



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रसिद्धान)

**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)

www.balmerlawrie.com

**Greases & Lubricants - Silvassa,  
Survey No.201/1, Sayli,  
Rakholi Road, Silvassa - 396 230 (UT of D&NH)  
Tel. No. 0260 - 6993940**

**NOTICE INVITING TENDER**

**For Empanelment of a specialized agency as Training Providers for Implementing Skill  
Development Training Programs at Silvassa Factory**

**Tender No. GLS/TE17/059**

**Dated 19/07/17**

**Due date of Tender: 29/07/17 at 18:00hrs.  
Opening of Price Bid: 31/07/17 at 9:30 hrs.**

Balmer Lawrie & Co. Ltd is a Govt. of India Enterprise under Petroleum Ministry & engaged in manufacture of Greases & Lubricants. Our factory is situated at village Sayli -Silvassa and the address is as mentioned below.

We intend to empanel a specialized agency as Training Providers for implementing Skill Development training programs for our 23 Executives / Officers and approx. 150 contractual workers engaged in daily operation of the factory.

Sealed Single Bid offers are invited for **“Empanelment of a specialized agency as Training Providers for Implementing Skill Development Training Programs at Silvassa Factory”**. The tender document can be downloaded from [www.balmerlawrie.com](http://www.balmerlawrie.com) website

**Contact details**

Balmer Lawrie & Co.Ltd.  
Industrial Packaging - Silvassa,  
Survey No.23/1/1, Khadoli, Surangi Road,  
Silvassa - 396 230.

Contact Persons:

Shri. Jitendra Rohit - Mob- 9428177948, email ID : rohit.jj@balmerlawrie.com.

Shri. Shobhit Srivastava- Mob- 9898896501, email ID: srivastava.sk@balmerlawrie.com.



**ANNEXURE-I**

**A. SCOPE OF JOB**

1. Conducting classroom / on the job trainings at our factory premises as per training calendar provided by Balmer Lawrie.
2. Sufficient Training materials viz. Handouts/ Presentations/ Demonstration kits have to be organised by the agency.
3. Specialized trainer with necessary competence and qualification has to be arranged as per the subject of the training program.
4. Training effectiveness exercise to be carried as per mutually decided formats & timeline.
5. Training certificates have to be provided to the participants.

**B. REQUIRED PROFESSIONAL QUALIFICATION & EXPERIENCE OF AGENCY**

1. Professional Experience : Not less than one year of Professional Experience in providing specialised trainings in Industries.
2. The agency should have organized at least 12 training programs in the last one year in MNC/ Private/ PSUs. for skill development on varied topics.
3. The agency should preferably be based at D&NH/Gujarat/ Maharashtra .

**NB : All relevant documents for the above will be submitted with the offer.**

**C. PERIOD OF CONTRACT : ONE YEAR (From 1<sup>st</sup> AUGUST 2017 To 31<sup>ST</sup> July 2018 )**

**ANNEXURE-II**

**TERMS & CONDITIONS**

1. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.

2. **Purpose of Contract:**

This contract is for empanelment of specialized agency for providing training programs as per Annexure-I.

3. The tenderer is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the tenderer will not be acceptable.

4. **Tender Evaluation**

**The tender would be finalized on the basis of Lowest Nett delivered price (NDP) as per Annexure -III.**

5. The company reserves the right to accept any tender in whole or in part and reject any or all tenders.

6. The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates.

**Negotiations, if held will be only with the lowest bidder.**

7. **Validity of Quotation:** The quotation should be valid for the Company's acceptance for a period of 30 days (excluding the due date) from the date of opening of the tender.

8. **PAYMENT TERMS :** Within 30 days after submission of bill. The bill has to be submitted on completion of each training.

9. **SECURITY DEPOSIT:**

Successful bidder will be required to deposit an amount of Rs.5000.00 within 15 days of issue of the Purchase Order by way of Demand Draft / Pay Order in favour of 'Balmer Lawrie & Co. Ltd., payable at Silvassa.

Cheque/Cash or any other forms of payment are not acceptable towards Security Deposit.

- The Security Deposit will not bear any interest.
- Security Deposit is liable for forfeiture, if
  - Successful bidder violates the tender condition,
  - Security Deposit will be refunded only after successful completion of the contract.

**10. RISK PURCHASE**

In case service against the contract is not effected as per given schedule from time to time, we reserve the right to cancel the order placed on you by giving one month's notice. The contract is liable for termination (without any notice) in case of breach of the conditions of the contract.

**11. ARBITRATION**

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavour to settle such dispute amicably.

If not, such dispute or difference shall be referred for adjudication in Silvassa to a sole arbitrator to be appointed by COO [G&L], Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Silvassa, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement.

I/We accept all your terms and conditions as stated above.

For **BALMER LAWRIE & CO LTD**  
**GREASE & LUBRICANTS - SILVASSA**

**AUTHORIZED SIGNATORY**

ANNEXURE- III

**PRICE BID – to be filled by BIDDER**

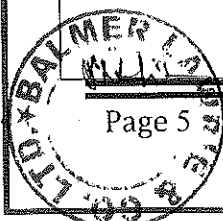
S.No.	One day training/workshop on topics	Training Charges including taxes if applicable [Refer note below before quoting]
A	Emergency Management: Risk Management, Role of Emergency response team with focus on First Aid, Fire Fighting & Oil Spill Control	
B.	Hazard Identification & Risk Assessment, Aspect/ Impact Study as per revised ISO standards	
C	Waste Management: Hazardous waste, E-waste, etc. Generation and disposal rules.	
D	Environment Management: Environment rules applicable to the unit and best practices for monitoring & compliance, Energy Conservation	
E	Introduction to Lean Management, 7 QC Tools & TPM	
F	Safety Leadership: Safe Operations in Factory, Permit to Work System, Rules for Work at height, Confined Space, Hot Work, Safe Lifting Operation, Forklift safety, Electrical Safety	
Total for Six training programs in Numerals in Rs.		
IGST %		
Or CGST %		
Total Cost including GST [IGST/CGST]		
SAC No.		

( Amount in words: )

**Note:**

1. Training charges should be inclusive of transportation for trainers/ organisers from the agency.
  2. Meals during the workshop/ training for visiting members of the agency will be organised by Balmer Lawrie.
  3. Conference room facilities like projector, writing pads, pens and related stationery will be provided by Balmer Lawrie & Company limited.
- I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Terms and Conditions** as laid down in the Tender Documents.

ADDRESS /MOB NO. /e-mail ID	Signature	
	Name	
	Registration No	
	PAN NO.	
	Date	



Signature of tenderer with seal