

Balmer Lawrie & Co Ltd.  
(A Govt. of India Enterprise)



**TENDER No. BL/LS/MUM/014/2018-19 DATE 19.07.2018**

**LAST DATE FOR SUBMISSION OF HARD COPY : 30.07.2018 by 16.00 hrs**

**Sub : Tenders for document services and related services at LS Mumbai , Andheri.**

Two way bids i.e. Online Bids or hard copy bids are invited from reputed, experienced, bona-fide and eligible bidders for providing document services at our offices situated at various locations in Western region through Balmer Lawrie eProcurement Portal <https://balmerlawrie.eproc.in>

**LAST DATE FOR SUBMISSION OF HARD COPY BID : AS MENTIONED ABOVE**

**CONTACT DETAILS OF BALMER LAWRIE & CO LTD & C1 INDIA PVT LTD**

<b>Balmer Lawrie &amp; Co. Ltd.</b> Unit No.101-103, Ascot Centre D P Road, Near I T C Grand Maratha, Andheri [E], Mumbai – 400 099	<b>C1 India Pvt Ltd.</b> 603, Coral Classic, 20 <sup>th</sup> Road, Near Ambedkar Park, Chembur, Mumbai – 400071
<b>Contact Persons:</b> 1] Mr Prakash Kesare Mobile – 9920466433 / 66361226 <a href="mailto:kesare.pp@balmerlawrie.com">kesare.pp@balmerlawrie.com</a>  2] Mr Zakir Khan 28263568/28266707 <a href="mailto:khan.z@balmerlawrie.com">khan.z@balmerlawrie.com</a>	<b>Contact Persons:</b> 1] Ms. Ujwala Shimpi, Land No 022 66865608 Email – <a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>  2] Mr. Tirtha Das, Mob 09163254290 Email - <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>  3] Mr. Tuhin Ghosh, Mob.08981165071 Email – <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>  4] Mr. CH. Mani Sankar (Chennai), +91- 8939284159 Email – <a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>  5] Mr. Partha Ghosh, Mob. 0 08811093299 Email – <a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>

**TENDER No. BL/LS/MUM/014/2018-19 DATE 19.07.2018 due on 30.07.2018 at 16.00 hrs**

1. **Scope of work:** Estimated numbers of personnel required for completion of job is **09** and description and location is indicated below.

Job Description	Locations
<b><u>For Logistics Division</u></b>  Collecting of DO's from shipping company, collection of documents from freight forwarders and airline. Delivery of documents, bills to customers, Collections of payments from customers, Submitting letters and collecting DD/ Pay orders from bank and such services. Filling of records in respective job files.	Mumbai

**A. Technical & eligibility criteria**

1. The tenderer /bidder shall have at least 03 years experience in field of providing document services and shall submit the self attested copies of the following documents along with the tender documents.
  - a) PF registration with PF code number
  - b) ESI registration
  - c) Copies of certificates/allotment letter of Service tax and PAN number
  - d) Copy of last 3 years income tax return
2. Tenderer/bidder shall submit details of organizations, where he has undertaken such similar services.
3. Other General terms and conditions of the contract to be fulfilled by the tenderer/bidder are given in the tender **document "B"**
4. The bidder may be a proprietary firm, partnership firm, Limited company, corporate body legally constituted as per law with valid registration.
5. The bidder should have office in Mumbai.
6. The bid should be valid for 60 days.
7. An agreement shall be signed with successful bidder after finalization of the tender.

8. Bidders are advised to understand carefully the nature of job requirements as per our business/ customer need.
9. The rate should be indicated both in words and figures.
10. Tender received late, in open condition or not meeting the tender conditions will be rejected.

**B. Terms and conditions :**

1. The period of contract would be for one year from the date of Order / Letter of Intent.
2. For providing above services, the personnel to be deployed by the service provider would need to be compulsorily available at our offices/ with our business associate/ client/ statutory offices based on normal business hours i.e. 09.00 am to 06.00pm (Monday to Friday) at the respective locations. However exigencies would need to be met as required.
  - a. The services rendered on weekly off/ holidays – fixed lump sum amount of Rs.200/- will be payable.
  - b. The services rendered after office hours for minimum 02 to 04 hours – a fixed amount of Rs.100/- will be payable.
  - c. The conveyance expenses will be payable at actual as per business requirements.
  - d. Additionally Rs.1000/- p.m. will paid for filling of records in respective job files certified by respective activity In charges.
  - e. Rs.300/- p.m. will be paid as communication charges for communicating updates of Jobs/Dos to respective In - charges.
3. The personnel deployed shall be provided with Identity card issued by the tendered and if required same would be endorsed by Balmer Lawrie.
4. The bidder shall pay the wages to the personnel on or before the 5<sup>th</sup> of every succeeding month irrespective of status of payment of bill by Balmer Lawrie.
5. Wages paid to the persons deployed shall not be less **than the minimum wages as declared by the “state govt from time to time.**

6. Tenderer shall submit employees EPF number and proof of submission of EPF, ESI LWF etc as applicable every month for the previous month alongwith the monthly bill in respect of all employees deployed by him at Balmer Lawrie & Co. Ltd.
7. If any of the personnel deployed by the bidder is / are found unacceptable for any reason whatsoever, Balmer Lawrie may advise for suitable replacement without attribution of any reason whatsoever.
8. Bidder shall also ensure replacements so that any leave/ absence of deployed personnel do not lead to disruption in operations.
9. In case of any loss that might be caused to the BL or any of its business associates/ customers/ clients etc. due to lapses on the part of the personnel deployed by the bidder in providing required services, such loss shall be compensated by the bidder and in this connection, the BL shall have the right to deduct appropriate amount from the bill.
- 10. In case of death or mishap leading to any injury or disability whatsoever, occurred in course/ before or after providing the required services, the compensation/ legal or any other liability will solely rest with the bidder.**
11. The bidder's authorized representative shall personally contact in charge of the administrative deptt. at BL at least once a month to get feedback on the services rendered by the deployed personnel.
12. The successful bidder would have to deposit an amount of 0.5% of annual contract of value towards security deposits.
13. The contractor shall arrange to maintain the daily attendance record of the contract personnel deployed by him and attendance record shall be produced for verification on demand by the BL at any point of time. Same must also be enclosed with monthly bills.
14. The contractor shall be solely liable for all payment/dues of the employed personnel deployed by him.
15. Income tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.

16. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compliance for any such provision/rules.
17. **The BL reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF or such dues.**
18. **Deployed personnel should be 10<sup>th</sup> standard passed, not younger than 18 years age, capable, competent and fit for assigned duties. He/she also should familiar with computer. Record to such effect would be submitted by bidder promptly on demand.**
19. **Bidder should comply with all relevant laws of the land. He would also obtain licenses required under applicable laws at all his own initiative & expenses, maintain all register, documents & file return as required.**
20. **Bidder needs to quote their service charges in the prescribed format annexure "B"**

**Conformance with tender terms:**

Tenders not conforming to the above mentioned requirements are liable to be rejected. Bids of any Tender may be rejected if conflict of interest between the Bidder and the Company is detected at any stage. Tenders must put their seal & signature on all the pages of this tender in conformance with Tender Terms.

**Right of Acceptance / Rejection:**

M/s. Balmer Lawrie & Co. Ltd. reserves the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

**Arbitration:**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration 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 thereof and is final and binding on the parties. The proceedings shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract

**Force Majeure Clause**

If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions or acts of God (hereinafter referred to as events) then provided notice of the happening any such events if given by either party to the other within 21 days from the date of occurrence thereof neither party shall be by reason of such event be entitled to terminate this contract nor shall either party have any claim for damage against the other in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and decision of Regional Administrative Head, Balmer Lawrie & Co.

Ltd., as to whether the deliveries has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for period exceeding 60 days, either party may at its option terminate the agreement

I/We accept all your terms and conditions as stated above.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**TENDER No. BL/LS/MUM/014/2018-19 DATE 19.07.2018 Due on 30.07.18 at 16.00 hrs**

**ANNEXURE- A**

**DETAILS OF BIDDER**

1.	Name of the Bidder	
2.	Address of the Company & contact details	:
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.	:
8	(mention the figures and also enclose photo-copies of relevant documents)	
9	Please mention the single order value executed by you of similar job during the last 3 years	
10	Address of Mumbai Branch Office with telephone no. and name of the contact person /Branch Manager	
11	List of parties wo whom you have provided similar type services – Attach copy of Purchase order	
12	Whether you have provided any sich services for any office of Balmer Lawrie & Co Ltd if so , attach copy of Purchase order	
13	Whether any dispute is pending against your firm if so, please give details and enclose copies of same	
14	PAN No.	
15	GST Registration No.	
16	Labour Licence No.	
17	PF/ESIC No.	
18	Income tax clearance certificate for last 3 years	

**Annexure "B"**

**TENDER No. BL/LS/MUM/014/2018-19 DATE 19.07.2018 and Due  
Date 30.07.2018 at 16.00 hrs**

**PRICE BID**

<b>A</b>	<b><u>PART "A"</u></b>	
	Lumpsum charges payable for the documentation job as mentioned in the scope of work .	Rs.1,11,960/-p.m.
<b>B</b>	<b><u>PART "B"</u></b>	
	<b><u>SERVICE CHARGES (LUMP SUM PER MONTH)</u></b>	
<b>C</b>	<b><u>GRAND TOTAL (A+B)</u></b>	
<b>D</b>	<b><u>GST IF ANY</u></b>	

**NOTE :**

- A] EVALUATION OF TENDER WILL BE DONE ON THE BASIS OF SERVICE CHARGES ONLY (PART "B")**
- B] THE LUMP SUM CHARGES INDICATED IN SL.NO. PART "A" IS BASED ON OUR CURRENT REQUIREMENT. IF THERE IS ANY CHANGE IN JOB REQUIREMENTS WHICH IS IN LINE WITH MANPOWER, THE SAME WILL BE PAID DEPENDING ON THE OUR REQUIREMENT ON PRO-RATA BASIS.**
- C] CONVEYANCE (BUS AND TRAIN PASS), Filing Charges & COMMUNICATION EXPENSES WILL BE REIMBURSE SEPARATELY.**

The Bidder should have necessary PF, ESIC/Workmen's compensation policy registration (if applicable), PAN No.GST no. necessary documentary evidence to be attached along with the offer. The contractor shall submit he documentary proof in support of the same. The contractor shall meet all the above criteria for qualifying for the tender.

The contractor has to adhered statutory compliance while making payment to personnel engaged by them, like PF, ESIC/workmen's compensation and state minimum wages as applicable to the region.

It is certified that the facts and information submitted are true to the best of our knowledge and information. I/ we have studied the terms and conditions mentioned in the tender carefully confirmed our acceptance of the same and quoted our above rates accordingly.

**Date**

**Bidder's signatures with seal**



