

Limited Tender No. 1090LE0065 dt. 06.07.2018

Please note “Response from Registered Vendors alone will be accepted” for participation in this Limited Tender.

In case your firm is already Registered & Approved Vendor of Industrial Packaging (or) other units of M/s. Balmer Lawrie & Co. Ltd., elsewhere in India, the details of the same to be provided prior to participating in this tender.

Other vendors may contact the undersigned for registering with the unit which is subject to confirmation by our company. Only after confirmation of their registration, they would be considered for participation in the subsequent tenders. ”

Dear Sir,

Sub: To Conduct Certification (Transition Re-Certification) / Surveillance Audit for a period of Three years.

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Balmer Lawrie is a market leader in Steel Barrels. The Company has a distributed manufacturing base with factories in Mumbai, Chennai, Chittoor, Silvassa, Asaoti, Kolkata and Taloja. Our Plants are ISO Certified and conforms to Safety, Health and environment norms.

Our Barrel Manufacturing Plant at **62, Patnam post, Patnam Viillage, Thavanam Palli Mandal, Araconda Road, Chittoor, Andra Pradesh** is comprehensively covered with **ISO 9001:2008,**

ISO 14001:2004.

We invite sealed offers in two bids (Technical & Price) from Organizations / Auditing Agency to Conduct Certification / Surveillance Audit with **ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018** at the above Barrel Manufacturing Plant effective from **August 2018 for a period of 3 years [2018-2021]**.

The tender comprises of **Technical Bid** which shall consist of all relevant details about the bidders and also the proof of Audits conducted earlier and **Price Bid** quote provided by the bidder as per attached format [**Bid Form**].

The **Technical Bid** and the **Price Bid** shall be put in separate envelopes & sealed and super scribed clearly as “**Technical Bid ISO Audit**” and “**Price Bid for ISO Audit**”. Both the Technical Bid and Price Bid are to be put in another envelope super scribing as “**Bid for Conducting Certification (Re-Certification) / Surveillance Audit at IP-Chittoor**” and should be forwarded to.

**Chief Manager (Mfg),
M/s. Balmer Lawrie & Co. Ltd.,
(Government Of India Enterprise)
Industrial Packaging,
62, Patnam Village, Araconda Road
Thavanampallee Mandal, Chittoor – 517131
ANDHRA PRADESH**

For any Details / Clarification, please contact **Mr.J.S.Antony** – Chief Manager (Mfg) (LL- 008573-281077 / 88 Ext: 11).The bidders shall send their bids either by **courier / post** (or) **dropped in the Tender Box kept at the above address.** The **last date for submission of bid** for the above tender is on or before **19.07.2018 at 3.00PM.** Details of the tender are also available in our company’s website **www.balmerlawrie.com.**

Thanking you

Yours faithfully
for **Balmer Lawrie & Co. Ltd.**

J.S. Antony
Chief Manager (Manufacturing)

A. Scope of Audit & Requirement

The various Stages of Audit to be conducted during shall be

1. **Certification Audit (Re-Certification) - [August 2018]** Review and evaluation of management system documents, Audit planning, conducting On-site audit & provide Audit report.
2. **Certification - Issuing and use of certificate for 3 years**, 2 certificates, in English (A4 & A3)
3. **First Surveillance Audit - [August 2019]** Follow up audit after 9 months and before 12 months from certification audit
4. **Second Surveillance Audit – [August 2020]** Follow up audit due after 24 months from certification audit.

B. Nature of Audit:-

1. To inspect the plant and check for compliance / practices and suggest corrective actions.
2. To conduct comprehensive audit and to submit Audit Report.
3. To guide and assist in implementing recommendations made during audit.
4. To ensure systems and procedures for safe handling, safety practices etc. this could meet the standard norms of safety in sheet metal industries.
5. To ensure comply with Government regulations as lay down by Factories Inspectorate etc.

C. Qualification Criteria for evaluating the Technical Bid :

1. The certification body must have a valid accreditation from International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MRA) by any Foreign/Indian body like – RVA Dutch Accreditation Council (Raad Voor Accreditatie)/UKAS (United Kingdom) / ANAB (ANSI-ASQ National Accreditation Board – USA)/ NABCB (National Accreditation Board for Certification Bodies – INDIA), etc.
2. The Certification Body must be adhering to ISO/IEC 17021-1:2015 to ensure impartiality, competence and consistency in its services. To substantiate this requirement, the bidder needs to submit this certificate
3. The organization / professionally qualified Auditors applying for this tender should have been in the field of carrying out similar audit for the last 5 years in reputed organization.
4. The organization / professionally qualified Auditors applying for this tender should have conducted a minimum of 5 audits in the past.

The organization / professionally qualified Auditors have to submit proof satisfying the above criteria. Only organization / professionally qualified Auditors who meet the above criteria shall qualify for Price bid opening.

The auditors / organization are requested to visit our division and understand themselves the operation before submitting their offer.

TERMS AND CONDITION

1. The term “Company (or) BLCL” wherever mentioned in the tender document refers to “BALMER LAWRIE & CO. LTD.”
2. The term “bidder” means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators duly approved by the company.
3. Period of Contract: From **August 2018** to **August 2021** [**Three Years**].
4. **The transportation, boarding charges and other any allowances during the audit for the auditors will be borne by the successful bidder and BL will not reimburse the same.**
5. The offer shall be submitted in our enquiry format only and any Conditional offers will not be accepted.
6. The offer must be kept valid for a minimum period of 60 Days from the date of opening the offer.
7. The rate quoted by the successful bidder shall remain valid till expiry of Period of Contract. During the tenure of the contract period, no rate increase will be considered, except for change in statutory levies imposed by Union / State Govt. / Local authorities.
8. Payment: **The Payment shall be made within 15 days from the date of Completion of Audit / Submission of Reports separately for each audit.**
9. The bids of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
10. Late / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered at all.
11. The company would not carry out any negotiations except with such bidders who is / are the lowest quoted bidders originally. As such it would be in the interest of the bidders to quote the lowest possible rate.
12. Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to the Company will be considered applicable at the time of any dispute.
13. It shall be understood that every endeavor has been made to avoid error which may materially affect the basis of the tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
14. **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

BID FORM [PRICE BID]

1090LE0065 dt. 06.07.2018 due on 19.07.2018

SNo.	Scope of Work	Lump sum Amount Rs.
1.	Certification Audit (Re-Certification) - [August 2018] Review & evaluation of management system documents Audit planning, On-site audit & Audit report HSN Code _____	
2.	Certification Fee Issuing and use of certificate for 3 years, 2 certificates, in English (A4 & A3) HSN Code _____	
3.	First Surveillance Audit [August 2019] Follow up audit after 9 months and before 12 months from certification audit HSN Code _____	
4.	Second Surveillance Audit - [August 2020] Follow up audit due after 24 months from certification audit HSN Code _____	
*Cumulative Total Amount [SNo. 1 to 4] Rs.		
GST		_____ %
<p>1. The bidders should quote their rates in the above format only.</p> <p>2. The Payment shall be made within 15 days from the date of Completion of Audit / Submission of Reports separately for each audit.</p> <p>3. The transportation, boarding charges and other any allowances during the audit for the auditors will be borne by the successful bidder and BL will not reimburse the same.</p> <p>4. <u>Award of contract:</u></p> <p>a. The lowest (L1) bid would be arrived considering the *Cumulative Total Amount as mentioned above.</p> <p>b. 100% order will be placed on the L1 bidder.</p> <p>c. The successful bidder should be prepared to start the process of conducting Re-Certification audit against SNo.(1) by 15.08.2018 on award of contract / confirmation by BL.</p>		
GST Reg. No.		Contact Person
PAN		Telephone Nos.
MSME / SSI / NSIC		e-Mail ID
<p>We have quoted our price after studying carefully all the details of the tender, Terms and Conditions and we confirm to have accepted the same.</p> <p align="right">Signature of Bidder with Office Seal & Date</p>		