

Balmer Lawrie & Co. Ltd
(A Government of India Enterprise)
Human Resource Department
Manali, Chennai 600068
Phone : 25946500, Fax : 25946539
Website : balmerlawrie.com
(Regd. Office : 21, Netaji Subhas Road, Kolkata 700 001)

Ref : BL/AS/MAN/AHC/LT/201718/0040

Date : 21.12.2017

NOTICE INVITING TENDER
FOR PROVIDING ANNUAL HEALTH CHECK UP FOR EXECUTIVES AND OFFICERS

Scope of work

We are a Government of India Enterprise under the Administrative control of Ministry of Petroleum & Natural Gas.

As part of our welfare measures, we provide an Annual health check facility for the Executives of our Company who have crossed 40 years of age and for the Officers who have crossed 42 years of age.. The scheme proposes to have clinical examination and conduct of necessary medical tests and reporting of the health condition of the Executives and officers. The following medical/pathological tests are thus expected to be conducted under supervision of competent Medical Personnel at the Hospital as part of the health check up.

FOR EXECUTIVES

1. Complete blood count
2. Liver Function test
3. Lipid Profile
4. Blood sugar – fasting & PP,
5. Blood Urea,
6. Blood Creatinine,
7. Uric Acid,
8. Urine Route,
9. X-ray chest (PA view)
10. Ultrasound of whole abdomen
11. ECG
12. TMT or Echocardiography
13. PSA/PAP Smear
14. TSH
15. Cardiologist consultation
16. Physician consultation
17. Eye consultation

FOR OFFICERS

1. Complete haemogram
2. Urine complete
3. Test for diabetics – Fasting and post prandial blood sugar, HbA1c
4. Kidney profile
5. Lipid profile
6. Liver profile
7. Thyroid screening T3/T4/TSH
8. ECG
9. Chest X-ray
10. USG Abdomen
11. Blood grouping + Rh typing
12. Physician consultation
13. Eye consultation

The rate for Annual Health Check up for Executives and Officers should be inclusive of providing breakfast.

The approx. number of Executives and Officers in different locations are indicated below :-

SI No	Location	Executives	Officers
1.	Chennai	69	27
2.	Bangalore	8	2
3.	Hyderabad	6	2
4.	Coimbatore	3	nil
5.	Trivandrum/cochin	3	3
	Total	89	34

The tests/check are to be done at the locations. In case in any location the agency is not having their own arrangement, they should have tie up for arranging the tests/check up/consultation, etc..

The agency should have NABL certification. A copy of certificate to be uploaded/submitted along with offline offer. Tenders received/submitted without NABL certification will be rejected.

Your package rate should cover the above test/check up inclusive of Doctor's consultation fee and **complimentary breakfast. The rate should be uploaded in e-portal only.**

The company reserve the right to split the order to one or more parties for the above service. The agency should provide the service for one or more locations

Validity of offer

Tenderers shall keep their offer valid for a period of 30 days from the due date of submission of tender

The due date for submission of offer in the e-portal is on 2nd January, 2018 at 2 pm

The tender details are also available at our Company's website www.balmerlawrie.com

Company shall issue letter to the individual executives/officer for carrying out the test. The letter duly signed by the executive/officer should be accompanied with your bill.

The agency shall send the report to the undersigned or handover to the concerned Executive/ Officer. However, a soft copy of the report should also be sent to the email id, to be intimated by the company

Payment terms

Payment shall be processed within 10 days of receipt of bill along with copy of the authorization letters and scanned copy of test reports by email.

Conditions /procedure for online bid submission

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their price bids online. **No offline price bids shall be entertained by the Tender Inviting Authority.** The bidders shall submit their price bid displayed in e Procurement web site. The bidders shall submit copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids to the Tender Inviting Authority office before the tender closing date. The bidder shall sign on the statements, documents, certificates, owning responsibility for their correctness/authenticity.

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 website. 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 website. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to our Manali, Chennai office so as reach before the due date and time of the tender. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

1. Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India P Ltd (Mr. Sivakumar (Chennai), mobile no. +91 9042773377, e-mail id : sivakumar@c1india.com, Mr Tuhin Ghosh, mobile : +91-8981165071, email : tuhin.ghosh@c1india.com, Mr Tirtha Das, mobile : +91-9163254290 email : tirtha.das@c1india.com, Mr Ujjal Mitra, mobile : +91-8986678058, email : ujjal.mitra@c1india.com) or they can register themselves online by logging in on the website <https://balmerlawrie.eproc.in>. Vendors need to get themselves registered online as above to participate in tender.

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 certificate need to obtain Digital certificate. They may contact help desk of C1 India P Ltd.

3. Corrigendum to tender

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 our website www.balmerlawrie.com and our e-procurement platform <https://balmerlawrie.eproc.in>. The company inviting tender shall not be responsible for any claims/other issues arising out of this.

4. Bid submission acknowledgement

The user should complete all the processes and steps required for bid submissions. The successful bid submission can be ascertained once acknowledgement is given in the system through bid submission number after completing all the process and steps. C1 India is 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. Before scanning the documents for uploading, the bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

5. Submission of tender document

All the pages of this tender document has to be signed by the vendor with your company official seal/stamp.

6. Tender documents

The bidder is requested to download the tender documents and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the tender inviting authority.

7. The bidders should furnish hard copies of all the uploaded documents.

Disclaimer clause

Neither the company (Balmer Lawrie & Co Ltd) nor the service provider is responsible for any failure or non submission of bids due to failure of internet or other connectivity problems or reasons thereof

GENERAL

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 blacklisting, , cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

PRICE BID TO BE UPLOADED ON LINE ONLY

SUBMISSION OF OFF LINE PRICE BID WILL DISQUALIFY THE BIDDERS PARTICIPATION IN THE TENDER.

Your offline offer consisting of Chapter No 1 duly completed along with a copy of NABL certificate should reach the undersigned on or before 2nd January, 2018 at 2 pm.

For Balmer Lawrie & Co. Ltd

S D Barman
Chief Manager (HR) - SR



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CHAPTER – 1 – PARTICULARS OF AGENCY

Name of the party :

Address in full for communication :

Contact person name & mobile no :

Telephone no. :

Fax no :

e-mail address :

Mobile no. :

PAN No.

GST No

Address and Phone no of testing/check up facility at the following location

- Chennai
- Hyderabad
- Bangalore
- Coimbatore
- Trivandrum
- Cochin

Date

Signature of the tenderer
(with official seal)



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PRICE BID (to be uploaded in e-portal)

Please go through the terms and conditions of the tender before quoting

Sl No	Items Description	No of persons	Rate
1.	Lumpsum Rate for annual health check-up for EXECUTIVES including complimentary breakfast per person for CHENNAI	69	
2	Lumpsum Rate for annual health check-up for EXECUTIVES including complimentary breakfast per person for BANGALORE	8	
3.	Lumpsum Rate for annual health check-up for EXECUTIVES as per our enquiry including complimentary breakfast per person for HYDERABAD	6	
4	Lumpsum Rate for annual health check-up for EXECUTIVES as per our enquiry including complimentary breakfast per person for COIMBATORE	3	
5.	Lumpsum Rate for annual health check-up for EXECUTIVES as per our enquiry including complimentary breakfast per person for TRIVANDRUM/COCHIN	3	
6	Lumpsum Rate for annual health check-up for OFFICERS as per our enquiry including complimentary breakfast per person for CHENNAI	27	

7	Lumpsum Rate for annual health check-up for OFFICERS as per our enquiry including complimentary breakfast per person for BANGALORE	2	
8	Lumpsum Rate for annual health check-up for OFFICERS as per our enquiry including complimentary breakfast per person for HYDERABAD	2	
9	Lumpsum Rate for annual health check-up for OFFICERS as per our enquiry including complimentary breakfast per person for TRIVANDRUM/COCHIN	3	
10.	GST if applicable % age		