

BALMER LAWRIE & CO. LIMITED.
SBU :GREASES & LUBRICANTS
P-43, HIDE ROAD EXTENSION,KOLKATA – 700 088.
PHONE NO. 033 –24505 431
FAX NO. 033 – 2439-5160 / 2277
E-mail: ghatak.a@balmerlawrie.com

GLK/TE17/256
Dated 11.12.17

TENDER ENQUIRY Due Date: 22.12.17 [IST 15:00 Hrs]

M/s

Dear Sirs,

Please arrange to send your Online E-Bid [e-mail/fax offers are not acceptable] for **Work contract services** for following nature of work:

The successful contractor must deploy adequate persons to execute the following work on daily basis, but there should be minimum 4 persons to carry out the following work at our grease & lubricant plant at Hide Road, Kolkata on daily basis on all six days in a week to execute following jobs :

- (i) Fixing of Stickers on Drums, Pails, Cartons and containers.
- (ii) Preparation of Cartons & stamping on cartons.
- (iii) Weighing & issue of Raw Materials from store to production.
- (iv) Unloading of PIB from storage tanks.
- (v) Other miscellaneous jobs as and when required

Please refer attached Annexure I for detail Price bid format

1.0 Pre-Qualification Criteria

Sl. No.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED
1	Bidder should have similar experience in any oil handling plant (minimum 1 year)	Copy of Purchase Order
2	The bidder should have PF Registration	Copy of certificate
4	The bidder should have ESIC Registration	Copy of certificate
5	The bidder should have GST Regn No	Copy of registration certificate
6	The bidder should have Permanent Account No. (PAN)	Copy of PAN card

2. General

- a. The interested bidders must visit the site and make themselves thoroughly acquainted with the nature and requirements of the job. A declaration must be submitted alongwith the offer that they have visited the site and acquainted themselves thoroughly about the job.
- b. Submission of tender will be the conclusive evidence as to the fact that the bidder has fully satisfied themselves as to the nature and scope of the work to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- c. The contractor must comply minimum wage act as in force in the State of West Bengal rate. In case of any revision of wage rate, the proportionate change in contractual rate may occur, but service charge of the contractor will remain same within the contractual period.
- d. The successful bidder has to maintain wage register & is to be certified by concern authority of BL on monthly basis.
- e. The contractor shall cover the insurance of all workmen and other persons employed by the contractor against accident, injury & death till the completion of contract.
- f. It is mandatory for the bidders to have valid coverage of their labourers in all respect of ESI and Provident Fund and the necessary document like copy of challan of the previous month must be attached with their offers.

Failure to meet this pre-qualification criterion will result in your offer not being considered for evaluation.

[Vendor has to give undertaking fulfilling aforesaid criteria in writing]

Your offer should clearly specifying GST %.

3. Validity of Contract: Contract shall be valid for 12 months from the date LOI/PO. The contract can be extended on mutual agreement for another period of Six months or otherwise agreed upon.

4. Validity Period: Offer validity shall be 45 days from due date.

5. Payment terms: Within 7 days against submission of monthly bills certified by BL.

The payment will be made on pro-rata basis considering number of persons deployed on daily basis.

6. Inspection :

The intending bidders may visit our Plant for clear understanding of the nature of job. Such visit to the Plant should be made [as per address given above] during normal working hours with prior appointment with **Sri. Rohit Agarwal [Plant Head (Kolkata)]** (Phone No 9831801078). The person(s) visiting our factory for inspection must bring a letter of authorization from the Organization they represent.

7. Earnest Money Deposit (EMD) and Security Deposit (SD)

Tender must be accompanied by EMD of Rs 5,000/- [Rupees Five thousand only] by Bank Draft or Pay Order (no other mode will be accepted like cheque) drawn in favour of Balmer Lawrie & Co. Ltd. payable at Kolkata. No interest will be payable against EMD. Offer(s) not accompanied with EMD will not be considered. The EMD will be returned to unsuccessful bidder within 15 days from the date of placement of order on the successful bidder and their acceptance of the same. The EMD of successful bidder shall be retained till submission of SD. Micro & Small scale service units, registered under MSME/NSIC are exempted for submission of EMD amount. In that case they need to submit valid copy of registration justifying their claim.

The successful bidder shall submit interest free SD of 5% of the order value rounded off to the nearest thousand subject to a minimum of Rs. 10,000 (rupees ten thousand only) by a Pay Order / Demand Draft or in lieu of that a Bank Guarantee from a Schedule "A" Bank towards the satisfactory execution of the order. The SD shall be furnished within 15 days from the date of receipt of order. In case of failure to furnish SD within the stipulated time BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder.

Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage. Your **Online offer** confirming acceptance of quality assurance note and indicating the above reference number should reach us latest by 22.12.17

f/Balmer Lawrie & Co. Ltd

Arnab Ghatak
Sr. Manager [Central Procurement]

CONDITIONS FOR ONLINE BID SUBMISSION

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 at "https://balmerlawrie.eproc.in" and submit their bids online. No offline 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 eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement web site. However, bulky 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.

Registration with e-Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website "https://balmerlawrie.eproc.in"

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.

M/s C1 India Pvt Ltd.
C104, Sector 2 Noida-201301

Contact person:
Ritabrata Chakraborty (Kolkata), +91-8697910411
Email:

Submission of Hard copies:

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards EMD along with other documents as required, to the Tender Inviting Authority before the due date of the tender. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL 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 acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

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.

Bid Submission Acknowledgement:

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

for **Balmer Lawrie & Co. Ltd.**

Arnab Ghatak
Sr. Manager (Central Procurement)

Annexure - I

Sl.No.	Job Description	Monthly Charges	Tender Value [12 months charge]
1	Preparation of Cartons, fixing of stickers, issuing raw materials , unloading PIB & other Misc work as & when require		

GST / Month :

GST (total) :

Bidder need to submit total Basic Cost in E-Bid (Monthly Charges x 12).

Monthly Payment shall be released on Pro-rata basis based on actual work Quantity.

Bidders are requested to submit E-bid with total value for one year including GST and detail price bid to be uploaded in E-portal.