



# Balmer Lawrie & Co.Ltd

(A Government of India Enterprise)  
SBU:Greases & Lubricants Division, Manali, Chennai 600 068.  
Phone:044-25946621, Fax No: 044-25941436, email:  
[srinivas.pcs@balmerlawrie.com](mailto:srinivas.pcs@balmerlawrie.com), [www.balmerlawrie.com](http://www.balmerlawrie.com)

Ref: GLC/TE17/FG-TRANS/036

Dated: 13.12.17 due on 23.12.2017

**TENDER ENQUIRY (E BID)**  
**TRANSPORTATION OF FINISHED GOODS FROM COIMBATORE DEPO TO**  
**DISTRIBUTOR'S/TRADER'S/CUSTOMER'S STOCK POINT**

Balmer Lawrie & Co Ltd (A Government of India Enterprise) A Public Sector Undertaking comes under "Ministry of Petroleum & Natural Gas " and one of the leading manufacturer of 'Balmerol' brand greases and lubricating oils.

**PERIOD OF CONTRACT:-**

The contract period will be from 1<sup>ST</sup> JAN 2018 TO 31<sup>ST</sup> DEC 2018 [12 months] the contract can be extended on mutual agreement for another period of six months or otherwise as agreed upon...

**RATE BASIS**

The rates shall be quoted on the following basis:-

- a) The rates quoted shall be inclusive of labour charges, for loading above goods on the transport vehicle, unloading the same at the destinations and also other incidental expenses if any.
- b) The rate quoted shall remain firm during the period of execution of the order except for the escalation clause as defined in clause later.

**ESCALATION / DE – ESCALATION:-**

Escalation/ de-escalation clause shall be applicable based on variation in diesel price. The reference diesel rate shall be the IOCL diesel price prevailing in Coimbatore on the last day of submission of Tender. The escalation / de-escalation in rates shall be allowed as per the formula given below.

$$\text{Differential allowed} = 0.25(\text{Fuel Factor}) \times \text{Original contract rate} \times \frac{\text{Increase / Decrease in diesel rate}}{\text{Reference Diesel rate}}$$

The escalation clause will apply only if the diesel price differential is more than Re.1.00 from the reference rate. Escalation / de – escalation clause shall be applicable for goods uplifted from the factory from the day following the date of change of diesel price.

**Example:-**

Month	Diesel rate (Rs /ltr)	Differential allowed(Rs)	Contract rate (Rs)
Tender Rate	20.00*	NA	10,000/-
Sept-'13	19.01	-	10000/-
Oct-'13	20.99	-	10000/-
Nov-'13	21.01	126.25	10126/-
Dec-'13	22.75	343.75	10344/-

\* Reference rate i.e IOCL diesel rate at Coimbatore on the day of Tender ie 13/12/2017(Rs.61.93/ltr)

**TRANSIT INSURANCE**

Transit insurance shall be covered by the BL. However, in case of shortages or loss, the transporter shall make necessary arrangements for conducting survey, lodge FIR for enroute claims, issue shortage certificate towards any short delivery made at customer's end, within 30 days of occurrence

of such incident. The transporter's relevant bill for such cases shall be settled only after the required documents are received. The transporter shall comply with the insurance formalities to enable BL to lodge necessary claims with the insurance company for any damage or loss of products or loss due to leakage / pilferage in transit. In case the transporters fails to provide such documents as are required by the insurance company, BL shall recover the full value of loss from the transporter. Any damage / pilferage caused by the transporters TRUCK / workmen within BL premises and / or at customers end shall be compensated by the transporter.

#### **NON PLACEMENT OF TRUCKS**

Transporter shall be required to place TRUCKs within maximum 24 hours from the call up time by email in clear dry condition. The transporter shall place the TRUCKs at BL premises between 9.00 AM to 12 Noon. On working days and on holidays if required. If the vehicles report after 12 Noon, BL may at their sole discretion load the materials or return the TRUCK without liability for retention charges. Transporter will have to provide the TRUCKs as per the daily call up for loading the quantity of materials schedule for dispatch. In case transporter fails to place TRUCKs as per BL call-ups even after 24 hours from the call up time, BL will be at liberty in transporting the goods by engaging other transporter and difference in freight charges will be recovered from the transporter. BL shall not be responsible for the turnaround of the TRUCKs at the off-loading destination but will provide full support for earliest release of vehicle..

#### **VALIDITY OF OFFER**

Offer should be valid for acceptance within 60 days from the last date of submission of Tender.

#### **SECURITY DEPOSIT.**

The successful tenderer shall be required to submit a Security Deposit for 5% of the estimated order value rounded off to the nearest thousand rupees subject to maximum amount of Rs 100,000/- (Rupees one lakh only) by a Demand Draft or a Bank Guarantee (BG) for the same amount as per the standard format of BL, towards the satisfactory execution of the order. SD shall be submitted within 10 days from the date of the work order failing which, the work order placed shall stand cancelled automatically and the EMD will be forfeited without any further notice. SD shall be free of interest and refundable after the contract period.

#### **SUBMISSION OF OFFER:-**

##### **8.1 EARNEST MONEY DEPOSIT (EMD).**

The tender form has to be submitted along with **EMD of Rs. 15,000/-**(Rupees Fifteen Thousand only) payable by Demand Draft drawn in favour of "Balmer Lawrie & Co. Ltd." payable at Chennai. The EMD shall be free of interest and shall be refunded to the unsuccessful bidders. Offers without EMD will not be considered.

**8.2** Each page of the documents shall be sealed and signed by the authorised representative. All over-writings are to be initialled. All entries shall be in ink. All figures shall be in English language. The offer shall be submitted in sealed envelope superscripted as "**Tender Notice: GLC/TE17/036/ FG-TRANS, Due on 23<sup>TH</sup> DEC -2017**"

The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected. No deviations shall be granted. The decision of the Company in this connection will be final.

**Arbitration:-**If any dispute arises between the supplier/seller as to the interpretation of the terms of the contract the same shall be referred to an arbitrator of Balmer Lawrie & Co.Ltd and the award/decision of the arbitrator shall be firm and binding on the parties. The arbitration shall be governed by the provision of the Arbitration and Conciliation Act, 1996.

Any tender/contractor may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

**8.5 Payments:-**Our normal payment terms are 30 days from date of submission of your bills with acknowledged delivery challans / supporting documents

## **CONDITIONS FOR ONLINE BID SUBMISSION**

### **Procedure For Bid Submission**

The bidder shall submit his response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the eProcurement 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 eProcurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

### **Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on 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.

M/s C1 India Pvt Ltd.

C104, Sector 2 Noida-201301

Contact person at Chennai- Mani Sankar-mobno-8939284159

Contact person: Tuhin Ghosh- 8981165071;Tirtha Das, +91 9163254290

### **Submission of Hard copies:**

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

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

### **Corrigendum to tender:**

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

### **Bid Submission Acknowledgement:**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity

**[PCS SRINIVAS]**

**CHIEF MANAGER [SCM] – cell 9445160082**

**Balmer Lawrie & Co Ltd**

**Greases & Lubricants Division, 32 Sattangadu Village**

**Thiruvottiyur-Manali Road, Manali**

**Chennai 600 068.**

**CONTRACTOR'S GENERAL OBLIGATIONS REGARDING WORKMEN  
[WHEREVER ANY PERSON OF ANY CONTRACTOR IS REQUIRED TO  
BE WORKING IN THE FACTORY / OFFICE PREMISES]**

Workmen will be engaged by the Contractor based on the work to be carried out from time to time. The General Obligations of the Contractor in this respect are given hereunder:  
However, the following details/statement of obligations are not exhaustive.

- 1) The contractor will ensure that all legal requirements in relation to Contractor Labour[R&A] Act 1970, Workmen Compensation Act, ESI Act, Provident Fund & Miscellaneous Provisions Act and other laws as applicable to the Company from time to time are complied with by the Contractor.
- 2) The contractor will ensure and carryout his job safely. The Contractor will be liable to Company for any damage to the properties of the Company by the Contractor or his agent/employees while carrying out the job as detailed above and make good the same to the Company through payment as may be assessed by the Company.
- 3) Workmen employed by the Contractor will be directly supervised and controlled by the Contractor.
- 4) The Company will not be responsible for any liabilities towards the workmen employed by the Contractor.
- 5) The Contractor will ensure that his employees wear the Safety appliances provided by the Contractor and that adequate safety precautions are taken by them while carrying out their work in the factory premises.
- 6) The Contractor will make his own arrangements for their transport, food and accommodation and any other facility if required.
- 7) The Contractor will provide the company a list of workmen who are required to carryout the work within the factory premises against which the Company will be providing them with gate passes. The Contractors workmen will have to furnish the same at the Security check for entry into the premises. The Contractor will ensure that workers other than the names registered by them with the company / authorities are not employed.
- 8) The Contractor will be responsible for discipline and behaviour of their workers. The Contractor will also ensure that a responsible Supervisor is always present at the work site who will report to the Company on daily basis.
- 9) The Company will have privity of Contract with the Contractor only and will give instructions to the Contractor or his authorized Manager/ Supervisor and will have nothing to do or concerned with the conditions of employment of workmen or any other person working for the Contractor.
- 10) The Contractor shall pay his workers their wages and other dues etc., regularly and punctually and within the time limit s stipulated in the Contract Labour [R&A] Act, Minimum Wages Act and Payment of Wages Act.
- 11) The Contractor shall meet all statutory payments like ESI, PF etc.
- 12) If the Contractor's workmen, representatives, agents etc do not perform work to the company's satisfaction, the Company reserves the right to recover the amount at its sole discretion and /or require such person to be removed from the premises forthwith.
- 13) The Contractor will be liable to indemnify/ reimburse the Company all the money paid in addition to the expenses incurred by the Company, if any such claim is made against the Company by virtue of any statute or any provision of law and rules due to any dispute raised by his workmen.

Read and understood the above conditions and shall abide by the same.

Name of Contractor:

Signature

Date:

## PRICE – BID

S.NO	Distributor's Destinations	Estimated Number of Trips per Month	Rate / Trip(including loading &unloading charges)	TOTAL
<b>DISTRIBUTOR AREA (TAMILNADU)</b>				
1	3.5 MT In & Around COIMBATORE	2		
2	3.5 MT ERODE	3		
3	3.5 MT TIRUPUR	2		
4	3.5 MT SALEM	4		
5	3.5 MT DHARMAPURI	2		
6	3.5 MT NAMAKKAL	4		
7	3.5 MT TRICHY	2		
8	3.5 MT MADURAI	4		
9	3.5 MT THANJAVUR	2		
10	3.5 MT TUTICORIN	2		
11	3.5 MT TIRUNELVELI	2		
12	3.5 MT KANYAKUMARI (Nagerkoi)	2		
13	3.5 MT VELLORE (Ranipet)	2		
14	3.5 MT THIRUVANAMALAI (Arani)	2		
15	3.5 MT VILUPURAM	2		
16	3.5 MT CUDDALORE	1		

17	3.5 MT CHENNAI	1		
18	6 MT ERODE	1		
19	6 MT SALEM	1		
20	6 MT NAMAKKAL	1		
21	6 MT MADURAI	1		
22	6 MT VELLORE (Ranipet)	1		
23	6 MT CHENNAI	1		
<b>DISTRIBUTOR AREA (KERALA)</b>				
24	3.5 MT ERNAKULAM	1		
25	3.5 MT MALAPURAM (KONDOTTY)	1		
26	3.5 MT KOHIZIKODE (MUKKAM)	1		
27	3.5 MT THALACHERRY	1		
28	6 MT ERNAKULAM	1		
29	6 MT MALAPURAM (KONDOTTY)	1		
30	6 MT KOHIZIKODE (MUKKAM)	1		
31	6 MT THALACHERRY	1		