



Balmer Lawrie & Co. Ltd.
(Greases and Lubricants Division)

SURVEY NO. 201/1, SAYLI
SILVASSA – 396 230

E-mail : shivastava.sk@balmerlawrie.com

TENDER ENQUIRY

Tender No. : GLS/1819/010

Date : 26/04/18

Due date : 09/05/18 till 6.00 PM

Sub : Consultancy Service required for training & implementation of ISO 45001 : 2018

Sealed offers are invited from potential bidders for carrying out consultancy service required for training & implementation of ISO 45001 : 2018 at our Greases and Lubricants Division at Silvassa, D&NH. Detail of scope for service is mentioned in Annexure-I. The General terms & conditions are attached in Annexure – II.

You are requested to submit your competitive price-offer in sealed envelope [offers over fax/ email would not be considered] only and submit requisite documents along with your offer in same sealed envelope on above said address so as to reach us on or before the due date of tender.

Thanking you,

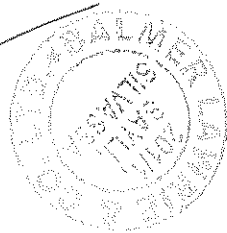
Yours faithfully,

For BalmerLawrie& Co. Ltd.

(Shobhit Srivastava)

Manager (Purchase)

Mobile No. 09898896501



Encl.: As above

Implementation of ISO 45001 : 2018 at SBU G&L, Silvassa

Objective

ISO 45001 : 2018 is the globally recognized standards for Occupational health and safety management systems. Balmer Lawrie & Co Ltd. wants to implement above said certifications at SBU G&L, Silvassa plant with an aim to upgrade existing framework to improve employee safety, reduce workplace risks and create better, safer working conditions

Scope of work:

- 1) Review of existing processes and documentation considering the requirements of ISO 45001: 2018.
- 2) Recommendations of Gap Analysis to Top Management
- 3) Support in implementing changes / additions to existing processes, process measures in line with requirements of ISO 45001 : 2018
- 4) Support in documentation and implementation of ISO 45001 : 2018
- 5) Support in establishing necessary controls for effective implementation of documented system
- 6) Preparation of Apex manual & Procedure Manuals as per ISO 45001 : 2018
- 7) Support in identifying organizational context, issues, needs and expectations of interested parties
- 8) Support in conducting risk analysis including Aspect Impact Analysis, Hazard identification and risk analysis.
- 9) Support in preparing Legal register, emergency preparedness plans, contingency plans
- 10) Provide the following trainings:
 - ISO 45001 : 2018 Awareness Training
 - ISO 45001 : 2018 Internal Auditors' Training.

Handwritten signature

General Terms & Conditions

1. Before filling up, the complete Tender document should be read properly. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning, specification and interpretations, such matter shall be brought to the attention of Balmer Lawrie & Co. Ltd. (hereinafter referred to as BL), at least three (3) days in advance, prior to the date of filling/submission of the Tender. For clarification required, if any, please contact

Mr. K.C. Das

Manager (QA)

Email : das.kc@balmerlawrie.com

Contact No. 08980795254

2. Bid Evaluation Criteria

(a) Bidder should be a leading agency of national repute and having requisite manpower and infrastructure to carry out such work.

(b) Copy of past work order(s) [Minimum 3 Nos] of similar type of training / job must be submitted along with the commercial bid with completion certificate.

3. Submission of tender will be the conclusive evidence as to the fact that the bidder has fully satisfied themselves as to the scope of work, general terms & conditions covering all other factors required to carry out the work and the cost thereof.

4. The vendor is not allowed to give any "subcontract" without prior permission and written approval of BL. Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any stage.

5. Right of acceptance / Rejection

BL reserves the right to accept/reject any or all offers without assigning any reasons, whatsoever. BL also reserves the right to alter the eligibility criteria & specification for short-listing the vendors. Telex/Telegraphic/Fax offers shall not be accepted. The company will not accept any responsibility for any delay in receipt of bids within due date and time.

6.. Time Schedule

The entire job is to be completed within 30 days from the date of issue of Purchase Order (PO) or LOI whichever is earlier.

7. Submission of Tender/Bid

Bidders are requested to send their sealed price bid along with experience proof accompanied any document as asked elsewhere in the tender document. One set of tender document should be signed, stamped as a token of acceptance of the scope of work and tender terms, has to be submitted also

8. Offers & Enclosures

The technical literature and other documents, submitted by the all the tenderer, along with their respective offer(s) will be non-returnable and shall be the property of BL even in the case of unsuccessful bidders. However BL shall maintain the confidentiality for the submitted documents.

9. **Jurisdiction:** All disputes are subject to Silvassa jurisdiction only.



10. Payment terms

100 % payment within 30 days from the date of completion of job and submission of certified bill.

11. Place of Work, working days & hours

The work is required to be done at the following address :

Balmer Lawrie & Co. Ltd.

SBU: Greases & Lubricants

SURVEY NO. 201/1, SAYLI

SILVASSA – 396 230

The work shall be done only from Monday to Friday between 9:00 am. to 6:00 pm and from 9.00 A.M. to 2.30 P.M. on Saturday (timing may be relaxed if required).

12. Factory Rules

Supplier personnel have to abide by the BalmerLawrie& Company, Greases and Lubricants, Silvassa factory rules and regulations. Vendor has to ensure all the safety rules (i.e. usage of PPE etc) of their workforce during work in factory premises.

13. Validity period of the offer

The period of **validity of the quotations** should be **30 days** from the due date of the tender.

14. Limitation of Liability

Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order Price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production.

15. Resolution of Disputes / Arbitration

All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the "Chairman and Managing Director" of BL, Kolkata whose award shall be final & binding on both the parties. The contract shall deem to have been entered at BL, and all suits in respect of this contract shall be under the jurisdiction of the court in Kolkata.

Thanking you,

For BalmerLawrie& Co. Ltd.

(Shobhit Srivastava)

Manager (Purchase)

Mobile No. 09898896501

