

BALMER LAWRIE & CO. LIMITED.
GREASES & LUBRICANTS
SURVEY NO. 201/1, SAYLI
SILVASSA – 396 230.
PHONE NO. 0260 – 3293118,3293019
FAX NO. 0260-2641315
e-mail : srivastava.sk@balmerlawrie.com

e-TENDER ENQUIRY

Tender No. : GLS/TE18/039

Date : 06/07/18

Due date : 18 /07/18 till 6.00 PM

Sub : Certification and Surveillance Audits of ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 at SBU G&L, Silvassa

Online offers are invited from Certifying Bodies for Certification followed by Surveillance audits (two nos) for ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 at our Greases and Lubricants Division at Silvassa, D&NH (Site) as detailed in Annexure I.

The General terms & conditions are attached in Annexure – II.

You are requested to submit your competitive offer online and submit requisite documents in a sealed envelope as a un-price bid so as to reach us before the due date of tender.

Thanking you,

Yours faithfully,

for Balmer Lawrie & Co. Ltd.


(Shobhit Srivastava)

Manager (Purchase)

Mob No. 098988-96501

Encl.: As above

BALMER LAWRIE & CO. LIMITED.
GREASES & LUBRICANTS
SURVEY NO. 201/1, SAYLI
SILVASSA – 396 230.
PHONE NO. 0260 – 3293118,3293019
FAX NO. 0260-2641315
e-mail : srivastava.sk@balmerlawrie.com

Annexure I

Selection of Certification Body for ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 at SBU
G&L, Silvassa

Scope of work for Certification:-

- 1) To conduct certification audit as per ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018.
- 2) To conduct annual surveillance audit (Two surveillance audits in 3 years) at suitable interval during the validity of certification.
- 3) Recommendation letter to be given immediately after successful Certification Audit.

Manpower involved = Total 180 numbers [including Company & Outsourced].

Other Requirements/Pre-Qualification :-

- 1) The Certifying Body should have sufficient experience in Certifying as per ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 standards (Minimum 50 Nos of any of these) within India and abroad.
- 2) The Certifying Body should have certified competent auditors for ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018.
- 3) The Certifying Body should be approved and accredited by valid accreditation bodies for all three standards named ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018. Supporting Document has to be submitted.
- 4) The bidders/Certifying body should quote for all three standards otherwise their offer will not be considered.
- 4) The Certifying Body should ensure and complete the certification audit within one month from the date of PO/LOI.



Annexure II

General Terms & Conditions

1. Before filling up, the complete Tender document should be read properly. If the bidder 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 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 during office hours [9.00 AM to 6.00 PM] on

Name : Mr. K.C. Das

Designation : Manager (QA)

Contact No. : 8980795254

e-mail : das.kc@balmerlawrie.com

2. **Pre-Qualification Criteria**

Submit the documents in support for pre-qualification as mentioned in Annexure-I.

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 successful bidder 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. envelop price- offers over Telex/Telegraphic/Fax/email 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 as per dates mentioned in Annexure I.

7. **Submission of Tender/Bid**

Price bid has to be uploaded online only. Balmer Lawrie will bear/arrange the travelling [2nd AC/Air Ticket Economy Class], Local conveyance, accommodation and food expanse but vendor has to provide the proof of bills if they arrange the same with prior approval from Balmer Lawrie & Co. Ltd. Bidders are requested to send their

unprice -offer accompanied by supporting documents as asked elsewhere in the tender document. One set of tender document should be signed, stamped and also submitted along with the technical/unprice offer as a token of acceptance of the scope of work and tender terms.

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.

Unprice-Bid /Technical Offers are to be sent in sealed envelope superscribing the tender no., subject item date and due date and are to be sent to

Mr. Shobhit Srivastava

Manager (Purchase)

- 9. The bidders are requested to confirm the number of people from their end who will be present for the audit and number of man days they have considered in their offer. The bidders have to confirm also the location from where their team will visit to our Plant/Site.**

10. Payment terms

10.1 Against Initial Certification

100% of basic value with taxes after completion of Audit against audit fee

10.2 Against Surveillance Audits in second and third year

100% of basic value with taxes after completion of each Surveillance Audit.

11. Place of Work, working days & hours

Please refer Annexure I

12. Validity period of the offer

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

13. 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 Silvassa.

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

BALMER LAWRIE & CO. LIMITED.
GREASES & LUBRICANTS
SURVEY NO. 201/1, SAYLI
SILVASSA – 396 230.
PHONE NO. 0260 – 3293118,3293019
FAX NO. 0260-2641315
e-mail : srivastava.sk@balmerlawrie.com

1. Procedure For Bid Submission

Bidders have to quote as per our requirement and terms, failing which their offer shall not be considered for final evaluation.

The bidder shall submit their response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below.

2. Registration with eProcurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

3. Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate for 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.

M/s C1 India Pvt Ltd.

C104, Sector – 2, Noida 201 301.

You may also get in touch with their Representative Mr. Ritabrata Chakraborty [e-mail id : ritabrata.chakraborty@c1india.com, Cell No. 09748708094 alternately you may contact Mr. Ujjal Mitra [07702669806], Mr. Rajesh Kumar – 09650465143].

4. 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.

5. Submission of offer (Hard copies):

All bidders are required to submit the hard copies of the supporting documents in a sealed envelope and duly stamped and signed tender document. Each and every page of the tender document including Annexure I [but please note that no rates are to be quoted in hard copy] should be signed by the authorised signatory as a token of acceptance of terms & conditions of the tender.

The sealed envelope containing all the above documents super scribing "un-priced-pre-qualification bid for Certification and Surveillance Audits of ISO 9001 : 2015, ISO 14001: 2015 and ISO 45001 : 2018 at SBU G&L, Silvassa Ref: Tender No. :GLS/TE18/039 Date : 06/07/18 Due date :18 /07/18 till 6.00 PM" shall be submitted off-line at the following address.



BALMER LAWRIE & CO. LIMITED.
GREASES & LUBRICANTS
SURVEY NO. 201/1, SAYLI
SILVASSA – 396 230.
PHONE NO. 0260 – 3293118,3293019
FAX NO. 0260–2641315
e-mail : srivastava.sk@balmerlawrie.com

SHOBHIT KUMAR SRIVASTAVA
Manager [Purchase]
BALMER LAWRIE & CO. LTD.
Greases & Lubricants Division,
Sayli Rakholi Road, Sayli, SILVASSA – 396 230
Phone: (0260) 3293118
e-mail: srivastava.sk@balmerlawrie.com

SUBMISSION OF OFF-LINE PRICE BID WILL DISQUALIFY THE BIDDER'S PARTICIPATION IN THIS TENDER.

6. 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.

7. General Term

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, 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.

8. Disclaimer Clause:

Neither 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.

The company reserves the right to accept or reject any or all offers. Bids of any/all may be rejected by the company at any point of time if there any conflict of interest between the bidder/bidders and the company is detected. Incomplete offers are also liable to be rejected summarily.

For Balmer Lawrie & Co. Ltd


SHOBHIT KUMAR SRIVASTAVA

MANAGER-PURCHASE

9898896501