



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

On-line bids 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 are available from our web site www.balmerlawrie.com till 27.02.2017 or can be collected from our above addressed office. The intending contractors should inspect the factory before participating in the tender.

Interested parties are advised to quote their rates online following compliance of all Terms & Conditions, specification as per Price Bid as stipulated in this NIT.(Tender Form-I and Tender Form-II respectively)

The offer against Tender, complete in all respect should be uploaded latest by 05-00 PM on 27.02.2017.

NB: Submission of credentials and Tender bids other than 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

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

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CONDITIONS FOR ONLINE BID SUBMISSION

Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc/.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc/.in> and submit their bids online. No offline 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 e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

Registration with e-Procurement 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>

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement 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.

M/s C1 India Pvt Ltd.

C104, Sector 2 Noida-201301

Contact person:

Ritabrata Chakraborty (Kolkata), +91 9748708094

Email: ritabrata.chakraborty@c1india.com

Ph- 08697910411/ Mr. Tuhin - 08981165071

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Submission of Hard copies:

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. 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.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

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.

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

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1. LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER

The photocopies of following documents attested by concerned persons should be attached with the tender bid which may be verified with original:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- b. Income Tax PAN number
- c. Trade Licence.

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative may be required to come to our office **POSITIVELY** as intimated along with all original documents, photo copies of which have been submitted with the tender towards their qualification.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.
- g. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- h. Vendor conforming to the tender conditions and quoting the lowest rates in totality may be selected.

3. FILLING OF TENDER DOCUMENTS

- a. The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.

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- b. The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- c. Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- d. The sole proprietor or authorised representative shall sign all documents as required. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

4. SITE VISIT :

Parties are advised to check the job area physically before quoting the rates.

5. SCOPE OF WORK & RESPONSIBILITY

Work covered in this tender document is detailed in the PRICE BID FORM (TENDER FORM-II). However, Contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

6. SCOPE OF WORK & RESPONSIBILITY

Work covered in this tender document is detailed in the CONDITIONS OF CONTRACT (TENDER FORM-I) AND PRICE BID FORM (TENDER FORM-II). However, Contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

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TENDER FORM
FORM - I

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, 1948
 - ✓ The West Bengal Labour Welfare Fund Act. 1974
- [05] At present there is a requirement of 05 security guards. 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 properly. All Guards have to be provided with minimum 2 pairs of uniforms, 01 no good quality laced shoes, 01(one) no of duckback/similar quality raincoat, 01(one) pair rain shoe/gumboot, 01(one) no of Winter Jacket -all in each**

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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 or 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

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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.

Balmer Lawrie & Co. Ltd. reserves the right to accept / reject any / all quotations without assigning any reason thereof.

For BALMER LAWRIE & CO. LTD.,

[Nabarun Mukherjee]

Dy Manager [HR-G&L]

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D E C L A R A T I O N

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. GLK/TE16/ 375 /17-18 and hereby confirm our acceptance of the same.

Place: Signature of Tenderer

Date: Name & Address

Telephone Nos. Office: Fax Nos. :

Enclo. : As above

ANNEXURE - I**BALMER LAWRIE & CO.LTD.**

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TENDER FORM- I**PARTICULARS OF THE TENDERER'S ORGANISATION**

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 License 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:- 27.02.2017within 05-00 p.m.**Place:****Date:****Seal:****Signature:****Name:****Designation:**

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TENDER FORM - II

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: