

TENDER DOCUMENT

FOR

PROVIDING SECURITY SERVICES

AT BALMER LAWRIE'S CRUDE SLUDGE

PROCESSING PLANT AT DIKOM, DIBRUGARH,

ASSAM

UNPRICED BID – PART – I

Tender No.: ROFS/2K17/02/ENQ/09

Tender Date :25.05.2017

Due Date : 05.06.2017 UPTO 14:00 HOURS

Date & Time of Opening of Unpriced Bids: 05.06.2017 at 15:00 Hours



Balmer Lawrie & Co. Ltd .

REFINERY & OILFIELD SERVICES
21, Netaji Subhas Road
Kolkata 700 001



Balmer Lawrie & Co. Ltd.
SBU : Refinery & Oil Field Services

INSTRUCTIONS TO BIDDER
TENDER NO. ROFS/2K17/02/ENQ/09 DUE ON 05.06.2017 Upto 14:00 Hours
FOR PROVIDING SECURITY SERVICES

1.0 PROCEDURE FOR BID SUBMISSION

The Tender Document comprises of two Bids viz Unpriced Part – I and Priced Part – II. The submission of offer can be made in two forms either through e-bidding or in physical form as follows :

1.1 BID SUBMISSION THROUGH E-BIDDING

The bidders shall submit their response through bid submission to the tender on e- Procurement platform at <https://balmerlawrie.eproc.in> by following the procedures and steps given below. The bidders would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids on line. The bidders shall submit offer comprising Notice Inviting Tender, pre-qualification documents, Vendors' Information, EMD details in the standard formats prescribed in the Tender documents displayed in e-Procurement web site. The bidders shall download all the above documents, upload the same along with scanned copies of all the relevant certificates, documents etc., duly stamped and signed, in support of their eligibility criteria/NIT in the e-Procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same along with Unpriced Bid (Part-I) of the Tender Document, duly stamped and signed should be sent to the Tender Inviting Authority before the tender opening date along with EMD amount. Similarly, Priced Bid should be downloaded, filled it up and uploaded in the specific online folder maintained at Balmer Lawrie's e-procurement site. No physical copy of the Priced Bid should be submitted by the vendors opting for e-bidding.

1.1.1 Registration with e Procurement platform

For registration and on line bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., Shri Tuhin Ghosh, Mobile No. 08981165071, Shri Ujjal Mitra, Mobile No. 07702669806 or Ritabrata Chakraborty, Mobile No. 8697910411 and register themselves on line by logging in to the website <https://balmerlawrie.eproc.in>

1.1.2 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.

1.1.3 Submission of Hard copies

After submission on-line bid, the bidders are requested to submit the demand draft towards EMD along with original Affidavit and pre-qualification & documents which could not be uploaded due to its bulkiness to the Tender Inviting Authority on/before the due date of opening date under cover of Unpriced Bid, Part - I. These can be submitted either in person or through courier or by post. Under no circumstances, physical copy of Price Bid should accompany with these documents.

Balmer Lawrie 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 acknowledgment from the Tender Inviting Authority as proof of submission of hard copies.

1.1.4 Corrigendum to tender

The bidder has to keep track of any changes by viewing the addendum/ Corrigendum's issued by the Tender Inviting Authority from time-to-time in the e-Procurement platform. No separate newspaper advertisement will be published in this regard. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

1.1.5 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.

Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.

1.1.6 Disclaimer Clause

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.

1.2 BID SUBMISSION IN PHYSICAL FORM

Bidders interested to participate in this tender in physical form can access to company's website: www.balmerlawrie.com and download the tender document. Offers are to be submitted under two separate sealed envelopes as per the following:

- i) Unpriced Bid – Part – I - comprising Notice Inviting Tender (NIT), Instruction to the Bidders, Vendor's Information are to be submitted duly stamped, signed and filled in (wherever required) along with all prequalification documents, EMD etc. No Priced Bid should accompany in this Part. Un-Priced Bid containing the Price Bid shall be summarily rejected.
- ii) Priced Bid – Part – II – Priced Bid duly filled in with rates against each category should be submitted in sealed envelope.

Unpriced Bid and Price Bid should be sealed in two separate envelopes. Thereafter, both the envelopes should be put in a big envelope. Subscribing Tender No, Date, Due Date and Bid No. (Unpriced and Price) on all the three envelopes. A copy of Price Part without any rates/figure but duly stamped and signed, should accompany along with Unpriced Bid. Priced bid shall be filled up with price figures only in the given schedule.

Fax/e-mail offers shall not be accepted. The company will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post. Offers not conforming to the above mentioned requirements are liable to be rejected.

Detailed offer complete in all respects as stipulated in the tender should reach the Bid Inviting Authority at the following address within the due date and time:

Vice President (ROFS & Projects)
Balmer Lawrie & Co. Ltd.
Refinery & Oil Field Services
21, Netaji Subhas Road
Kolkata – 700 001
Phone : (033) 22225569
e-mail id : mondal.cr@balmerlawrie.com

1.3 OPENING OF TENDER

The Unpriced Offers (Part- I), both on-line and offline, will be opened on the due date and time as mentioned in the NIT No separate intimation will be sent to the bidders in this regard. Bidders who shall submit their bids in physical form may attend to witness the Unpriced bid opening on the due date and time at the above address with authorisation letter.

Priced Offers of qualified and eligible bidders will be opened on a separate working day within the business hours of 09.30 to 18.30 Hours. Intimation of qualified bidders will be sent separately. Both priced and unpriced offers, in physical form shall be opened at the above address

Thanking you,
For **Balmer Lawrie & Co. Ltd.**

(A Mukhopadhyay)
Sr. Vice President (Technical)



Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services

NOTICE INVITING TENDER

ROFS/2K17/02/ENQ/09

Dated : 25.05.2017

Due Date : 05.06.2017 Upto 14:00 Hours
Date & Time of Opening of Bid : 05.06.2017 at 15:00 Hours

Balmer Lawrie & Co. Ltd. (BL) invites offers either through online or offline mode (physical form) for providing services through deployment of Security Personnel for its Sludge Processing Plant near Dikom Oil Collection Centre of Oil India Limited, Dikom near Dibrugarh, Assam. The detailed scope of work and other terms & conditions are as under:

1.0 JOB DESCRIPTION

- (1) Experienced & Semi-Skilled Security Guards working for 03 shifts operation – 02 (two) Guards per 08 hours shift,
- (2) Experienced & Skilled Supervisor working in general shift but should be available in the event of exigency at all the times.

2.0 PRE-QUALIFICATION CRITERIA OF BIDDERS

Bidders shall submit copies of the following documents along with their bid:

1. Bidder should have relevant experience in providing security services to plants/factories/offices of reputed companies during last five years. Order Copy(ies) along with contact person and contact details should be provided for this purpose. Balmer Lawrie may contact them for the performance feedback of the bidders for the services provided.
2. Licence from Home Department, Assam
3. Service Tax Registration Certificate
4. PF & ESI Registration Certificate wherever it is applicable
5. Copy of Income Tax return for the last 03 financial year ending 31.03.2016
6. Photocopy of PAN card
7. Trade Licence
8. Power of Attorney/authorization for signing the Bid Documents

3.0 SCOPE OF WORK & RESPONSIBILITY OF THE BIDDER

- i) The Security Agency (SA) shall deploy adequately trained and well disciplined security personnel to safeguard BL's Plant site, moveable and immovable assets, equipment and other items from any theft, pilferage or damage and also ensure the safety of BL's employees, contractors, labourers, visitors, guests or any other persons working at site. All relevant papers and information, police verification in connection with their employment must be maintained.
- ii) SA shall be solely responsible for compliance to provisions of various labour, industrial and any other laws applicable and all statutory obligations, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to security personnel deployed for BL's Plant site at Dikom, Dibrugarh. BL shall have no liability in this regard.
- iii) SA shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by them. BL shall have no liability in this regard.
- iv) SA shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at BL's Plant site ensuring compliance to Labour and Minimum Wages Act/Rules.
- v) Working hours and weekly off for personnel will be guided as per statute.
- vi) Security Personnel must not be below 18 years and not more than 45 years old. They should have passed minimum Xth Standard and should be able to read and write official/local languages.
- vii) Supervisor should be skilled and trained for enforcing strict discipline in deployed security personnel at BL's site, check attendance of the guards daily and guide and allocate duties as per site requirement and instruction of BL's site in-charge.
- vii) No Security Guard will be allowed to work for more than one shift. In the absence of existing personnel for any reasons whatsoever, SA shall replenish with deployment of substitute.
- vii) Security Personnel shall be with proper uniform with company's name/logo, hat, shoes and provided with umbrella, rain court, torchlight etc.

Category of Manpower required

- | | | |
|---------------------|---|--|
| (1) Supervisor | : | Experienced, skilled and physically sound with supervisory certificate |
| (2) Security Guards | : | Experienced and physically sound having relevant certification |

The total number of manpower to be deployed for the job will be seven (7) out of which one Supervisor for General Shift and two Security Guards for each shift for three shifts/day. .

Payment shall be made based on the actual number of personnel deployed on monthly basis. Since the monthly rate is based on per day rates of respective categories, duties less than a month in any particular case will be calculated for no. of days of work as certified by BL Site-in-charge.

(A) Skill level Requirement of Manpower

The requirements described below are general in nature. This is not exhaustive and shall be considered as guiding only. The manpower provided shall have adequate expertise and familiarity with the nature of work. Our site in-charge shall be the deciding authority and if he so advises, any / all personnel shall be replaced promptly without protest and without any extra compensation to the satisfaction of our site in-charge.

The personnel shall have following competencies in addition to the basis security training provided at bidder's end :

- (i) Capable of issuing gate passes and check entry challans etc.
- (ii) Identification of industrial equipment e.g., electrical panels, pumps, compressors etc.
- (iii) Basic knowledge for using preliminary firefighting equipment viz. DCP extinguishers etc.
- (iv) Capable to switch off/on of the Main MCC in the event of exigencies.
- (v) Ability to work under the guidance of skilled personnel.
- (vi) Any other co-ordination job not specifically mentioned.
- (vii) Cleaning and maintenance of their work and living area, toilet
- (viii) Hazard reporting as per hierarchy rule of Oil India Ltd.

4.0 SCOPE OF BALMER LAWRIE

BL shall provide changeover room and dormitory accommodation to the personnel with common toilet, water and lights at BL's Lagoon Plant site at Dikom, Assam for their convenience to attend duties on time. However, personnel engaged in security services should clean and maintained those facilities on their own. No other facilities will be provided by BL and claimed by SA.

5.0 BASIS OF RATES AND EVALUATION CRITERIA

Price Part – II is prefilled with Minimum Wages as per the Notification dated 04.01.2016 issued by Govt. of Assam, Office of the Labour Commissioner, Guwahati and Provident Fund contribution @ 12%. These two components are not changeable and the bidder should strictly comply with the same after award of contract. However, bidders shall quote lump sum rates for Workmen Compensation Policy, Employees State Insurance/Medical Insurance benefits, PPE and other ancillary expenses as per Sl. No. 1.2 of Price Bid.

Similarly, bidders shall indicate lump sum charges for Overhead & Profit against Sl. No. 1.4 of Price Bid. Any changes in Minimum Wages by Govt. of Assam through notification and its corresponding effect on PF contribution will be compensated at actual during the course of the contract. SA shall have to request for revision of Minimum Wages with submission of such notification. However, other components as mentioned in Sl. No.1.2 & 1.4 are constant and no increase will be entertained irrespective of revision in Minimum Wages. L1 bidder will be decided based on overall rates quoted against Sl. No. 1.2 and 1.4 for both categories of manpower. Price negotiation, if required, will be carried out only with overall L1 bidder. Bidders should first arrive at daily, monthly rates respectively and then total rates for 24 months as per the arrangement made in the Price Bid. The work is non-splitable and order will be placed only on single agency.

6.0 TENDER CONDITIONS FOR BENEFITS / PREFERENCE FOR MICRO & SMALL ENTERPRISES (MSES)

- 6.1 As Per Public procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must be registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order,2012
- a. District Industries Centers (DIC)
 - b. Khadi and Village Industries Commission (KVIC)
 - c. Khadi and Village industries Board and Coir Board
 - e. National Small Industries Corporation (NSIC)
 - f. Directorate of Handicraft and Handloom
 - g. Any other body specified by Ministry of MSME
- 6.2 MSEs participating in the tender must submit the certificate of registration with any one of the above agencies indicating the details of the particular tendered item along with their bid.

- 6.3 The registration certificate issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.
- 6.4. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.
- 6.5. The MSEs registered with above mentioned agencies/bodies are exempted from payment of Earnest Money Deposit (EMD).
- 6.6. Price Preference - Subject to meeting terms and conditions stated in the tender document including but not limiting to prequalification criteria, twenty percent of the total quantity of the tender is earmarked for MSEs registered with above mentioned agencies/bodies for the tendered item. Where the tendered quantity can be split, MSEs quoting a price within a price band of L1+15 percent shall be allowed to supply up to 20 percent of total tendered quantity provided they match L1 price. In case the tendered quantity cannot be Split, MSE shall be allowed to supply total tendered quantity provided their quoted price is within a price band of L1+15 percent and they match the L1 price. In case of more than one such MSEs are in the price band of L1+15% and matches the L1 price, the supply may be shared proportionately.

For Further clarity in this regard a table is furnished below:

Type of Tender	Price Quoted by MSE	How to Finalize the Tender
Can be split	L1	Full Order on MSE
Can be split	Not L1 but within L1+15%	20% order on MSE subject to matching
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1+15%	Full Order on MSE subject to matching

- 6.7 Out of the twenty percent target of annual procurement from micro and small enterprises four percent shall be earmarked for procurement from micro and small enterprises owned by Scheduled Caste & Scheduled Tribe entrepreneurs. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price four percent sub-target so earmarked shall be met from other MSEs.

6.8 To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by District Authority must be submitted by the bidder in addition to certificate of registration with any one of the agencies mentioned in paragraph (I) above. The bidder shall be responsible to furnish necessary documentary evidence for enabling IOCL to ascertain that the MSE is owned by SC/ST. MSE owned by SC/ST is defined as:

- a. In case of proprietary MSE, proprietor (s) shall be SC/ST
- b. In case of partnership MSE, The SC/ST partners shall be holding at least 51% shares in the enterprise.
- c. In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

6.9 To avail the price preference in this tender, the bidder has to submit MSE certificate issued for services involved in tender.

7.0 DURATION OF THE CONTRACT

The contract duration shall be of Twenty Four (24) months from the date of placement of Letter of Intent/Work order whichever is earlier. The bidder need to mobilise within fifteen days of such intimation. However, the contract may be extended one more year at the same rates and terms & conditions.

8.0 PLACE OF WORK

Security personnel will be deployed to guard the Sludge Processing Plant at the following address :

Balmer Lawrie & Co. Ltd.
Near : Oil Collecting Station of Oil India Ltd. , Dikom
Dist - Dibrugarh
Assam – 786 101
Contact Person : Shri Mahendra Kr. Jana, Mobile No. 08723891998

9.0. GENERAL NOTES

- (i) Providing safety articles like Torches, helmets, goggles, gumboots, safety shoes, gloves, soaps, waste cloth etc. for security personnel shall be in bidder's scope.
- (ii) Compliance with all Safety & Environmental Regulations and Requirement of BL & Oil India Ltd, Assam.
- (iii) National Holidays & Local Political disruptions/strikes shall not to be considered as holidays. It should be noted that Sundays/ Holidays shall be considered as working days & no overtime shall be paid to the workmen for any reason.
- (iv) The work shall have to be carried out in 03 (three) shift basis of 8 hours duration, 07-days a week.

- (v) No overtime will be paid to any worker during Contract period and the bidder has to arrange for additional manpower in order to provide weekly off days to his workers on rotation as per Labour Laws.
- (vi) The rates quoted should be firm and there should be no variation in the rates quoted during the tenure of the contract.

10.0. TAXES & DUTIES

The rates quoted by the bidder for each job should be inclusive of all taxes and duties, but excluding Service Tax. Service Tax will be paid extra at actuals directly to the concerned Tax Authority. However, In view of the revision in tax policy with the implementation of GST, vendors need to comply with the same as per statute for claiming their invoices.

11.0 PAYMENT OF SALARY/WAGES

All Security Personnel deployed by the contractor should have bank account. Payment of wages/salary to security guards should be made through Electronic remittance directly to their bank accounts. A copy of remittance along with Wage Register & PF challans should be submitted along with their month Bill.

12.0 PAYMENT TERMS

Payment will be released against monthly RA bills duly certified by BL Site-in-charge and submission of following statutory documents:

- i) PF Challan with ECR copy
- ii) Workmen Compensation Policy
- iii) ESI Challan, if not applicable, Medical insurance benefit coverage under WC Policy or separate Mediclaim Policy
- iv) Wage Register
- v) Attendance Register
- vi) Bank remittance for wages to workers' bank accounts

In absence of above, bills will not be accepted / processed.

13.0. LABOUR LAWS & REGULATIONS

It shall be the responsibility of bidder to obtain necessary labour license from the Licensing Authority under the "Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules made thereunder and produce the same to the Engineer-in-Charge before start of the job. You shall also comply with all obligations under the said Act/Rules as well as other applicable labour laws. Licencing Authority shall be Assistant Labour Commissioner (Central), Office of the Regional Labour Commissioner (Central), Assam.

14.0 PROVIDENT FUND

The provisions of the EPF & MP Act, 1952 and Rules/Scheme framed thereunder, shall be complied by the bidder for the bidder's manpower to be engaged for this job. bidder shall furnish the code no. allotted by RPFC Authority to the Engineer-in-Charge. For this purpose, contractor shall be liable to submit copy of each wage sheet and Challan showing PF deposit with each bill to the Engineer-in-Charge duly signed.

15.0 ESI SCHEME/MEDICAL INSURANCE

Bidder shall also comply with the provisions of the ESI Act, 1984 and Rules framed thereunder in respect of your security personnel to be engaged for this job subject to applicability. In such case, bidders shall obtain ESI Code No. from the local ESI Authorities for the said purpose and furnish the Code No. allotted by ESI Authorities to the Engineer-in-Charge before starting the job. In the event of non-applicability of ESI Scheme, separate medical insurance policy with death benefits should be taken by the bidder for the deployed personnel.

16.0 INSURANCE COVER FOR WORKMEN

Bidder shall obtain Workmen Compensation Policy in respect of bidder's workmen to be engaged for the work towards compensations as admissible under the Workmen's Compensation Act, 1923 and Rules framed thereunder upon death/disablement of a worker and the same has to be produced to the Site-in-Charge before start of the work.

17.0 SAFETY REGULATION

1. Bidder shall follow safety regulations of Oil India Limited (OIL),
2. Bidders will prevent pollution during any job carried out as required by the Environment Policy of Oil India Limited (OIL)
3. Bidder should keep first aid box in accessible location.

18.0 EARNEST MONEY DEPOSIT (EMD)

An EMD of Rs. 21,000/- (Rupees Twenty One Thousand only) by DD in favour of "Balmer Lawrie & Co. Ltd." (payable at Kolkata) shall be submitted along with the offer. Bid submitted without EMD is liable for rejection. EMD of the unsuccessful bidder will be returned on finalization of the order. MSME bidders registered for the tendered categories are exempted for submission of EMD. A valid certificate with request for exemption letter has to be accompanied with the offer for availment of the benefit.

19.0 SECURITY DEPOSIT

On issuance of order, SA shall within ten (10) days, deposit with the employer a Security Deposit of 2% of the Contract value after adjustment of EMD amount in the following forms :

a) Bank draft drawn on a Kolkata Branch of any Scheduled Bank in favour of Balmer Lawrie & Co Ltd., payable at Kolkata. No interest shall be payable against Security Deposit.

OR

b) Bank Guarantee @ 2% of the contract value to be executed by any scheduled bank in favour of Balmer Lawrie & Co. Ltd. for the entire period of the contract. The prescribed format for Bank Guarantee as Security Deposit will be forwarded with the order.

20.0 SET OFF CLAUSE

Any sum of money due and payable to the contractor (including security Deposit refundable to them) under this or any other contract may be appropriated by Balmer Lawrie & Co. Ltd. and set off against any claim of Balmer Lawrie & Co. Ltd. (or such other person or persons contracting through Balmer Lawrie & Co. Ltd.) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Balmer Lawrie & Co. Ltd. (or such other person or persons contracting through Balmer Lawrie & Co. Ltd.)

21.0 RECOVERY FOR NON-DEPLOYMENT/DELAYED DEPLOYMENT OF SECURITY

Time is the essence of the contract. If the bidder fails to provide security personnel as specified within 15 days of order placement/ during the contract period, then recovery shall be levied per day of delay or part thereof @ **125%** of per diem rate for each category derived from the monthly rates.

22.0 VALIDITY OF BID

The bid shall be kept valid for **90 days** from due date. Validity shall be extended if so advised by BL.

23.0 RIGHT TO ACCEPTANCE/REJECTION

Mere issue of tender document, participation in e-procurement portal and submission of bids does not necessarily qualify for consideration of bids. M/s Balmer Lawrie & Co. Ltd. reserve the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

24.0 ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited 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. The award shall be a speaking award stating reason therefor and is final & binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

24.1 Jurisdiction

Notwithstanding anything contained in any other law, the courts in the city of Kolkata along shall have jurisdiction in respect of all or anything arising under this agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the courts in the city of Kolkata only.

25.0 TERMINATION OF CONTRACT

In case of violation/breach of any agreed terms and conditions of contract and if the Security Agency fails or neglects persistently to observe and perform all or any of the acts, deeds, matters or things by the contract to be observed and performed by the Agency requiring the Owner to observe or perform the same, BL may cancel/terminate this contract . In such case, the Security Deposit of the Agency will be forfeited by BL.

26.0 CONFLICT OF INTEREST

The bids of any tenderer may be rejected if a conflict of interest between the bidder and the company is detected at any stage.

27.0 BID SUBMISSION

Bids should be submitted either through online submission or in sealed cover as per 'Instructions to Bidder' within the due date and time to the following Bid Inviting Authority

**Vice President (ROFS & Projects)
Balmer Lawrie & Co. Ltd.
Refinery & Oilfield Services,
21, N. S. Road,
Kolkata – 700 001.**

for **BALMER LAWRIE & CO. LTD.**

**(A Mukhopadhyay)
Sr. Vice President (Technical)**

VENDORS' INFORMATION

SL. NO.	PARTICULARS	DETAILS
1.0	Name of the Company/Firm	
1.1	Full Address – HO/Regd. Office	
1.2	Full Address of Branch Office	
1.3	e-mail id	
1.4	Contact Person	
1.5	Landline No. Mobile No. Fax No.	
2.0	Service Tax Registration No. Goods & Services Tax No.	
3.0	PAN No.	
4.0	CST No. VAT No.	
5.0	PF Registration No. & Date	
6.0	ESI Registration No. & Date	
7.0	Is your company MSME Unit? If yes, please provide details and attach valid certificate	
8.0	Is/are Proprietor/s belong to SC/ST category? If so, provide details	
9.0	Name of Bank	
9.1	Branch	
9.2	Branch Code	
9.3	Full Address of the Banker	
9.4	IFSC Code	
9.5	MICR Code	
9.6	Account No.	
9.7	Type of Account (Saving/Current)	

TENDER DOCUMENT

FOR

PROVIDING SECURITY SERVICES

AT BALMER LAWRIE'S CRUDE SLUDGE

PROCESSING PLANT AT DIKOM, DIBRUGARH,

ASSAM

UNPRICED BID – PART – II

Tender No.: ROFS/2K17/02/ENQ/08

Tender Date : 25.05.2017



Due Date : 05.06.2017 UPTO 14:00 HOURS

Balmer Lawrie & Co. Ltd.

REFINERY & OILFIELD SERVICES

21, Netaji Subhas Road

Kolkata 700 001



BALMER LAWRIE & CO. LTD.
REFINERY & OIL FIELD SERVICES
PRICE BID – PART – II

Tender No. : ROFS/2K17/02/ENQ/09

Dated : 25.05.2017

Due Date & Time : 05.06.2017 UPTO 14:00 Hours

Sl. No.	Wages & Other components	Basis	Supervisor (₹)	Security Guard (Unarmed) (₹)
A.	Providing round the clock Security Services for a period of 24 months with a provision of further extension of another 12 months at Balmer Lawrie Sludge Processing Plant at Dikom, Assam as per the Scope of Work and other terms of the Tender Document			
1.0	Minimum Wages	Per Day	350.00	290.00
1.1	Provident Fund @ 12% on Sl. No. 1.0	Day per Shift	42.00	34.80
1.2	Workmen Compensation + ESI/ WC Policy with medical benefit + PPE +other ancillary expenses	Lump sum per Day		
1.3	Gross Wages per personal/day (Total of Sl. No. 1.0, 1.1 & 1.2)	Per Day		
1.4	Contractor's Overhead & Profit (Lump sum amount on per person/shift basis)	Lump sum per Day		
1.5	Total Rate per day/person (Total of Sl. No. 1.0 to 1.4)			
1.6	Total Rate per month/person (Sl. No. 1.5 x 30 days)	Monthly		
1.7	Total Rate for 24 months for one Supervisor(Sl. NO. 1.6 x 24) and Six Security Guard (Sl. No.1.6x24x6)			

B. Applicable Service Tax Rate : _____

NOTES :

- (i) Minimum Wages mentioned above is based on Notification dated 04.01.2016 issued by Govt. of Assam, Office of the Labour Commissioner.
- (ii) Supervisor and Security Guard have been considered as Skilled and Simi-Skilled category respectively.
- (iii) Any revision in Minimum Wages by Assam Govt. during the contract period shall be compensated to the bidder. Corresponding effect of PF contribution will also be given to the bidder. However, other components like WCP, ESI/Medical Insurance and contractor's overhead & profit are fixed throughout the contract period irrespective of increase in Minimum Wages rates.
- (iv) While one Supervisor shall work in general shift and two security guards per shift for 3 shifts i.e. total six security guards/day would be deployed.
- (v) Service Tax @ 15% shall be deposited by Balmer Lawrie directly with the concerned tax authority. However, In view of the revision in tax policy with the implementation of GST, vendors need to comply with the same as per statute for claiming their invoices.