced Series Lamp Free Multimedia Projector. Model : XJ - F211WN Advanced Series DLP" Display Technology 0.65" DLP ® chip x 1 3500ANSI Lumens 1200 X 800 Native Resolution 16:10 Native Aspect Ratio 20000:1 Contrast Ratio 20000 Hrs. Light Source Life HDMI N 2 a VGA Input Terminal 1.5 X Optical Zoom Dust Proof Filter-Free Design 3 — Years Projector Warranty Light Warranty 5 Years or 10000 Hrs. Made In JAPAN 2.CASIO YW- 40 Wireless Dongle Model : YW – 40 3.SUVIRA HD Elegant Series Motorize Projection Screen : Model no : SVRMOHDT119American HD Fibre Glass Fabric Tubular Motor 16:9 Aspect Ratio 119" Diagonal Screen RF Remote Control Viewing Area 58" X 104" 4.Customs Ceiling Mount Kit For Projector 5. Impression wireless HDMI 10 – In & 1 Out Switch. Contain:1.HDMI wireless Transmitter 100m X 2 no.s 2.HDMI wireless 10 Input Receiver Switch X 1 no. 6.Service: Installation Commissioning & Configuring	LS	1		

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Date:

Seal:

15.3	Speaker	Supply and fixing of speaker Providing and fixing Speaker with wiring .make: bosch Room size 10.9 m * 4.8 m	LS	1		
15.4	Staircase of 1 st floor to 2 nd floor	Replacing old damaged staircase tiles and replacing with marble tiles from 1 st floor to 2 nd floor (Staircase). And polishing of existing marble tiles	LS	1		
15.5	1 st Floor toilet Modification work	Dismantling of wall, wash basin, urinals and refixing, brick work laying, plasting, tiles laying, plumbing work, supply & fixing of exhaust fan.	LS	1		
15.6	Internal wall Painting work 1 st Floor and Guest house	Premier Acrylic premium Emulsion Paint (interior)...Prepare surfaces and providing and applying 3 coats of Emulsion with a coat of white cement (putty one coat), over a primer one coat of approved colour two coat ,Scaffolding and manufacture to interior faces of walls	Sq.m	300		
B				TOTAL		

Nos	Item	Specification	Unit	Qty	Rate	Amount
CIVIL WORK – GUEST HOUSE						
1	Demolition & Dismantling					
1.1	Removing of Existing false ceiling	Existing False ceiling of any thickness inclusive of removal, cleaning etc, & disposal of debris from site.	Sq.ft	1,217.82		
2	Flooring & Cladding					
2.1	<u>Vinyl flooring</u>	Providing flooring of 3 mm thick with butt edge and without spacers ,finished neat including tools and adhesives to wall base, trims and moldings - Make - Trott/Unitex/Armstrong	Sq.ft	1,205.12		
3	Skirting & Trims					
3.1	<u>Vinyl Skirting</u>	Removing existing wooden skirting & Providing flooring of 3 mm thick with butt edge and without spacers ,finished neat including tools and adhesives to wall base, trims and moldings - Make - Trott/Unitex/Armstrong	rft	203.03		
4	False Ceiling					
4.1	Gypsum false ceiling	Providing and fixing Gypsum False Ceiling which includes G.I.Perimeter Channels of size .55mm thick (having One Flange of 20mm. and another flange of 30mm and a web of 27mm)	Sqft	951.18		

Signature of the Tenderer:

Date:

Seal:

		alongwith perimeter of ceiling, screw fixed to brick wall / partition with the help of Nylon sleeves and screws at 610mm centres. Then suspending G.I. intermediate channels of size 45mm (0.9mm thick with 2 flanges of 15mm each) from the soffit at 1220mm centres with ceiling angle of width 25mm X 10mm X 0.55mm thick fixed to soffit with G.I. cleat and steel expansion fasteners. Ceiling section of 0.55mm thick having knurled web of 51.5mm and 2 flanges of 26mm each with lips of 10.5mm are then fixed to the intermediate channel with the help of connecting clips and in direction perpendicular to the intermediate channel at 450 mm centres. Including ceiling putty cleaning and 2 coats of paint.				
5	Storage & Shutters					
5.1	Storage & Shutters	Providing 18mm thick commercial ply finished with approved laminate shade , open ledge stroage as per design. Ply-Green Ply/Sharon/Century, Laminate-Greenlam/Merino/Associates Handles, Lock and key to be provided as per Spec	Sq.ft	6.46		
6	Signages					
6.1	Room indicator	Providing and fixing 1.5mm Anti-Corrosive Brushed SS Plate Engraved Room Name & Number, size 300mmx100mm .As per samples approved by Architect's. Make - Kich	nos	5		
6.2	Pull push signage (1set)	Providing and fixing 1.5mm Anti-Corrosive Brushed SS PlateEngraved Pull & Push, size 100mmx50mm .As per samples approved by Architect's. Make - Kich.	nos	1		
6.3	Signage	Sinage board of office -Acrylic with laser cut (Refer dwg)	nos	1		
7	House Keeping					
7.1	House Keeping	Shifting of existing furniture, cabinets/ file racks and any other material should be relocated and return to its original place on completion of the work as per site engineer's instructions. Keeping the site reasonably clean and removal of debris from the site every day. Should also provide for thorough cleaning of site before laying of carpets. Should also include final cleaning of site before handover to client.	LS	1		

Signature of the Tenderer:

Date:

Seal:

8 Additional work					
8.1	ELECTRICAL	Supply and fixing of Electrical & Data voice cables, LED lights, Cove light as per drawings	Sq.ft	951.18	
8.2	Covering electrical panel box	Providing 18mm thick commercial ply finished with approved laminate shade open ledge stroage as per design. Ply-Green Ply/Sharon/Century ,Laminate - Greenlam/Merino/Associates Handles, Lock and key to be provided as per Spec	Sq.ft	15	
A				TOTAL	
9 Loose Furniture					
9.1	Buffet Table	Providing and fixing of buffet table made of 18mm Ply finished with laminate internally and externally finished in laminate. Size 3.56m (l) * 0.6m (w) * 0.75m (h)	no	1	
9.2	<u>Center Table</u>	As per the sample available at the guest house. (Size 1.16m(l)*0.55m (w)* 0.48m(h)	No	3	
B				TOTAL	

Nos	Item	Specification	Unit	Qty	Rate	Amount
CIVIL WORK – TERRACE						
1 Flooring & Cladding						
1.1	<u>Vinyl flooring</u>	Providing flooring of 3 mm thick with butt edge and without spacers ,finished neat including tools and adhesives to wall base, trims and moldings - Make - Trott/Unitex/Armstrong	Sq.ft	527.24		
2 Skirting & Trims						
2.1	Vinyl Skirting	Providing flooring of 3 mm thick with butt edge and without spacers ,finished neat including tools and adhesives to wall base, trims and moldings- Make - Trott/Unitex/Armstrong	rft	301.28		
3 Signages						
3.1	Room indicator	Providing and fixing 1.5mm Anti-Corrosive Brushed SS Plate Engraved Room Name & Number, size 300mmx100mm .As per samples approved by Architect's. Make - Kich	nos	1		

Signature of the Tenderer:

Date:

Seal:

3.2	Pull push signage (1set)	Providing and fixing 1.5mm Anti-Corrosive Brushed SS Plate Engraved Pull & Push, size 100mmx50mm . As per samples approved by Architect's. Make - Kich.	nos	1		
4	Storage Shutters &					
4.1	Storage Shutters &	Providing 18mm thick commercial ply finished with approved laminate shade open ledge storage as per design. Ply-Green Ply/Sharon/Century ,Laminate - Greenlam/Merino/Associates Handles, Lock and key to be provided as per Spec	sqft	15		
A				Total		

SPECIFIC CONDITIONS

NOTE:

Quantity is indicative only; may be increased by 10% over all or item wise. Quantities shall be interchanged based on the actual requirement during execution, however limited to the overall value of the contract (Order value including tolerance).

LIST OF APPROVED MAKES		
1	Cement	L&T, ACC , Ambuja , Birla ,KCP
2	Construction chemicals	Forsroc/ Apcon / Sika or equivalent
3	Ceramic Tiles	Johnson , Kajaria , Nitco
4	Vitrified Tiles	Johnson , Kajaria , Nitco
5	Adhesive	Weber / Laticrete
6	Emulsion Paints, water proof cement paints	Asian / Nerolac / Berger
7	Anti-corrosive epoxy paint	HiBuild/ Asian / Berger /
8	Steel	Tisco, Sail , Rashtriya Ispat Nigam Ltd -VSP
9	Light Fittings (20W*),CABLE	Philips,Havells, Wipro
10	Water proof cement paint	Asian / Berger / Jenson & Nicholson
11	epoxy painting	HiBuild/ Asian / Berger /
12	Plywood	Greenply/Kitply
13	Laminate	Greenlam/Merino/ Associates
14	Aluminium Partition	jsw/tata
15	Water Proofing	Dr.Fixit/Fosroc
16	Vinyl flooring	Trott/Unitex/Armstrong
17	door closure	dyna
18	Vision Panel	Dorma
	Rollar Blinds	Hunter Douglas / Vista.
	Room indicator	Kich
	Pull push signage	Kich

USE cement as below:	Minimum Cement content KG/m3	Maximum face water cement ratio
a) Super sulphated cement or sulphate resisting Portland cement	330	0.5
OR		

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Date:

Seal:

b) Portland Pozzolana cement or Portland slag cement	350	0.45
Portland slag cement confirming to IS 455 with slag content more than 50 percent exhibits better sulphate resisting properties.		

Note:

1. BOQ should be read along with the drawings given.
2. Drawings should be checked with the existing site condition

IMPORTANT NOTES:

1. A knowledgeable civil engineer (Interior work) shall be posted at site to supervise the day to day construction activities.
2. The Measurement sheet shall be maintained at site with daily work progress, in terms of quantities referring to the tender items, is entered and for the purpose of measurements and billing.
3. All necessary safety precautions as required by Balmer Lawrie shall be followed
4. No concreting shall be done without the reinforcement placement being checked and certified by the BL in charge/Consultant.
5. After placement of reinforcement the contractor shall enter the steel measurements in the M book. He shall also take adequate photographs of the entire area to be concreted and inform BL in charge/Consultant for confirming the steel placement is complete.
6. All steel measurement, as placed at site, shall be measured and recorded by the Contractor and cross checked by BL in charge/Consultant.
7. The contractor shall photograph all works, stage wise. Clear photos are to be taken and shared with BL in charge/Consultant at each stage
8. Only makes of materials as specified in the work order/ tender shall be used.
9. The contractor to provide a Triplicate note book, at site, for site instructions.
10. All materials brought to site shall be photographed clearly showing the make. These photos shall be shared with the BL in charge/Consultant for approval. No material shall be used without prior approval.
11. For scaffolding work if any, only **MS scaffolds** shall be used. Bamboo scaffolding are strictly not allowed

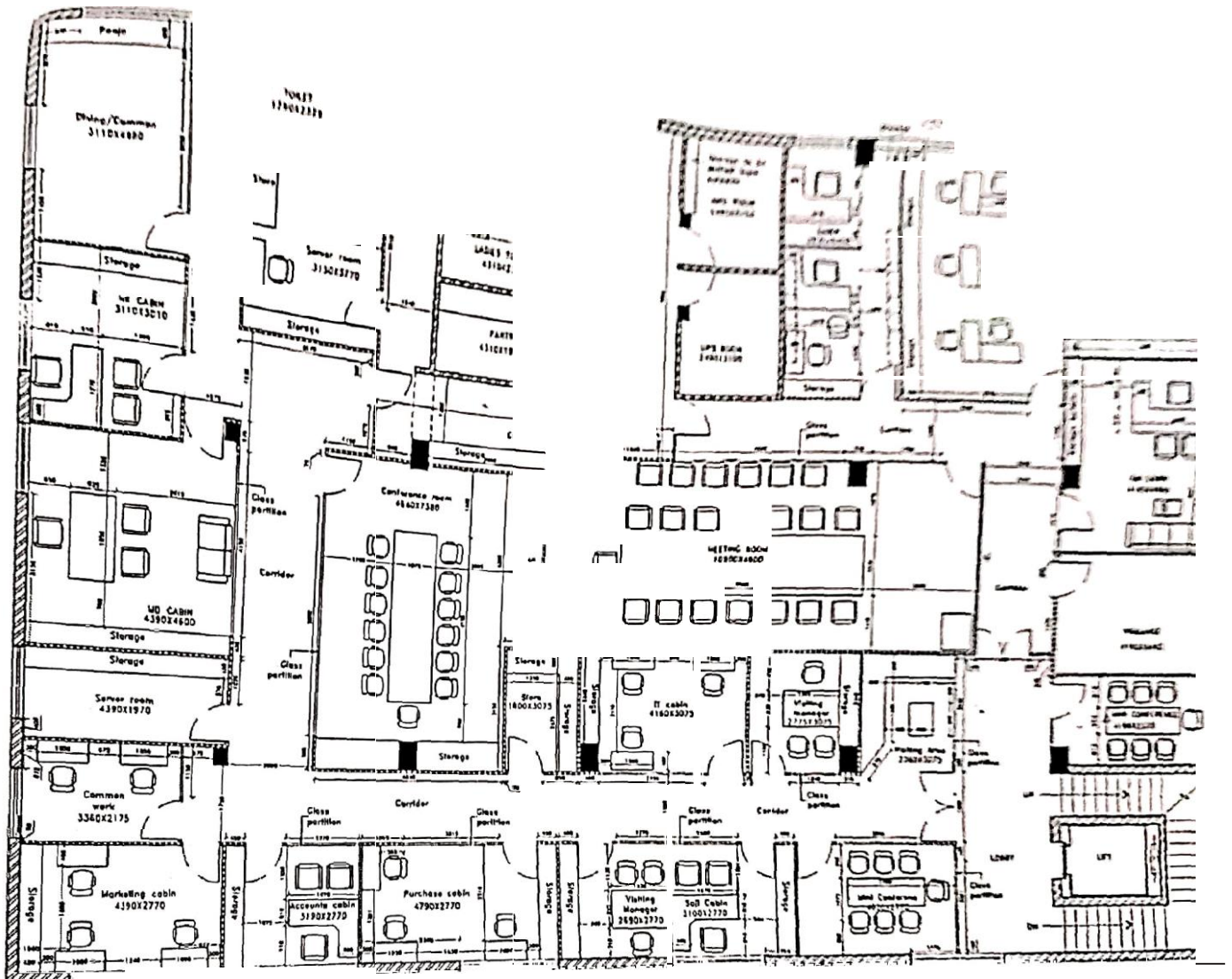
Contact Person:		Telephone No:	
Email ID:		Mobile No:	
PAN :		PF No:	
GST Registration No:		ESI No:	

Drawing for tender – Interior drawing

Signature of the Tenderer:

Date:

Seal:



Signature of the Tenderer:

Date:

Seal:

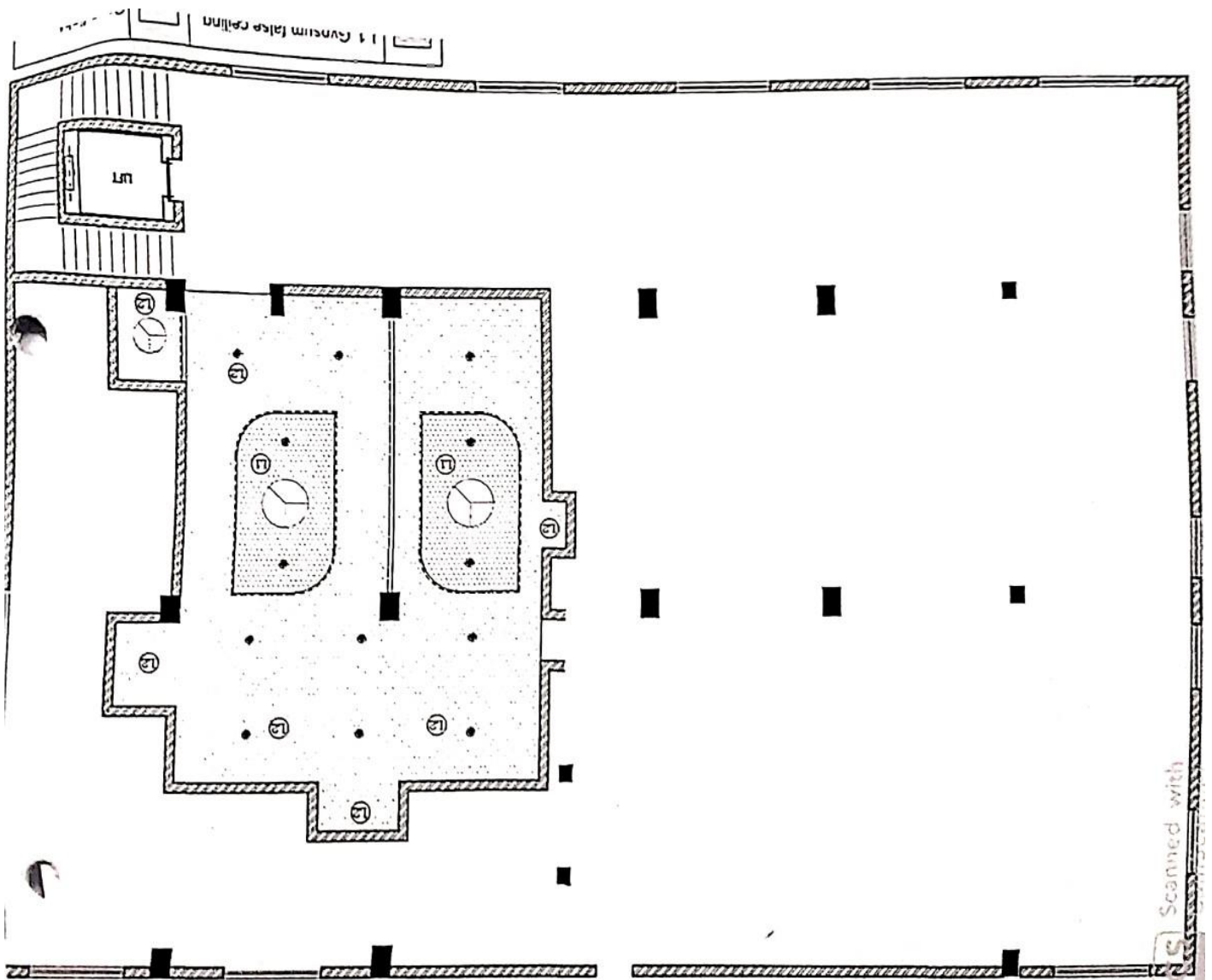


	U1 Oxygen tank ceiling		Close light
	Bottom of AC third		General lighting
	L2 Jamb ceiling		
	4" from U1		

ADVANCE COPY

FIRST FLOOR FALSE
CEILING LAYOUT

CS



Signature of the Tenderer:

Date:

Seal:

SITE VISIT FORM

Site Location: Balmer Lawrie & Co. Ltd., Associate Services, City Office, Teynampet, Chennai – 18.

Vendor :

Name of Vendor's Representative:

Designation of Vendor's Representative:

Contact No. of Vendor's Representative:

Date of site visited :

Vendor's declaration: Understood the site condition and requirement in line with the tender requirement.

Signature of Vendor's representative

**Signature of BL representative
(Mr. Sankar P/ Ms. Pradnya Naik)**

Signature of the Tenderer:

Date:

Seal:

Format for Bid Security (EMD) Declaration
(to be provided by vendor in their letter head)

Ref:

Date:

To:

**CHIEF MANAGER (HR&ER) - SR
BALMER LAWRIE & CO. LTD.
Associate Service
628 Anna Salai, Teynampet
Chennai – 600018.**

Sub: Bid Security (EMD) Declaration

Dear Sir/Madam,

Ref is made to your Tender Ref: dated
against which we submit our quotation ref: dated.

We declare that we will not withdraw or modify our bid during the period of validity and we understand that if done, we will be suspended in participating the tenders upto 31.12.2021.

Date:

Authorised Signatory

Place:

Signature of the Tenderer:

Date:

Seal: