



**BALMER LAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

**[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707**

**Phone No 2724 0466 /2724 2988, Fax No. 2724 2943**

**E-mail: [koli.ka@balmerlawrie.com]**

**CIN - L15492WB1924GOI004835**

**TENDER NO: BL/CFS/MUM/662**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for**

**[Cleaning of chairs & wooden floor]**

**DUE DATE & TIME: [22/08/2019 at 5.00 pm ]**

**INDEX**

<b>S. NO.</b>	<b>PARTICULARS</b>	<b>PAGE NO.</b>
1	Index	2
2	Notice Inviting Tender	3
3	Scope of Work	4
4	General Terms and conditions	5
5	Declaration accepting terms & conditions by bidder	8
6	Particulars of the organization	9
7	Price Bid	10

### NOTICE INVITING TENDER

Sealed offers are invited from the reputed or experienced parties and willing to quote for the subject tender **cleaning of chairs & wooden floor at our Container Freight Station, Plot no 1, Sector-7, Dronagiri Node, Navi Mumbai** as per our requirement detailed in Scope of Work and General terms and conditions.

Tenderers may download Notice Inviting Tender along with other tender documents from our site [www.balmerlawrie.com](http://www.balmerlawrie.com) Interested parties have to submit an interest free EMD of Rs.3,000/- (**Rupees Three thousand only**) by Demand Draft/Pay Order at our address mentioned below. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Schedule Bank, payable at [Mumbai]. **Parties with Valid MSMED/ NSIC Certificates are exempted from submission of EMD. MSME Vendor should 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 MSMEs order 2012.**The tenderer shall furnish the required information in Annexure A along with supporting documents, tender form and declaration of acceptance of tender terms along with Price Bid. All the tender papers and EMD put together in sealed envelope super scribing **TENDER No. BL/CFS/MUM/662 Dated 09/08/2019 "Cleaning of chairs & wooden floor, "** and shall be dropped in our tender box at the given address **within 22/08/2019 at 5.00 PM** and addressing covering envelope as follows:

**BALMER LAWRIE & CO. LTD.  
CONTAINER FREIGHT STATION  
PLOT NO.1, SECTOR-7, DRONAGIRI NODE  
NAVI MUMBAI – 400 707**

S. No	Description	Details
1	Name of Work	Cleaning of chairs & wooden floor,
2	Tender No	BL/CFS/MUM/662
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion Period	One year
5	Tender Fee	Not applicable
6	EMD	Rs.3000/-
7	Downloading / Submission of Tender :	
	a. Starts on	09/08/2019 at 3.00 pm
	b. Closes on	22/08/2019 at 5.00 pm
8	Opening of Tenders	22/08/2019 at 5.30 pm

#### A. LIST OF DOCUMENTS TO BE SUBMITTED

The signed copies of following documents should be submitted as part of the technical/commercial bid which may be verified with original:

- a. Certificate of registration/incorporation/partnership deed/Shop establishment certificate/proprietorship undertaking
- b. Income Tax PAN certificate copy.
- c. GST Registration certificate copy.

#### B. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative may be required to come to our office **POSITIVELY** as intimated along with all original documents,
- 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.

**Balmer Lawrie & Co. Ltd. Container Freight Station, [ Navi Mumbai ]**

**Tender No : BL/CFS/MUM/662 dt.09.08.2019**

- 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 put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.

**1. Special Note**

- Bids can only be submitted before the last date and time as per the date and time mentioned in the tender.
- Bidders are advised in their own interest to ensure that bids are submitted by dropping in tender box well before the closing date and time of bid.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time in the Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com). The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

**2. Submission of Tender Documents**

- 2.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 2.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 2.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 2.4 The sole proprietor or authorised representative shall sign all documents that need to be uploaded.

## **SCOPE OF WORK**

### **Cleaning of chairs, wooden floor, & venetian blinds**

1. Proper cleaning of Approx. 100 Nos. Cushioned Chairs, 720 Sq.ft , wooden floor, once a month and/or as and when directed by our authorized officials with detergent and branded shampoo and drying of the same. Quantities are approximate and may vary according to actual requirement.
2. Remove all the spots, dirt, dusts, other particles, etc. from cushioned chairs, wooden floor and venetian blinds
3. Use Industrial Vacuum Cleaner for sucking of dirt and dust particles from wooden floor and cushioned chairs.
4. Maintain proper upkeep of all cushioned chairs, wooden floor and venetian blinds.

## GENERAL TERMS AND CONDITIONS

### 1. Eligibility Criteria For Techno-Commercial Bid

- (a) Interest Free EMD of Rs.3,000/- (Rupees Three thousand only). **Parties with Valid MSME/ NSIC Certificates is exempted from EMD.**
- (b) Bidder should have valid GST Registration number, copy of the same is to be submitted.
- (c) Bidder should not be black listed by any PSU or by Govt. Department. Self-declaration for the same is to be submitted by bidder on their company's letter head.
- (d) Bidder should be registered vendor with Balmer Lawrie & Co.Ltd Container Freight Station ,Dronagiri Navi Mumbai

### 2. Submission Of Bids

The bids should be submitted in single bid process i.e. Technical / Commercial Bid [Unpriced] bid with Price bid

For Price Bid, only the rates are to be submitted as per given format.

### 3. Tender Opening

Unprice and price bid will be opened as per tender calendar .

### 4. Acceptance of offers

- 4.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.3 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- 4.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

### 5. Negotiations

- 5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of

negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

**6. Price Variation**

6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.

6.2 The offer shall be valid for a period of minimum 60 days from the date of opening the price Bid.

**7. Notification Of Award**

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

**8. Contract Period**

The contract will be valid for one year with effect from the date of placing LOI /Work order. On satisfactory performance during the initial contract period of **[12 months]**, the contract may be extended at the discretion of the Company for another period of one year on the existing terms & conditions.

**9. Security Deposit / EMD**

The Earnest Money Deposit of the successful bidder shall be converted in security deposit and would be retained till completion period. The EMD of unsuccessful bidder shall be returned after finalization of the contract. **Parties with Valid MSMED/ NSIC Certificates is exempted from EMD**

**10. Payment Terms**

Payment will be released within 15 Days from the submission of monthly invoice after due certification by our authorized official in the following month.

**11. Sub-letting of Work**

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

**12. 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. 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.

Further, the bidder will be Principal Employer of all manpower working in our premises on their behalf. Bidder would held responsible in case of any statutory violation of any statute regulating manpower.

**13. Arbitration**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator appointed mutually under the provisions of Arbitration and Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No\_BL/CFS/MUM/662 dated 22/08/2019 and hereby confirm our acceptance of the same.**

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :



ANNEXURE – A

**PARTICULARS OF THE TENDERER'S ORGANISATION**

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
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 enclosed	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate enclosed	
13	Name of the Banker	
14	Whether registration under MSMED Act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	

**PRICE BID**

**Annexure-B**

**SUB : Cleaning of chairs, wooden floor, & venetian blinds**

Tenderer should quote the rates as follows:

SI.No.	Description of Itemm to be cleaned	Approx. Qty.	Rate	Amount [Rs.]
1.	Cusioned Chair	100 Nos.	Rs._____Per Chair	
2.	Wooden Floor	720 Sq.ft	Rs._____Per Sq.ft	
	<b>GST @ XXXX</b>			
	<b>TOTAL</b>			

**Note : Quantities are approximate and may vary according to our actual requirement. Payment will be made on the basis of actual job done.**

**We have understood the terms & conditions indicated in the Tender Enquiry No BL/CFS/MUM/662 Dated 22/08/2019 and hereby confirm our acceptance of the same.**

**Place :**

**Signature :**

**Date :**

**Name :**

**Designation :**

**Total Amount in words Rs.\_\_\_\_\_**

**Balmer Lawrie & Co. Ltd. Container Freight Station, [ Navi Mumbai ]**  
**Tender No : BL/CFS/MUM/662 dt.09.08.2019**