



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/632

TECHNICAL/COMMERCIAL BID

Tender Document for

[*Monthly Cleaning of sewerage treatment plants sludge
Accumulated in MS & PVC Tank*]

DUE DATE & TIME: [12/01/2019 at 3.00 PM]

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NOTICE INVITING E-TENDER

Sealed offers are invited from the reputed or experienced parties and willing to quote for the subject tender Monthly Cleaning of sewerage treatment plants sludge **accumulated in MS and PVC Tank** 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. 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/Navi Mumbai]. **Parties with Valid MSMED/NSIC Certificates is exempted from 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/632 Dated 29/12/2018** : Monthly Cleaning of sewerage treatment plants sludge **Accumulated in MS and PVC Tank** and shall be dropped in our tender box at the given address **within 12/01/2019 at 3.00 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 | Monthly Cleaning of sewerage treatment plants sludge accumulated in MS and PVC Tank |
| 2 | Tender No | BL/CFS/MUM/632 |
| 3 | Validity Of Offer | 60 days from the date of opening of the price bid |
| 4 | Contract period | One year. |
| 5 | Tender Fee | Not applicable |
| 6 | EMD | Rs.3000/- |
| 7 | Downloading / Submission of Tender : | |
| | a. Starts on | 29/12/2018 at 6.00 pm |
| | b. Closes on | 12/01/2019 at 3.00 pm |
| 8 | Opening of Tenders | 12/01/2019 at 3.30 pm |

1. 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. Income Tax PAN number
- b. GST no .
- c. 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.
- d. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years.

2. 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.
- 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 BalmerLawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of BalmerLawrie 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. BalmerLawrie 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 BalmerLawrie website 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 BalmerLawrie.
- 2.4 The sole proprietor or authorised representative shall sign all documents that need to be uploaded.

SCOPE OF WORK

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered below explicitly but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

Monthly Jobs

Scrubbing of MS and PVC tanks and removal of sludge from base and sides of tanks and dumping in pit. Removing grass, shrubs, sewage solid waste, from tanks, Cleaning of pump motor , filter unit and other parts, with use of material required "if any". This job may be required to done twice in month or more on the instruction of company officer in charge.

Contractor have to take Permit to work before starting the above job from BL Official.

Contractor has to provide PPE to their workers.

Confined Space

As minimum Contractors must ensure the following:

- i. Confined spaces are kept identified and marked by a sign near the entrance(s).
- ii. Adequate ventilation is provided
- iii. Adequate emergency provisions are in place
- iv. Appropriate air monitoring is performed to ensure oxygen is above 21%.
- v. Persons are provided with Confined Space training.
- vi. All necessary equipment and support personnel required to enter a Confined Space is provided.

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

- (a) EMD of Rs.3,000/- (Rupees Three thousand only). **Parties with Valid MSMED/NSIC Certificates is exempted from EMD.**
- (b) Bidder should be register vendor with Balmer Lawrie & Co.Ltd, CFS Dronagiri or with any other unit of Balmer Lawrie& Co.Ltd.
- (c) Bidder should have valid GST no. Copy of the GST Registration number is to be submitted.
- (d) Self-declaration regarding not black listing by any PSU or Govt. department is to be submitted.
- (e) At least two years working experience of doing similar job. WO copies or completion certificate are to be submitted.

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 BalmerLawrie 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 BalmerLawrie at any stage.

BalmerLawrie & Co. Ltd. Container Freight Station, [Navi Mumbai]
Tender No : BL/CFS/MUM/632

4.3 BalmerLawrie is not bound to accept the lowest rate for any tender. BalmerLawrie 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 BalmerLawrie 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 BalmerLawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of BalmerLawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of BalmerLawrie.

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 BalmerLawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement BalmerLawrie 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

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

7.2 BalmerLawrie does not guarantee the quantity given in tender document actual work order or job may awarded for required measured quantity only.

8. 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

Monthly payment will be released within 5 (Five) days from the date of submission of invoice after due certification by our authorized official / completion of JOB.

11. **Contract Period** : One year from the date of issue of LOI /WO.

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 BalmerLawrie. In the event of contractor contravening the conditions, BalmerLawrie 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.

14. General Safety, Security & other Regularations :

The contractor will be responsible for ensuring proper conduct & behaviour of the personnel deployed by him so as to maintain laid down safety and security rules and regulations at BL CFS.Dronagiri . The contractor shall allow only those workers who have the authorized gate entry permits and will ensure that they compulsory use proper safety equipments. The contract shall comply with the provisions of the required insurance, Minimum Wages act, Contract Labour Act. , ESI, PF, Bonus etc.in respect of the workmen /personnel emplued by him.

Safety and penalty

The Contractor will be penalized for any safety violation as follows of the contract . The decision of the Safety Committee headed by Safety Incharge will be final .Secondly for any safety violation viz. not using PPE as required by the nature of the job per violation Rs. 1000/- will be charged. If any major safety violation has been observed which resulted in any loss of property the cost will be debited on actual.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No_BL/CFS/MUM/632 dated 29/12/2018 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

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./ LLP | |
| 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 | |
| 11 | Service Tax Registration. No. | |
| 12 | Whether copy of Service Tax Registration certificate Uploaded | |
| 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. | |

PRICED BID

| Monthly Cleaning of sewerage treatment plants sludge accumulated in MS and PVC Tank | | | | | |
|---|--|----------|----------------|------|--------|
| Sl. No | Description of work | Unit | Qty (In month) | Rate | Amount |
| 1 | Scrubbing of MS and PVC tanks and removal of sludge from base and sides of tanks and dumping in pit. Removing grass, shrubs, sewage solid waste, from tanks Cleaning of pump motor , filter unit and other parts with washing powder, MS tanks 8000 litres 1 nos 500 litres PVC tanks- 4 nos. 3000 litres MS tanks – 1 nos 2000 litres PVC tanks- 2 nos 5000 litres PVC tank- 1 | Lump sum | 12 | | |
| | Sub Total (A) | | | | |
| | GST @ (B) | | | | |
| | TOTAL AMOUNT (A+B) | | | | |
| | [Rupees.....only] | | | | |