

**e-TENDER ENQUIRY****Tender No. GLS/TE19/019****Date: - 13/06/19****Due date:- 25/06/19 till 6.00 PM**

Dear Ma'am/Sirs,

**Sub: Supply, Installation & Commissioning of 10 kva rating UPS.**

Online offers are invited for the subject supply as per the **Technical Specification** are mentioned **Annexure -A**.The **General terms & conditions** and **HSE chapter** are mentioned in Annexure-B & C.

**Technical Specification****Annexure-A**

	Description	Required Specifications and Parameters
1	Rating of UPS in KVA	10 KVA
2	Technology	IGBT PWM with inbuilt isolation transformer
3	Input voltage	Three phase input voltage range 415 volt AC
4	Input frequency	Frequency 50 HZ +/- .2%
5	Output Voltage	Single phase output voltage 230 Volt AC +/- 1%
6	Output frequency	Frequency 50 HZ +/- .2%
7	Output Wave form	Wave form Sinusoidal
8	Degree of Protection	IP-21
9	Power factor	.6 to unity
10	Transfer time	AC mode to Battery Mode -0 ms Inverter to Bypass -0 ms
11	Method of Cooling	Forced Air.
12	Audible Noise	< 55 dB
13	Over load	150% Load for 1 minute, 125% load for 10 minute
14	Battery type	Maintenance free Tubular Battery
15	Battery Capacity	Vendor's scope
16	Back up Time	60 minutes on full load
17	Indicator	LCD display, audible alarm.
18	Environmental	0 degree to 45 degree.
19	Physical dimension	Vendor to be specify
20	Warranty	2 Years Comprehensive onsite warranty for both UPS and Battery with onsite service & Support for both parts & labour.

**The UPS should be supplied complete with all required assemble .Order will be placed on the vendor whose total machine cost comes out to be lowest.**

**Your offer, complete in all respect furnishing above details should be submitted online to us on or before the due date.**

**General Terms & Conditions****Annexure-B****1.1 Submission of offer: -**

The offer shall be submitted online through Balmer Lawrie e-procurement Portal  
**<https://balmerlawrie.eproc.in>**

Clarifications can be obtained in person/writing from the undersigned during working hours before the last date of submission of bids.

**Procedure for Bid Submission**

The bidder shall submit their 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 **<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 procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., 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., and Contact Persons:

Ms Ujjavala Shimpi – 022 66865608  
Mr. Ritabrata Chakraborty – 09748708094  
Mr Ujjal Mitra - 07702669806  
Mr Tirtha - 09163254290  
MR Tuhin Ghosh - 08981165071

C1 India Pvt. Ltd.,  
Coral Classic Commercial Complex Society Ltd.,  
Unit No. 603, 6th Floor, Near Ambedkar Garden,  
20th Road, Chembur (South/East),  
Mumbai - 400 071.  
Tel.No. 022-66865611

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 eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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.**

**Submission of Hard copies:**

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 opening of Techno-commercial /Unpriced bid. **Under no circumstances Hard copy of Price Bid should be sent.** 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.

**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.

**Disclaimer Clause:**

The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected.

Bidder shall submit their unpriced bid in a single bid/envelope, superscripting the envelope with tender no, date & due date along with following enclosures-

[i] Covering letter

[ii] Signed and Stamped tender document as a token of acceptance of tender terms.

[iii] Technical details (if any)

[iv] EMD :Bidder has to submit Rs 5000/- in the form of Demand Draft in favour of Balmer Lawrie & Co. Ltd payable at Silvassa. MSME/SSI registered company/unit has to submit the proof of registration to get the waver of EMD.

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:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.

b)Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

c) Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply up to maximum 25 per cent of total tendered quantity for the grade at the respective plant subject to assessment of operational feasibility by tendering authority.

EMD of non-successful bidder would be returned after finalization of tendered of successful bidder would be retained as security deposit till the execution of contract.

Each page of the offer (enclosures) has to be acknowledged by the bidder with their acceptance (signature & company stamp). In case of offer, which are not found in line with our guidelines and Terms & Conditions, may subject to rejection.

**Price bid over email/fax or in sealed bid are not acceptable and bidder has to quote the price on our e-procurement portal only.**

- 1.2 **Delivery schedule:** - The expected delivery period for the supply of all the items within 8-10 weeks from the date of Purchase Order (PO) or LOI whichever is earlier. However, the short/early delivery period quoted by bidder for the job(s) may be preferred. The delivery shall be made to our works at **Grease & Lubricant Division, Survey NO. 201/1, Sali Village, Silvassa - 396230**
- 1.3 **Jurisdiction:** - All disputes are subject to Silvassa jurisdiction.
- 1.4 **Liquidated damages:-**In case of failure to deliver the item (of acceptable quality) by the successful vendor, as per the delivery schedule, reduction in PO value @ 0.5% per week subject to a maximum of 5.0% shall be applicable.
- 1.5 **After sales service:** - Bidder shall furnish the contact details of their after sales service facility available at Silvassa.
- 1.6 **Price schedule:** - Price bid over email/fax or in sealed envelope are not acceptable and bidder has to quote the price on our e-procurement portal only.

- 1.7 **Payment terms:** - (i) 95% on 30 days credit after supply & commission from date of submission of bill (ii) Balance 5 % of PO Value shall be kept as retention money & will be released after completion of guarantee period without any interest or against submission of performance bank guarantee.
- 1.8 **Performance Bank Guarantee (PBG):** - PBG shall be furnished in specified format and shall be valid for one year from the date of successful commissioning.
- 1.9 **Guarantee/warranty Period:** - **24 (Twenty-four) month's replacement warranty and service from the date of successful commissioning of the machine.** During this guarantee period the performance of the supplied item has to be in line with the expected / agreed quality as per tender/PO and if not then vendor has to replace/rectify the same at **no extra cost to BL (for first one year)** and to the satisfaction of BL/tender.
- 1.10 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the date of closing of the tender.
- 1.11 **Working days & hours:** - All work required to be carried at BL's site, shall be done only during working days between 8:30 am. To 5:00 pm. However, relaxation in working days/hours can be considered by BL, if the situation permits but solely in the discretions of BL.
- 1.12 **Man Power, Tools & tackles:** **Shall be arranged by the vendor at the time of machine commissioning.**
- 1.13 **Care of works:** Proper care shall be taken during commissioning and testing of the equipment to avoid damage to equipment and properties and injury to persons.
- 1.14 **Documentation:** - Vendor shall have to submit an instruction manual given operating procedure  
And troubleshooting chart and also complete maintenance manual.

Thanking you,

For Balmer Lawrie & Co. Ltd

Shobhit Srivastava

Manager-Purchase

Signature with official  
stamp

Vendor's company:

Contact Person :

Contact Number :

**HSE Chapter****Annexure-C**

**In order to achieve the Tender goal in a very smooth & SAFE manner, all the Bidders are required to comply with this HSE chapter, before, during and after the tender finalization or related job execution, in following prescribed procedure:**

**Annexure – C-1**

**Pre-Qualification Questionnaire for Contractor**  
**Guidelines for Completion of Questionnaire**

- i. The potential bidder is to ensure that the answers provided are focussed against the activities indicated in the pre-tender document.
- ii. The information is supplied in the same format and sequence in which they appear in the questionnaire. A minimum of 12 has to be obtained in the HSE pre-qualification questionnaire.
- iii. Failure to supply information that accurately and fully covers the material requested may result in an individual Contractor failing to meet minimum expectations and therefore being disqualified.
- iv. Contractor shall provide information that is authentic and documentary evidence.
- v. Even after getting pre-qualified, if it comes to the notice that non-authentic documents are provided, the Contractor may be disqualified and if any Contract is in place, it may be terminated immediately.
- vi. BL shall have right to audit Contractors records to verify the authenticity of the documents, during any phase of the Contract.

**Questionnaire for HSE Pre-Qualifications of contractors:**

Contactor Details	
Company Name	
Contact Person for HSE	
Name	
Telephone Number	
E-Mail Address	

	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
1	Do you have a signed and dated HSE Policy?	<input type="checkbox"/>	<input type="checkbox"/>	Attach HSE Policy	1

	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
2	Do you confirm that you will comply with BL HSE Policy in as much as it is applicable to your scope of work?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
3	Do you have a Health and Safety System certified by an accredited body to a recognized standard? (Eg : OHSAS 18001)	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3
4	Do you have an Environmental Management System Certified by an accredited body to a recognized standard? (Eg : ISO 14001 )	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3
5	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
6	Have you identified, documented and maintained your Environmental Impact Assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
7	If you use subcontractors, will you assess them in terms of HSE?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
8	Have you produced project/contract HSE plans for recently completed work?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
9	Is HSE Covered in your company's organization chart?	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Org Chart.	2
10	Have HSE roles and responsibilities been defined in your company?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
11	Have your employees received documented HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
12	Do you identify and monitor compliance with HSE Legislation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
13	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
14	Is your company free from any charges or notices served by the regulatory authorities in relation to HSE in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
15	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2

	Please provide your accident data for the current year and the last 2 calendar years Note: this must include the data of any contractors working for your organization.	Current Year	Current Year - 1	Current Year -2	Period Average (Three years average)
16	Number of Fatalities				

# Balmer Lawrie & Co. Ltd.

(G & L- Silvassa)

(A Government of India Enterprise)  
Grease & Lubricant Division, Survey No. 201/1,  
Sayali Village, Silvassa – 396 230.

Office 9099084731, 9099084732, Extn -60, E-mail – Srivastava.sk@balmerlawrie.com

17	Number of Environmental Incidents reported to Pollution Control Board				
18	Number of accidents with 2 or more days lost time.( LTI)				
19	Man Days Lost				
20	Total Hours Worked				

I confirm that the above information is correct and that further evidence to support this will be provided to BL on request.

Name	Position	Company	Date	Signature



**Annexure – C-2**

HSE Requirements BY CONTRACTORS (To be a part of contract documents)

**Housekeeping**

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

**Confined Space**

Before commencing Work in a confined space the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- i. Confined spaces are kept identified and marked by a sign near the entrance(s).
- ii. Adequate ventilation is provided
- iii. Adequate emergency provisions are in place
- iv. Appropriate air monitoring is performed to ensure oxygen is above 20%.
- v. Persons are provided with Confined Space training.
- vi. All necessary equipment and support personnel required to enter a Confined Space is provided.

**Tools, Equipment and Machinery**

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- suitable for its intended use;
- safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- **Provided with Earth leakage circuit breaker (ELCBs)** at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

**Working at Height**

Any Work undertaken where there is a risk of fall and injury is considered to be working at height. For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the

requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.

**Fall Prevention System**

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

**Fall Protection Systems**

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- iv. Lifeline systems must be approved by BL before use.
- v. Use of ISI marked industrial helmet at all point of time.

**Scaffolding**

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

**Stairways and Ladders**

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- a. Fabricated ladders are prohibited.
- b. Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- c. Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- d. Ladders will be lowered and securely stored at the end of each workday.
- e. Ladders shall be maintained free of oil, grease and other slipping hazards
- f. Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.

- g. Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

**Roof Work/Access**

Roof work and access to roofs must not be undertaken without prior authorization from BL if require.

**Overhead Work**

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.

**Lifting Operations****Cranes and Hoisting Equipment**

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

**Lifting Equipment and Accessories**

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

**Lockout Tag out ("LOTO")**

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

**Barricades**

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning..

**Compressed Gas Cylinders**

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash back arrestor to be used to prevent any explosion due to back fire.

## Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from BL. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:

- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by BL.

## Hot Works

A Permit to Work must be obtained from BL prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from BL.

## Trenching, Excavating, Drilling and Concreting

**A Permit to Work must be obtained from BL and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work.** The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

## Environmental Requirements

### Waste Management

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The

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waste disposal route shall be documented and made available for BL to review at any time and may be subject to BL's prior approval.

Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

## Spills

The Contractor is responsible for the provision of adequate spill kits/protection and the clean-up and disposal costs arising from such spills.

## Emissions

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of BL. Emissions include but are not limited to noise, dust, fumes, vapours.

Vendor's Company:

Contact Person :

Contact Number :

Signature with official  
stamp