



Balmer Lawrie & Co.Ltd

(A Government of India Enterprise)

SBU : Greases & Lubricants Division, Manali, Chennai 600 068.

Phone:044-25946621/24302559, Fax No: 044-25941436, email:
srinivas.pcs@balmerlawrie.com, website: www.balmerlawrie.com

GLC/TE16/1329/CONSULTANT-IMS

Dt 10.01.2017

Due date : 20.01.2017

To

Dear Sir,

Sub: Appointment of Consultant for carrying out re-certification audit for Integrated Management System which is due in Aug2017.

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Balmer Lawrie is a market leader in Steel Barrels. The Company has a distributed manufacturing base with factories in Mumbai, Chennai, Chittoor, Silvassa, Asaoti, Kolkata and Talaja. Our Plants are ISO Certified and conforms to Safety, Health and environment norms.

Our Grease&Lubricants Manufacturing Plant at 32, Sathangadu Village, Manali, Chennai-68, Tamilnadu is comprehensively covered with **QMS - 9001:2015, EMS 14001 – 2015, OHSAS - 18001: 2007**. We invite sealed offers towards appointment of Consultant for carry out re-certification audit work for Integrated Management System [IMS] which is due on Aug2017. Audit assistant at the above Grease&Lubricants Manufacturing Plant effective from **Jan2017/Feb2017 to Aug2017**.

The tender comprises of **Technical bid** which shall consist of all relevant details about the bidders and also the proof of Audits conducted earlier and **Price Bid** quote provided by the bidder as per attached format [**Bid Form**].

The **Technical Bid** and the **Price Bid** shall be put in separate envelopes & sealed and super scribed clearly as "**Technical Bid ISO Audit**" and "**Price Bid for ISO Audit**". Both the Technical Bid and Price Bid are to be put in another envelope super scribing as "**Bid for Appointment of Consultant IMS at G&L division-Chennai**" and should be forwarded to.

**CHIEF MANAGER [QC]
M/s. Balmer Lawrie & Co.Ltd.
Grease&Lubricants Division,
32, Sattangadu Village,
Manali, Chennai – 600068.**

For any Details / Clarification, please contact **Mr.R. MADHAVAN** – Chief Manager (QC) (LL- 044 **2594 6624/630** Mobile : **9445566243**).

The bidders shall send their bids either by courier / post (or) handed over Chief Manager[SCM] at the above address.

The **last date for submission of bid** for the above tender is on or before **20.01.2017.**

Details of the tender are also available in our company's website www.balmerlawrie.com.

Thanking you

Yours faithfully

for **Balmer Lawrie & Co. Ltd.**

PCS SRINIVAS

CHIEF MANAGER [SCM] Ph: 044-25946621/9445160082

A. Scope of Work for Appointment of Consultant for carrying out recertification audit for IMS which is due in Aug2017.

1. Gap Analysis on existing Integrated Management System (IMS) and documents..
2. Updation of documentation (IMS manual, procedure, formats, templates etc) in line with QMS 9001-2015, EMS 14001-2015 and OHSAS 18001:2007
3. Review of IMS Policy, objectives, operational controls, emergency preparedness, risk assessments etc.,
4. Conduct an awareness training program on IMS 2015 version for the core team.
5. Conduct Internal Auditor training program for internal auditors.
6. Conduct Internal Audits and Management review.
7. Provide support till the recertification audit which is due in Aug2017 and closure of nonconformities.

B. Nature of Audit:-

1. To inspect the plant and check for compliance / practices and suggest corrective actions.
2. To conduct comprehensive audit and to submit Audit Report.
3. To guide and assist in implementing recommendations made during audit.
4. To conduct training programmes for our employees in audit related topics.
5. To establish systems and procedures for safe handling, safety practices etc. this could meet the standard norms of safety in sheet metal industries.
6. To comply with Government regulations as lay down by Factories Inspectorate etc.

C. Qualification Criteria for evaluating the Technical Bid :

1. The organization / professionally qualified Auditors applying for this tender should have been in the field of carrying out similar audit for the last 5 years in reputed organization.
2. The organization / professionally qualified Auditors applying for this tender should have conducted a minimum of 5 audits in the past.

The organization / professionally qualified Auditors have to submit proof satisfying the above criteria. Only organization / professionally qualified Auditors who meet the above criteria shall qualify for Price bid opening.

The auditors / organization are requested to visit our division and understand themselves the operation before submitting their offer.

TERMS AND CONDITION

1. The term "Company (or) BLCL" wherever mentioned in the tender document refers to "BALMER LAWRIE & CO. LTD."
2. The term "bidder" means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators duly approved by the company.
- 2a. Period of Contract: From **Jan2017/Feb2017 to till Aug2017-till the completion of audits..**
3. The offer shall be submitted in our enquiry format only and any Conditional offers will not be accepted.
4. The offer must be kept valid for a minimum period of 60 Days from the date of opening the offer.
5. The rate quoted by the successful bidder shall remain valid till expiry of Period of Contract. During the tenure of the contract period, no rate increase will be considered, except for change in statutory levies imposed by Union / State Govt. / Local authorities.
6. Payment: **Within 15 days from the date of Completion of Audit / Submission of Reports.**
7. The bids of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
8. Late / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered at all.
9. The company would not carry out any negotiations except with such bidders who is / are the lowest quoted bidders originally. As such it would be in the interest of the bidders to quote the lowest possible rate.
10. 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.
11. 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.
12. **ARBITRATION:-** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope operation or effect of this contract or the validity of the breach thereof, shall be settled by arbitration in accordance with the Rules of Arbitration of the "SCOPE Forum of Conciliation and Arbitration" and the award made in pursuance thereof shall be binding on the parties. The award of the Arbitrator so appointed shall be final and conclusive and binding on all parties to the agreement subject to the Provisions of the Indian Arbitration Act 1940 and the rules thereunder and any statutory modifications or re-enactments thereof deemed to apply to the Arbitration proceeding under this clause.

BID FORM [PRICE BID]

SNo. Scope of Work	Lumpsum Amount Rs.		
1. Consultancy service charges provided for carry out recertification audit for Integrated Management System which is due on Aug2017 – as per scope of work set out in the in the attached Annexure “A”. QMS 9001:2015, EMS 14001 – 2015, OHSAS 18001:2007			
*Cumulative Total Amount [] Rs.			
Service Tax	%		
<p>1. The bidders should quote their rates in the above format.</p> <p>2. Award of contract:</p> <p style="margin-left: 20px;">a. The lowest (L1) bid would be arrived considering the *Cumulative Total Amount as mentioned above.</p> <p style="margin-left: 20px;">b. 100% order will be placed on the L1 bidder.</p>			
Service Tax Reg.No.		Contact Person	
PAN		Telephone Nos.	
MSME / SSI /NSIC		e-Mail ID	
<p>We have quoted our price after studying carefully all the details of the tender, Terms and Conditions and we confirm to have accepted the same.</p>			
Date:	Place :	Signature of Bidder with Office Seal	