



**Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**( A government of India Enterprise )**

**Survey No. 201/1, Sayli, Sayli-Rakholi Road, Silvassa-396230.**

**Phone- (0260)3260332, Fax-(0260)2680009, E-mail [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)**

**e-TENDER ENQUIRY**

**Tender No. GLS/TE19/021**

**Date: - 17/06/19**

**Due date:- 27/06/19 till 6.00 PM**

Dear Sirs/Ma'am,

**SUB : Rate Contract for Plant Machinery Maintenance with Fabrication, Welding and Allied Works (including pipeline) at Balmer Lawrie & Co.Ltd. G&L , Sayli ; Silvassa Plant.**

**( Rate Contract for 12 months from the Date of PO )**

Balmer Lawrie & Co. Ltd. , a leading manufacturer of greases and lubricants in India , invites Online offers as per **GENERAL TERMS & CONDITIONS** along with Prequalification Criteria, HSE Chapter and Scope of work & price schedule enclosed in annexure - A, B & C respectively.

The rates are to be quoted online only as per format given on our website. Your Un-Price Bid/Technical Bid, complete in all respects should be submitted online as well as copy of the same (Un-Price Bid/Technical offer should reach us in sealed envelope clearly mention the tender reference no. on the envelop on or before the due date at the address given below.

**Balmer Lawrie & Co. Ltd.,  
Grease & Lubricant Division,  
Survey No. 201/1, Sayli-Rakholi Road  
P.O.- Sayli Village,  
Silvassa – 396230.**

Price/Rate has to be uploaded online only. Tender/offer of the Vendors who send the price bid along with technical bid or over email or fax would be rejected directly.

Yours faithfully,

for Balmer Lawrie & Co. Ltd.

**Manager (Purchase)**

Encl.: As above

Vendor's Company

Contact Person :

Contact Number:

Signature with official stamp.



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## **Annexure-A**

### **GENERAL TERMS & CONDITIONS OF TENDER:**

- 1.1.0 **Tender for Registered Vendors only:** The Response/offer from registered vendors alone will be accepted and that other interested vendors have to register with the unit (Greases & Lubricants, Silvassa) and subject to such registration being confirmed, they would be considered for the subsequent Tenders. For vendor registration related queries, kindly contact Dy. Manager (Purchase), contact no- (0260)3260332.
- 1.2.1 **Bid Preparation:** Before filling up, the complete Tender Specification should be read properly. Avoid overwriting while filling the tender papers. The tender document may also be downloaded from our web site [www.balmerlawrie.com](http://www.balmerlawrie.com) within the due date of the tender.  
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 waiver 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.
- 1.2.2 **Clarification:** If the bidder finds any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations; such matter shall be brought to the attention of the BL, at least four days in advance, and prior to the date of filling/submission of the tender. For clarification required, if any, please contact Sri Shoubit Srivastava Balmer Lawrie & Co. Ltd., Survey no-201/1,Sayli –Rakholi road , Silvassa 396230 Phone no. 0260-3260332
- 1.2.3 **Site Visit:** The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for the Works. The costs of visiting the Site shall be at the bidder's own expense.
- 1.3.2 **Period of ARC:**
- 1.3.3 The period of contract shall normally be **1 year** (1<sup>st</sup> Jul'2019 - 30Jun' 2020) or from the date of commencement of contract.
- 1.3.4 The contract period may be extended on mutual agreement for period of another 1 month or for 6 months or any other period as agreed upon by both the parties.
- 1.3.5 **Prices/charges:** The quoted unit rate shall be **fixed and firm** till execution of the ARC **for all the items/jobs/service.**

Vendor's Company

Contact Person :

Contact Number:

Signature with official stamp.



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- 1.3.6 **Price Schedule (Annexure-B)** : The prices shall be quoted for all the jobs as mentioned in the **price schedule**. If the price(s) shall not be quoted for all the item(s)/jobs, such offer , in entirety , will be treated as incomplete and may be rejected. However BL reserves the right to drop a few item(s) from the scope of ARC (Annual Rate Contract) prior to placement of order.
- 1.3.7 **Specification/description of items:** The price shall be quoted as per the **specification**, description **make, size, and type** mentioned in **Price schedule** to this tender. Any alteration in the said description shall not be considered.
- 1.3.8 **Quantity (Qty.):** The quantities specified in the tender form (**Price Schedule**) are tentative and they represent the approximate requirements under preventive/breakdown maintenance jobs. The indicated/ specified **quantity against each item may vary** to any extent as long as the order value , in totality , does not exceed during the Rate Contract period. The job/service will be sought from successful tenderers **as and when required basis** from time to time throughout the contract period. **There is however, no contractual liability on the Company's part to execute/consume entire quantities of job tendered in full during the currency of the contract.** If excess (more than specified) quantities of any item(s) are required by BL during the contract period, the same shall be extended on mutual agreement or otherwise as agreed upon.
- 1.3.9 **Unit Rate & Amount:** Unit rate must be quoted for all the job/service of price schedule **inclusive of all sorts of labour charges and cost of consumables like welding electrode, gases of gas cutting set.** The **unit rate will be fixed & firm during the contract period.**
- 1.4.0 **Taxes & Duties:** Present % rate of Service Tax/GST are to be indicated/mentioned in the unit tax rate column of price schedule/offer. The taxes & duties applicable at the time of supply will be paid at actual against documentary proof. Variation in **Taxes & Duties** rate will be applicable only up to the contractual delivery date.
- 1.4.1 **Urgent nature work:** Since this is a maintenance work, which is generally of urgent nature and required to be undertaken on continuous basis, therefore, the contractor shall be required to attend the complaints/ maintenance jobs on holidays including Saturday & Sunday and on late hours. Nothing extra will be paid for working during the late hours and on holidays. Contractor shall quote the accordingly.
- 1.4.2 **Completion Schedule(call up and lead time):** All routine complaints shall be attended promptly and possibly within 24 hrs. The compliance period for the bigger complaints shall be mutually decided and recorded.
- 1.4.3 **PENALTY: For the complaints not attended within 24 hrs. or as per the satisfaction of Maintenance In charge/representative a token penalty @ of Rs. 500/-per day delay per complaint shall be recovered against the pre-estimated loss to BL. The loss if any made to the company's property during the course of attending the maintenance jobs shall be made good by the contractor. Failing to do so the decision of the Maintenance-In- Charge/representative of Balmer Lawrie shall be final for deducting necessary amount from the Contractor's outstanding bills. The total recovery on all such accounts shall be , maximum , up to 10% of the contract value.**
- 1.4.4 **Job Record Register:** The record register will have to be maintained by the Contractor and all complaints & job attended shall be recorded with job description, start date, joint measurement (wherever applicable), completion date etc duly verified & signed by BL representative against each job.
- 1.4.5 **Payment terms:** The Contractor shall submit his bill for the works carried out within a week from the date of completion of the job. Payment will be released within 15 days from the date of submission of bill.
- 1.4.6 **Guarantee/warranty:** Free repairing of any welding/ leakage to be done within 12 months against the job done by the contractor.
- 1.4.7 **Validity of offer:** The price offers shall be valid for a minimum period of **60 days** from the date of due date of the tender.

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- 1.4.8 **Individuality of contract:** The order resulting from the Tender shall be treated as an individual contract, and it shall not create any general lien to the tendered, and shall not get prejudiced in execution due to any situation arising out of some other contract that the tendered may have with BL.
- 1.4.9 **Unconditional Offer:** Your offer shall be unconditional as per tender terms & conditions.
- 1.5.0 **Placement of Purchase/work Order:** The half yearly Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer/rate contract agreement under Revenue Expenditure for repair & maintenance of Plant & machineries.
- 1.5.1 **Actual Supply/service/work Order may be placed from time to time against call ups to the successful/eligible vendor at their approved rate finalized vide this tender.**
- 1.5.2 However BL reserves the right to depute alternate vendor of the filed agreed to work on the approved rate in case of delay response of **successful/eligible vendor**
- 1.5.3 **No guarantee can be given as to the minimum, maximum or actual services usage.**
- 1.5.4 **Basis of rate selection:** Single or Multiple technically qualified vendor may be selected as follows-
- 1.6.5 L1 in totality of all the items.
- 1.6.7 **Cancellation of contract:** If tendered fails to attend the complain within the scheduled time frame more than three occasions, complete Rate Contract will be cancelled .
- 1.6.8 **Job to be done on risk and cost:** Failing to comply with the specified maintenance jobs by the contractor as per the scope of the work. The Maintenance in-charge shall be empowered to get the same completed through another party on risk and cost of the contractor, after necessary notice to the contractor in writing. The amount incurred on this account shall be recovered from the due payments/ bills of the contractor as per contract agreement.
- 1.6.9 **Bid rejection criteria:** Following bids shall be categorically rejected.
- 1.7.0 Bid not quoted on the **tender from (price schedule)** or in line with the specified format for technical and commercial bid.
- 1.7.1 Change/deviation from the scope of work/specification of the job/service.
- 1.7.2 Incomplete/misleading/ambiguous bids in the considered opinion of BL.
- 1.7.3 Bids with incomplete technical specifications and or terms not acceptable to BL.
- 1.7.4 Bids not meeting the qualification/Eligibility criteria stipulated in the tender enquiry.
- 1.7.5 Bids received from unregistered vendors.
- 1.7.6 Tenders received through e-mail or Fax
- 1.7.8 **Corrigendum to tender:** The bidder has to keep track of any changes by viewing the addend /Corrigendum's issued by the Tender Inviting Authority on time-to- time basis from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) .
- 1.7.9 **Jurisdiction:** In case of any dispute, arising out of this tender shall be subject to the Jurisdiction of **The Courts in Silvassa.**
- 1.8.0 **Rejection/Acceptance of tender:** -Balmer Lawrie & Co. Ltd. reserves the right to reject/accept all or any part thereof any tender(s) without assigning any reason whatsoever.
- 1.8.1 **Submission of offer:** - Bidder shall submit their offer online. However one set of tender document is to be submitted as stated above before due date of tender. No prices are to be mentioned.
- 1.8.2 Covering Letter on your company's letter Head
- 1.8.3 Annexure-A (General terms & Condition) of this tender duly accepted, stamped & signed.

Vendor's Company

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- 1.8.4 Annexure-B **HSE** of this tender duly accepted, stamped & signed.
- 1.8.5 Annexure-C (Price Schedule) **without rate**, duly stamped & signed.
- 1.8.6 **Forwarding of duly stamped & signed tender copy:** Tender copy excluding price bid have to forwarded by Registered Post/courier or deposited in the Tender Box (kept at the entrance 1<sup>st</sup> floor of administrative building) at **Balmer Lawrie & Co.Ltd., Survey no -201/1 Sayli-Rakholi Road , Silvassa-396230 phone no-02603260332.** The BL will not be responsible for any postal delay in receiving the offers at our end.
- 1.8.7 **Statutory rules and regulations:** Please note that this is a contract for work and accordingly all liability pertaining to this contract including those of the people engaged by the contractor solely rests upon the contractor. The contractor should also indemnify the Company against any deviation from the statutory rules and regulations to be observed by the contractor in respect of their people.

**ESIC, EPF, Minimum Wages and all other statutory liabilities shall be borne by the contractor.** The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Workmen's Compensation Act 1923 or the modifications thereof or any other laws relating thereto and the rules made there-under from time to time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/ risks in relation to employees to be engaged by him.

## 1.8.8 Undertakings & Obligations (Scope of Works) of Vendor:

- 1.8.9 Keeping & maintaining one set of welding machine, Gas cutter set, Grinding machine and tools-tackles including consumables and safety items at site on returnable challan(s).
- 2.9.0 Carrying out all the jobs as described in the price schedule, with **man, machine** (welding m/c, gas cutter set, grinding m/c etc.) and its consumable (electrode, industrial gas), tools-tackles, etc. (**The material like pipe, pipe fittings, structural, fasteners, valves etc will be free issued by BL.**)
- 2.9.1 The contractor shall deploy the competent persons capable for attending the all the activities of the tender.
- 2.9.2 It is presumed that all the jobs cropped up during the contract period as a routine maintenance as well as preventive maintenance or of special requirement jobs the contractor shall abide to execute jobs. In case contractor fails to complete the jobs as the schedule or shown reluctance in attending routine / special nature of maintenance jobs the same shall be got attended at the risk and cost of the contractor as per the requirement.
- 2.11.1 **Free Issued Materials:** Pipe, pipe fittings, valve, structural etc required for to complete the complain /job as stated in price schedule.
- 2.11.2 **Testing & Certification:** by BL representative.
- 2.11.3 **Power supply:** BLCL shall provide free power at one point of required capacity within battery limits (within 50 mtr from site). Contractor may use their own an extension cable & distribution board of suitable specification & controls at his own cost with prior permission of BL.
- 2.11.4 **Water supply:** BL shall provide free one connection within battery limits. Contractor may take an extension at his own cost with prior permission of BL.
- 2.11.5 **Storage:** BL shall provide space for storage of materials/equipment, raw material etc. The vendor at his own cost shall arrange temporary partition doors/lock etc if required.
- 2.11.6 **Security:** No special security other than normal plant security shall be provided.
- 2.9.3 **Record keeping of Job done:** The record register will have to be maintained by the Contractor and all complaints & job attended shall be recorded with job description, start date, joint measurement, completion date etc duly

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signed by BL representative against each job. **The contractor shall maintain sufficient team of Plumbers, Carpenters, Electricians, Masons, Helpers, fitter, welder etc to ensure timely completion of work.**

2.9.4 **Work permit:** It will be the responsibility of contractor or his representative to get following work permit from BL prior to commencements of job -

**Hot work permit** : For any welding and Gas cutting works inside the BL premises

**Work at Height permit** : If any job to be done above 1.8 meters height

**Work at confined Space** : If have to work inside the Kettles & Storage tanks.

2.9.5 **The replacement of any unserviceable old/ damaged fittings/ materials:** It shall be done only after the instruction received from BL Maintenance Head or his representative. The unserviceable old/ damaged fittings/ materials shall be shifted to scrap yard, Garbage yard or to other location as per instruction of BL representative.

2.9.6 **Security & safety of Contractor's persons:** Contractor will have to make all necessary arrangements for security & safety of his persons and material at work place like providing safety belts, shoes, helmets, proper illumination of work place and necessary security arrangements, etc.

2.9.7 **Site safety:** During the execution of work/ attending the complaints at site it will be the responsibility of the contractor to arrange and provide necessary barricading/ color tapes/ caution boards for smooth execution of the same.

2.9.8 **Site cleaning after work:** The job site should be cleaned & maintained properly on completion of job. The contractor shall be responsible for removing all the unwanted material/debris/scarp regularly from the site on his risk and cost otherwise Rs. 250/- per complaint shall be recovered from the bills.

2.9.9 **Contractor personnel at site:** A list of persons to be deployed by Contractor for the subject work mentioning there name, father's name, age, residential address shall be submitted to us. In case of any revision, the same shall be informed.

2.10.0 The Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep indemnified against all losses, damage and claims arising thereof.

2.10.1 Within the BL's premises, the contractor or Contractor's personnel shall not do any private work other than their normal duties.

2.10.2 Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff and any loss to BL shall be recovered from the bill(s) of the Contractor.

2.10.3 Contractor shall provide all necessary tools and tackles, equipments, safety belt, wheel burrow, scaffolding, ladders, safety equipment etc. required to carry out job at his cost.

2.10.4 BL reserves the right to ask the Contractor to remove particular person(s) from site with immediate effect if his behavior/performance is not up to the mark and/or found indulging in unlawful activities; Contractor shall immediately comply with such instructions.

2.10.5 The tenderer shall indemnify BL under Workmen's Compensation Act, Fatal Accident Act, Personal Injuries Act, Insurance Act etc. and or their Industrial Legislation in force from time to time. The contractor / tenderer shall indemnify BL for comply the labour laws.

2.10.6 In the event of any accident occurring during the course of work, which may result in any injury to a person, the responsibility of their medical treatment will fully rest with the tenderer/contractor and expenditure incurred thereon will be borne entirely by the tenderer/contractor. BL shall be totally

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Indemnified of any liability whatsoever.

- 2.10.7 **Compliance with labour/industrial laws:** The contractor is responsible for compliance of the points given below under this contract:
- 2.10.8 The contractor shall be responsible for required contributions towards P.F, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service to BL and shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative/inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of BL.
- 2.10.9 The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by **7th day of the subsequent month**. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims, etc, arising out of the disputes relating to the dues and employment of personnel deployed by him.
- 2.11.9 **Work Experience: The bidder should have executed at least single work order (plant and machinery related job) valuing not less than Rs. 1000000.00 for similar nature of jobs in Govt. Dep't./PSUs/Reputed Pvt. Companies in proceeding Three years.**

**Annexure - C**

### **HSE Chapter**

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:

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

<b>Contact Details</b>	
Company Name	
Contact Person for HSE	
Mobile Number	
e-Mail Address	

#### **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. Contractor shall provide information that is authentic with documentary evidences as applicable.
- iii. 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 and no compensation will be provided for such termination.

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- iv. BL shall have right to check Contractors records to verify the authenticity of the documents, during the contract period.

	Question	Response	
		Yes	No
1	Do you confirm that you will comply with BL HSE Policy while working inside BL premises ?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have your employees received HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>
5	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"/>
6	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>

	Please provide your accident data for the current year and the previous two years Note: this must include the data of any contractors working for your organization.	Current Year	Previous Year -1	Previous Year -2	Period Average (Three years average)
1	Number of Fatalities, if any				
2	Number of Environmental Incidents reported to Pollution Control Board				
3	Number of accidents with 2 or more days lost time( LTI)				
4	Man Days Lost				
5	Total Hours Worked				

Name	Position	Date	Signature

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

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#### 1.0 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.

#### 2.0 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.

#### 3.0 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.

#### 4.0 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

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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.

#### 5.0 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.

#### 6.0 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.

#### 7.0 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.

#### 8.0 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

Vendor's Company

Contact Person :

Contact Number:

Signature with official stamp.



**Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**( A government of India Enterprise )**

**Survey No. 201/1, Sayli, Sayli-Rakholi Road, Silvassa-396230.**

**Phone- (0260)3260332, Fax-(0260)2680009, E-mail [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)**

- 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.

#### 9.0 Roof Work/Access

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

#### 10.0 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.

#### 11.0 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.

#### 12.0 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.

#### 13.0 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.

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#### 14.0 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.

#### 15.0 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.

#### 16.0 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.

#### 17.0 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.

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18.0 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 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.

19.0 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.

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**Annexure – C**

**Scope of work & price schedule**

**EXCEL FORMAT IS PROVIDED ONLINE**

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Contact Person :

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**Submission/Procedure to submit online 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:**

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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

Vendor's Company

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