

BALMER LAWRIE & CO. LTD.
A Government of India Enterprise
SBU : Greases & Lubricants
P-43, Hide Road Extension, Kolkata - 700 088

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E-mail : ghatak.a@balmerlawrie.com

Tender Enquiry No. : GLK/TE16/393 dated 4.03.2017

Due Date : 13/3/17, 15.00 hours IST

SUB : Tender for Housekeeping and Cleaning Services

On-line offers are invited from competent bidders having previous experience in similar field with sound financial background at Balmer Lawrie & Co. Ltd. (BL), Greases and Lubricants Division located at P 43 Hide Road extension, Kolkata – 700 088.

1.0 Pre-Qualification Criteria

Bidder must comply following Pre-Qualification criteria & submit necessary supporting documents while submitting their e- bid.

Sl. No.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED
1	Bidder should have experience of minimum 03 years in providing housekeeping and cleaning services in any oil handling plant	Copy of Purchase Orders
2	No. of trained personnel on vendor's pay roll as on date	Audited Certified copy
3	Should have executed/ executing minimum 3 (three) orders valuing Rs. 10.00 Lac each during last three years.	Copies of Purchase Orders
4	PF Registration No.	Copy of certificate and copy of last month's challan
5	ESIC Registration No. [Please ensure that each workman should have individual ESI Nos]	Copy of registration certificate
6	Service Tax Regn. No.	Copy of Registration certificate
7	Permanent Account No. (PAN)	Copy of PAN card
8	Group Insurance / Workmen Compensation Policy	Policy copy

2.0 General

2.1 The bidder must follow "Minimum Wages Act" as per the rates of West Bengal. Based on revision of wage rate, the proportionate change in contractual rate may occur, but service charge of the contractor will remain same within the contractual period.

2.2 The bidder should have proper Labour License.

- 2.3 Successful bidder has to maintain wage register & is to be certified by concerned authority of BL on monthly basis.
- 2.4 The successful bidder shall cover the insurance of all workmen and other persons employed by him / her/ them against accident, injury & death till the completion of contract.
- 2.5 All material shall be stored neatly in storage space allotted to them and shall take care that no obstruction is made for free movement inside the plant area.

2.6 Statutory rules and regulations :

Please note that this is a contract for work and accordingly all liability pertaining to this contract including those of the people engaged by the contractor solely rests upon the contractor. The contractor should also indemnify the Company against any deviation from the statutory rules and regulations to be observed by the contractor in respect of their people. ESI/PF/Minimum Wages [necessary documents in this respect shall be submitted periodically] of contribution paid by the contractor shall be reimbursed at actual on production of receipts. Other statutory liabilities shall be borne by the contractor.

2.7 Personal Protective Equipment (PPE) :

- Workmen of Contractor would have to abide by the factory Safety and Security regulations and entry inside the factory would be only against authorized Gate Passes.
- In case the contractor fails to provide uniform, safety shoe & other requisite PPE the same shall be provided BL & the cost incurred for that will be deducted from the Contractor's bill.
- Uniform: The Agency shall provide two sets of Uniform for each year to its personnel at its own cost. **The Uniform to be provided to the contractual employees should be made by Khadi material.** The Agency shall ensure that while on duty each and every personnel presents himself in proper uniform.
- Ladders and scaffoldings (if any) shall be provided for the work that cannot be done from the ground. Portable single ladders shall not be more than 8 meters.

3.0 Job Description

- 3.1 Bidder must visit the site and make themselves thoroughly acquainted with the nature and requirements of the work, limitations and facilities for access of worksite, their respective status etc.
- 3.2 Submission of tender will be the conclusive evidence as to the fact that the bidder(s) have fully satisfied themselves as to the nature and scope of the work to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 3.3 The job of housekeeping and cleaning services are broadly in the following areas :
- 3.3.1 Shop Floor and Equipment :

Housekeeping/cleaning of the following plants on every working days by deputing at least one or two person (as per site/plant requirement) at each of the following plant [Total number of Workmen including One Supervisor has mentioned in Annexure II, Bidder requested to submit bid considering the no of manpower mentioned in Annexure II.) -

- New Lithium Grease Plant, Small Filling, and its Storage tank yard
- Old Grease Plant, Small Filling and its Storage tank yard
- Oil Blending Plant, Small Filling and its Storage Tank yard
- Bitumen plant, Ester Plant, VI Improver Plant and its Tank yard
- All utility shed/area and surrounding of officer/staff canteen
- All Factory godowns & Stores (Raw material, finished product, Engg. Store, Kolkata Stock Point)
- Cleaning of filled barrels (Top & body) as & when required.
- Any other area(s) not specifically mentioned but will be necessary as per directions of BL's In-Charge within the factory premises.

The job includes cleaning of factory shop floor (ground & platform) and its surroundings, machineries, equipments and process kettles, tanks of the above areas by removing rubbish, spillages of raw materials, greases, oils, damage packaging materials, rejected/damaged containers and other unwanted material etc with free issued cotton jute cleansing compound or by scraping & sweeping the floor (if required) to keep the factory neat & clean in all respects and all the time. Dumping the generated waste at dumping yard as earmarked /identified by BL, time to time and for Kolkata Stock Point cleaning including loading & unloading materials.

3.3.2 Plant Internal Road

Cleaning of all Plant internal roads (including interconnecting) by scraping (as required) & sweeping on every working day. The job includes regularly collecting & cleaning of waste from dustbins to the dumping point. Regularly collecting & shifting of oils from the oil bins to the respective plants. Regularly collecting & removing rubbish & other unwanted material from road & its surrounding including drum yard. Transferring all the waste of dumping yard from the factory twice a month or as and when required.

3.3.3 Special cleaning of Process kettles, Platform & Floor

Once a month cleaning & washing of outer jacket of process kettles/jackets, platforms and floor.

This job is to be carried out on Sundays and / or Holidays with prior approval of BL.

3.3.4 Cleaning of ETP Equalization tank

which includes thorough cleaning, scraping and washing of the all inner walls of each segments ONCE in every three month i.e. Quarterly and 'Lime Wash' after cleaning the same every time.

3.3.5 Oil Water Separators [OWS] and Drains

Entire drainage system (All OWS & drains) should be maintained properly cleaned. The job also includes thorough cleaning, scraping and washing of the all OWS & drains & its walls twice in a month and 'Lime Wash' after cleaning. Additionally, the vendor shall have to clean & lime wash the entire drainage system on some special occasions (3 to 4 times during the contract period) as per instructions.

This job description is only indicative and there may be other jobs which are not described in the list but same are also to be done by the labourer and the payment for that will be paid as per the rates finalized for the nearest similar type of job.

4.0 **Scope of supply of BL**

- 4.1 Free issue materials like cleaning compound/solvent, Diesel, Cotton jute and lime.
- 4.2 BL shall provide single point Power and Water supply free of charge within the battery limit of work. However necessary extension as required is to be arranged by the contractor with prior approval of BL.

5.0 **Terms and conditions of contract**

5.1 Period of Contract

The contract shall be valid for a period of one (1) year; i.e. **from 1st April 2017 to 31st March 2018**. The contract can be extended on mutual agreement for additional one year upon consent of both BL and contractor.

5.2 Site Visit / Inspection

The intending bidders may visit our Plant for clear understanding of the nature of job. Such visit to the Plant should be made during normal working hours with prior appointment with **Sri. Arumoy Khan, Manager (Manufacturing) : Phone No. 2450 5371**. The person(s) visiting our factory for inspection must bring a letter of authorization from the Organization they represent.

5.3 Earnest Money Deposit (EMD)

Tender must be accompanied by EMD of Rs 10,000/- (Rupees Ten Thousand Only) by Bank Draft or Pay Order drawn in favour of "Balmer Lawrie & Co. Ltd." payable at Kolkata. No interest will be payable on EMD. Offers not accompanied with EMD will not be considered. Payment by cheque will not be accepted. The EMD will be returned to unsuccessful bidder within 15 days of placement of order. The EMD of successful bidder shall be retained till the submission of SD.

5.4 Security Deposit (SD)

The successful contractor shall submit interest free SD of 5% of the order value rounded off to the nearest thousand subject to a minimum of Rs. 25,000/-, by a Pay Order / Demand Draft or by a Bank Guarantee from a Schedule "A" Bank towards the satisfactory execution of the order. The SD shall be furnished within 15 days from the date of order. In case of failure to furnish SD within the stipulated time, BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder.

5.4 Price

- In E-Bid format Bidders need to quote total Yearly Basic Value of all the services/scopes, as mentioned in Annexure I (Excluding Service Tax amount) .
- Bidder also need to submit/upload detail rates/ values as per Annexure I & II at the time of bidding/ before tender due date.
- The E-Bid value should be identical with Annexure I total Basic Value & Annexure II Value.
- The rates once finalized shall remain firm till the execution of order and no escalation in price will be considered for any reason whatsoever.

5.5 Jurisdiction

Any dispute relating to the execution of contract amended under this tender will be under the jurisdiction of Kolkata High Court.

5.6 Payment Terms

The payment shall be made on monthly basis and within 7 (seven) working days of submission of bills duly certified by BL's representative.

5.7 Validity

The offer shall remain valid for a period of **60 days** from the due date of the tender.

5.8 General Clause

BL reserves the right to award the contract to one or more parties and is not bound to accept the lowest offer. BL also reserves the right to reject any or all offers received, without assigning any reasons whatsoever.

Labour/Workmen of Contractor should abide by the factory Safety Security regulations and entry inside the factory would be only against authorized Gate Passes.

The successful bidder will ensure that any labour working in the plant premises is duly registered ESI and Provident Fund benefits. Necessary undertaking would be submitted by successful bidder along with acceptance of order.

5.9 Basis of Selection

The selection of L1 bidder will be done based on the Total Landed Cost quoted for all the ten services [As mentioned in Annexure I]. Therefore, the bidder has to quote their rates for all the services & considering total manpower mentioned in Annexure II. Failing which their offer will not be considered for final evaluation.

6.0 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.

Note: Bidder need to quote total Value of work in online bid and detail of work (Rate & quantity wise shall be incorporated in Annexure I & II & upload the same in E-portal)

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 8697910411

Email: ritabrata.chakraborty@c1india.com

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 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.

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

Arnab Ghatak
Sr. Manager (Materials)

Annexure I

Price Schedule

Company Name.....							
Offer No. Date.....							
Price schedule							
SL No	Description of Job	Qty - 'A'	Unit	Unit rate (Rs.) - 'B'	Service Tax (Rs.) - 'C'	Total Basic Amount (Rs.)- A x B (without Service Tax)	Total Amount (Rs.)-{(A x B) + (C x A)} (with Service Tax)
1	<p>Shop floor & Equipment :</p> <p>Housekeeping/cleaning on every working days by deputing at least one or two person (as per site/plant requirement) at each of the following plant -</p> <ol style="list-style-type: none"> a. New Lithium Grease Plant, Small Filling, and its Storage tank yard. b. Old Grease Plant, Small Filling and its Storage tank yard c. Oil Blending Plant, Small Filling and its Storage Tank yard d. Bitumen plant, Ester Plant, VI Improver Plant and its Tank yard e. All utility shed/area and surrounding of officer/staff canteen f. All Factory godowns & Stores (Raw material, finished product, Engg. Store, Kolkata Stock Point) g. Cleaning of filled barrels as & when required <p>The job includes cleaning of factory shop floor (ground & platform) and its surroundings, machineries, equipments and process kettles, tanks of the above areas by removing rubbish, spillages of raw materials, greases, oils, damage packaging materials, rejected/damaged containers and other unwanted material etc with free issued cotton jute cleansing compound or by scraping & sweeping the floor (if require) to keep the factory neat & clean in all respects and all the time.</p>	12	Month				

	Dumping the generated waste at dumping yard as earmarked /identified by BL, time to time and for Kolkata Stock Point cleaning including loading & unloading materials.						
2	Plant Internal Road : Cleaning of all Plant internal Roads , by scraping (as required) & sweeping on every working day. The job includes regularly collecting & cleaning of waste from dustbins to the dumping point. Regularly collecting & shifting of oils from the oil bins to the respective plants. Regularly collecting & removing rubbish & other unwanted material from road & its surrounding . Transferring all the waste of dumping yard from the factory twice a month or as and when required.	12	Month				
3	Special cleaning of Process kettles, Platform & Floor: Once a month specially cleaning & washing of outer jacket of process kettles/jackets, platforms and floor. This job is to be carried out on Sundays or Holidays with prior consultations.	12	Month				
4	Cleaning of Roof : Securities' Room, Workers' attendance punching room, Generator rooms, Roof of OTR, Roof of ETP, new SCM office, Workers' rest room.	12	Month				
5	Cleaning of ETP Equalization tank : Includes thorough cleaning, scraping and washing of the all inner walls of each segments ONCE in every three month i.e. Quarterly and 'Lime Wash' after cleaning the same every time.	4	Nos.				
6	Oil Water Separators [OWS] and Drains : Entire drainage system (All OWS & drains) should be maintained properly cleaned. The job also includes thorough cleaning, scraping and washing of the all OWS & drains & its walls twice in a month and 'Lime Wash' after cleaning once in month. Additionally, the vendor shall have to clean & lime wash the entire drainage system on some special occasions (3 to 4 times in a contract period) as per instruction of the company.	28	Nos.				
7	Cleaning of ETP primary & Secondary tank : Includes thorough cleaning, scraping and washing of the all inner walls of each segments ONCE in every six month.	2	Nos.				

8	Cleaning of Fume Extractor of Lithium Plant : Includes thorough cleaning, scraping of the all inner walls of each segments on as an when required basis or on quarterly basis.	6	Nos.				
9	Cleaning of Fume Extractor of Old Grease Plant : Includes thorough cleaning, scraping of the all inner walls of each segments or as and when required or on quarterly basis.	6	Nos.				
10	Inside sceaning of any one Grease, Oil & Bitument processing, blending, finishing, holding & any other storage tank : Includes thorough cleaning, scraping of the all inner walls of each segments as and when required basis.	110	Nos.				
11	Once in a day additional thorough cleaning of Shopfloor M-S checker Plate while production of Hard Loco Grease or Graphite Grease No. 0, (app. 70 sq. meter) as and when required.	200	Nos.				
Total							

Annexure II

Details of Workmen

		Formula	Amount	Remarks
A	Estimated number of workers required for aforesaid jobs	1 (one) Supervisor + 13 (thirteen) workmen = Total 14 (fourteen)		
B	Wages [Rs/worker per month]			
C	Total Wages [Rs per month]	C = A x B		
D	ESI & PF Contribution [Rs/worker per month]			
E	Total ESI & PF Contribution [Rs per month]	E = A x D		
F	Bonus [Rs/worker per month]			

G	Total Bonus [Rs per month]	$G = A \times F$		
H	Miscellaneous Charges [Rs per month]			
I	Profit [Rs per month]			
J	Total monthly billing [Rs per month]	$J = C + E + G + H + I$		

Note :

- 1.0 Vendor has to maintain minimum wages of Govt of West Bengal, failing which their offers shall be straightaway rejected.
- 2.0 Administrative charges and other miscellaneous charges to be considered.
- 3.0 **The monthly Total Value of Annexure I (Excluding Service Tax amount) & II should be same.**