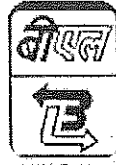


Balmer Lawrie & Co Ltd. Greases & Lubricants - Silvassa

Tender No. GLS/TE18/046 Dated 16/08/18 Due On 27/08/18 till 06:00 PM



बाल्मर लॉरी एण्ड कंपनी लिमिटेड  
(भारत सरकार का एक प्रालिखित)

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

SINCE 1867 www.balmerlawrie.com

**Greases & Lubricants - Silvassa,  
Survey No.201/1, Sayli,  
Silvassa - 396 230 (UT of D&NH)  
Tel. No. 9099084731, 32**

**NOTICE INVITING TENDER**

**Tender No. GLS/TE18/046**

**Dated 16/08/18**

**Due date of Tender: 27/08/18 Till 6.00 PM**

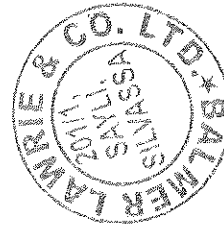
Price offers in sealed envelopes are invited for Engagement of "Eight (8) Seater AC Vehicle – Model-2011 OR Above" vehicle on monthly hire basis for the purpose of transporting light weight material and visiting Vapi and other adjoining areas depending on the requirement for a period of Six Months from the date of PO/LOI which may be extended on same terms and conditions for further period of six months for our plant at Silvassa. The tender document can be downloaded from [www.balmerlawrie.com](http://www.balmerlawrie.com) website or may also be collected from our office [address mentioned below]. Your Sealed Bid should be submitted on or before the Due Date as per address mentioned below.

**Contact details**

Balmer Lawrie & Co.Ltd.  
Greases & Lubricants - Silvassa,  
Survey No.201/1, Sayli,  
Silvassa – 396 230.

Contact Persons:

Sr. Manager [SCM] - Mob- 9558818876  
Email ID : kadam.s@balmerlawrie.com



PRE-QUALIFICATION CRITERIA

Pre-qualification / Eligibility criteria for Contract

Name and address of the company: -

Sl. No.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED	Submitted – Yes/ No
1	Should not be blacklisted by any PSU/Govt Dept/Govt Agencies	Self Declaration will suffice through BL can vouch for its correctness	
2	Should have executed two similar orders in last two years in more than one reputed organisation.	PO to be enclosed	
3	Should have at least 3 cars in its fleet	Documents of the cars should be submitted	
4	Should be in similar business for last 5 years	Trade license dating prior to 5 years should be enclosed in support of the claim.	
5	Bidder should not be employee of Balmer Lawrie or his/her family members.	Self Declaration will suffice through BL can vouch for its correctness	
6	Retired employee cannot participate in the tender within 2 years of his/her retirement	Self Declaration	

**ANNEXURE - I**

**TERMS & CONDITIONS**

1. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.
2. **Purpose of Contract:**  
This contract is for engagement of "Eight (8) Seater AC Diesel vehicle – Model - 2011 OR above"
3. The tenderer is expected to quote in accordance with our terms and conditions. Separate/ Additional conditions which may accompany the quotation of the tenderer will not be acceptable.
4. **Contract Duration** – The contract, if any, awarded against this tender will be for a period of Six Month from the date of issue of Letter of Intent or Purchase order and can be extended on mutual consent on same terms and conditions for a further period of six months after expiry of initial agreement.
5. **Tender Evaluation**  
  
The tender would be finalized on the basis of the lowest Monthly hire charges for 2250 Kms running part A of table as per Annexure -II.  
  
BL assures Minimum guaranteed KMs for any month would be 2250 Km which will be paid even if the actual Kms for a month are less.  
  
If any month the vehicle runs beyond 2250 Km, the extra amount will be paid on proportionate basis over & above of the amount quoted for 2250 Kms.
6. The offers/tenders from unregistered vendors will also be accepted through Website. Balmer Lawrie & Co Ltd. (BL) reserve the right to cancel any or all offers at their sole discretion without assigning any reasons whatsoever.
7. The bidder should have the vehicle commercially registered under their name with a valid Insurance Policy, valid PUC certificate, Fitness Certificate issued by the RTO at the time of submission of their offer.
  - 7.1 The vehicle offered should have safety provisions and it should be properly maintained and seat cover should be neat and clean.
  - 7.2 The passenger vehicle offered for hiring should not be more than 5 years' old at any given point during the contract period and with a maximum run of 70,000 Kms.
  - 7.3 The vehicle should be serviced as per OEM's specification and a Service Book should be available wherein details of services availed should be mentioned.
  - 7.4 Driver engaged by the service provider must hold a valid commercial license for driving passenger vehicle since last 10 years.
  - 7.5 The service provider must provide clean uniform with shoes to the driver.
  - 7.6 The service provider must take insurance policy for the driver.

- 7.7 The service provider has to provide an undertaking that the driver provided by him does not suffer from colour/ night blindness along with the tender.
  - 7.8 The service provider must submit Name, address, copy of Driving License and police verification report of the driver engaged. Driver should not be changed without prior approval of the company and the documents as stated above of the new driver should be made available to the company before such deployment.
  - 7.9 The service provider must indemnify Balmer Lawrie against any liability arising out of the operation of this contract and for which BL is not responsible and for the purpose service provider must submit indemnity bond acceptable to BL.
  - 7.10 The service provider must provide for fuel, lubricants and consumables including repair, statutory payment etc and he will be responsible for proper upkeep and regular servicing of the hired vehicle.
  - 7.11 Service provider must ensure that the log book is signed by the user.
  - 7.12 Service provider must be the owner of the vehicle bearing commercial registration. Information as per Format -I should be provided by the bidder.
  - 7.13 In case of breakdown of Vehicle under contract, the service provider should arrange for replacement of similar type of vehicle immediately. In case the service provider/ vendor is not able to provide such replacement, BL can hire vehicle for market and the amount paid/ payable on account of such hiring will be recovered from the service provider.
  - 7.14 Toll Tax , parking fees is reimbursable on submission of original documents.
  - 7.15 Fines, penalty, interest, etc charged for violation of traffic rule will not be paid by BL under any circumstances.
8. The bidders are specifically advised to note that BL normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates.

**Negotiations, if held will be only with the lowest bidder at the sole discretion of BL.**

9. **Validity of Quotation:** The quotation should be valid for the Company's acceptance for a period of 60 days (excluding the due date) from the due date of the tender.
10. **Sub-Contracting:** The successful bidder shall not be allowed to sub contract either wholly or any part of the order without Company's prior written consent.
11. **SECURITY DEPOSIT:**

Successful bidder will be required to pay Security Deposit equivalent to Rs10,000/- within 15 days of issue of the Purchase Order by way of Demand Draft / Pay Order in favour of 'Balmer Lawrie & Co. Ltd., payable at Silvassa.

Cheque/Cash or any other forms of payment are not acceptable towards Security Deposit.

- The Security Deposit will not bear any interest.
- Security Deposit is liable for forfeiture, if
  - Successful bidder fails to provide registered vehicle and/ or driver as per our requirement.
  - Successful bidder violates the tender condition,

- Security Deposit will be refunded only after successful completion of the contract.

12. In case of unsatisfactory performance of the successful tenderer, failure to adhere to prescribed norms or misbehavior with employees of the company etc., the company reserves its right to cancel the contract or to deduct such amount as the company may deem reasonable due to loss of goodwill, business and goods from the security deposit held with us.

13. **PENALTIES:**

Sl no	Details	Penalty in Rs per instance
1	Late arrival beyond 30 mins 1st Instance/ 2nd Instance/ 3rd Instance	100/200/500
2	Uncleanliness of Vehicle 1st Instance/ 2nd Instance/ 3rd Instance	250/350/500
3	Driver poor knowledge of route/bad behavior/ irresponsible/ unsafe driving . 1st Instance. Replacement to be given immediately after 1st instance	250
4	In appropriate attier/unclean uniform of Driver 1st Instance/ 2nd Instance/ 3rd Instance	100/200/500
5	Break Down of Car 1st instance	250
6	Recurrent malfunction of car	1000
7	Improper maintenance of log book 1st Instance/ 2nd Instance/ 3rd Instance	100/200/500

13. The maintenance/servicing etc. of vehicle will be borne by the successful tenderer.
14. In case of breakdown/maintenance alternate arrangements will have to be made by the successful tenderer by providing another suitable vehicle. In case the tenderer fails to provide another vehicle in time, the company may hire a vehicle from the market. The hire charges of the vehicle would be recovered from monthly bill of the tenderer.
15. The vehicle should be covered under Third Party Insurance and Road Tax should be duly paid.
16. **Monthly Payment will be made only on the basis of actual running verified by the Officer of the company within 15 days from the date of receipt of the monthly bill. TDS would be deducted at the prevailing rates time to time from the monthly running bill.**
17. The tenderer shall hold the company harmless and indemnified from and against all claims, charge and cost for which the company may be held liable under the Workmen's Compensation Act, 1923. Employees Liability Act, 1930 and amendments thereof and expenses which the company may be made bear by them in respect of personnel injuries to the servants and employees of the company, arising out or occasion through the acts of commissions/omissions whether due to

negligence or not, of the contractor his agents or his employees in carrying out the job of the tenderer.

18. The tenderer shall hold the company harmless and indemnified from all claims, costs and charges for which the company may be held liable in respect of any loss of injury exchanged to any third party through servants/employees/agents. The indemnity shall be in addition to, and not in lieu of any indemnity towards the Company may be entitled by law.
19. The tenderer shall pay their workers as per the Minimum Wages applicable in the UT of Dadra Nagar Haveli, and shall indemnify the company against any claim arising out of any action taken against the Company on account of tenderer's failure to fulfill the above conditions.

**20. ARBITRATION**

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavor to settle such dispute amicably.

If not, such dispute or difference shall be referred for adjudication at Silvassa to a sole arbitrator to be appointed by Director [Manufacturing Business] of Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Silvassa, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement.

For **BALMER LAWRIE & CO LTD**  
Greases & Lubricants - SILVASSA



**AUTHORIZED SIGNATORY**

**Details of the Bidder**

1. Name of the Driver: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Mobile No / Contact No : \_\_\_\_\_

3. PAN No. : \_\_\_\_\_

4. Adhar Card No : \_\_\_\_\_

5. Bank Details : \_\_\_\_\_

6. Details of Vehicle offered : Model : \_\_\_\_\_  
White : \_\_\_\_\_  
Registration No: \_\_\_\_\_  
Year of Vehicle : \_\_\_\_\_  
Insurance Policy No : \_\_\_\_\_ Validity : \_\_\_\_\_  
PUC No : \_\_\_\_\_ Validity ; \_\_\_\_\_  
Chasis No : \_\_\_\_\_

**Documents to be enclosed**

7. Undertaking that there is no court case / dispute with customer pending as on date :

8. Turnover of Previous 3 Years duly certified :

## ANNEXURE- II

**PRICE BID – to be filled by BIDDER**

Sr. No.	Description	Rs.(In words)	Rs. (In numerals)
	<b>MODEL – 8 Seater vehicle 2011 OR ABOVE DUTY TIMINGS : 12HRS ie.8.00AM TO 8.00PM</b>		
A	Rate per Km along with Driver for 2250 Km per month		
B	a) Rate/ hour for Extra hours beyond 12 hours a day or for working on holiday  b) Rate/ hour for KM beyond 12 hours of duty day or for working on holiday		
C	Outstation Halting Charges		
D	Tax if any		

**Note:**

a) For provision of Vehicle on Holiday & outstation travel and duty beyond 12 hours, higher of 2(a) & 2(b) will be paid. No extra amount is payable to Driver for working on holiday or where, no night halt is involved in case of outstation travel (same day return)

b) L1 will be determined on the basis of "Total Cost to the Company" Which will be worked out considering probable extra hours, outstation allowance etc.

c) Taxes as applicable form time to time.

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Terms and Conditions** as laid down in the Tender Documents.

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