

TENDER
FOR
ELECTRICAL MAINTENANCE JOB CONTRACT
OF
THE RESIDENTIAL COMPLEX
AT
39 BALLYGUNGE CIRCULAR ROAD & CORPORATE HEAD OFFICE
KOLKATA

TENDER NO. – 03/ 2017-18, DATED: 05/05/2017

DUE DATE – 15/05/2017 AT 3.00 P.M.



Since 1867

Issued by:-

Balmer Lawrie & Co. Ltd.

Administration Department - CHO

21 Netaji Subhas Road

Kolkata - 700 001.

STAMPED & SIGNED BY BIDDER WITH DATE

NOTICE INVITING TENDER
Tender No. – 03/ 2017-18, Dated- 05/05/2017
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Balmer Lawrie & Co. Ltd. (BL) is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India. Along with its five Joint Ventures in India and abroad, it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases & Specialty Lubricants, Corporate Travel and Logistics Services.

M/s BALMER LAWRIE & CO. LTD. (herein after referred as company) invites sealed tenders from **Registered vendors only** for **Electrical Maintenance Job Contract of the residential complex and Corporate Head Office** at above mentioned location. The Tender document along with its accompanying terms and conditions can be downloaded from the website of the Company www.balmerlawrie.com . Any amendment/corrigendum would be hosted on web site www.balmerlawrie.com only.

SCOPE OF WORK

The Scope of work of this tender consists of Tender for Electrical Maintenance Job Contract of The residential complex & Corporate Head Office at the above referred locations as per Annexure-[I], Balmer Lawrie & Co. Ltd., Kolkata- 700019

CONTRACT PERIOD

The contract period will be from the date of commencement of work by the service provider. The initial contract should be valid for **TWO YEAR & may be extended for further one year @ same rate/terms & condition based on performance.**

TENDER SUBMISSION (e-Procurement)

(i) 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 <https://balmerlawrie.eproc.in> and submit their bids on-line. No off-line 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., in support of their eligibility criteria/technical bids in the e-Procurement web site. However, voluminous 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.

(ii) Registration with e-Procurement platform:

For registration and on-line bid submission bidders may contact HELP DESK of M/s C1 India Pvt. Ltd.,

(iii) 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. available at *e-Procurement platform at <https://balmerlawrie.eproc.in>*

(iv) Submission of Hard copies:

After submission of bid on line, the bidders are requested to submit the DD/BG towards EMD, copy of uploaded documents to the tender inviting authority before opening of bid either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The Department shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/ fabricated/ bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

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The bidder is requested to drop their sealed envelope in the tender box within due date and time of the tender. The bidder has to attach the required documents after downloading the same as required by the tender inviting authority in its tender conditions.

Bidders found defaulting in submission of hard copies DD/BG for EMD to the tender inviting authority on or before the tender stipulated time will be suspended/ disqualified from the participating in tenders on e-procurement platform, for a period of 12 months from the date of bid submission.

The bidder should complete all the processes and steps required for bid submission.

The successful bid submission can be ascertained once acknowledgment is given by the system through bid submission number after completing all the processes and steps. Balmer Lawrie & Co Ltd and C1 India are not 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.

The hard copies (**non priced part**) as explained above should reach the office of The Head (Administration/ CSR), Administration Department, Balmer Lawrie & Co. Ltd at 21, Netaji Subhas Road, Kolkata – 700 001, on or before the due date of submission of tender.

(v) **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.

(vi) **Bid Submission Acknowledgment:**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgment 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.

(vii) **Disclaimer Clause:**

Neither the Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of Internet or other connectivity problems or reasons thereof.

Last Date for submission of online bid- 15.05.2017 at 03:00Pm

Last date for submission unpriced bid- 15.05.2017 at 03:00Pm

Tender to be opened on- 15.05.2017 at 16:00 Hrs.

VALIDITY OF OFFER

Tenderer shall keep their offer valid for a period of **60 Days** from the date of opening of Offer.

EARNEST MONEY DEPOSIT [EMD]

Submission of Tender documents should be accompanied by a Bank Draft or Bank Guarantee of **Rs.10000.00 (Rupees Ten thousand only)** towards noninterest bearing Earnest Money Deposit executed by any Scheduled Bank drawn in favour of M/s. Balmer Lawrie & Co. Ltd., payable at Kolkata.

NON-CONFORMANCE

Tenders not conforming to the above mentioned requirements are liable to be rejected.

For **BALMER LAWRIE & CO. LTD.**

[Dilip Kumar Das]
Head [Administration/ CSR]

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General Conditions of Tender

1.0 This is only a Price Inquiry and not an order.

2.0 **Site Particulars:**

A. Residential Complex at 39 Ballygunge Circular Road , Kolkata-700019

B. The Corporate Head Office, 21 NS Road, Kolkata- 700001

The intending tenderer are advised to visit the sites and familiarized themselves thoroughly with the site conditions, system conditions etc. before submitting the tender. Non familiarity with the site condition & others will not be considered reason either for extra claims or for not carrying out the work in strict conformity with the specifications.

3.0 **Other Conditions**

3.1 BL reserves the right to reject offers not meeting its Technical requirements and commercial conditions.

3.2 It may please be noted that bids of any tender may be rejected if a conflict of interest between the bidder and the Company/ its employees is detected at any stage

3.3 Balmer Lawrie & Co Ltd., shall have the right to **cancel the job or reduce/ increase scope of work** from the schedule of job provided in **Annexure -I** without assigning any reason whatsoever.

4.0 **TERMS & CONDITIONS**

4.1 Firm Prices-

On placement of order, prices will remain firm till completion of the contract period.

5.0 **Terms of Payment**

The payment shall be made on monthly basis after submission of bill along with signed copy of monthly service report for each site by Balmer Lawrie representative.

6.0 **Statutory Compliances:**

The bidder must provide photo copies of the following documents relating to the status of their firm and should produce the original for verification on demand:

1. **PAN Card**
2. **Service Tax Registration Certificate**
3. **Trade License**
4. **VAT**
5. **PF**
6. **ESI**

7.0 **RISK & COST:**

If the service provider does not provide proper service during the contract period the same will be got done by M/s Balmer Lawrie & Co. Ltd. at the risk & cost of the service provider. Failure to meet the safety requirement & or adhere to safety norms will entail stoppage of work at the risk and cost of the contractor.

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Special Condition of Tender

The special terms & condition as stated hereunder shall be read in conjunction with General Conditions of Tender:

- 1] No price escalation on cost of materials and labour charges shall be entertained during the contract period.
- 2] The Tenderer shall organize Workmen's Insurance Policy for their Workmen. In case of any accident, company will not be liable for any compensation. The Tenderer shall also be abiding by strictly the safety rules & regulation of M/s Balmer Lawrie. ESI formalities are to be maintained.
- 3] **The rates quoted by the bidder as per schedule prescribed in Annex: II, shall be inclusive of all Taxes, Duties, or any duties levied by the Government or any local authority. Service tax will be paid extra as applicable.**
- 4] **Maintenance contract is hereby declared by complete job contract to be borne by the vendor in our Company's residential complex at 39 BC Road, Kol- 19 and The Corporate Head Office, 21 NS Road, Kol-01**
- 5] The service provider should be responsible at his own cost for the all necessary tools, tackles, consumable items (gland packing, grease, oil, screw, nut, bolts etc.) along with personal protective equipment related to safety during maintenance.
- 6] A log book/Service card has to be maintained for record in details, which will sign by the competent authority of the service provider and the authorized representative of Balmer Lawrie.
- 7] **The contractor shall be solely responsible for payment of wages/ salaries and allowances in their own during the job contract that are applicable under the laws in force including any new act or order of Government, which may become applicable. M/s Balmer Lawrie & Co. Ltd shall have no liability whatsoever in this regard.**
- 8] **Earnest Money shall be forfeited under following circumstances:**
 1. On revocation of tender or increase in rates after opening of the tender but before validity of the quotation expires.
 2. On refusal to enter into contract after the award of contract.
 3. The EMD shall be returned to the unsuccessful bidders after the finalization of the contract.

9] Termination of Contract:

If any time the service provider make any fault in preceding the work with due diligence and continue to do so even after the notice or commit any default in completing any of the terms and conditions are given to them on that behalf by the officer in charge, M/s Balmer Lawrie & Co. Ltd may, without prejudice to any other right to remedy accrued or shall accrue thereafter to the company by written notice terminate the contracts a whole or part of the contract. The party shall be liable to pay damages towards the breach of contract including but not limited to the extra costs, expense, considerations etc. incurred by M/s Balmer Lawrie & Co. Ltd. on account of termination of contract with the party.

All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of the business shall deem to have been served on the date even in ordinary course of post these would have been delivered to the party.

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10] Right of Acceptance & Rejection:

The bidders are required to understand the work properly before quoting the rates. Submission of tender by the service provider will imply that it has read all the documents and as made itself fully aware about the work. M/s Balmer Lawrie & Co. Ltd reserves the right to assessment bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the owner. This office reserves the right to reject any or all quotations without assigning any reason whatsoever.

Mere issue of tender document and submission of offer does not necessarily qualify for consideration of offer. M/s Balmer Lawrie Co. Ltd reserves the right to accept or reject any or the lowest tendered either in part or in full without assigning any reason whatsoever. Decision of the company in this connection shall be final.

11] Arbitration:

Any dispute or difference arising under this purchase order shall be referred to appropriate court(s) under jurisdiction of The High Court 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 paid equally by both the parties.

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FORM OF TENDER
[TO BE FILLED IN BY THE TENDERER]

Date -

To
The Head [Administration/ CSR]
Balmer Lawrie & Co. Ltd.
21, Netaji Subhas Road
Kolkata – 700 001.

Dear Sir,

Sub. - *Tender for Electrical Maintenance Job Contract of The residential complex at 39 BC Road & The Corporate Head Office, 21 NS Road, Kolkata-01, Balmer Lawrie & Co. Ltd.*
Tender No. 03/2017-18: dated 05.05.2017

Having examined the subject Tender Documents consisting of Notice Inviting Tender, General Conditions of Contract, Special Condition of Contract, Price Schedule and having understood the provisions of the said Tender Document and having thoroughly studied the requirements of Balmer Lawrie & Co. Ltd. to the work tendered for in connection with **Electrical Maintenance Job Contract of The residential complex and The Corporate Head Office**, I/We hereby submit our tender offer for the performance of proposed job in accordance with the terms and conditions as mentioned in the Tender Document at the rate[s] quoted by me / us in the accompanying price schedule based on the Schedule of Works included within the Tender document.

If the work or any part thereof is awarded to me / us, I / We undertake to perform the work in accordance with the Tender Document and accept the terms and conditions of the Tender as will be laid down therein failing which Balmer Lawrie & Co. Ltd. Shall be at liberty, without further reference to me / us and without prejudice to any of its rights or remedies, to terminate the agreement and / or to forfeit the earnest money deposited in terms thereof. Also confirming that, if there will be any repairing/rectification work to be involved during the contract, that will be executed in our [contractor's] workshop, under our [contractor's] supervision.

Thanking you,

Yours faithfully,

[Name & Address of Firm):- _____

Contact No. :-

Contact Person _____
With Designation: -

Escalation Matrix 1: - {Contact no. & Mail Id} -----

Escalation Matrix 2: - {Contact no. & Mail Id} -----

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A. SITE ADDRESS: Corporate Head Office, 21 NS Road, Kolkata- 700001
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Job contract to be borne by the contractor for the Corporate Head Office at 21 NS Road, Kol- 01. Also to maintain a log book/ log report chart which is to be countersigned by the concerned officer, of the total electrical system of the premises.

Schedule of Work:

Electrical preventive maintenance to be done monthly basis in all the electrical panels' e. g. Main LT Panel, HT Panel, Sub LT Panels, DG AMF Panel etc. In the premises & it's cleanliness to be maintained. Electrical consumables as following to be replaced as per requirement at the cost of vendor:-

1. Replacement of circuit wire of panels/feeders (if burnt), fuse, MCB's, illuminating lamps, buzzer, push-button, toggle switches etc. But if there any kind of high value job needed to be executed including replacement of relays, cables, meters, CT's, MCCBs etc. that will be done through the vendor @ cost of BL after taking prior approval from authority.

Electrical preventive maintenance to be carried out for the 1000Kva Transformer quarterly basis installed at CHO and in that event necessary electrical shut down (if required) to be obtained from authority. Transformer health check up is under scope of vendor @ BL's Cost.

Preventive maintenance to be done for all the earth pits quarterly basis across the premises for both transformers & DG set.

All the HT & LT panel relay to be tested individually and function test also to be carried out by external CT injection once in year by external licensed agency and IR testing & earthing measurement also to be done during the event and full report for that to be submitted to us as statutory.

The vendor is completely liable to deploy his licensed manpower during any electrical emergency in the premises any time throughout the contract period without claiming any extra charges.

The vendor is advised to carry all the required tools, tackles, instrument at his own for carry out job.

In case of any damages/ fault occurred in domestic water pumps inside the premises, the vendor will be liable to repair the same at the cost of BL.

Vendor should keep ready of necessary spare parts of the total system, may required during maintenance service in his own stock, for replacement if required. If an event during any emergency, if the contractor fails to supply such necessary spare parts or items, in such condition M/s Balmer Lawrie will supply the same and the cost for that will recover from the security deposit of the contractor.

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B. SITE ADDRESS: 39 Ballygunge Circular Road, Kolkata- 700019
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Job contract to be borne by the contractor for the residential complex at 39BC Road, Kol- 19. Also to maintain a log book/ log report chart which is to be countersigned by the concerned officer, of the total electrical system of the premises.

Schedule of Work:

Electrical preventive maintenance to be done in all the flats including common area of the building. DG operation & it's cleanliness to be maintained. Electrical panels check up & it's cleanliness to be maintained. Electrical consumables as following to be replaced at the cost of vendor:

1. Replacement of switches, tubes, bulbs, CFLs, regulator, geyser coil, thermostat, plug, socket, chokh, starter, pump starter etc. But if there any kind of high value job needed to be executed, that will be done through the vendor @ cost of BL after taking prior approval from authority.

The vendor is advised to carry all the required tools, tackles, instrument at his own for carry out job.

In case of any damages/ fault occurred in domestic water pumps inside the premises, the vendor will be liable to repair the same at the cost of BL.

In case of any damages/ fault occurred in domestic sump pumps inside the premises, the vendor will be liable to repair the same at the cost of BL.

In case of any damages/ fault occurred in deep tube well water pumps inside the premises, the vendor will be liable to repair the same at the cost of BL.

The vendor should be getting ready to facilitate any emergency services required any time throughout the contract period without charging any extra cost.

Vendor should keep ready of necessary spare parts of the total system, may required during maintenance service in his own stock, for replacement if required. If an event during any emergency, if the contractor fails to supply such necessary spare parts or items, in such condition M/s Balmer Lawrie will supply the same and the cost for that will recover from the security deposit of the contractor.

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PRICE BID**A. SITE ADDRESS: CHO, 21 NS Road, Kolkata- 700001**

Description	Monthly Rate in Rs.
Rate for site address A & the job schedule prescribed in page-8 as per Annex-I	

B:- SITE ADDRESS: 39 BC Road, Kolkata- 700019

Description	Monthly Rate in Rs.
Rate for site address B & the job schedule prescribed in page-9 as per Annex-I	

TOTAL AMOUNT PER MONTH (IN WORDS) =

N.B- 1. All rates should be quoted inclusive of all taxes & other duties. Service tax will be paid extra as applicable.

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