

EME-TENDER NO : BL/AS/MAN/SECUR/PT/201819/0005 DATED 31.05.2018

NOTE : ALL PAGES TO BE SIGNED WITH DIGITAL SIGNATURE BEFORE e-TENDER SUBMISSION

BALMER LAWRIE & CO LTD

Human Resource Department

Manali, Chennai 600 068

Phone : 25946500

**TENDER FOR PROVIDING SECURITY SERVICES IN CHENNAI AND
COIMBATORE**

TENDER CLOSING TIME & DATE : AT 1400 HRS ON 22.06.2018

TENDER OPENING TIME & DATE : AT 1500 HRS ON 22.06.2018

BALMER LAWRIE & CO LTD

Human Resource Department

Manali, Chennai 600 068

Phone : 25946500

To : All interested parties

Sub : Tender for providing Security Services in Chennai and Coimbatore

1. We are enclosing one set of documents forming part of above-mentioned tender. This is an e-tender. Details of the tender are given in the Notice Inviting Tender.
2. We request you to submit your lowest quotation for the work contained in the tender. Your offer complete in all respect must be uploaded in the prescribed manner on our e-tendering portal : <https://balmerlawrie.eproc.in> on or before :
3. Earnest Money Deposit (EMD) : Rs 2,75,000/-
4. Bidders are requested to go through the 'bidders manual' available in the homepage of the Balmer Lawrie e-portal, to have a clear understanding of the steps to be followed for bid submission. The bidder manual is for general reference only and the tenderers have to abide by the terms and conditions of this tender.
5. Tenderers must note that Balmer Lawrie will not be responsible for delay in submission of online tender (e-tender portal as specified above on or before due date & time of the tender submission)

Thanking you,

Yours faithfully,
For Balmer Lawrie & Co Ltd

S D Barman
Chief Manager (HR)-SR

BALMER LAWRIE & CO LTD

E-TENDER NO : BL/AS/MAN/SECUR/PT/201819 /0005 DATED 31.5.2018	
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SCOPE AND DESCRIPTION OF THE WORK

Balmer Lawrie & Co Ltd. Is a multiple product, multi location and multi technology conglomerate. The company for its Chennai operations invites on-line bids for awarding security contract for a period of 2 years for its various Factory/offices as detailed below :

1. Leather Chemicals [LC] Factory at Manali, Chennai
2. Greases & Lubricants (G&L) – Factory at Manali, Chennai
3. Industrial Packaging (IP) - Factory at Manali, Chennai
4. Container Freight Station [CFS] – Manali, Chennai
5. Office premises at 628 Anna Salai, Teynampet, Chennai
6. Office / Factory premises at 72 Developed Industrial Estate, Perungudi, Chennai
7. Office premises at 5/245 Thadagam Road, Kanuvai, Coimbatore

The factories mentioned against S.No.1 to 3 are situated in one premises, Manali Complex. The establishment mentioned against Sl.No.4 is in another location at Manali.

Sl No. 5, 6 & 7 are independent locations. Sl No. 1 to 6 are in Zone-A and Sl No.7 is in Zone-B.

The approx. number of security personnel required at each location is given below:

SI N	Location	Asst Security Officer	Security Supervisor	Security Guard
1.	Manali complex	1	3	27
2	CFS-Manali	1	4	37
3	Teynampet Office	Nil	1	9
4	Perungudi	0	0	6
5	Coimbatore	0	0	3

The numbers indicated against each designated positions is for one day duty of 8 hours. Numbers of ASO/Security Supervisor/Guards indicated are total number of guards for one day duty of 8 hours per day. However, the numbers may vary during the period of contract. The security agency shall provide extra security personnel as desired by the company at the factory premises on 48 hours notice.

Earnest Money Deposit (EMD)

- 1.1 The EMD of ₹ 2,75,000/- (Rupees Two lakhs seventy five thousand only) shall be submitted by way of Crossed A/c payee Demand Draft on any scheduled bank drawn in favour of Balmer Lawrie & Co Ltd payable at Chennai or Banker's Cheque. Tenders not accompanied by EMD shall be rejected.
- 1.2 Tender without EMD or valid NSIC / DGS & D / MSME'S Certificate for exemption of EMD Payment from the respective agencies viz., NSIC / DGS & D / MSME'S will not be considered for evaluation and will be rejected.
- 1.3 EMD details of the scanned copy should be uploaded on or before the closing date and time of the tender. On-line technical bids without receipt of EMD details in time will be rejected
- 1.4 The EMD amount shall be forfeited without prejudice to any other claims, if the tenderer, after submitting the tender, resiles from his offer or modifies the terms and conditions thereof or fails to enter into agreement and take up work on the date specified at the time of awarding the contract.
- 1.5 The EMD shall be returned to all unsuccessful Tenderers as soon as practicable after decision on tenders and for the successful tenderer
- 1.6 The Tenderer is not entitled to any interest on EMD.
- 1.7 EMD payment in the form of DD (or) if seeking exemption based on NSIC Unit, DGS & D and MSMEs the relevant certificates in physical format shall be sent directly to Chief Manager (HR), Balmer Lawrie & Co Ltd, Manali, Chennai 600068 with clear superscription on the cover as "EMD for Security Service Contract 2018-20"
- 1.8 **Exemption:** Bidders who are registered with NSIC / DGS & D / MSME'S and having valid certificate are exempted from payment of EMD against proof of relevant documents obtained from the respective agencies viz., NSIC / DGS & D / MSME'S.

Security Deposit

- 1.1 Successful Tenderer shall remit 5% of the total contract value as Security Deposit, which carries no interest. Security Deposit can be in the form of Demand Draft or Bank Guarantee from any Scheduled / Commercial Bank with independent confirmation on the BG by the bank directly to BALMER LAWRIE & CO LTD by RPAD, which should remain valid for

a period of 60 days from the date of completion of all contractual obligations of the contractor. Cash payment shall not be accepted for payment of Security Deposit.

- 1.2 In case the security deposit is being paid through DD, the contractor can make an initial deposit of Rs 5.00 lakhs and the remaining amount will be recovered in five equal monthly instalment.
- 1.3 The Security Deposit shall be returned to the contractor at the end of the term of the contract after satisfactory performance of the contract and on completion of all statutory obligations.
- 1.5 BALMER LAWRIE & CO LTD reserves the right to forfeit / appropriate any or full amount of the Security Deposit without prejudice to other claims against the contractor due to any breach / failure of performance on the part of the contractor in discharging the services under the contract and losses/damages, charges, expenses or cost suffered by BALMER LAWRIE & CO LTD due to termination of contract or contractor becoming disqualified because of liquidation / insolvency or change of composition.
- 1.6 The decision of BALMER LAWRIE & CO LTD in respect of such losses, damages, charges, expenses or costs shall be final and binding on the contractor.
- 1.7 In the event of Security Deposit being insufficient or if the Security Deposit has been wholly forfeited / adjusted, the balance of the total sum recoverable as the case may be shall be deducted from any sum due or which any time thereafter may become due to the contractor under this contract or any other contract with BALMER LAWRIE & CO LTD. If the SD amount is not sufficient to cover the full amount recoverable, the contractor shall pay to BALMER LAWRIE & CO LTD on demand the remaining balance due. Whenever the Security Deposit falls short of the specified amount, the contractor shall make good the deficit so that the total amount of security deposit shall not at any time be less than the specified amount.
- 1.8 Whenever the Security Deposit falls short of the specified amount, the contractor shall make good the deficit in cash so that the total amount of Security Deposit shall not at any time be less than the specified amount.

Non-compliance of contract conditions and arbitrary action of contractor without prior knowledge of BALMER LAWRIE & CO LTD authorities would result in forfeiture of Security Deposit without prejudice to any other claims

Taxes and Duties

Taxes/duties as applicable will be extra

Validity of offer

Your offer should be valid for 90 days from the due date of offer

The General terms and conditions to be adhered to are as given below:-

1. The security agency will be responsible to execute, fulfill and discharge the work and obligation to the entire satisfaction of the company.
2. The security agency will provide adequate trained Ex-servicemen personnel and / or trained civilian guards who are trained in security services as required by the company.
3. The minimum age for the Asst Security Officer (ASO) and Security Supervisor (SO) may be not more than 55 years and for Security guards, the preferred band is 25-45 years. However, in no situation the age can be more than 60 years.
4. The security personnel posted at all our locations are to have a good physique
5. The security staff posted at our CFS operations shall be familiar with the nature of business activities.
6. The security agency has to ensure that Uniform and kit inclusive of a badge displaying the name of the individual is distributed to all the security personnel and all staff and the guards are smartly dressed at all times.
7. The security agency shall be responsible to execute, fulfill and discharge the work and obligation to the entire satisfaction of the company compulsorily fulfilling the criteria mentioned above.
8. Qualifications and experience of personnel of those deployed are required to possess minimum qualification and experience as given below to meet the terms of contract and to ensure efficient discharge of the functions / duties :-

Position	Min. qualification	Min. Experience
Asst Security Officers	Graduate with preferably ex-servicemen with min. 3 years of service in the cadre of Officer grade while in Defence	Three years security officer/supervisor in any industry
Security Supervisor	Plus 2 qualification preferably ex-servicemen with min.2 years service as Security Supervisor in Defence service	Two years as Security Supervisor
Security guard	10th Standard	One year as Security guard

9. Your offer for the security services should be in line with the Central Minimum Wages in Employment of Watch and Ward declared by the Ministry of Labour, Govt of India applicable for security personnel in the particular Zone. **(Please attach a copy of the notification on rates notified on Minimum Wages**

applicable for security personnel notified by the Ministry of Labour & Employment , Government of India, along with your offer). No escalation of rates will be entertained within the contract period other than the Basic + DA and consequential increase on PF/ESI which is admissible as per the statute. The quoted rates should be in line with Minimum wages applicable wef April, 2018

Please note that the rate quoted should include reliever charges wherever applicable. The break up of the rate quoted should be filled in as per format attached, signed and uploaded online. Failure to upload the break up will lead to rejection of offer.

Agencies who quote less than the Central Minimum Wages shall be disqualified

10. The services are required round the clock i.e. for 24 hours and 7 days a week. The security agency should always ensure manning of all posts and maintaining services at all the time.
11. Personnel to be deployed are necessarily required to be well trained/experienced in all respects to perform security services effectively such as safety/frisking/ checking of vehicles/identifying hidden weapons/ communication on conventional and latest systems and also related emergency services such as fire/flood/electrical, etc to protect the property and employees/visitors in the Company premises.
12. The company will have privacy of contract with the Security agency only and will give instruction to them only and will have nothing to do or have any concern with Guards/Supervisors conditions governing their employment with the security agency.
13. The Company shall not provide any Housing / Residential accommodation to the personnel deployed by the security agency and the company shall not bear / reimburse any expenses in connection with the same.
15. The security agency will be required to abide by all statutory matters including adherence to the rules framed for running security agency in the particular area of operation of our Company and /or any notification on the subject. The security services shall be effecting payment to the security guards and supervisors such wages / salary per month which will not be less than minimum wages stipulated by the Central Government.
16. The security agency should follow and submit all statutory returns and provide proof thereof to the Company. They must follow all the Statutory Registrations like Service tax, PF, ESIC/Workmen's Compensation Insurance, Payment of Bonus Act and other applicable Labour Laws. In case, the area is not covered under ESIC, all persons employed by them shall be covered under comprehensive workmen's compensation insurance.
17. As a prime requirement, the security agency shall have a responsible person who will be authorized to take spot decision and also accessible since security services

- being sensitive in nature. The address, name of contract person with phone/mobile, should be clearly mentioned.
- 18 The security agency shall be responsible for any theft/pilferage/damage of the Company materials, properties or any other incidents involving security or any default of the implicit purpose for which they are engaged. The security agency will also inform the authorized personnel of the Company immediately of any untoward happening and also submit a detailed report and do the necessary follow-up.
- 19 The security agency will indemnify the Company, its officers, employees and workmen against any loss or damage to property or otherwise by reason of any act or omission or negligence on the part of the personnel deployed by them and shall make good such loss or damage.
- 20 The security agency shall ensure that the security personnel's are in proper uniform, and are provided with raincoats, boots, gumboots, whistles, torches, batons etc as required for efficient discharge of their duties. It is to be ensured that the uniform and badges provided to the guards/security personnel are to be worn and the security staffs are smartly dressed at all times. **Please note no deduction can be made from the salary of the security personnel for providing uniform and personal protective equipments. The bidder should therefore specifically indicate cost for the same while bidding. In case the amount is quoted as zero, it will be presumed that the Agency shall give the uniform and PPTs free of cost to the personnel engaged by them.**
- 21 It is the responsibility of the security agency for proper supervision and control of personnel deployed by them. Security agency shall ensure that the security personnel are disciplined and sober and shall not in any manner cause any nuisance, interference, annoyance to the Company, its business or work of its officers, employees, workmen, customers, etc. In case of unsatisfactory conduct, behavior etc, by any of its personnel, the same shall be dealt with proactively by the agency.
- 22 The security agency will ensure proper manning of the gates/premises of the establishments so as to ensure that no unauthorized person enters the premises and persons with valid gate pass are only permitted. They will do proper noting in the "Gate in Register" of all vehicles entering the premises; physically verify that empty vehicles leaving the premises are not carrying unauthorized goods. They should do proper noting in the "Gate out Register" giving details of the vehicle leaving the premises.
- 23 The security agency shall ensure that full strength of personnel's is maintained at all points in time, all personnel engaged should have adequate training in fire fighting and first aid service and should make themselves available to meet any emergency/contingency service at any point of time.
- 24 The Director or Branch Manager or Area Manager or authorized representative of the security agency shall visit the unit at least once a week and personally supervise the personnel posted by them and report to the authorized officials of the Company about the same and satisfy them. They will also carry out such night checks in a routine manner and keep the Company informed about details of such checks. A

- monthly report on such visit /night checks by the agency's officials should be sent to HR Dept, Balmer Lawrie.
- 25 The guards or any other person deployed by security agency shall not under any circumstances be treated or claimed to be treated as an employee or servant of the Company and shall not have any claim of any nature whatsoever on the Company.
- 26 The security agency shall adhere to the rules framed by the Company from time to time.
- 27 The agreement / contract can be terminated earlier by either party by giving three calendar months notice to the other side. However, the Company reserves the right to terminate the contract forthwith in case of serious breach of contract and the decision of the Company will be binding.
- 28 On termination of the contract, the security agency shall ensure prompt withdrawal of their personnel/ employees deployed by them from the Company's premises and shall ensure peaceful hand over of the charge of security arrangements back to the Company or to such personnel / organization as may be directed by the Company. Any violation of this will be viewed seriously by the Company and will be considered as a breach of trust / agreement. The Company in such an event will be at liberty to take such course of action it deems fit and the presence of any personnel of the security agency at the premises of the Company will be considered as trespass.
- 29 The price bid shall be considered only if the tender is qualified under technical bid. All decisions of the Company in this regard shall be final.
- 30 Any dispute or difference arising under this Contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited and the provisions of Arbitration and Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.
- 31 Balmer Lawrie & Co. Ltd reserves the right to accept/ reject any of the bids at its sole discretion. Incomplete and conditional tenders are liable to be rejected
- 32 The offer should not be conditional. Your rates quoted should be as per our requirement mentioned in this document.

PRICE BID SHOULD BE SUBMITTED ONLINE ONLY – Submission of off-line price bid will lead to rejection of tender

- 33 Any amendment/corrigendum, as and when required, will be uploaded only on the website of the Company www.balmerlawrie.com and related Government of India e-procurement websites where this tender is floated and interested vendors should regularly visit these websites for updation.

34 The above terms and conditions duly signed by the bidder will form part of the offer and as acceptance of the contract and therefore inalienable for the contract.

35 Tender would be rejected if the price is quoted in techno-commercial bid. No techno-commercial document should be attached with price bid.

36 The bidder shall sign the terms and conditions and should enclose the same with the offer as token of acceptance of the terms and conditions and they shall form part of offer and acceptance of the contract and therefore inalienable from the contract.

Bids of those bidders which are meeting the qualifying requirements shall be taken up for detailed evaluation

37 Laws governing the Contract

37.1 The contract will be governed by the laws of India for the time being in force and as amended or made from time to time and the courts within whose jurisdiction the Registered Office of the Company is situated alone will have jurisdiction

38. Period of Contract

38.1 The contract shall be valid for a period of Two years from the date of award of contract. Balmer Lawrie reserves the right to extend the contract for a further period of one year on the same Rates, Terms and Conditions, with mutual consent.

38.2 Either party shall have the right to terminate the contract by giving 90 days' notice in writing

39 Summary Termination

39.1 Notwithstanding what is stated above, Balmer Lawrie reserves the right to terminate the contract forthwith at any time during the currency of the contract in the event of breach or default by the Contractor or any of the Terms & Conditions of the contract or the contractor going into Liquidation or becoming insolvent. In the event of such termination, Balmer Lawrie reserves the right to make alternative arrangements and recover the additional cost thereof from the contractor. The decision of Balmer Lawrie about breach/failure or default of contract and also the losses, damages, expenses or costs that may be suffered or incurred by Balmer Lawrie on the part of the tenderer shall be final and binding on the tenderer and shall not be called into question.

40. Liabilities of Personnel

40.1 The selected tenderer shall be responsible for payment of wages, and other statutory benefits including ESI, PF, Bonus, Gratuity, etc., to the Security personnel engaged

by them and BALMER LAWRIE will not have any responsibility in any dispute between the Contractor and his personnel on this account.

- 40.2 The selected tenderer shall comply with the provisions of the Factories Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, ESI Act, 1948 / Workmen's Compensation Act, 1923, Employees Provident Funds and Miscellaneous Provisions Act 1952, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Tamil Nadu Industrial Establishments (National & Festival Holidays) Act, 1958, Central Minimum Wages Act (Central), Child Labour (Prohibition & Regulation) Act 1986 and any other law applicable to the Contract Workmen now in force and as amended from time to time.
- 40.3 The selected tenderer shall fully indemnify BALMER LAWRIE for any default or non-observance by him or any of his representatives of any of the provisions of the above mentioned enactments and the rules framed thereunder. Even though the tenderer shall be solely liable for settlement of any claim made by any person due to the non-observance of any of the provisions or otherwise of the enactments cited, BALMER LAWRIE reserves its right to settle directly any amount due by him as mentioned above and to recover such amounts from any of the amounts payable by BALMER LAWRIE to him or in the absence of the same as debt due to BALMER LAWRIE by him.
- 40.4 The selected tenderer shall, whenever required by the Company or Government Officials authorized under the Statutes, produce for inspection, all Forms, Registers and other papers required to be maintained under various Statutes. In the case of non-coverage of people under ESI Scheme/EPF besides the recovery of the amounts due by the selected tenderer towards their contribution, penal interest and/or damages as may be levied by the ESI Corporation or EPF Authorities, a penalty of 20% of the above amount would also be levied and recovered from their bills. In the event of cessation of the contract due to any reason whatsoever, the security deposit will be refunded only after due satisfaction as regards the payment of ESI/EPF dues by the selected tenderer.

41 **Subletting and transfer:**

Tenderer shall be solely responsible for rendering any or all the services. He shall not sublet / transfer / assign the contract or any part thereof to others. All their dealings with third parties shall be without reference to Balmer Lawrie .

42 **Evaluation / Selection of Tenderers**

- 42.1 The price bids of techno-commercially qualified tenderers will alone be opened. Selection of the tender will be overall L1 basis.

43. Payment Terms

- 43.1 The selected tenderer shall be paid at the rates quoted and finalized between Balmer Lawrie.
- 43.2 The selected tenderer shall submit the bills on or before 5th of each month relating to the services provided during the preceding month or part thereof along with proof of payment of wages, remittance of PF and ESI and other statutes. Balmer Lawrie will endeavour to make payment against the bill so submitted within 21 days from the date of submission of bills subject to bills are in order and acceptance. All efforts will be made to make payment to the vendors on 21 days. However, if there is any delay in making payment, Company will not pay any interest for such delayed payments.
- 43.3 The company will pay the monthly security service charges within 21 days of submission of the bill by the security agency. Notwithstanding the above, the agency will be required to make payment of wages to their staff engaged in our premises within the stipulated due dates prescribed by the statute and submit documentary evidence along with the bill.
- 44.4 Reliever charges shall not be paid to Security personnel engaged on 6 day week schedule.
- 44.5 Payment will be made only through RTGS, after reckoning the credit period from the date of receipt of bills subject to the same is in order at Balmer Lawrie .

FORCE MAJEURE:

The terms and conditions of the orders shall be subject to force majeure. Neither the tenderer/contractor nor BALMER LAWRIE shall be considered in default of its obligation under this contract, if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, sabotage, strikes, lock outs, fires, floods, explosions, epidemics, accidents, freight embargoes on export or import to India, Acts of God, Acts of Government, should one or both parties be prevented from fulfilling their actual obligations by the state of force majeure lasting continuously for a period of 3 months the two parties should consult each other regarding future implementation of the contract.

Tenderer /contractor shall promptly notify BALMER LAWRIE in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the BALMER LAWRIE in writing the Tenderer /contractor shall continue to perform the obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited and the provisions of Arbitration and Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason therefore and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.

(a) CONDITIONS / PROCEDURE FOR ON-LINE 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 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 e-Procurement web site. 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 web site. However, bulky documents (excluding price) 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.

(b) PRICE BID SUBMISSION ONLINE:

Price bid shall be as per format which needs to be submitted ONLINE as per the procedure given in e-portal for e-bidding.

Registration with eProcurement platform

For registration and for online bidding, 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> .

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS TO 1830 HRS

(Monday to Friday – Exclusions ; Balmer Lawrie Holidays)

Please email your issues before you call helpdesk. This will help us serving you better

Contact person	email id	Mobile No
Mr Tirtha Das (Kolkata)	Tirtha.das@C1india.com	+91-9163254290
Mr Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299
Mr C Manisankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159
Help desk (Kolkata)		+91-9017272644
Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071

Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate before submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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.

Corrigendum to tender

The bidder has to keep track of any changes by viewing the addendum / corrigendums issued by the Tender Inviting Authority on time-to-time basis in the eProcurement platform. The Company inviting tender shall not be responsible for any claims / other issues 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.

- a) Such uploaded documents pertaining to Technical bid need to be attached to the tender while submitting the bids on line.
- b) 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, forfeiture of the EMD, 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.

Date

Signature of the tenderer with seal

BALMER LAWRIE & CO LTD

PRE-QUALIFICATION CRITERIA

1. The tenderer must be Headquartered in Chennai. The address of the Headquarter should be clearly mentioned in the tenderers information
2. The tenderer must have experience in serving Factory in Tamil Nadu for consecutive 2 years with 25 or above security personnel per day per location during the last four financial years (2014-15, 2015-16, 2016-17 and 2017-18). Copy of order, performance certificate to be attached/uploaded in the tender.
3. Submission of EMD for Rs 2,75,000/- by DD or exemption certificate as detailed in the tender
4. The tenderer shall have a turnover of minimum of ₹ 50.00 crores per annum in any two financial years during the last four financial years (2013-14, 2014-15, 2015-16, and 2016-17). Audited profit & loss account statement and Balance Sheet of four financial years during the last four financial years (2014-15, 2015-16, 2016-17, 2017-18) to be submitted along with online tender document
5. Income Tax Returns for the last four financial years (2013-14, 2014-15, 2015-16, 2016-17) to be submitted along with online tender document
6. The Tenderer shall indicate their PF Code / ESI Code Number in their tender. The registration numbers shall be either in the name of the Tenderer or in the name of the Firm. Documentary proof for ESI and PF Registration to be submitted along with online tender document.
7. The Tenderer shall indicate his income tax Permanent Account Number. Documentary proof for Income Tax PAN No. to be submitted. The PAN shall be either in the name of the Tenderer or in the name of the Firm.
8. Tenderer shall indicate his GST Number. The registration number shall be either in the name of the Tenderer or in the name of the Firm.
9. If the tenderer is under Holiday List / delist / black list or having any litigation with Balmer Lawrie and tenderer who is under Holiday list and Black listed by other Government Departments/PSUs need not apply.
10. The tenderer should quote Central Minimum Wages as applicable for security personnel

The documents to be submitted/uploaded for pre-qualification are :

1. Documentary support for consecutive 2 years Experience in providing 25 or above security personnel per day per location in a Factory in Tamil Nadu, during the last 4 years
2. Turnover Rs 50.00 Crores – copy of Profit & Loss and Balance sheet for four years
3. Copy of IT returns for 4 years
4. Copy of ESI Regn
5. Copy of PF Regn
6. Copy of PAN
7. Copy of GST Registration
8. DD for EMD or Exemption certificate

Signed copies of the above documents are to be uploaded as Attachments with the online submission of bids. Tenders not accompanying above documentary proofs and/or meeting the requirements will be rejected

BALMER LAWRIE & CO LTD
CHAPTER – 1 – UNPRICED BID

1	Name of the party	
2	Address of Registered office	
3	Telephone no	
4	Email id	
5	Website address	
6	Mobile no	
7	PAN No (upload copy)	
8	GST No (upload copy)	
9	PF Regn No (upload copy)	
10	ESI Regn No (upload copy)	
11	Nature of firm - Partnership/Proprietorship/Limited company	
14	No. of years experience in security service	
16	Name of the Factory in Tamil Nadu where services offered	
17	Contract period	
18	No. of security personnel provided per day	
18	Whether having turnover of Rs 50.00 crores and above per year for 2 years for the last 4 financial years (attach proof)	
19	Whether submitted/uploaded copies of income return for last 4 f/years	
20	Whether blacklisted with balmer lawrie or any other organization	

Date

Signature of the tenderer

(with official seal)

BALMER LAWRIE & CO LTD

CHAPTER – II - TENDERER UNDERTAKING

THE TENDERER HEREIN

- Agrees, accepts and abides by all the terms, conditions and covenants of the tender having read and understood the tender documents in full including the specification, scope of work, instructions, forms, annexures, terms & conditions etc.
- Confirms and acknowledges that the bids placed by the tenderer are true, accurate & with the best knowledge of the tenderer
- Confirms that awarding of the contract based on the bids of the tenderer is the sole discretion of Balmer Lawrie
- Undertakes to honour the bid(s), which is legally binding on, if the contract/purchase order is awarded to the tenderer.
- Accepts EMD, SD & Penalty clauses and agrees to invocation of the respective clause(s) in case of non-fulfilment of commitment.
- Declares that M/s Balmer Lawrie provided the training to participate in e-Tender.
- Agrees to accept any changes, if any, to the tender that may be made subsequently after releasing the tender, but before the last date meant for submission of bids, with respect to specification, last date for bid submission and/or any other clauses/terms of the tender.
- Agrees to update any changes made the tenders & subsequent corrigendum from the e-Tendering portal of M/s Balmer Lawrie.
- Agrees to provide Security Personnel as requested following the tender terms and conditions.

Signature of the authorized person :

Name of the authorized person :

Designation of the authorized person :

BALMER LAWRIE & CO LTDCHAPTER –II - PRICE BID

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

Sl No	Category	Rate(Rs)
1	Amount per month including reliever charges and service charges for Asst Security Officer	
2	Amount per month including reliever charges and service charges for Security Supervisor	
3	Amount per month including service charges without reliever charges for Security Supervisor	
4	Amount per month including reliever charges and service charges for Security Guard for Chennai	
5	Amount per month including service charges without relieving charges for Security Guards for Chennai	
6	Amount per month including reliever charges and service charges for Security Guards for Coimbatore	

break up of the rates quoted should also be uploaded in the website as per format
Tenderers quoting less than the minimum wages and statutory charges shall be rejected.

Break up for the monthly rates quoted
For Asst Security Officer, Chennai

SI No	Description	Amount/pm
1	Basic (Central)	
2	DA (Central)	
(A)	Sub total (SI No 1+2)	
3	EPF @ 13.15% on Rs 15000/-	
4	ESI @ 4.75% on SI No. (A)	
5	Minimum bonus 8.33% on Rs 7000/-	
6	Uniform charges	
7	Special allowances	
(B)	Sub Total (SI No. 3+4+5+6+7)	
8	Reliever charges – 1/6 th of A+B	
9	Cost per head (SI No. A + B + 8)	
10	Service charge	
11	Total amount per head per person (9+10)	

- No amount column should be kept blank
- Tenderers quoting less than the minimum wages and statutory charges shall be rejected.

Break up for the monthly rates quoted
For Security Supervisor, Chennai

SI No	Description	Amount/pm
1	Basic (Central)	
2	DA (Central)	
(A)	Sub total (SI No 1+2)	
3	EPF @ 13.15% on Rs 15000/-	
4	ESI @ 4.75% on SI No.(A)	
5	Minimum bonus 8.33% on Rs 7000/-	
6	Uniform charges	
7	Special allowances	
(B)	Sub Total (SI No. 3+4+5+6+7)	
8	Reliever charges – 1/6 th of A+B	
9	Cost per head (SI No A+B+8)	
10	Service charge	
11	Total amount per head per person (9+10)	

- No amount column should be kept blank
Tenderers quoting less than the minimum wages and statutory charges shall be rejected.

Break up for the monthly rates quoted
For Security Supervisor, Chennai
(without relieving charges)

SI No	Description	Amount/pm
1	Basic (Central)	
2	DA (Central)	
(A)	Sub total – (SI No 1+2)	
3	EPF @ 13.15% on Rs 15000/-	
4	ESI @ 4.75% on SI No. (A)	
5	Minimum bonus 8.33% on Rs 7000/-	
6	Uniform charges	
7	Special allowances	
8	Cost per head (SI No. 3+4+5+6+7)	
9	Service charge	
10	Total amount per head per person (8+9)	

- No amount column should be kept blank
- Tenderers quoting less than the minimum wages and statutory charges shall be rejected.

Break up for the monthly rates quoted
For Security Guard (Chennai)

SI No	Description	Amount/pm
1	Basic (Central)	
2	DA (Central)	
(A)	Sub total (SI No 1+2)	
3	EPF @ 13.15% on Rs 15000/-	
4	ESI @ 4.75% on SI No.(A)	
5	Minimum bonus 8.33% on Rs 7000/-	
6	Uniform charges	
(B)	Sub Total (SI No. 3+4+5+6)	
8	Reliever charges – 1/6 th of A+B	
9	Cost per head (SI No A+B+8)	
10	Service charge	
11	Total amount per head per person (9+10)	

- All columns mandatory – should not be kept blank
- Tenderers quoting less than the minimum wages and statutory charges shall be rejected.

Break up for the monthly rates quoted
For Security Guard, Chennai (Without relieving charges)

SI No	Description	Amount/pm
1	Basic (Central)	
2	DA (Central)	
(A)	Sub total (SI No 1+2)	
3	EPF @ 13.15% on Rs 15000/-	
4	ESI @ 4.75% on SI No.(A)	
5	Minimum bonus 8.33% on Rs 7000/-	
6	Uniform charges	
7	Cost per head (SI No A+B+ 3+4+5+6)	
8	Service charge	
9	Total amount per head per person (9+10)	

- All columns mandatory – should not be kept blank
- Tenderers quoting less than the minimum wages and statutory charges shall be rejected.

Break up for the monthly rates quoted

For Security Guard (Coimbatore)

SI No	Description	Amount/ per month
1	Basic (Central)	
2	DA (Central)	
(A)	Sub total (SI No 1+2)	
3	EPF @ 13.15% on Rs 15000/-	
4	ESI @ 4.75% on SI No.(A)	
5	Minimum bonus 8.33% on Rs 7000/-	
6	Uniform charges	
(B)	Sub Total (SI No. 3+4+5+6)	
8	Reliever charges – 1/6 th of A+B	
9	Cost per head (SI No A+B+8)	
10	Service charge	
11	Total amount per head per person (9+10)	

- All columns mandatory – should not be kept blank
- Tenderers quoting less than the minimum wages and statutory charges shall be rejected.