



**BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION**

[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707

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TENDER NO: BL/CFS-MUM/543 dt 05/06/2017

CIN - L15492WB1924GOI004835

TECHNICAL / COMMERCIAL BID

Tender Document for

[Engagement of Medical Advisor on retainer basis]

DUE DATE & TIME: 17/06/ 2017 [at 3.30 Pm]

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NOTICE INVITING TENDER

Online bids or Sealed Offers are invited from the experienced doctors who fulfill the eligibility criteria mentioned elsewhere in the tender document under the Heading General Terms and Conditions, for undertaking the subject contract **ENGAGEMENT OF MEDICAL ADVISOR ON RETAINER BASIS.**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of bidder's credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	Engagement of Medical Advisor on retainer basis
2	Tender No	BL/CFS/MUM/543
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	
5	Tender Fee	Not applicable
6	EMD	Rs.3000 /-
7	Downloading / Submission of Tender :	
	a. Starts on	05/06/2017 AT 15.30 PM
	b. Closes on	17/06/2017 AT 15.30 PM
8	Opening of Tenders	17/06/2017 AT 16.00 PM

1 LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- a. Certificate of registration with General Medical Council (GMC)
- b. Income Tax PAN number

In the case of bulky/voluminous documents, hard copies of the same should be submitted at our office.

2 VERIFICATION OF DOCUMENTS

- a) Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining 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 the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f) Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to submit an interest free EMD of **Rs.3000/- (Rupees three thousand only)** by Demand Draft/Pay Order at our above address. The DD/PO EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at **[Mumbai]**. **Parties with Valid MSMED/ NSIC Certificates is exempted from EMD. SCT/ST Category having MSMED/NSIC certificate should specifically mention.** Copies of the instruments (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Documents of only those bidders shall be entertained who are bidding on-line. Bidder also can submit all the tender papers and EMD put together in sealed envelope super scribing **TENDER No. BL/CFS-MUM/543 dated 05/06/2017 "Engagement of Medical Advisor on retainer basis"** and shall be dropped in our tender box at the given address **within 17/06/2017 at 3.30 PM** and addressing covering envelope as follows:

**BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION
PLOT NO.1, SECTOR-7, DRONAGIRI NODE
NAVI MUMBAI - 400 707**

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link *"Bidding Manual"*.

1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before your call helpdesk. This will help us serving you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071
Ravi Gaiwal	ravi.gaiwal@c1india.com	02266865611
Ritabrata Chakraborty	ritabrata.chakraborty@c1india.com	+91-97487 08094
Ujjal Mitra	ujjal.mitra@c1india.com	+91-77026 69806
Tirtha Das	tirtha.das@c1india.com	+91-9163254290

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.

2. Special Note

- 2.1 Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- 2.2 Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- 2.3 No Printed or posted Bids / offers shall be accepted.
- 2.4 Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 2.5 Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- 2.6 Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.
- 2.7 The bidder has to keep track of any changes by viewing the Addendum/Corrigendum 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.
- 2.8 The bids should be submitted in single bid process with all relevant above said supporting documents
- 2.9 Only in Price Bid, the rates are to be submitted as per given format.

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.

The sole proprietor or authorised representative shall sign all documents that need to be uploaded.

SCOPE OF WORK

The successful tenderer shall have to undertake the following work:

- 1. The Medical Advisor (Doctor) will be engaged on retainer basis. The engaged Doctor should visit CFS for 2 days in a week for 2 hours on each day and provide consultations /diagnosis to employees /staff who are approaching him during the schedule time and date.**
- 2. The day and the time of the visit will be informed by the company.**
- 3. The engagement of the doctor will be for a period of 1 year and this doesn't guarantee any job position in the company . This is purely based on retainership basis and shall not be construed as establishing an employee employer relationship between Doctor and our Company.**
- 4. The doctor should bring his own equipments such as stethoscopes, BP checking equipment etc and only a room/adequate space will be provided by the company during his visiting hours.**
- 5. The details about the Doctor visiting CFS should be informed along with the tender document. Moreover it is proposed to depute only one doctor for the entire period of 1 year in order to have continuity of treatments/diagnosis so that the employee or staff medical history is known to the doctor.**
- 6. In case of absence of doctor on any scheduled day, the company at its own cost arrange an alternate doctor and the payment towards the same will be deducted from the monthly bills.**
- 7. During the period of retainership, doctor will be deemed to be the Medical Advisor to the Company and shall exercise such authorities as are applicable to Medical Advisor including vetting of reference to medical specialists. However, Doctor will have no other administrative or financial authorities.**

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

- a) Payment of Interest Free EMD of Rs. **3000/-**
Note: EMD is exempted for the MSME and NSIC registered vendors however they have to produce valid registration certificate.
- b) Appointed Doctor must be registered with the General Medical Council (GMC) and hold a licence to practice and be fully engaged with GMC revalidation.
- c) Appointed Doctor should have at least minimum MBBS Qualification.
- d) The experience should be not less than 5 years and the same should be supported by certificates from hospitals worked earlier.

2. Tender Opening

Unprice and price bid will be opened as per tender calendar as it is a single bid.

3. Acceptance of offers

- 3.1 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 3.2 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- 3.3 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

4. Negotiations

- 4.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 4.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

5. Price Variation

- 5.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.
- 5.2 The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.

6. Notification Of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

7. Contract Period

The contract will be for a period of **[12 months effective from the date of LOI]** or such date as may be mutually agreed. On satisfactory performance during the initial contract period of **[12 months]**, the contract may be extended at the discretion of the Company for another period of one year on the existing terms & conditions. Also retainership contract can be terminated by giving two month notice in writing in case of poor performance.

8. Security Deposit / EMD

The Earnest Money Deposit of the successful bidder would also be retained as Security Deposit till the date of Supply of the materials. . EMD of unsuccessful bidders will be returned after finalization of the contract.

10. Payment Terms

The payment will be released against certified bills within 7 (Seven) days from the date of completion of work on monthly basis.

11. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & 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.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/CFS/MUM-/543 dt.05/06/2017 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

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 enclosed	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate enclosed	
13	VAT / CST Registration Number	
14	Whether copy of VAT / CST Registration certificate enclosed	
15	Name of the Banker	
16	Whether registration under MSMED Act	
17	In case registered under MSMED provide registration number and copy of registration certificate.	

PRICE BID

Sl. No.	Item Description	Total Visits	Rate per visit (in Rs)	Total Amount for 104 visits (in Rs)
1.	ENGAGEMENT OF MEDICAL ADVISOR (DOCTOR) ON RETAINER BASIS [The rate should be quoted lump sum including local conveyance (To and Fro). 2 visits in a week for 2 hours ₹ for each day (52 weeks * 2 visits)]	104 Visits		
	Taxes and duties if applicable <hr/> (Please specify)			
	Total			

NB: Total Amount in words _____

Place : _____ **Signature of Tenderer :** _____

Date : _____ **Name & Address :** _____