



बामर लॉरी एण्ड कं. लिमिटेड  
**Balmer Lawrie & Co. Ltd.**

(A Government of India Enterprise)  
SBU LOGISTICS – COLD CHAIN  
301, Regency House, 680  
Somajiguda, Hyderabad -500 082  
Phone – 9866400155

Website: [balmerlawrie.com](http://balmerlawrie.com)

Regd Office : 21, Netaji Subhas Road, Kolkata 700 001

Inviting Tenders for Providing Security Services at Temperature Controlled Warehouse at Medchal,  
Ranga Reddy District, Telangana

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Tender Reference - BL/LI/CC/HYD/32

Dated 19/09/2015

To :

**NOTICE INVITING TENDER  
FOR PROVIDING SECURITY SERVICE**

**SCOPE OF WORK**

Balmer Lawrie & Co. Ltd. is a multiple product, multi location and multi technology conglomerate. The company invites on-line bids for awarding security contract for a period of 24 Months for Temperature Controlled Warehouse at Medchal, in Ranga Reddy District in Telangana.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Nature of Work	Providing Security Services at Temperature Controlled Warehouse at Medchal, Ranga Reddy District, Telangana
2	Tender Ref. No.	BL/LI/CC/TCW/HYD/32 Dated 19-09-2015
3	Tender Validity	120 Days from the date of Technical Bid Opening
4	Period of Contract	2 Years
5	Tender Fee	1500/-
6	EMD	10000/-
7	Last Date of Submission	30/09/2015 17:00
8	Technical Bid Opening	30/09/2015 17:30

**TAXES & DUTIES**

Service Tax, if applicable, will be paid extra as applicable.

**EARNEST MONEY DEPOSIT**

Offer should be accompanied by a Demand Draft of Rs 10000/- (Rs. Ten Thousand Only) towards Earnest Money Deposit executed by any Scheduled Bank drawn in favour of Balmer Lawrie & Co. Ltd. payable at Kolkata. The EMD will be refunded after finalization and acceptance of the contract.

**PRE-QUALIFICATION REQUIREMENT**

1. Minimum 5 years' experience for Providing Security Service
2. Submission of EMD of Rs 10000.00 by DD
3. Registration Code no with statutes, viz. PF, ESI, Service Tax and PAN
4. Minimum average turnover of Rs. 50 Lacs for the last two years 2013-14 & 2014-15.
5. Should comply with minimum wages notified by the Ministry of Labour & Employment, Govt. of India applicable for security personnel.

Sr. No. 1 to 4 should be supported by documentary proof, otherwise tenders will be rejected.

**VALIDITY OF OFFER**

Tenderers shall keep their offer valid for a period of 120 days from the date of opening of Technical Bid.

**SECURITY DEPOSIT**

Successful bidder will have to deposit Rs. 100,000.00 ( Rs. One Lac Only) by DD as interest free security deposit toward successful performance of contract within 10 days of award of contract. The security deposit will be refunded after completion of the contract.

**PAYMENT TERMS**

Payment shall be made within 21 days from the date of submission of monthly bills subjected to submission of satisfactory proof of remittance of relevant ESI/PF, etc. in respect of personnel deployed by the contractor and clearance from the officer in- charge. Approximate tax, as applicable from time to time shall be deducted from the bills as per the statutory regulations.

## **A. CONDITIONS FOR ONLINE BID SUBMISSION**

### **Procedure for Bid Submission**

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online.

The bidders shall submit their eligibility and qualification documents, technical bids, financial bid, etc., in the standard formats prescribed in the Tender Documents and displayed in e-procurement website. 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 website. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to our Kolkata office at the address mentioned in the tender documents for correspondence so as to reach before due date and time of the tender. The bidders shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

#### **1. Registration with e-procurement platform.**

For registration and online bid submission, bidders may contact HELP DESK of M/s C1 India Private Limited to the following contact persons,

<b>Ritabrata Chakraborty</b>	<a href="mailto:ritabrata.chakraborty@c1india.com">ritabrata.chakraborty@c1india.com</a>	<b>+91-86979 10411</b>
<b>Ujjal Mitra</b>	<a href="mailto:ujjal.mitra@c1india.com">ujjal.mitra@c1india.com</a>	<b>+91-77026 69806</b>
<b>Rajesh Kumar</b>	<a href="mailto:rajesh.kumar@c1india.com">rajesh.kumar@c1india.com</a>	<b>+91-96504 65143</b>

Bidder can also register themselves online by logging in on the website <https://balmerlawrie.eproc.in>

#### **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 certificate need to obtain Digital Certificate. They may contact help desk of C1 India.

#### **3. Submission of Hard Copies**

The bidders shall furnish the Demand Draft towards tender fees and EMD to the Tender Inviting Authority before bidding so as to reach before the due date and time of the tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. The company shall not take any responsibility for any delay or non-receipt.

If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution. The bidder is requested to get a confirmed acknowledgment from the Tender inviting authority as a proof of hardcopies submission to avoid discrepancy.

#### **4. Deactivation of Bidders**

The offer of bidders failing to submit the Tender fees, EMD and hard copies of documents as required to the Tender Inviting Authority on or before the stipulated due date and time will be rejected.

#### **5. Tender Documents**

The bidder is required to download the tender documents and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the Tender Inviting Authority.

The bidder has to keep track of any changes in the Tender terms by viewing the addendum/corrigenda issued by the Tender Inviting Authority on time to time basis in the e-procurement platform. The company calling for the tenders shall not be responsible for any claims/problems arising out of this.

#### **6. Bid Submission Acknowledgment**

The user should complete all the processes and steps required for bid submissions. The successful bid submission can be ascertained once acknowledgment is given in the system through bid submission number after completing all the process and steps. C1 India or Balmer Lawrie is not 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 scanning the documents for uploading, the bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

- a) Such uploaded documents pertaining to Technical bid need to be attached to the tender while submitting the bids online.
- b) The bidders should furnish hard copies of all the uploaded documents.

**Disclaimer Clause**

Neither the company (Balmer Lawrie & Co. Ltd.) nor the Service provider is responsible for any failure or non-submission of bids due to failure internet or other connectivity problems or reasons thereof.

**GENERAL**

BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder found to be false/fabricated, the bidder is liable for blacklisting, forfeiture of EMD, cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

**PRICE TO BE UPLOADED ONLINE ONLY**

**SUBMISSION OF OFFLINE PRICE BID WILL DISQUALIFY THE BIDDERS PARTICIPATION IN THE TENDER.**

**TENDER DOCUMENT (Excluding Price Bid Submission)**

Bidder's offline document (Excluding price bid) shall comprise the following

- A covering note in your letter head
- EMD of Rs.10000.00 by D.D.
- Chapter –I duly filled in, signed and seal.
- Chapter –II duly signed with seal in all the pages
- Chapter –III duly signed and sealed.
- Relevant copies of certificates/ registrations etc., as per prequalification requirement.

The offline tender comprising all the above documents shall be kept in sealed envelope super scribed as “Unpriced offer for Security Service” and should reach the undersigned at the following address on or before 30/09/2015.

Snehal Piyush  
Senior Manager (Cold Chain)  
Logistics Infrastructure  
Balmer Lawrie & Co. Ltd.  
21, N.S. Road,  
Kolkata – 700 001

For Balmer Lawrie & Co. Ltd.  
Senior Manager (Cold Chain)  
SBU: Logistics

TENDER ENQUIRY NO. BL/LI/CC/HYD/32 Dated 19/09/2015

**CHAPTER –I**

**GENERAL**

Balmer Lawrie & Co. Ltd. is multiple product, multi-location and multi technology conglomerate. The Company invites on-line bids for awarding contract providing security services for a period of 24 Months for its upcoming temperature controlled warehouse (TCW) at Medchal, in Ranga Reddy District in TELANGANA.

The General Terms & Conditions to be adhered to are as given below:-

1. The Security agency will be responsible to execute, fulfil and discharge the work and obligation to the entire satisfaction of the company.
2. The security agency will provide adequate trained Ex-serviceman Personnel and /or trained civilian guards who are trained in security services as required by the company.
3. The minimum age for Security Guards should be in the range of 25-45 Years.
4. The Security Personnel should have good physique.
5. The Security Agency has to ensure that Uniform and Kit inclusive of a badge displaying the name of the individual is distributed to all the security personnel and all staff and the guards are smartly dressed at all times.
6. The Security agency shall be responsible to execute, fulfil and discharge the work and obligation to the entire satisfaction of the company compulsorily fulfilling the criteria mentioned above.
7. Qualifications and experience of personnel of those deployed are required to possess minimum qualification and experience as given below to meet the terms of contract and to ensure efficient discharge of the functions/ duties :-

<b>Minimum Qualification</b>	<b>Minimum Experience</b>
The personnel should be minimum 10 <sup>th</sup> Standard passed.	Two years as Security Guard, preference shall be given to those who have already worked in

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Ranga Reddy District, Telangana

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	warehouses/ Cold Storages or any Industrial Units. General Assignments – Can make entry of all the goods incoming and outgoing, can handle the traffic during the peak hrs.
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**The relaxation in age/ qualification/ experience may be considered as per discretion of the company.**

8. Your offer for the security services shall be in line with the Minimum Wages in Employment of Watch and Ward declared by the Ministry of Labour, Government of Telangana, applicable for security personnel in the particular area. **(Please attach a copy of the notification on rates notified on Minimum Wages applicable for security personnel notified by the Ministry of Labour & Employment, Government of Telangana, along with the offer).** No escalation of rates will be entertained within the contract period other than which is admissible as per statute.
9. The services are required round the clock i.e. for 24 hours and 7 days a week. The security agency should always ensure manning of all posts and maintaining services at all the time.
10. The rates quoted in the Price Bid shall be firm during the period of contract for twenty four (24) months other than the Basic and DA rates which are liable to modification as per the rates notified by the Ministry of Labour & Employment, Govt. of India on Minimum wages applicable for security personnel. **The quoted rates should be in line with Minimum wages applicable for April'2015.**
11. The approximate number of security personnel required for the Temperature Controlled Warehouse, Medchal Hyderabad is as per the following,

<b>Sr. No.</b>	<b>Designation</b>	<b>No. of Personnel Required</b>
1.	Security Guard	2 Nos. on each shift of 8 Hrs.

The above number may vary during the period of contract. The security agency shall provide extra security personnel as desired by the company at the factory premises on 48 hours of notice. Security guard will be on rotating shifts.

12. Personnel to be deployed are necessarily required to be well trained/ experienced in all respect to perform security services effectively such as safety/ frisking/ checking of vehicles/ identifying hidden weapons/ communication on conventional and latest systems and also related emergency



services such as fire/ flood / electrical, etc., to protect the property and employees/visitors in the company premises, they should also be fully aware about the necessary documentations for entry and exit of visitors, goods and vehicles, they should prepare each day report and show it to the pant head every day in the morning. They should also be responsible for safety of the entire facility during the execution of works.

13. The company will have privacy of contact with the Security agency only and will give instruction to them only and will have nothing to do or have any concern with Guards/ Supervisors conditions governing their employment with the security agency.
14. The company will pay the monthly security service charges within 21 days of submission of the bill by the security agency. Notwithstanding the above, the agency will be required to make payment of wages to their staff engaged in our premises within the stipulated due dates prescribed by the statute and submit the documentary evidence along with the bill.
15. The company shall not provide any Housing/ Residential accommodation to the personnel deployed by the security agency and the company shall not bear/ reimburse any expenses in connection with the same.
16. The security agency will be required to abide by all statutory matters including adherence to the rules framed for running security agency in the particular area of operation of our country and /or any notification on the subject. The security services shall be effecting payment to the security guards and supervisors such wages / salary per month which will not be less than the minimum wages stipulated by the appropriate government.
17. The Security agency should submit all statutory returns and provide proof thereof to the company. They must have all the Statutory Registrations like Service Tax, PF, ESIC/ Workmen's Compensation Insurance, and other applicable Labour laws. In case, the area is not covered under ESIC, all persons employed by them shall be covered under comprehensive workmen's compensation insurance.
18. As a prime requirement, the security agency shall have a responsible person who will be authorized to take spot decision and also accessible since security services being sensitive in nature. The address, name of contact person with phone/mobile, should be clearly mentioned.

19. The security agency shall be responsible for any theft/pilferage/damage of the company materials, properties or any other incidents involving security or any default of the implicit purpose for which they are engaged. The Security agency will also inform the authorized personnel of the company immediately of any untoward happening and also submit a detailed report and do the necessary follow-up.
20. The Security Agency will indemnify the company, its officers, employees and workmen against any loss or damage to property or otherwise by reason of any act or omission or negligence on the part of the personnel deployed by them and shall make good such loss or damage.
21. The Security agency shall ensure that the Security personnel's are in proper uniform, and are provided with raincoats, boots, gumboots, whistles, torches, batons etc., as required for efficient discharges of their duties. It is to be ensured that the uniform and badges provided to the guards/security personnel are to be worn and the security staffs are smartly dressed at all times.
22. An interest free EMD of Rs. 10000.00 (Rs.Ten Thousand Only) should be submitted by way of a demand draft in favour of **Balmer Lawrie & Co. Ltd. payable at Kolkata** along with the unpriced bid. For the successful bidder EMD will be adjusted in security deposit and for the unsuccessful bidder refund will be after finalization of the contract. Un-priced bid without EMD will be rejected.
23. Successful bidder will have to deposit Rs.100,000.00 (Rs. One Lac Only) after adjusting EMD amount by DD as interest free security deposit towards successful performance of contract within 10 days of award of contract. The Security deposit will be refunded on successful completion of the contract.
24. It is the responsibility of the security agency for proper supervision and control of personnel deployed by them. Security Agency shall ensure that the Security personnel are disciplined and sober and shall not in any manner cause any nuisance, interference, annoyance to the company, its business or work of its officers, employees, workmen, customers etc. In case of unsatisfactory conduct, behaviour etc., by any of its personnel, the same shall be dealt with proactively by the agency.
25. The Security agency will ensure proper manning of the gates/ premises of the establishments so as to ensure that no unauthorised person enters the premises and the persons with valid gate pass are only permitted. They will do proper noting in the "Gate in Register" of all vehicles entering the

premises. Physically verify that empty vehicles leaving the premises are not carrying unauthorised goods. They should do proper noting in the “Gate out Register” giving details of the vehicle leaving the premises.

26. The Security Agency shall ensure that full strength of personnel's is maintained at all points in time, all personnel engaged should have adequate training in firefighting and first aid service and should make themselves available to meet any emergency/contingency service at any point of time.
27. The Director or Branch Manager or Area Manager or authorized representative of the security agency shall visit the unit at least once a week and personally supervise the personnel posted by them and report to the authorized officials of the company about the same and satisfy the same. They will also carry out such night checks in a routine manner and keep the company informed about details of such checks.
28. The guards or any other person deployed by security agency shall not under any circumstances be treated or claimed to be treated as an employee or servant of the company and shall not have any claim of any nature whatsoever on the company.
29. The security agency shall adhere to the rules framed by the company from time to time.
30. The agreement or contract can be terminated earlier by either party by giving three calendar months notice to the other side. However, the company reserves the right to terminate the contract forthwith in case of serious breach of contract and the decision of the company will be binding, in which case the security deposit amount will be forfeited.
31. On termination of the contract, the security agency shall ensure prompt withdrawal of their personnel/ employees deployed by them from the company's premises and shall ensure peaceful handover of the charge of security arrangements back to the company or to such personnel / organization as may be directed by the company. Any violation of this will be viewed seriously by the company and will be considered as a breach of trust / agreement. The company in such an event will be at liberty to take such course of action it deems fit and the presence of any personnel of the security agency at the premises of the company will be considered as trespass.
32. The price bid shall be considered only if the tender is qualified under the technical bid. All the decisions of the company in this regard shall be final.

33. Arbitration – Any dispute or difference under this contract shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and 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 paid equally by both the parties.
34. Balmer Lawrie & Co. Ltd. reserves the right to accept/ reject any of the bids at its sole discretion. Incomplete and conditional tenders are liable to be rejected.

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CHAPTER –II

UNPRICED BID

A. COMPANY

Sr. No.	Particulars	To be filled up by the bidder
1	Name of Security Agency	
2	Address of the Registered Office Phone No. Fax Email ID:	
3	Address to which Communication are to be sent  Phone No. Fax No. Email ID	
4	State Whether Proprietary / Partnership/ Pvt. / Public Ltd. Company	
5	Name and Address (Residential and Office) with Phone Nos of the Chief Executive	
6	Name and Address (Residential and Official) with phone nos of the Directors (Attach Separate Sheet if Required)	
7	Name, Address & Details of Bankers	

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8	Registration Code Numbers under various statutes							
i.	Provident Fund Registration							
ii.	Employee State Insurance							
iii.	Service Tax Reg. No.							
iv.	PAN							
9	Total Number of Factories/ Companies to whom security service is currently being provided by the agency.							
10	Total number of security personnel on your rolls as on date							
11	EMD Details – DD No., Date, Amount, Issuing Bank							
12	Financial Background Company's turnover in related business in last two financial year	<table border="0"> <tr> <td align="center">Year</td> <td align="center">Turnover</td> </tr> <tr> <td align="center">2013-14</td> <td></td> </tr> <tr> <td align="center">2014-15</td> <td></td> </tr> </table>	Year	Turnover	2013-14		2014-15	
Year	Turnover							
2013-14								
2014-15								

Place:

Signature

(With Official Stamp)

Date:



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**CHAPTER –III**

**CONDITIONS FOR TECHNICAL QUALIFICATION**

For the purpose of shortlisting, agencies are required to satisfy the following clause for being technically qualified;

1. Agencies having two years experience.
2. Registration Code No. with Statutes, Viz. PF, ESI, SERVICE TAX & PAN
3. EMD of Rs. 10000.00
4. Minimum Average Turnover of Rs. 50 Lacs per year for the last two years
5. Should comply with minimum wages notified by the Ministry of Labour & Employment, Govt. of Telangana applicable for security personnel.

Sr. Nos. 1 to 4 should be supported by documentary proof.



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**CHAPTER –IV**

**PRICE BID**

a. Consolidated Amount Per Month Inclusive of Reliever Charges for Security Guard in Rs.	
b. Total Period of Contract in Month	24
Total Value of Work (=a*b)	

**Break up for rates quoted for Security Guard**

Sr. No.	Particulars	Amount in Rs.
1	Basic (State of Telangana)	
2	DA (State of Telangana)	
3	Sub-total (1+2)	
4	EPF (12.36% of Basic & DA)	
5	ESIC (4.75% OF Basic, DA & Allowance if any)	
6	Minimum Bonus	
7	Uniform	
8	Allowance if any	
9	Service Charge	
10	Cost Per Person Per Month	