

**BALMER LAWRIE & CO. LTD**  
A Government of India Enterprise  
**SBU: Greases & Lubricants**  
**P-43, Hide Road Extension. Kolkata - 700 088**

Tel : 033- 2450 5300, Fax : 033 - 2439 2277 / 5160  
E-mail: [ghatak.a@balmerlawrie.com](mailto:ghatak.a@balmerlawrie.com)

**TENDER ENQUIRY**

**Tender No. : GLK/TE18/152 dated 16.08.2018**  
**Due Date : 27.8.2018, 12.00 hours**

**Subject : Tender for Loading, unloading, stacking, shifting and / or relocation of finished goods, raw materials, packing materials within the Factory premises**

Balmer Lawrie & Co. Ltd. (BL) invites on-line electronic bids from contractors of repute having past experience in similar field with sound financial background to carry out subject work in our Kolkata factory as per following details.

**1.0 Pre-Qualification Criteria**

<b>Sl. No.</b>	<b>PRE-QUALIFICATION CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
1	Bidder should have experience of minimum 01 year in providing similar services in any reputed concern.	Copy of Purchase Order
2	No. of trained personnel on vendor's pay roll as on date	Documentary evidence such as records in PF/ ESI or other statutory Governmental authorities.
3	Should have executed/ executing minimum 2 (two) orders each valuing Rs. 10.00 Lacs during last three years.	Copies of Purchase Orders
4	PF Registration No.	Copy of certificate / Copy of previous one/two month's challan
5	ESIC Registration No.	Copy of registration certificate
6	GST Regn. No.	Copy of Registration certificate
7	Permanent Account No. (PAN)	Copy of PAN card

**2. General**

- a. The interested bidders must visit the site and make themselves thoroughly acquainted with the nature and requirements of the job. A declaration must be

submitted alongwith the offer that they have visited the site and acquainted themselves thoroughly about the job.

- b. Submission of tender will be the conclusive evidence as to the fact that the bidder has fully satisfied themselves as to the nature and scope of the work to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- c. The contractor must comply minimum wage act as in force in the State of West Bengal rate. In case of any revision of wage rate, the proportionate change in contractual rate may occur, but service charge of the contractor will remain same within the contractual period.
- d. The successful bidder has to maintain wage register & is to be certified by concern authority of BL on monthly basis.
- e. It is mandatory for the bidders to have valid coverage of their labourers in all respect of ESI/ WC policy and Provident Fund and the necessary document like copy of challan of the previous month must be attached with their offers.

Failure to meet this pre-qualification criterion will result in your offer not being considered for evaluation.

### **3. Description of the Job**

The job mainly involves loading, unloading, shifting, stacking of various raw materials / finished goods / packaging material on / from trucks and inside factory premises. The packing is normally in steel/plastic barrels, plastic pails, plastic small containers, cardboard cartons, bags, loose material etc.

Shifting the finished goods barrels from shop floor to outside storage area shown by BL's personnel, stacking in three layers manually are also to be done by the contractor.

In all the cases where barrels, pails, cartons are to be shifted, stacked, loaded. unloaded to/ from the truck, Fork Lift alongwith driver will be provided by BL to the extent possible / available. However the same should not be considered as right to the workmen to perform their job on a daily basis.

**The job details are described in Annexure – I enclosed.** However, this job description is only indicative and there may be other jobs which are not described in the list but same are also to be done by the workmen and the payment for that will be paid as per the rates finalized for the nearest similar type of job.

### **4 Terms and conditions of contract**

#### **a) Period of Contract**

The contract period shall be for one year from **1<sup>st</sup> September 2018 – 31<sup>st</sup> August 2019.** The contract can be extended on mutual agreement for another period of one year or otherwise agreed upon. Repeated extension on annual basis can be done if agreed mutually between the two parties for maximum two years after 31<sup>st</sup> August 2019.

**b) Inspection**

The intending bidders may visit our Plant for clear understanding of the nature of job. Such visit to the Plant should be made [as per address given above] during normal working hours with prior appointment with **Sri. Arnab Ghatak, Sr. Manager [SCM]**. The person(s) visiting our factory for inspection must bring a letter of authorization from the Organization they represent.

**c) Earnest Money Deposit (EMD) and Security Deposit (SD)**

Tender must be accompanied by EMD of Rs 20,000/- [Rupees twenty thousand only] by Bank Draft or Pay Order (no other mode will be accepted like cheque) drawn in favour of Balmer Lawrie & Co. Ltd. payable at Kolkata. No interest will be payable against EMD. Offer(s) not accompanied with EMD will not be considered. The EMD will be returned to unsuccessful bidder within 15 days from the date of placement of order on the successful bidder and their acceptance of the same. The EMD of successful bidder shall be retained till submission of SD.

The successful bidder shall submit interest free SD of 5% of the order value rounded off to the nearest thousand subject to a minimum of Rs. 10,000 (rupees ten thousand only) by a Pay Order / Demand Draft or in lieu of that a Bank Guarantee from a Schedule "A" Bank towards the satisfactory execution of the order. The SD shall be furnished within 15 days from the date of receipt of order. In case of failure to furnish SD within the stipulated time BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder.

**d) Provisions for Micro , Small and Medium Enterprises ( MSME) :**

- (a) Qualification Criterion: MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F.No.21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.
- (b) Micro & small scale manufacturing/ service units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

**e) Price**

The bidders are requested to quote their price strictly as per the format in Price Schedule [Annexure-I] only net off all taxes & duties. The rates once finalized shall remain firm till the completion of order and no escalation in price will be considered for any reason whatsoever.

**f) Jurisdiction**

Any dispute relating to the execution of contract amended under this tender will be under the jurisdiction of Kolkata High Court.

#### **g) Payment Terms**

The payment shall be made on monthly basis and within 7 days of submission of monthly bills with copy of statutory documents like PF Challan, copy of valid WC Policy / ESI and / or any other document required to fulfil the statutory requirement. BL in course of the contract may ask any further documents and the contractor is binding to submit the same.

#### **h) Validity**

The offer shall remain valid for a period of **45 days** from the due date of the tender.

#### **i) General Conditions**

- Workmen of Contractor would have to abide by the factory Safety and Security regulations and entry inside the factory would be only against authorized Gate Passes.
- In case the contractor fails to provide uniform, safety shoe & other requisite PPE the same shall be provided BL & the cost incurred for that will be deducted from the Contractor's bill.
- Uniform: The Agency shall provide two sets of Uniform for each year to its personnel at its own cost. **The Uniform to be provided to the contractual employees should be made by Khadi material.** The Agency shall ensure that while on duty each and every personnel presents himself in proper uniform.
- The successful bidder will ensure that any labour working in the plant premises is duly registered ESI and Provident Fund benefits. Necessary undertaking would be submitted by successful bidder along with acceptance of order.

### **5 CONDITIONS FOR ONLINE BID SUBMISSION**

#### **Procedure For Bid Submission**

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their 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 eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement web site. However, bulky documents 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.

#### **Registration with e-Procurement platform:**

For registration and online bid submission 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>

**Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement 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-201301

Contact person :

Tuhin Ghosh (Kolkata), +91 8981165071

Email: [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com)

**Submission of Hard copies:**

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards EMD along with other documents as required, to the Tender Inviting Authority before the due date of the tender. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. 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, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

**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.

**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.

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

Arnab Ghatak  
Sr. Manager (SCM)

**Annexure I****Price Bid Format**

<b>Sr. No</b>	<b>Job Description</b>	<b>Unit</b>	<b>Approx. Qty. [Nos./ month] A</b>	<b>Rate Rs./unit B</b>	<b>GST [Rs/Unit] C</b>	<b>Total Amount [ per month] D=(AxB)+(CxA)</b>
1	Shifting and stacking of filled barrels in 3 tier	Drum	10000			
2	Loading and unloading of filled drums from / to the truck	Drum	1500			
3	Loading and unloading of filled pail to / from the truck	Pail	3000			
4	Stacking of filled cartons on trucks [upto 250 cartons]	Truck	10			
6	Loading, unloading and stacking of 18/20/26 Kg/Litr /HDPE Jar [Filled]	Jar	3000			
7	Re-arranging empty containers/shifting and stacking on mezzanine floor [7 Kg/7.5 Lts and above]	Pail	2000			
8	Re-arranging /unloading and stacking of caustic soda/lime/graphite/lithium hydroxide	Bag	3000			
9	Loading / unloading and stacking of 50 Kg bags	Bag	1000			
10	Shifting and stacking of 18/25 Kgs, 10/15/20 Lts. Pails	Pail	3000			
11	Stacking of filled barrel in truck in second layer	Truck	30			
	<b>( Z )Total Amount [ per month] Basic + GST</b>					
	<b>(Z x 12) Total Amount [ for 12 months]</b>					

**Price Justification**

		Formula	Amount (Rs.)	Remarks
A	Estimated number of workers considered for aforesaid jobs per day			
B	Wages [Rs/worker per month]			
C	Total Wages [Rs per month]	<b>C= AxB</b>		
D	ESI & PF Contribution [Rs/worker per month]			
E	Total ESI & PF Contribution [Rs per month]	<b>E=AxD</b>		
F	Bonus [Rs/worker per month]			
G	Total Bonus [Rs per month]	<b>G=AxF</b>		
H	Profit [Rs per month]			
I	Total monthly billing [Rs per month]	<b>I=C+E+G+H</b>		

**Note :**

1) The rates should be inclusive of all charges including incidental and administrative expenses and BL should not be dragged into any such issue during the entire contract period.

2) In e-bid, the bidders are required to enter value including GST for One Year [(Z x 12) as per Annexure I ]