



BALMER LAWRIE & CO. LTD.

P-43, Hide Road Extension
Kolkata - 700 088

Phone No. 2439 3448/ 2439 2653

Fax No. 2439 2277

Email No.: mukherjee.nabarun@balmerlawrie.com

Tender No: : GLK/TE17/014 DATED: 19/04/2017
DUE DATE & TIME: [10/05/2017 at 15:00 Hrs]

Tender Document for

[Civil Maintenance work at Employees' Rest Room, Staff Canteen, Tea Room & New proposed Instrument Room" at Admin. Building in G&L, Plant located at P-43 Hide Road Extension, Kolkata-700088

NOTICE INVITING TENDER

Sealed limited tenders in Single Bid System are invited from reputed and experienced Vendors, who fulfill the eligibility criteria, indicated in General Terms & Conditions subsequently, for undertaking the subject contract for **Civil Maintenance work at Employees' Rest Room, Staff Canteen, Tea Room & New proposed Instrument Room at Admin. Building" in G&L, Plant located at P-43 Hide Road Extension, Kolkata-700088.** Tenderers are advised to download the Tender Document along with terms and conditions from our web site "www.balmerlawrie.com". Interested vendors may please inspect the site and understand the job-scope on ground before submitting quote. You may contact the undersigned for any assistance/information, if required:

Shri Nabarun Mukherjee
Dy Manager (HR)
033-24505361

The offer against Tender, complete in all respect and sealed in a Single envelope should reach the office of the undersigned latest by 3-00 PM on **10/05/2017**, super scribing the Name & Tender Ref. No. and the last date of submission, on the envelop.

Interested parties are advised to quote their rates in conjunction with compliance of all Terms & Conditions, specification and Price Bid as stipulated in this NIT.

S. No	Description	Details
1	Name of Work	Civil Maintenance work at Employees' Rest Room, Staff Canteen, Tea Room & New proposed Instrument Room at Admin. Building" in G&L, Plant located at P-43 Hide Road Extension, Kolkata-700088
2	Tender No	GLK/TE17/014 DATED: 19/04/2017
3	Validity Of Offer	60 days from the due date of submission of the tender.
4	Submission of Tender :	
	a. Starts on	19.04.2017
	b. Closes on	10.05.2017

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 for verification.
- 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, 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.
- 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. SUBMISSION OF TENDER :

The tender in prescribed format to be submitted in hardcopy in sealed envelope superscribing "Tender for Civil Maintenance work at Employees' Rest Room, Staff Canteen, Tea Room & New proposed Instrument Room at Admin. Building" in G&L, Plant located at P-43 Hide Road Extension, Kolkata-700088 with reference Tender No. and date.

5. SITE VISIT :

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

6. SCOPE OF WORK & RESPONSIBILITY

Work covered in this tender document is detailed herein below in **ANNEXURE-B** (Price Schedule). 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.

GENERAL TERMS AND CONDITIONS:

1. The Contractor has to visit the site of work prior to quote their rates on each item.
2. Site will be cleaned after every days work with the entire satisfaction.
3. All kind of tools and plants required in the work shall be supplied and used by the contractor at their own cost.
4. All materials supplied by the contractor shall be of best approved quality, brand as per I.S. code as specified prior to use in the work. In case, if any discrepancy is found, the same will be rejected immediately without showing any reason of the same. Paint shall be procured in sealed containers to avoid any discrepancy.
5. Excess/Extra work, if any, beyond BOQ found necessary by the BL & Co. Ltd. during progress of work, the same need to be carried out by the contractor at their quoted rates to be settled mutually based on market rate after analysis.
6. Transport, loading and unloading of materials required for the work will be inclusive of tender rate.
7. The work must be completed within 45 days from the received the P.O.
8. Payment will be made on actual measurement within 15 days on completion of jobs against certified bill.
9. It shall be responsibility of the contractor to ensure that she/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 etc.
10. All contract employees provided under contract should compulsorily use/ wear PPE at all times on duty, and follow all safety instructions written, verbal or implied. The contract may be terminated by either party by giving at least two months notice. In such case Balmer Lawrie would be liable to pay the charges for services already rendered till such notice of termination is served only.

11. Payment will be made within 07 [Seven days] from the date of submission of monthly bills after conducting the required services for preceding month.
12. Offer should be valid for 120 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.
13. No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.
14.
 - a. Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
 - b. Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
 - c. Balmer Lawrie also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.
 - d. Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents will be rejected.
15. Delivery schedule is subject to force majeure conditions as under:
If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in

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performance and deliveries under the contract shall be resumed as soon as practicable.

16. Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.

Please submit the sealed quotation in the above Price Bid Format at Balmer Lawrie & Co. Ltd., Greases & Lubricants Division, P-43, Hide Road Extension, Kolkata - 700 088, super-scribing on the envelope " **Tender for_Civil Maintenance work at Employees' Rest Room, Staff Canteen, Tea Room & New proposed Instrument Room at Admin. Building**" in G&L, Plant located at P-43 Hide Road Extension, Kolkata-700088". The last date for submission of quotations is **10 May 2017 up to 03.00 p.m.**

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

ANNEXURE - A

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed	
10	Whether copy of latest Income Tax Return uploaded	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSEMD Act	
15	In case registered under MSME provide registration number and copy of registration certificate.	

ANNEXURE-B

PRICE BID

SN	Description of Work	Qty.	Unit Rate	Total Amount
1.	Taking out damaged plaster & applying 12mm thick plaster with cement & sand (1:5) at Employees' rest room, staff canteen & tea room at Admin. Building	100 sq ft		
2.	Painting minimum 2 or more coats white wash over ceiling and landing at Employees' rest room after scrapping & cleaning the surface	2000 sq ft		
3.	Painting minimum 2 or more coats color wash over walls at Employees' rest room	5000 sq ft		
4.	Painting minimum 2 coats acrylic emulsion paint of good quality after 1 coat water base primer including required base work complete at staff canteen, tea room & proposed instrument room at Admin. Building	2500 sq ft		
5.	Painting 2 coats synthetic paint of good quality over doors, windows, grill, collapsible gate & Almirah (Locker) at Employees' rest room & Kitchen in the staff canteen and tea room at Admin. Building	1500 sq ft		
6.	Providing & fixing stainless steel wash basin (18" x 12") including all fittings complete at Employees' rest room.	2 nos		
7.	Providing & fixing PVC Venyle floor (mat) at new proposed instruments room	70 sq ft		
8.	Providing & laying cement concrete (M30) over junction of wall & ACC sheets over tea room roof at toilet & kitchen at staff canteen (20' x 1' x 6")	LS		
			Total	

Rates to be quoted above shall be inclusive of all taxes & duties, transportations etc. excluding Service Tax, which shall be paid by BL extra at the prevailing rate.

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I / We have read the terms and conditions enumerated in the Notice inviting quotation enclosed and I / we hereby accept all your terms and conditions as mentioned in the tender notifications and hereby quote rates as under :-

[Signature of the authorized signatory]

Dated: _____

Full Name _____

Mob No. _____

Company Name, Address and Official Seal_____

Designation of Authorised Signatory_____