



**BALMER LAWRIE & CO. LTD.**

**(A Govt. of India Enterprise)**

**Extn-W&D, Logistics Infrastructure  
P-3/1, Transport Depot Road  
Kolkata, West Bengal  
700088**

**Ph.No.: 033 2439 5769/3448**

**Fax No.: 033 2439-2277**

**PROVIDING OPERATION SERVICE FOR  
STOCK ENTRY, INVOICE GENERATION &  
MAINTAINING STOCK LEDGER AT  
EXTENDED WD-KOLKATA**

**TENDER NO. BL/WD/KOL/Office Support/18-19  
DATED 24.11.2018**

**DUE DATE FOR SUBMISSION  
04.12.2018 - BY 3.00 PM**



**BALMER LAWRIE & CO. LTD.**  
**(A Govt. of India Enterprise)**  
**Extended W&D - Grease &**  
**Lubricants**  
**P-43, Hide Road Extension,**  
**Kolkata,**  
**West Bengal 700088**  
**Ph.No.: 033 2439 5769/3448**  
**Fax No.: 033 2439-2277**  
**Email : sau.pk@balmerlawrie.com**

**Ref.: BL/WD/KOL/Office Support/18-19**

**Dated: 24.11.2018**

**NOTICE INVITING TENDER**

**Sub.: PROVIDING OPERATION SERVICE FOR STOCK ENTRY, INVOICE GENERATION &  
MAINTAINING STOCK LEDGER AT G&L -KOLKATA**

Sealed Tenders are invited from BL registered vendors only who are Competent/Interested in providing Operation service for stock entry, invoice generation & maintaining stock ledger at Extended W&D-Kolkata. etc. may be downloaded from our web site [www.balmerlawrie.com](http://www.balmerlawrie.com).

The complete offer along with **Earnest Money Deposit** to be submitted by 3.00 p.m. on 04.11.2018.

**Note:**

1. Bids of any tenderer may be rejected if a conflict of interest between the bidder and the Company (Balmer Lawrie) is detected at any stage.
2. Our Company reserves the rights to cancel the tender and/or any/all offer(s) without assigning any reason whatsoever.

**BALMER LAWRIE & CO. LTD.**  
**TENDER FORM**

**1.0 COMPANY**

1.01	Name of the Company				
1.02	Status [Whether Govt., PSU, Pvt. Or Public Ltd.]				
1.03	<b>Address:</b>				
	Registered Office				
	Head Office				
1.04	Communication :	Telephone	Fax No.	E-mail ID	Mobile No.
1.05	Trade Licence Details [photocopy to be enclosed]	No.	Date of Issue	Valid Up to	Issuing Authority
1.06	Statutory Clearance Certificate details [ <b>Details to be enclosed</b> ]	<u>PAN No.</u>	<u>Income Tax</u>	<u>Prof. Tax</u>	<u>GSTIN</u>
1.07	Registration No.	<u>PF Reg. No.</u>		<u>ESI Reg. No.</u>	
1.08	<u>Key person of the organization</u>				
	Name				
	Designation				
	Contact Telephone No. Mobile No.				
	Short Profile				
1.09	Details of experience				

If you wish to give any further information, which will highlight your capabilities, kindly provide in Annexure in brief.

**Office Seal**

**Signature**

Name

Date :

Designation

**A Govt. of India Enterprise) Extended W&D- Logistics Infrastructure**  
**P43, Hide Road Extension, Kolkata,**  
**West Bengal 700088**

**Terms & Conditions**

**1. Job Requirement**

- Stock entry, Stock Delivery & Invoice generation in SAP.
- Preparation of Stock Reports as and when required, reconciliation of physical VS system stock, calculation of tonnage handled etc.
- Attending Custom's preventive officer for clearance of Bonded cargo and maintain proper Bond Register.
- Time to Time coordination with Kolkata Port to check and verify the railway bill deductions and raise of reimbursement bill to customers.
- Verify vendor's work details and maintain proper register for bill verification.
- Maintain container stock & daily report generation for empty container handling.
- Maintaining stock ledger of spare parts, diesel, lubricant, Slings etc. and reconciliation of the same to calculate the closing for accounts.
- Supervising unloading / loading jobs etc.
- Any other job assigned time to time.

**1. 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 person to be deployed shall be holding minimum academic qualification of Graduation with adequate Computer literacy and typing capability. With relevant working experience (Bio- data to be attached with the Tender Document).
- **Bidder should be registered vendor with BL G&L, Kolkata or with any other unit of BL.**
- **Bidder should have GST registration No.**

**2. 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.

**3. Earnest Money Deposit**

The bidders should submit an Earnest Money of ₹.3,000/- (Rupees three 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.

**4. 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/altered during this period.

**5. Period of contract**

The contract will be for a period of One Year with a provision for extension by another year on mutual consent. However, BL reserves the right to foreclose the contract with a notice period of one month .

**6. Payment Terms**

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

**7. 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).

**8. 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.

**9. 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.

**10. Right to accept/reject the tender**

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

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

**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 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..

**13. 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.

**14. 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.

**15. Arbitration**

Any dispute or difference arising 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 shared equally by both the parties.

**16. Manpower:**

The Contractor should ensure that the workmen deployed by him behave in an orderly manner and shall not create any nuisance inside the premises and adhere to the administrative rules of the company while working inside the CFS.

It is clearly understood that the employee engaged by the Contractor are his own workmen and not employees of the Company. Contractors employees should not ask any salary or job or any favour from BL. The Contractor will be responsible to comply with the provisions of various labour legislations including all rules and regulations of different Labour Boards. BL will not responsible for any IR related issues with the contractors personnel.

**Signature**

**Name with Designation**

**Date with Office Seal**

**Annexure - I**



**BALMER LAWRIE & CO. LTD**  
**(A Govt. of India Enterprise)**  
**Extended W&D- Logistics**  
**Infrastructure,**  
**P-43, Hide Road Extension**  
**Kolkata, West Bengal – 700088**

**RATE SCHEDULE**

Description		Rate per Month
<b>Cost of rendering following Services</b> <ul style="list-style-type: none"><li>• Stock entry, Stock Delivery &amp; Invoice generation in SAP.</li><li>• Preparation of Stock Reports as and when required, reconciliation of physical VS system stock, calculation of tonnage handled etc.</li><li>• Attending Custom's preventive officer for clearance of Bonded cargo and maintain proper Bond Register.</li><li>• Time to Time coordination with Kolkata Port to check and verify the railway bill deductions and raise of reimbursement bill to customers.</li><li>• Verify vendor's work details and maintain proper register for bill verification.</li><li>• Maintain container stock &amp; daily report generation for empty container handling.</li><li>• Maintaining stock ledger of spare parts, diesel, lubricant, Slings etc. and reconciliation of the same to calculate the closing for accounts.</li><li>• Supervising unloading / loading jobs etc.</li><li>• Any other job assigned time to time.</li></ul>		

**Office Seal**

**Signature**

Name

Date :

Designation

**Note : The rate to be quoted in figure and words and excluding GST.**