

SBU :GREASES & LUBRICANTS
P-43, HIDE ROAD EXTENSION,KOLKATA – 700 088
PHONE NO. 033 – 24505 300
FAX NO. 033 – 2439-5160 / 2277
E-mail : srinivas.pcs@balmerlawrie.com

TENDER ENQUIRY

GLK/TE20/277
Dated 10/2/2021

Due Date: 20/2/21 [IST – 15:00 Hrs]

The tendered item(s) is/are not available in GeM. Balmer Lawrie & Co. Ltd. have no objection in providing detailed information for making available the said item(s) on GeM.

Sub: Tender for Certification and Surveillance Audits of (Integrated Management System (IMS)) covering ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 management systems at SBU G&L,Kolkata

Offers are invited from Certifying Bodies for Certification followed by yearly Surveillance audits (two nos) for IMS covering ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 management systems at our Greases and

Lubricants Division at Kolkata as detailed in Annexure I.

The General terms & conditions are attached in Annexure – II.

You are requested to submit your competitive offer in **PRICE-BID**; along with requisite documents in a sealed envelope as a **UN PRICE-BID** so as to reach us before the due date of tender.
Thanking you,

Yours faithfully,
for **Balmer Lawrie & Co. Ltd.**

(P.CS.Srinivas)

Chief Manager-(Maint/HSE)
Mob No. 09445160082

Encl.: As above

Annexure I

Selection of Certification Body for Certification followed by yearly Surveillance audits (two nos) for IMS covering ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 management systems at SBU G&L, Kolkata

Scope of work for Certification:-

- 1) To conduct certification audit as per for **IMS covering ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 management systems**
- 2) To conduct annual surveillance audit (Two surveillance audits in 3 years) at **required** intervals during the validity of certification.
- 3) **Recommendation letter to be given immediately after successful Certification Audit.**

Manpower in BL Plant = Total 180 numbers [including Company & Outsourced].

Number of Unit – 01, Located in Kolkata

Scope of Certification: Manufacture of Greases and Lubricants

Other Requirements/Pre-Qualification :-

- 1) The Certifying Body should have sufficient experience in Certifying as per **ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 standards** (Minimum 50 Nos of any of these) within India and abroad. –List to be submitted
- 2) The Certifying Body should have certified competent auditors for **ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018.**
- 3) The Certifying Body should be approved and accredited by valid accreditation bodies for all three standards named **ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018.** Supporting Document has to be submitted.
- 4) The bidders/Certifying body should quote for all three standards as **integrated management system** otherwise their offer will not be considered.
- 5) **The Certifying Body should ensure and complete the certification audit by 3rd week of March'21.**
- 6) One set of tender document should be signed, stamped and also submitted along with the UNPRICE BID as a token of acceptance of the scope of work and tender terms.
- 7) **Balmer Lawrie will arrange , Local conveyance, only**

Note: Only Registered Vendors/Agencies are eligible to participate in this Tender.

General Terms & Conditions

1. Before filling up, the complete Tender document should be read properly. If the bidder find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning, specification and interpretations, such matter shall be brought to the attention of BL, at least three (3) days in advance, prior to the date of filling/submission of the Tender. For clarification required, if any, please contact during office hours [9.00 AM to 6.00 PM] on

Name : Mr. P.C.S.Srinivas
Designation : Chief Manager-(MAINT/HSE)
Contact No. : 9445160082

e-mail : srinivas.pcs@balmerlawrie.com

2. **Pre-Qualification Criteria**

Submit the documents in support for pre-qualification as mentioned in Annexure-I.

3. Submission of tender will be the conclusive evidence as to the fact that the bidder has fully satisfied themselves as to the scope of work, general terms & conditions covering all other factors required to carry out the work and the cost thereof.

4. The successful bidder is not allowed to give any "subcontract" without prior permission and written approval of BL. Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any stage.

5. **Right of acceptance / Rejection**

BL reserves the right to accept/reject any or all offers without assigning any reasons, whatsoever. BL also reserves the right to alter the eligibility criteria & specification for short-listing the vendors. envelop price- offers over Telex/Telegraphic/Fax/email shall not be accepted. The company will not accept any responsibility for any delay in receipt of bids within due date and time.

6. **Time Schedule**

The entire job is to be completed as per dates mentioned in Annexure I.

7. **Submission of UN PRICE BID & PRICE BID**

Price bid has to be submitted in separate Envelop only.

Bidders are requested to send their UN-PRICE BID accompanied by supporting documents as asked elsewhere in the tender document.

8. **Offers & Enclosures**

The technical literature and other documents, submitted by the all the tenderer, along with their respective offer(s) will be non-returnable and shall be the property of BL even in the case of unsuccessful bidders. However BL shall maintain the confidentiality for the submitted documents.

Unprice-Bid /Price Bid are to be sent in sealed envelope super scribing the tender no., subject item date and due date and are to be sent to

Mr. P.C.S.Srinivas
Chief Manager (Maint/HSE);Balmer Lawrie and co ltd;P43 Hide Road Extension;
Kolkata-700088.

9. The bidders are requested to confirm the number of people from their end who will be present for the audit and number of man days they have considered in their offer.

10. **Payment terms** –With in 7 days of certification/ Audits

- 10.1 **Against Initial Certification**

100% of basic value with taxes after completion of Audit against audit fee

10.2 Against Surveillance Audits in second and third year

100% of basic value with taxes after completion of each Surveillance Audit.

11. The vendor should compulsorily follow all the provisions of GST Law and in the event of any default of complying with any of the provisions of the GST Law, Balmer Lawrie would exercise the right for non-payment / withholding payment / black listing the vendor

12. **Validity period of the offer**

The period of **validity of the quotations** should be **30 days** from the due date of the tender.

13. **Resolution of Disputes / Arbitration**

All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the "Chairman and Managing Director" of BL, Kolkata whose award shall be final & binding on both the parties.

14. **Jurisdiction** : All disputes are subject to Kolkata jurisdiction only.

15. **Corrigendum to tender:**

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

16..**General Term**

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, 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.

For Balmer Lawrie & Co. Ltd

P.C.S.Srinivas
Chief Manager(MAINT/HSE)

PRICE BID FORMAT (to be submitted in Company Letter Head in a separate Envelop)

SNO	Job Description	Basic Price (All inclusive)	GST Amount	Total
1	Certification Audit			
2	Surveillance Audit 1			
3	Surveillance Audit 2			

Place

Signature

Date

Authorised Signatory

Company Stamp