



**BALMER LAWRIE & CO. LTD.**

CONTAINER FREIGHT STATION

*[No.32, Sattangadu Village, Manali, Chennai-600068*

*Phone No 25941813 /25942557, Fax No. 25941863*

*E-mail: dutta.g@balmerlawrie.com]*

**e- TENDER NO: BLC/CFS/Smoke Detector/32**

**Dt. 07.12.18**

**COMMERCIAL BID**

Tender Document for

**Supply, Installation, Testing & Commissioning of Addressable  
Photoelectric Smoke Detection Fire Alarm System**

**DUE DATE & TIME: [ 17/12/2018 at 14:00 Hrs ]**

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### **NOTICE INVITING E-TENDER**

On line bids are invited from the reputed and experienced Vendors, who fulfill the eligibility criteria mentioned elsewhere in the tender document under the Heading General Terms & Conditions, for undertaking the subject contract for **Supply, Installation, Testing & Commissioning of Addressable Photoelectric Smoke Detection Fire Alarm System.**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of bidders' credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	<b>Supply, Installation, Testing &amp; Commissioning of Addressable Photoelectric Smoke Detection Fire Alarm System</b>
2	Tender No	BLC/CFS/Smoke Detector/32
3	Validity Of Offer	45 days from the date of opening of the price bid
4	EMD	Rs. 3000/-
5	Completion Period	4 weeks from the date of placement of order
6	Downloading / Submission of Tender :	
	a. Starts on	<b>07.12.2018</b>
	b. Closes on	<b>17.12.2018 at 14:00 Hrs</b>
7	Opening of Tenders	<b>As per tender calendar</b>

#### **1. LIST OF DOCUMENTS TO BE UPLOADED**

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd company/certified copy of partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm
- Income Tax PAN number
- GST Registration number
- Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years
- Experience / Credential Certificate
- MSMED / NSIC Certificate if applicable
- SC/ ST Self-Declaration in case of MSME / NSIC

#### **2. VERIFICATION OF DOCUMENTS**

- Tenderers or their authorized representative will be required to come to our office **POSITIVELY** as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.

- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be Black-listed, EMD could be, forfeited, work could be, cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

### **SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. Interested parties have to submit an interest free EMD of Rs. 3,000/- (**Rupees three thousand only**) by Demand Draft/Pay Order at our above address. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at **[Chennai]**. Copies of the instruments (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. Offer submitted without EMD will be rejected. However, payment of EMD is exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro Small and Medium Enterprises (MSME) on submission of valid copy of registration certificate. It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012. The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Documents of only those bidders shall be entertained who are bidding on-line. UNDER NO CIRCUMSTANCES PRICE BID SHALL BE SUBMITTED IN PHYSICAL FORM.

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

#### **1. Procedure to submit On-line Bids**

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "Bidding Manual".

##### **1.1 Registration with e-procurement platform**

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST		
(MONDAY TO FRIDAY (Exclusions: BalmerLawrie HOLIDAYS))		
Please email your issues before your call helpdesk. This will help us serving you better.		
Contact Nos. and email IDs for BalmerLawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tirtha Das	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290
Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071

<b>Manishankar (Chennai)</b>	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	<b>+91-8939284159</b>
<b>Ravi Gaiwal (Mumbai)</b>	<a href="mailto:ravi.gaiwal@c1india.com">ravi.gaiwal@c1india.com</a>	<b>+91-22-66865633</b>

## **1.2 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 the same. They may contact help desk of C1 India Pvt. Ltd.

## **02. Special Note**

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- No bids will be accepted physically or by post.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.
- Any amendment / corrigendum as and when required will be uploaded only on the website of the Company [www.balmerlawrie.com](http://www.balmerlawrie.com) and related Government of India e-procurement websites where this tender is floated and interested bidders should regularly visit these websites for updation.

## **03. Filling of Tender Documents**

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.

## **SCOPE OF WORK**

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

The successful tenderer shall have to undertake the following work:

The scope of work requires setting up SMOKE DETECTION FIRE ALARM SYSTEM at Balmer Lawrie CFS.

1. Supply, Installation, Testing & Commissioning of Smoke Detection Fire Alarm System of SMOKE DETECTION FIRE ALARM SYSTEM.
2. The vendor has to impart training to Balmer Lawrie CFS personnel to configure and administer all the features of the Alarm system appliance along with documented manual.
3. The training is to be given at Balmer Lawrie premises.

## **GENERAL TERMS AND CONDITIONS**

### **1. Eligibility Criteria**

- 1) Payment of EMD Rs. 3000/- (MSME / NSIC bidders are exempted from payment of EMD on submission of valid certificate)
- 2) The bidder should have supplied at least one such a system during the last three years ending 31<sup>st</sup> Oct 2018 (Please attach proof of purchase orders)
- 3) An Average Turnover of Rs. 20 lakhs per year for last 3 financial years ending on 31.3.2018. Supporting documents regarding turnover, viz. Balance Sheet and Profit & Loss Account or a certificate from a Chartered Accountant, shall be enclosed with the offer.
- 4) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

### **2. Submission Of Bids**

The Single Bid tender documents may be uploaded on e-Procurement platform at <https://balmerlawrie.eproc.in>

### **3. Tender Opening**

Bid will be opened as per due date mentioned in the Tender.

### **4. Acceptance of offers**

- 4.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

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- 4.3 Balmer Lawrie would like to place order for carrying out the above work mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 4.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

**5. Negotiations**

- 5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

**6. Price Variation**

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to Increase in cost of materials, components and labour cost till the validity of the contract period.
- 6.2 The quoted rates shall be valid for a period of minimum 45 days from the date of opening the price Bid.

**7. Notification of Award**

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

**8. Declaration of UAM by MSME vendors**

It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012.

**9. Earnest Money**

Before the last date and time of bid opening, the bidder is required to submit at Chennai office (please refer Notice Inviting Tender) the EMD of Rs. 3000/- (Rupees Three thousand only) by way of a bank draft payable at Chennai favoring Balmer Lawrie & Co Ltd. The EMD amount would be forfeited by Balmer Lawrie & Co Ltd in the event of the bidder's failure to perform the job order placed by the Company or lack of interest to perform the contract.

**10. Completion Period**

The system should be supplied and installed within 4 weeks from the date of placement of order.

**11. Safety**

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The bidders are strictly advised to follow all the safety aspects in attending to the said work. Under no circumstances Balmer Lawrie will be responsible for any kind of deviation in following the safety instructions by the bidder.

**12. Warranty**

The system should have comprehensive warranty of 12 months from the date of installation of system.

**13. Payment Terms**

90% Payment would be made after receipt of materials in good condition and after successful completion of installation of system at out site within 10 days on submission of bills.

Balance 10% payment would be made retained as "Retention Money" for six months for its effective performance and would be returned after completion of six months performance period.

**14. Contact Person**

For any clarification / Queries you may please contact R. Raghupathi, Chief Manager (CFS) or Gaurab Dutta, Assistant Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone 044-25940643.

**15. Sub-letting of Work**

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

**16. Arbitration**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator appointed mutually under 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 therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No : BLC/CFS/Smoke Detector/32 and hereby confirm our acceptance of the same.**

Place : Signature of Tenderer

Date : Name & Address



ANNEXURE – A

**PARTICULARS OF THE TENDERER'S ORGANISATION**

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. /LPP	
6	Registration No. (Under companies Act )	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed / uploaded	
10	Whether copy of latest Income Tax Return uploaded	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSMED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED bidder must state whether they belong to SC/ST category	

**Rate Schedule for Supply, Installation, Testing & Commissioning of Addressable Photoelectric Smoke  
Detection Fire Alarm System**

S.No	Description of Goods/Particulars	Qty	Unit	Unit Rate	Amount
1	Supply & Installation of Single Loop (expandable up to 4 or 5 Loop) addressable Fire alarm control Panel with Battery. UL Listed & FM Approved.  Location Details: Admin Block Lobby	1	Nos		
2	Supply & Installation of Addressable Photoelectric Smoke Detector.  Location Details: IMPORT BUILDING: Import Office Cabin-2 Nos Import Office Electrical -1 Nos Import Office Cash Room- 1 Nos Import Office CHA Room- 1 Nos Asst. Commissioner of Customs Room-1 Nos Customs office Hall- 2 Nos Customs Office EO Cabin- 1 Nos Customs Office PO Cabin- 1 Nos Customs Office AO Cabin-1 Nos Customs Office Extra Cabin- 1 Nos Import Building Lobby- 2 Nos  ADMIN BUILDING: Conference Hall- 1 Nos Conference area GM Room- 1 Nos HTPL Cabin- 1 Nos Visitor Room-1 Nos CM Room- 1 Nos Accounts Room- 1 Nos SM Room- 1Nos AMA&F Room-1 Nos IT Room- 1 Nos UPS Room-2 Nos Record Room- 1 Nos Customs Record-1 Nos Main UPS Room- 1 Nos Supervisor Room- 1 Nos Old Import Files Room- 1Nos Old Import office Lobby- 1 Nos	31	Nos		

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3	Supply & Installation of Addressable Manual Call Point.  Location Details: Import Building: 3 Nos Admin Buiidling:3 Nos	6	Nos		
4	Supply & Installation of Fire alarm Hooter with control Module & Power Supply.  Location Details: Import Building: 4 Nos Admin Buiidling:5 Nos Security Cabin-1 Nos	10	Nos		
5	Supply & Installation of 2core 1.5 Sq.mm FRLS Armoured cable. Make: Polycab	750	Meter		
6	Civil & Electrical work	1	Lump Sum		
				Total	
				Add: GST	
				Grand Total	

Date:

Signature

Place:

Name of the Company