



SINCE 1867
BALMER LAWRIE & CO. LTD.
(A Govt. of India Enterprise)
Greases & Lubricants
P-43, Hide Road Extension
Kolkata – 700 088
Phone No. 2450-5365/5361
Fax No. 2439-2277 / 2449-8493
Email No.: gdk.apd@balmerlawrie.com

NOTICE INVITING TENDER

TENDER REFERENCE NO: GLK/TE16/375

Dated: 17.02.2017

Sub: Enquiry for Providing Security Services at our Greases & Lubricants Division of Balmer Lawrie & Co. Ltd. at P-43 Hide Road Extension, Kolkata 700088

Sealed tenders are invited from resourceful competent bidders for providing security services for our factory of G&L, Kolkata. The Tender Document along with terms and conditions to be downloaded from our web site www.balmerlawrie.com till **27.02.2017** or can collect from our above address office. The intending contractors should inspect the factory before participating in the tender.

Offer should be submitted in sealed envelopes superscribed with Tender Ref., Tender Date, Due Date and the Name of the Job.

Please note that who are not enlisted with Balmer Lawrie & Co. Ltd., G&L-Kolkata are required to submit their credentials and other relevant details as per **ANNEXURE-I** available with the tender document. The specified Annexure duly filled in may be submitted in advance or at the time of submission of the Tender Due date to the undersigned for consideration of their tender bids. However, qualification of the new Tenderer shall be subject to the scrutiny by the Management and at their sole discretion for acceptance or rejection of the bid.

The offer against Tender, complete in all respect should reach the office of the undersigned **latest by 05-00 PM on 27.02.2017.**

NB: Submission of credentials and Tender bids through web site will not be accepted.

Note: 1) Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

2) BL reserves the right to cancel the tender / offers without assigning any reason whatsoever

3) Company reserves the right to increase the requirement of materials or quantity may be reduced during the period of the contract.

[Nabarun Mukherjee]
[Dy Manager [HR] – G&L-Kolkata



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ANNEXURE - I

REGISTRATION OF CONTRACTORS

| | |
|--|--|
| Name of your Company (in block letters) | |
|--|--|

| | |
|---------------------|--|
| Full Postal address | |
|---------------------|--|

| | |
|---------------|--|
| Telephone No. | |
| Fax No. | |
| Mobile No. | |
| e-mail ID | |

| | | |
|--|---------------|---------------|
| Name of Business (Please tick) | Manufacturing | Trading |
| Field (s) of activities:- (Please tick) | Service | Contract Jobs |

If others please specify:-

Major Customers, Reference(s) and Credentials:-

| | Name of the Company | Telephone Nos |
|---|---------------------|---------------|
| A | | |
| B | | |
| C | | |

: 2:



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Name of officer from above who can certify your performance:-

FINANCIAL STATUS

| |
|---|
| Turnover for Last three years (Minimum 2 Crore per year): |
| Profit after tax for last three years |
| Major Court cases Pending |
| Disputes, if any, with customers |
| Confidential Report from the main Banker |

STATUTORY STATUS

| |
|--------------------------------|
| Income Tax Clearance Position: |
| PAN NO:----- |
| VAT NO:----- |

| |
|--------------------|
| TRADE LICENCE NO:- |
|--------------------|

| |
|-------------------------------------|
| Sales Tax Registration No: _____ |
| Service Tax Registration No:- _____ |
| ESIC Registration No. : _____ |
| PF Code No. : _____ |

N.B. Photocopy of the documents in support of the statement to be enclosed wherever applicable.

Date:

Seal:

Signature of proprietor/partner & official seal



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TENDER FORM
FORM – I

COMPANY PROFILE:

| | | | | |
|----|---|---------|--|------------|
| 01 | NAME OF THE TENDERER | | | |
| 02 | ADDRESS | | | |
| | Telephone No: | Fax No: | Mobile No. | E-mail ID: |
| | | | | |
| 03 | Names of at least two Key persons of your organisation: | | | |
| | 1. Name with Designation & Mobile No. | | | |
| | 2. Name with Designation & Mobile No. | | | |
| 04 | Latest IT/ST Return enclosed | | Yes | No |
| | Trade Licence No. | | Service Tax Registration No. | |
| | P.F. Code No [Mandatory] | | E.S.I Registration No. [Mandatory] | |
| 05 | If you have similar business experience for continuous period of 2 years in a reputed / established organization. Enclose certificate from the existing Organization and an Order copy of the contract. | | Yes | No |
| 06 | If your answer is Yes for (05), then do you have consent to our contacting the organisation for reference | | If yes, Name: Location/address: Person responsible: Tel. No.: | |

LAST DATE & TIME OF SUBMISSION: 27.02.2017 within 05-00 p.m.

Place:

Signature:

Date:

Name:

Seal:

Designation:



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TENDER FORM

FORM – II

CONDITIONS OF CONTRACT:

- [01] **Duty Hours:** As required. Currently requirements are for around 24 man-hours in a day and 7 days in a week un-armed guard services – round the clock basis, incl. night shifts.
- [02] **Period of Contract:** One year from the date of Work Order. Contract shall be initially for two months and on successful completion shall be extended to further period of 10 [ten] months on same terms and conditions. The contract may be extended for another one year at same rate, terms and conditions with mutual consent in writing.
- [03] **Experience:** The bidder should have experience of at least TEN years in providing Security Services to large Storage/Handling yards or Industrial Establishments or Grease Plants or Plants producing Chemical Products [proof to be attached.]
- [04] **Labour Law:** It shall be responsibility of the contractor to ensure that he conforms to the various provisions of statutory Acts and rules thereof like:
- ✓ Contract Labour (Regulations & Abolitions) Act. 1970,
 - ✓ Employees Provident Fund & Miscellaneous Provision Act. 1952
 - ✓ Employees State Insurance Act. 1948
 - ✓ Minimum Wages Act. 1948
 - ✓ Payment of Wages Act. 1936
 - ✓ Employees Compensation Act. 1923
 - ✓ Payment of Bonus Act. 1965
 - ✓ Payment of Gratuity Act. 1972
 - ✓ The West Bengal Labour Welfare Fund Act. 1974
- [05] Company requirement may vary from time to time and contractor should be prepared to meet the requirements.
- [06] **All Guards should be punctual to his duty with wearing proper uniform and safety shoes suitable for safe working in industrial environment, during time of duty, winter clothes; rain coat etc. should be supplied by contractor enabling the guards to discharge their duties property. All**

Guards have to be provided with minimum 2 pairs of uniforms, 01 no good quality safety shoe, 01(one) no of duckback/similar quality raincoat, 01(one) pair rain shoe/gumboot , 01(one) no of Winter Jacket –all in each year. If the same is not being provided within two months/period as mutually agreed upon, the same will be provided by the company and expenditure for the same will be deducted from the monthly bill of the contractor

- [07] **All guards provided under contract should compulsorily use/ wear at all times on duty, required safety equipments, personal protective equipments and follow all safety instructions written, verbal or implied. Company may disallow duty/ be unable to process charges for the shift if any of the guards provided fail to observe the safety guidelines/ does not wear safety equipment. Company would have no liability for any loss or untoward incident arising out of such neglect, for such the Contractor would be solely responsible to meet all fall-outs including legal and financial ones, if any. Suitable personal safety equipment for such purpose would be arranged by contractor.**
- [08] All guards should possess sound health, good moral character, cool temperament and integrity and will not have any vices and/or bad habit. If any of the guards to be provided are Ex-serviceman of Ex-police man, please indicate their name in the format as provided in clause [05] above. **During course of duty if any guard is found sick, drunk or develop different ill behaviour, he shall be immediately withdrawn from duty.**
- [09] The Contractor and security personnel provided would be responsible to immediately communicate any reportable incident/ validated suspicion including safety hazards or infringements within or around the Company premises that may compromise safety/ security/ interests of the Company. A log-book would be maintained for purpose.
- [10] Full particulars of each staff along with passport size photograph and identity card issued by the contractor need to be submitted with our office after finalization of contract but before assuming duties. The identity card will be returned after verification.
- [11] In case any theft / pilferage occur during the duty hours, details enquiry will be conducted by company. If it is proved that the theft / pilferage has taken place due to negligence of the guard, compensation towards value of goods lost will be recovered from contractor and that guard should be withdrawn from duty.
- [12] Needless to mention the tenderer has to be necessary acquainted with the local environment and conditions. It must be understood and agreed that such factors have properly been investigated and considered while submitting the proposals. No claim for financial adjustment to the contract awarded under these specifications and documents will be entertained by Balmer Lawrie. Neither any change in the schedule of the contract nor any financial adjustments arising thereof shall be permitted by Balmer Lawrie, which are based on the lack of such clear information or its effect on the cost of the works to the bidder.
- [13] Payment against monthly bills along with duty roaster duly certified by our officer/staff shall be paid within 15 (fifteen) working days from the date of submission of your bill.
- [14] Company reserve the right to terminate the contract by giving two month's notice.
- [15] **EMD: Rs.5,000/-** [Rupees Five thousand] only by way of Demand Draft / Cheque favouring Balmer Lawrie & Co. Ltd., payable at Kolkata. EMD will be refunded to unsuccessful bidder without any interest after finalisation of tender.

- [16] **Security Deposit: Rs.10,000/-** [Ten thousand only] in the form of Bank Guarantee which would be valid for 12 months from the date of Work Order with a claim period for 6 months. EMD will be refunded on receipt of Security Deposit/Bank Guarantee without any interest.
- [17] The contractor shall indemnify the Company from all liabilities and responsibilities of all security personnel to be employed by the contractor at Company's premises including their necessary licence/permission etc. from competent authorities.

WE HAVE NOTED AND AGREED TO ALL THE ABOVE TERMS AND CONDITIONS

Place:

Signature:

Date:

Name:

Designation:

Seal:

DRAFT



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FORM – III

SCHEDULE OF RATES

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period except due to change in minimum wages or other statutory rates. Statutory charges on account of Service Tax as applicable

| Components to be quoted | Un-Armed Guard |
|---|-----------------------|
| Earnings: | |
| Basic (current minimum wages for Security or higher) | |
| Others (if any) | |
| | |
| Total Earnings: | |
| | |
| Employers' Contribution: | |
| PF | |
| ESI | |
| Labour Welfare Fund Dues | |
| Allocation towards Bonus | |
| Allocation towards Gratuity | |
| Total Contribution : | |
| | |
| Total towards remuneration: | |
| Add: Service Charges | |
| Total rate per guard, per 8 hr. Shift basis | |

Place:

Signature:

Date:

Name:

Designation:

Seal: