



Balmer Lawrie & Co. Ltd.

CONTAINER FREIGHT STATION
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CIN-LI5492WB1924GOI004835

E-TENDER NO: BL/CFS/KOL/Office Support/19-20

TECHNICAL / COMMERCIAL BID

Tender Document for

***[PROVIDING SUPPORT SERVICE FOR DOCUMENTATION,
FILING & ALLIED SERVICES IN OFFICE AT CFS, KOLKATA]***

DUE DATE & TIME:
[20/08/2019 at 15:00 Hrs]

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NOTICE INVITING E-TENDER

On line bids in Single bid system are invited from the reputed and registered Vendors, who fulfil the eligibility criteria mentioned elsewhere in the tender document under the Heading “General Terms & Condition”, for undertaking the subject contract for [**PROVIDING SUPPORT SERVICE FOR DOCUMENTATION, FILING & ALLIED SERVICES IN OFFICE at our Container Freight Station at CFS, KOLKATA]**

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 their credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	PROVIDING SUPPORT SERVICE FOR DOCUMENTATION, FILING & ALLIED SERVICES IN OFFICE AT CFS -KOLKATA
2	Tender No	BL/CFS/KOL/Office Support/19-20
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	One year.
5	EMD	Rs 8000. MSME/NSIC bidders under Micro and small category are exempted from submission of EMD
6	Downloading / Submission of Tender :	
	a. Starts on	10.08.2019
	b. Closes on	20.08.2019 BY 3 PM
7	Opening of Tenders	20.08.2019

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

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/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
- c. Income Tax PAN number
- d. GST Registration number
- e. Chartered accountant’s certificate or Audited / Certified Balance sheet and Profit and Loss account or ITR return copy of tenderer’s company for last three years

2. VERIFICATION OF DOCUMENTS

- a. 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.

- b. 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.
- c. 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.8000/- (**Rupees Eight Thousand only**) by Demand Draft/Pay Order at our above address. The DD/PO/BG for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at Kolkata. However (**MSME/NSIC Reg. Vendors are exempted from EMD** subject to their submission of valid relevant certificate. **MSME/ NSIC vendor are required to declare UAM number on CPPP (Central Public Procurement Portal) failing which such bidder will not be able to enjoy benefits as per PP Policy for MSME's order 2012.** Copies of the instruments (DD/PO/BG) evidencing payment of EMD should be scanned & uploaded before bidding. 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 are available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidder 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: Balmer Lawrie HOLIDAYS))			
Please email your issues before your call helpdesk. This will help us serving you better.			
Balmer Lawrie & Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001			
Dedicated Helpdesk for Balmer Lawrie			
Contact Person	E-Mail ID	Tel. No.	Helpdesk Nos are open from
1. Mr. TirthaDas (Kolkata)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr.Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT
Escalation Level 1			
Mr.Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	
Escalation Level 2			
Mr.Ashish Goel	ashish.goel@c1india.com	+91-9818820646	
Escalation Level 3			
Mr.Achal Garg	achal.garg@c1india.com		

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 Digital Certificate. They may contact help desk of C1 India Pvt. Ltd.

2. 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 any documents sent by post as part of response to the tender. Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum 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.

3. 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 on his own 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.

Terms & Conditions

1. Job Requirement

Scope of work-1

1. Creation of tender documents as per inputs and recommendations provided by officers of CFS.
2. Creation of Indent/ Bazar Purchase Approval Note/ Purchase Order/ Work Order.
3. Maintain all files and documents as per policy.
4. Tracking expiry of all Contracts and follow time lines and appraise relevant authority from time to time.
5. Co-ordination with Admin Deptt in providing data related to tender as and when requested.
6. Management of vendor details and all GST related information.
7. Dispatch of Auction notices every month.
8. Any other task assigned from time to time.

Scope of work-2

1. Checking of Documents for Cargo and Container appraisalment.
2. Checking of Bills of import & export files.
3. Generate Bills.
4. Communication with Customs officials.
5. Proper management of day to day job files generated and archiving for easy retrieval.
6. Communication with HO IT.
7. Regular Communication with head office IT for sap code creation of vendor code and party code change for all kind of Bills.
8. Any other task assigned from time to time.

2. Pre-Qualification Criterion

- Submission of EMD for Rs.3,000.00. MSME/ NSIC vendors are exempted from submission of EMD.
- Vendor/bidders must have valid registration of PF and ESI (copy to be attached).
- The bidder should not have been black listed in any of the PSU's or private organizations and a self-certification to this affect would need to be provided on contractor's letter head. The company may verify such certification and if found during such verification that the statement is not true, the bid of the party will be rejected without any further reference to them.

- The bidder should be registered vendor with Balmer Lawrie CFS Kolkata or any other unit of Balmer Lawrie.

3. Special Terms

- I. The person to be deployed must possess mobile for taking instructions and report of his job on time to time.
- II. The person should report and available at our office at General Shift duty and also may be extended as and when required or may be called on Sunday/Holiday without any extra remuneration
- III. Any other relevant activity which may be required from time to time have to be discharged by him.
- IV. The cost of any accessories to be borne by Balmer Lawrie.

4. Earnest Money Deposit

The bidders should submit an Earnest Money of ₹. 8000 (Rupees **eight** thousand only) in the form of Pay Order/Demand Draft drawn in favour of BALMER LAWRIE & CO. LTD. payable at Kolkata. In case any bidder revokes or withdraws its offer within the validity of the offer or fails to perform the job Balmer Lawrie will be at liberty to forfeit the Earnest Money Deposit. The EMD of the unsuccessful bidder would be returned after finalization of contract without any interest.

EMD of the successful bidder would be converted into Security Deposit and would be retained by Balmer Lawrie till the end of Contract period plus six months claim period. In case bidder is MSME/ NSIC, bidder has to submit **Rs 8000** as Security Deposit upon confirmation of Work Order. **If contract is awarded to MSE vendors, they have to submit security deposit of Rs 8000 by way of DD/PO drawn in the bane of Balmer Lawrie & Co Ltd payable at Kolkata within one week of receipt of LOI/WO.**

5. Validity of offer

The offer should be valid for 60 days from the due date of the tender and the rates once submitted shall not be changed/varied/added/alterd during this period.

6. Period of contract

The contract will be for a period of One Year.

7. Payment Terms

Payment shall be made within 30 days from the date of submission of monthly certified bill for preceding month.

8. Rate

The rates should be quoted against the items mentioned in enclosed **Annexure –I** and shall be inclusive of all taxes and duties etc. except for GST which shall be paid extra (as applicable).

9. Statutory compliance: It shall be responsibility of the contractor to ensure that he conforms to the various provisions of numerous statutory Acts as indicated below wherever applicable in respect of contract labour to be engaged by him. He shall also indemnify the Company against all losses/claims in respect of injuries to any contract labour engaged by him or physical damage to any Company property/company employees whatsoever, arising out of the execution of the work/carrying out of the contract. The contractor shall also indemnify the Company against claims or losses arising on account of non compliance of statutory provisions or for any reason whatsoever in respect of the various Acts mentioned below or any other Act not mentioned hereunder which are relevant and applicable in the context :

- Contract Labour (Regulations & Abolitions) Act 1970
- Employees Provident Fund & Miscellaneous Provision Act 1952
- Employees State Insurance Act 1948
- Minimum Wages Act 1948
- Payment of Wages Act 1936

- Employees' Compensation Act 1923
- Payment of Bonus Act 1965
- Labour Welfare Fund.

10. Labour Laws

- (i) No manpower below the age of eighteen (18) years or above sixty years(60) shall be employed on Work.
- (ii) Contractor shall not pay less than what is provided under Law to manpower engaged by him on Work.
- (iii) Contractor shall at his expense comply with all Labour Laws and keep BL indemnified in respect thereof.
- (iv) In addition to above, rules and regulations as contained in Contract Labour (Regulation and Abolition) Act, 1970 will also be applicable for this contract.
- (v) Contractor shall secure full safety of the workers / employees engaged by him in the premises and shall take at his own cost, insurances and such other safety regulations for the said purpose.

11. Right to accept/reject the tender

The company reserves the right to reject any or all the tenders without assigning any reason.

12. 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 any other firm at the 'Risk & Cost' of the contractor/successful bidder.

13. Indemnity

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands proceedings, damages, cost/ charges and expenses whatsoever that may arise against the company on account of the faults of the contractor/his workmen/due to malfunctioning of the equipments employed by the contractor. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint. The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible IR problems including those related to employment. The bidder should adhere to all State and Central Enactments related to employment such as Minimum Wages Act, Workmen Compensation Act, Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Contract Labour [Regulations and Abolition] Act etc. Further, Company will not have any liability towards employment, remuneration or compensation in whatever manner made to the employee of the bidder. Such demand shall be settled by the bidder directly. The Contractor shall co-operate with the company in all matters relating to introduction/adoption of new technology/ procedure etc for carrying out its tasks efficiently and effectively and for serving its customers better.

14. Termination

The contract can be terminated by either party by giving 3 clear months notice in writing. However in case of serious breach of contract by the Contractor the Company reserves the right to terminate the contract without notice.

15. Force Majeure Conditions:

Delivery schedule is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. Deliveries under the contract shall be resumed as soon as practicable.

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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 e-Tender No. BL/CFS/KOL/Office Support/19-20 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

ANNEXURE – I

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.	
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	
10	Whether copy of latest Income Tax Return uploaded/submitted	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSEME act	
15	In case registered under MSME provide registration number and copy of registration certificate.	
16	In case of MSME vendor, mention if they fall under SC/ST Category. Provide Certificate of SC/ST if applicable.	

PRICE SCHEDULE

Sl no	Description		Rate per Month
1.	Cost of rendering Services as per Scope of Work - 1 mentioned in Pg 6 of NIT		
2.	Cost of rendering Services as per Scope of Work - 2 mentioned in Pg 6 of NIT		

Note : The rate quoted above is excluding GST.