



Balmer Lawrie & Co Ltd.
(A Govt. of India Enterprise)
Regional HR Department South
Manali
Chennai - 600 068

TENDER REF BL/AS/MAN/ATBTP/LT/2017-18/0042 DTD 12.01.2018

EOI/QUALIFICATION BID & PRICE BID

BID SUBMISSION LAST DATE: 20.01.2018 [05:00 PM]
EOI/QUALIFICATION BID
OPENING DATE 22.01.2018 [09:00 AM]

Expression of Interest (EOI)/Bids are invited from the Basic Training Providers (BTPs) who are registered with Apprenticeship Portal [DGT]/ Logistics Skill Council [LSC] for imparting **Apprenticeship Training** to 42 eligible and selected candidates, in the job role of Field Executive (Customs Clearance) as per approved Qualification Pack of LSC, 21 each at Kolkata and Chennai under Skill India Mission in terms of National Apprenticeship Promotion Scheme [NAPS] under Apprentices Act 1961. Interested BTPs meeting the Eligibility Criteria can apply through Balmer Lawrie e-Procurement Portal <https://balmerlawrie.eproc.in> and also can submit their EOI/Qualification Bid off-line i.e. in the Tender Box placed in Company's below mentioned office address.

The tender is in two bid system (i) Technical bid and (2) Price bid

Price bid should be submitted online only.

CONTACT DETAILS OF BALMER LAWRIE

BALMER LAWRIE & CO. LTD.,
REGIONAL HR DEPARTMENT SOUTH
MANALI, CHENNAI – 600 068

CONTACT PERSONS:

1. SHRI S DAS BARMAN; MOBILE NO. 8420197770, Mail ID:
barman.sd@balmerlawrie.com

NOTICE INVITING TENDER

**TENDER REF BL/AS/MAN/ATBTP/LT/201718/0042 DATE: 12.01.2018
DUE DATE : 20.01.2018**

Balmer Lawrie & Co Ltd (**BL**) is a Government of India Enterprise under the administrative control of Ministry of Petroleum & Natural Gas. Balmer Lawrie is inviting EOI/Bids from Basic Training Providers who are registered with Apprenticeship Portal [DGT]/ Logistics Skill Council [LSC] for imparting Apprenticeship Training to 42 eligible and selected candidates in the job role of Field Executive (Customs Clearance), as per the approved Qualification Pack of LSC at Kolkata and Chennai under Skill India Mission in terms of National Apprenticeship Promotion Scheme [NAPS], under Apprentices Act, 1961.

Accordingly, interested registered Basic Training Providers who fulfill the following eligibility criteria are requested to submit their EOI/bids through Balmer Lawrie e-procurement portal "<https://balmerlawrie.eproc.in>" by following the e-bidding procedure described in this inquiry.

EOI/Qualification Bids can also be submitted in a sealed / closed envelop, which should reach us on or before the due date i.e. **20.01.2018** by 05:00 PM at our above office address, super scribing on the envelop "**Expression of Interest/Qualification Bid for imparting Apprenticeship Trainee**" and must be addressed to **Chief Manager (HR) – SR.**

However, Price bids of this tender will be submitted only through online mode. Submission of hard copy of price bid is not acceptable in any case.

Every bidder is required to submit his price bid online, however price bids of only those bidders will be opened for those who qualify eligibility/qualification criteria given here below:-

Eligibility Criteria

- [a] Must have prior experience in the area of providing Training under other schemes promoted by Logistics Skill Council.
[Self-certification on BTP's letter head is required to be enclosed]
- [b] Basic Training Provider or their trainers must be approved by LSC for conducting Basic Training as per LSC approved Qualification Pack for the job roles of Field Executive (Customs Clearance).
[Certificate from LSC to be enclosed].
- [c] Basic Training Providers must be registered on the Apprenticeship portal or with Logistics Skill Council (LSC).
[Copy of Registration certificate or any other document confirming the bidder's registration with the above mentioned agencies to be enclosed]
- [d] Basic Training Providers must have an Aadhaar linked Bank Account.
[Bank details of BTP to be enclosed]

- [e] Basic Training Provider should not be black-listed by any Government Department/State and Central PSU.
[Self-declaration of BTP to be enclosed]

Agencies are to upload online the above documents in support of their Eligibility Criterion

The Online **EOI/Qualification bids will be opened on 22.01.2018**. A meeting between the authorized representatives of the Basic Training Providers and members of the Committee appointed by the Company may be held subsequently, if a need is felt, the date/ time venue shall be communicated to the Bidders separately.

The BTP will be shortlisted/ selected on the basis of evaluation of the documents and other credentials furnished by the applicants. If necessary, the Training Centers of the BTPs will be visited and/or the training module being provided will be examined and/or the BTP will be interviewed for the purpose of finalization of such BTPs.

EOI/Qualification bid will be opened on 22.01.2018

Price Bids of only shortlisted/selected BTPs will be opened. Contract will be offered to a BTP on overall evaluation and suitability to impart the whole training process in the best way.

Vendors, if required, may visit/contact us on any working day to understand the roles, responsibilities, area and modality in which training is to be imparted prior to submission of Bid.

ROLES, RESPONSIBILITIES & ACCOUNTABILITIES OF SELECTED BTP

1. Basic Training Provider [BTP] should preferably be able to provide infrastructure facility for conducting 3 months of Basic Training (390 hours of Professional Skills & Professional Knowledge and 110 hours of Employability Skills) at Kolkata & Chennai at their own premises having required facilities as per applicable guidelines.
[Undertaking to be submitted mentioning the facility available]
2. In case the BTP does not have infrastructure facility in any or both (Chennai and Kolkata) the locations, then they may bid indicating their support requirement and appropriately discount their cost structure, whenever and wherever they seek to utilize the Company's [BL] facilities.
3. The Basic Training Provider engaged by Balmer Lawrie shall have the responsibility to source eligible candidates, based on newspaper and web advertisement to be released by BL, through written test to be conducted at Kolkata, and Chennai.
4. The BTP shall have the responsibility of scrutinizing and shortlisting all applications received and to set question papers and conduct the written test & personal interviews at venues to be provided by BL, for the purpose of selecting potential apprentices to be engaged.
5. If sufficient numbers of candidates are not available at any centre, such centre shall be cancelled by Balmer Lawrie. It shall be at the discretion of Balmer Lawrie to cancel such centers. The venue for the test shall be provided by the Company.

6. Preference will be given to Training Partners who are running PMKVY courses in Logistics trade(s) under the Logistics Sector Skill Council [LSC] set up by National Skill Development Corporation [NSDC].
[Documentary proof required to be attached]
7. Selection of candidates will be in line with the Government of India guidelines for reservations as per NAPS norms.
8. The BTP shall conduct written test of candidates who apply against the advertisement/Web advertisement published by Balmer Lawrie (BL) for this purpose. BTP shall be responsible for confidentiality of question papers & must ensure fair & transparency while conducting written test and the evaluation of candidates. BTP shall be responsible for responding to any dispute on such evaluation or conduct of written test. BTP shall indemnify Balmer Lawrie against any such dispute through an indemnity bond approved by legal department of Balmer Lawrie.
9. The final selection of Apprentices shall be through written test and interview (80:20 ratio) basis in terms of approved Apprenticeship Scheme of Balmer Lawrie.
10. BTP must ensure that such selected candidates complete the entire period of 3 months of Basic Training (390 hours of Professional Skills & Professional Knowledge and 110 hours of Employability Skills) and On-Job Training (OJT) for One Year.
11. The BTP shall conduct periodical assessments as required under the NAPS for the candidates during/post the Basic Training Period and On the Job Training Period. The BTP shall conduct evaluation test of the candidates after completion of Basic Training and after completion of OJT, through authorized agency as per NAPS guidelines.
12. It shall be responsibility of BTP to complete all formalities in terms of the guidelines issued by Director General Training for conducting this Apprenticeship Training under Optional Trade.
13. It shall be the responsibility of BTP to ensure compliance of all guidelines and instructions of DGT/LSC and to provide joint Certification by BTP, BL & LSC to the Apprentices after completion of OJT and successful passing of required assessment. ie NCVT examination. BTP is also required to comply all the requirements provided under Apprenticeship Act, 1961 and submission of all returns/claims to ensure the reimbursements.

TERMS AND CONDITIONS

1. Your EOI/Qualification Bid should specify all the elements, mentioned above, as has been asked for. Your offer must be valid for **a period of 90 days for our acceptance, from the last date of bid submission i.e.20.01.2018**
2. The training will be conducted in Kolkata and Chennai only.

3. The Contract of BTPs shall be valid for a period of 3 months of basic training and 1 [One] year OJT with effect from the date of receiving acceptance letter / or on completion of OJT and obtaining valid NCVT certificates by all the candidates enrolled under this program. Based on the evaluation of performance during the initial period of 15 months, validity of its contract may be further extended on same terms and conditions for 2nd batch (next 15 months) years or may be withdrawn at the discretion of the Company.
4. Your EOI/Qualification Bid must accompany this enquiry duly signed and stamped on each page, **as your acceptance to the terms and conditions mentioned herein.**
5. No BTP will have any claim for representation and getting the order.
6. No enhancement / escalation in the agreed rates would be entertained during pendency of the contract.
7. The agency shall indicate cost per candidate for sourcing / shortlisting and conducting written test and on-boarding of candidates in different slabs as given in the price bid. Written test will be conducted at BL venue by the BTP. However, press advertisement/web advertisement for sourcing of candidates will be done by the Company (Balmer Lawrie)
8. Agency may also give cost per candidate for sourcing/shortlisting and conducting written test and on-boarding of candidates as per slabs indicated hereunder :

Expenditure under Head	Sl. No.	Slabs for no. of candidates
Cost per candidate for sourcing/shortlisting and conducting written test and on-boarding of candidates. Written test will be conducted at BL venue by the BTP (Press advertisement/Web advertisement for sourcing of candidates will be done by the Company (BL))	1	0-100
	2	101-200
	3	201-300
	4	301-400
	5	401-500
	6	501-600
	7	601-700
	8	701-800
	9	801-900
	10	901-1000
	11	1000 and above
Total cost - all slabs		
Average Cost per candidate (Total of all Slabs/ 11)		

9. Earnest money Deposit (EMD)

Earnest Money Deposit of Rs.5,000.00 (Rs. Five Thousand only) to be paid by Demand Draft (issued by Nationalized bank) payable at Chennai in favour of Balmer Lawrie & Co. Ltd. Cheque and any other form of payment are not acceptable towards EMD. EMD will carry no interest. MSME registered firms need not deposit EMD if they produce certificate thereof.

The EMD amount would be refunded by cheque after finalization and acceptance of tender by the successful bidder.

EMD is liable to forfeiture in the event of –

- a) Withdrawal of offers during validity period of the order.
- b) Non acceptance of the order
- c) Non Confirmation of acceptance of order within the stipulated time after placement.
- d) Any unilateral revision made by the bidder during the validity period of the offer.
- e) Non execution of the documents after acceptance of the contract due to any dispute of the bidder or any reason whatsoever.
- F) In case of failure to comply with any enquiry terms/conditions.

EXCEPT AADHAR LINKED MSMEs, OFFERS RECEIVED WITHOUT EARNEST MONEY DEPOSIT WILL BE REJECTED.

10. Liquidated Damages Clause

In case the successful bidder does not perform assigned work of 3 months of class room training for 6 days a week, a penalty of ½ % of the value of order per week will be imposed on the BTP subject to maximum of 10% of the total order value at the discretion of Balmer Lawrie. Such imposition shall come to effect after 7 days from the date of communication by BL specifying its intention to do the same to the BTP.

11. Performance Bank Guarantee

The successful bidder is required to submit a performance bank guarantee of Rs. 20,000/- (Rupees twenty thousand only) in form of Guarantee Bond executed by a Nationalized Bank approved by RBI as per Company's Standard format. The Bank guarantee executed should be valid during the continuance of this contract.

12. Successful bidder will not be able to sublet the contract to other party without the written consent of the Company.
12. Balmer Lawrie reserve the right to amend or withdraw any of the terms and conditions contained in this notice or reject any or all without giving any notice or assigning any reason thereof.

13. Payment Schedule

The successful BTP will get the payment in **its Aadhar linked Bank Account only through electronic mode** as per the following schedule: -

- i) No advance payment will be made. All the bills will be duly verified by the Company officials before processing for payment.
- ii) All the bills will be processed within 15 working days from the date of submission of bills.
- iii) 10% of total amount will be paid after Sourcing and on-boarding of candidates at each location i.e. registration of candidates in DGET website.
- iv) 25% of total amount will be paid after completing 150 Hours of training at each location.
- v) 45% after completing 3 months of basic training at each location.
- vi) Final payment of remaining 20% will be released after all candidates passes the NCVT examination post assessment and joint Certification at each location.
- vii) If a candidate dropouts at any stage of Basic Training, the Company (BL) at its discretion, may deduct proportionate payment from the bills of BTP.
- viii) The applicable TDS will be recovered from the bill/invoice amount while making payment and Form-16 will be issued after end of financial year.

14. Termination Clause

This contract with the selected BTP, will automatically expire at the end of contract (including extension period, if any). The contract can also be terminated at any time of by Balmer Lawrie if the performance of selected BTP is found unsatisfactory or found violating of any terms/conditions of this tender document.

15. Procedure of Arbitration

Any dispute or difference arising out of this Enlistment shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director of Balmer Lawrie & Co Ltd. The fees of the arbitrator, if any, shall be shared equally by both the parties.

16. The Company reserves the right not to enlist any applicant.

17. The Company also reserves the right to modify/withdraw the enlistment at any time without assigning any reason whatsoever.

CONDITIONS FOR ONLINE BID SUBMISSION:

The bidder shall submit his response (price bid) on e-Procurement platform at **<https://balmerlawrie.eproc.in>** by following the procedure given in the Catalogue given in the system.

Registration with e-Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd. The contact persons are -

Tuhin Ghosh: tuhin.ghosh@c1india.com +91-8981165071, Tirtha Das: tirtha.das@c1india.com +91-9163254290, Ritabrata Chakraborty: s +91-8697910411, Ujjal Mitra: ujjal.mitra@c1india.com +91-8986678058, Ravi Gaiwal: ravi.gaiwal@c1india.com 022668656336.

HELPDESK NOs. ARE OPEN BETWEEN 1000 HRS to 1730 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS)).

C1 India Pvt. Ltd., Petrochem Building | Building no.-301| 1stFloor| Udhog Vihar | Phase-2 | Gurgaon. Land Line : +91 124 4302 EXT 234| Email: sandeep.tomar@c1india.com| Website: www.c1india.com

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate (Class 3) 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 for signatures and encryption. They may contact Help Desk of C1 India Pvt Ltd.

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.

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.

SUBMISSION OF HARD COPIES:

All the bidders are required to upload all supporting documents and certificates as asked in this tender enquiry (except price bid) against their offer/EIO and send the hard copy on or before **20.01.2018** in an envelope as described above.

Bidders will also submit Demand Draft of Rs. 5,000/- towards EMD in original along with duly filled **ANNEXURE-A** (which is given with this NIT). All supporting documents in proof of ANNEXURE-A will also be submitted as above.

Vendor's undertaking:

We have studied the tender document carefully and have quoted our rates in accordance with the terms and conditions as laid down in the tender document. We also confirm to have accepted all terms and conditions mentioned herein.

For **BALMER LAWRIE & CO. LTD**

CM [HR] - SR

**Signatures of the tenderer with
official seal/stamp**

ANNEXURE-A

1. Name of the Bidder :
2. Address of the Company
3. Registered/Head Office of the Company
4. Whether Partnership firm/Limited Company
5. Name of Directors/Partners/Proprietor
6. Date of incorporation
7. Turnover of the company for the last 3 years.
(mention the figures and also enclose photo-copies
Of relevant documents)
8. Please mention the single order value executed by you of
Similar type of job during the last 3 years
9. Address of the local branch office with telephone no and
Name of the contact person/branch manager
10. List of parties to whom you have supplied similar type of
Items – attach Xerox copy of order
11. Whether, you have supplied any such items, for any office
Of Balmer Lawrie & Co Ltd. If so, attach Xerox copy of order
12. Whether any dispute is pending against your firm, if so
Please give details.
13. PAN NO
14. BANK DETAILS, Name of Bank, A/c Nr and IFSC code
15. INCOME TAX CLEARANCE CERTIFICATE OF LAST 3
YEARS
16. CONTACT PERSON AND PHONE NO
17. GST NO

NB . ALL SUPPORTING DOCUMENTS WILL BE SUBMITTED IN
THE HARD COPY ENVELOPE

PRICE BID (TO BE UPLOADED IN E-PORTAL)

SL. No.	Description	Rate
1	Training Cost per candidate for imparting 3 months of Apprenticeship Training to eligible and selected candidates in CHENNAI [21 Candidates in Chennai]. Rate should include cost of Training Center/venue & other administrative facilities also.	
2	Training Cost per candidate for imparting 3 months of Apprenticeship Training to eligible and selected candidates in KOLKATA [21 Candidates in KOLKATA]. Rate should include cost of Training Center/venue & other administrative facilities also	
3	Training Cost per candidate for imparting 3 months of Apprenticeship Training to eligible and selected candidates in CHENNAI [21 Candidates], where Training Center/venue & other administrative facilities are provided by Balmer Lawrie	
4	Training Cost per candidate for imparting 3 months of Apprenticeship Training to eligible and selected candidates in KOLKATA [21 Candidates), where Training Center/venue & other administrative facilities are provided by Balmer Lawrie	
5	Average cost per candidate for sourcing/shortlisting and conducting written test for 0 to 100 candidates FOR CHENNAI	
6	Average cost per candidate for sourcing/shortlisting and conducting written test for 101 to 200 candidates FOR CHENNAI	
7	Average cost per candidate for sourcing/shortlisting and conducting written test for 201 to 300 candidates FOR CHENNAI	
8	Average cost per candidate for sourcing/shortlisting and conducting written test for 301 to 400 candidates FOR CHENNAI	
9	Average cost per candidate for sourcing/shortlisting and conducting written test for 401 to 500 candidates FOR CHENNAI	
10	Average cost per candidate for sourcing/shortlisting and conducting written test for 501 to 600 candidates FOR CHENNAI	
11	Average cost per candidate for sourcing/shortlisting and conducting written test for 601 to 700 candidates FOR CHENNAI	
12	Average cost per candidate for sourcing/shortlisting and conducting written test for 701 to 800 candidates FOR CHENNAI	

13	Average cost per candidate for sourcing/shortlisting and conducting written test for 801 to 900 candidates FOR CHENNAI	
14	Average cost per candidate for sourcing/shortlisting and conducting written test for 901 to 1000 candidates FOR CHENNAI	
15	Average cost per candidate for sourcing/shortlisting and conducting written test for 1000 and above FOR CHENNAI	
16	Average cost per candidate for sourcing/shortlisting and conducting written test for 0 to 100 candidates FOR KOLKATA	
17	Average cost per candidate for sourcing/shortlisting and conducting written test for 101 to 200 candidates FOR KOLKATA	
18	Average cost per candidate for sourcing/shortlisting and conducting written test for 201 to 300 candidates FOR KOLKATA	
19	Average cost per candidate for sourcing/shortlisting and conducting written test for 301 to 400 candidates FOR KOLKATA	
20	Average cost per candidate for sourcing/shortlisting and conducting written test for 401 to 500 candidates FOR KOLKATA	
21	Average cost per candidate for sourcing/shortlisting and conducting written test for 501 to 600 candidates FOR KOLKATA	
22	Average cost per candidate for sourcing/shortlisting and conducting written test for 601 to 700 candidates FOR KOLKATA	
23	Average cost per candidate for sourcing/shortlisting and conducting written test for 701 to 800 candidates FOR KOLKATA	
24	Average cost per candidate for sourcing/shortlisting and conducting written test for 801 to 900 candidates FOR KOLKATA	
25	Average cost per candidate for sourcing/shortlisting and conducting written test for 901 to 1000 candidates FOR KOLKATA	
26	Average cost per candidate for sourcing/shortlisting and conducting written test for 1001 and above FOR KOLKATA	
27	Cost of course material for each candidate	
28	Cost of final assessment (including tests to be conducted if any after completion of 500 hrs of BT)/test after On The Job Training for each candidate through NCVT	
29	Cost of joint Certification per candidate (by BTP, LSC & Balmer Lawrie)	
30	Any other cost involved per head	
31	Taxes if applicable % age	