

**BALMER LAWRIE & CO. LTD.**  
A Government of India Enterprise  
SBU : Greases & Lubricants Division  
32 Sattangadu Village, Manali, Chennai - 600 068

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**Tender Enquiry No. : GLC/TE18/043, dated: 16.03.2019**

**Due Date : 27.03.2019, 15.00 hours IST**

**SUB : Tender for selection of job contractor for work in Screen Printing, Fork Lift Truck Operation, & Miscellaneous job works at Plant premises**

Public Tender offers for Prequalification of Selection are invited from competent bidders having previous experience in similar field with sound financial background at Balmer Lawrie & Co. Ltd. (BL), Greases and Lubricants Division located at 32- Sattangadu Village, Manali, Chennai- 600 068.

**1.0 Pre-Qualification Criteria**

Bidder must comply following Pre-Qualification criteria & submit necessary supporting documents while submitting their e- bid.

SI. No.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED
1	Bidder should have experience of minimum 03 years in providing such services in any reputed concern.	Copy of Purchase Orders
2	Should have executed / executing minimum 3(three) orders each valuing Rs. 10.00 Lacs during last three years	Copies of Purchase Orders
3	PF Registration No.	Copy of certificate and copy of last month's challan
4	ESIC Registration No.	Copy of registration certificate
5	GST Regn. No.	Copy of Registration certificate
6	Permanent Account No. (PAN)	Copy of PAN card

**2.0 General**

- 2.1 The bidder must follow "Minimum Wages Act" as per the rates of Tamilnadu. Based on revision of wage rate, the proportionate change in contractual rate may occur, but service charge of the contractor will remain same within the contractual period.
- 2.2 Successful bidder has to maintain wage register & is to be certified by concerned authority of BL on monthly basis.
- 2.3 The successful bidder shall cover the insurance of all workmen and other persons employed by him / her/ them against accident, injury & death till the completion of contract.
- 2.4 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 Company from time to time are complied by the Contractor.

## 2.5 Statutory Rules and Regulations:

Please note that this is a contract for work and accordingly all liability pertaining to this contract including those of the people engaged by the contractor solely rests upon the contractor. The contractor should also indemnify the Company against any deviation from the statutory rules and regulations to be observed by the contractor in respect of their people. ESI/PF/Minimum Wages [necessary documents in this respect shall be submitted periodically] of contribution paid by the contractor shall be reimbursed at actual on production of receipts. Other statutory liabilities shall be borne by the contractor.

## 2.6 Personal Protective Equipment (PPE) :

- Workmen of Contractor would have to abide by the factory Safety and Security regulations and entry inside the factory would be only against authorized Gate Passes.
- In case the contractor fails to provide uniform, safety shoe & other requisite PPE the same shall be provided BL & the cost incurred for that will be deducted from the Contractor's bill.
- Uniform: The Agency shall provide two sets of Uniform for each year to its personnel at its own cost. **The Uniform to be provided to the contractual employees should be made by Khadi material.** The Agency shall ensure that while on duty each and every personnel presents himself in proper uniform.
- Ladders and scaffoldings (if any) shall be provided for the work that cannot be done from the ground. Portable single ladders shall not be more than 8 meters.
- Safety shoes (2 sets) to be provided by the contractor to the workmen.

2.7 The job need to be carried out within factory timing (shift timing / general shift) or as required by BL.

2.8 The Contractor will ensure and carryout his jobs safely. The Contractor will be liable to Company for any damage to the property of the Company (BL) by the Contractor or his agent/employees while carrying out the jobs as mentioned in scope of works and make good the same to the Company through payment as may be assessed by the Company.

2.9 Workmen employed by the Contractor will be directly supervised and controlled by the Contractor.

2.10 Company (BL) will not be responsible for any liabilities towards the workmen employed by the Contractor.

2.11 The Contractor will ensure that his employees wear the safety appliances provided by the Contractor and adequate safety precautions are taken by them while carrying out their works in the Factory premises.

2.12 The Contractor will arrange their own arrangements for their foods, and accommodation and other facilities if required.

2.13 The Contractor will provide to Company (BL) a list of workmen who are required to carryout the work within the Factory Premises against which the Company will be providing them the Gate Passes. The Contractors workmen will have to furnish the same to Security check for entry into Factory Premises. The Contractor will ensure that workers other than the names registered by them with BL Company/ Authorities are not employed.

2.14 The Contractor will be responsible for discipline and behavior of their workers. The Contractor will also ensure that a responsible Supervisor is always present at the work site who will report to the BL Company on daily basis.

- 2.15 The Company (BL) 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 person working for the Contractor.
- 2.16 The Contractor shall pay his workers their wages and other dues etc. , regularly and punctually and within the time limits stipulated in the Contract Labour [R&A] Act, Minimum Wages Act and Payment of Wages Act.
- 2.17 The Contractor shall meet all statutory payments like ESI, PF etc.
- 2.18 If the Contractor's workmen, representatives, agents etc do not perform work to Company's (BL) satisfaction, the Company (BL) reserves the right to recover the amount at its sole discretion and / or require such person to be removed from Factory Premises forthwith.
- 2.19 The Contractor will be liable to indemnify / reimburse the Company all the money paid in addition to the expenses incurred by the Company (BL), 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.
- 2.20 The Contractor has to provide / submit health checkup reports of the workmen deputed for the work.

### **3.0 Job Description**

- 3.1 Bidder must visit the site and make themselves thoroughly acquainted with the nature and requirements of the work, limitations and facilities for access of worksite, their respective status etc.
- 3.2 Submission of tender will be the conclusive evidence as to the fact that the bidder(s) have fully satisfied themselves as to the nature and scope of the work to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 3.3 The jobs of these services are broadly in the following areas:
  - 3.3.1 Supply of Screen & printing of Grade name, Batch No., MRP, MFD, on 18 Kg, 20 Lt size HDPE buckets.
  - 3.3.2 Supply of screen & printing of Grade name (on Topside & also on Body of Drum) MFD, Batch No., and best before month year on 182 kg drums, 210 lt MS and HDPE barrels.
  - 3.3.3 Supply of Screens & Printing of Grade name on both side of Cartons.
  - 3.3.4 Miscellaneous Jobs: Other than above mentioned jobs as and when required. Five persons each day, rate should be quoted per hour basis (Normal Duty and Extended Duty hours including Sundays & Holidays).
  - 3.3.5 Additional Manpower for Stock Taking Arrangement, House Keeping, and Misc. Works.
  - 3.3.6 Open Top Drums Cleaning from inside
  - 3.3.7 Painting of drum lids to mask old screen and screen printing with new screen artwork.
  - 3.3.8 Painting of full drum (Top, Shell & Bottom) & screen printing at (top & side)
  - 3.3.9 Cleaning of 18 kg Pails with solvents
  - 3.3.10 Fork Lift Truck Operation – 9 Man hours per shift including Lunch Time
  - 3.3.11 Fork Lift Truck Operation – Additional working Man hours including Sundays and Holidays.

#### 4.0 **Scope of supply of BL**

- 4.1 Free issue materials like compressed air, Diesel, Fork lift truck. (Cleaning solvents & others materials at suppliers scope.)
- 4.2 BL shall provide single point Power supply and Water supply free of charge within the scheduled time of work. However necessary extension as required is to be arranged by the contractor with prior approval of BL.

#### 5.0 **Terms and conditions of contract**

##### 5.1 Period of Contract

The contract shall be valid for a period of one (1) year; i.e. **from 1<sup>st</sup> May 2019 to 30<sup>th</sup> April 2020.** The contract can be extended on mutual agreement for additional Six months upon consent of both BL and contractor.

##### 5.2 Site Visit / Inspection

The intending bidders may visit our Plant for clear understanding of the nature of job. Such visit to the Plant should be made during normal working hours with prior appointment with **Sri. Arumoy Khan, Sr. Mgr. (SCM) : Phone No. 9748761663.** The person(s) visiting our factory for inspection must bring a letter of authorization from the Organization they represent.

##### 5.3 Earnest Money Deposit (EMD)

- 1) Tender must be accompanied by EMD of Rs **10,000/-** (Rupees Ten Thousand Only) by Bank Draft or Pay Order drawn in favour of "Balmer Lawrie & Co. Ltd." payable at Chennai. No interest will be payable on EMD. Offers not accompanied with EMD will not be considered. Payment by cheque will not be accepted. The EMD will be returned to unsuccessful bidder within 15 days of placement of order. The EMD of successful bidder shall be retained till the submission of SD.
- 2) EMD payment by online bank transfer is acceptable and Our Bank details as under :-

- ✓ Name of the bank : HDFC
- ✓ Name of the branch : Anna Salai
- ✓ Address : 759, ITC Centre, Anna Salai, Chennai
- ✓ Account no : 00040310007394
- ✓ NEFT IFSC code : HDFC0000004
- ✓ MICR code : 600240002

##### 5.4 Security Deposit (SD)

The successful contractor shall submit interest free SD of 5% of the order value rounded off to the nearest thousand subject to a minimum of Rs. 50,000/-, by a Pay Order / Demand Draft or by a Bank Guarantee from a Schedule "A" Bank towards the satisfactory execution of the order. The SD shall be furnished within 15 days from the date of order. In case of failure to furnish SD within the stipulated time, BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder.

#### 5.5 Provisions for Micro , Small and Medium Enterprises ( MSME ) :

- (a) Qualification Criterion : MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.
- (b) Micro & small scale manufacturing/ service units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

#### 5.6 Pradhan Mantri Jeevan Jyoti Bima Yojana ( PMJJBY ) & Pradhan Mantri Suraksha Bima Yojana ( PMSBY ) :

Bidders has to give concurrence commitment to cover all their workforce shall work under this tender with PMJJBY & PMSBY within one month from the date of placement of contract / LOI. Else BL will initiate the same for the workforce engaged & will deduct the required amount from the contractor.

#### 5.7 Price

- Qualified vendors will be intimated to submit on line bid on <https://balmerlawrie.eproc.in>
- In E-Bid format Bidders need to quote total Yearly Basic Value of all the services/scopes, as mentioned in Annexure I (Excluding Service Tax amount) .
- Bidder also need to submit/upload detail rates/ values as per Annexure I at the time of bidding/ before tender due date.
- The E-Bid value should be identical with Annexure I total Basic Value.
- The rates once finalized shall remain firm till the execution of order and no escalation in price will be considered for any reason whatsoever.

#### 5.8 Jurisdiction

Any dispute relating to the execution of contract amended under this tender will be under the jurisdiction of Madras High Court.

#### 5.9 Payment Terms

The payment shall be made on monthly basis and within 30 (thirty) working days of submission of bills duly certified by BL's representative.

#### 5.10 Validity

The offer shall remain valid for a period of **60 days** from the due date of the tender.

## 5.11 General Clause

BL reserves the right to award the contract to one or more parties and is not bound to accept the lowest offer. BL also reserves the right to reject any or all offers received, without assigning any reasons whatsoever.

Labour/Workmen of Contractor should abide by the factory Safety Security regulations and entry inside the factory would be only against authorized Gate Passes.

The successful bidder will ensure that any labour working in the plant premises is duly registered ESI and Provident Fund benefits. Necessary undertaking would be submitted by successful bidder along with acceptance of order.

## 5.12 Basis of Selection

The selection of L1 bidder will be done based on the Total Landed Cost quoted for all the 11 services [As mentioned in Annexure I]. Therefore, the bidder has to quote their rates for all the services. Failing which their offer will not be considered for final evaluation.

## 6.0 Conditions for online bid submission

### **Procedure for Bid Submission**

The bidder shall submit his response through bid submission to the tender on e-Procurement 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 e-Procurement 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 e-Procurement 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.

**Note: Bidder need to quote total Value of work in online bid and detail of work (Rate & quantity wise shall be incorporated in Annexure I & II & upload the same in E-portal)**

**Registration with e-Procurement 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 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 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 :

Tuhin Ghosh (Kolkata), +91 8981165071  
Email: [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com)

**Mani Sankar (Chennai), +91 8939284159**  
**[chikkavarapu.manisankar@c1india.com](mailto:chikkavarapu.manisankar@c1india.com)**

**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 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.

For  
**Balmer Lawrie & Co. Ltd.**

**Arumoy Khan**  
**Sr. Manager (SCM)**

## Price Schedule / Scope of Works

Job Sl No.	Description of Woks	Unit Of Measure	Quantity	Unit Rate Rupees	Total Value Rupees
1	Supply of screen & printing of Grade name, MRP, MFD, Batch No., on 18 kg & 20 Lt HDPE Pails. (*)	Nos	10000		
2	Supply of screen & printing of Grade Name (Top side and Shell side of the drum), MFD, Batch No. , Best before month, year on 182 kg & 210 Lt MS and HDPE Drums (*)	Nos	10000		
3	Supply of screens and printing of grade name on both side of cartons (*)	Nos	500		
4	Miscellaneous jobs: Other than above mentioned jobs as and when required- Five Persons Per Day (The Bidders shall quote their rates only on per hour basis)				
4.a.	During normal duty hours	Man hours	18000		
4.b	During extended duty hours, Sundays and Holidays as and when required	Man hours	3000		
5	Additional Manpower: Manpower for Stock Arrangement House Keeping & Misc. Other Works	Man hours	3000		
6	Open Top Drums cleaning from inside (*)	Nos	1500		
7	Painting of lid to mask old screen and screen printing with new screen artwork (*)	Nos	1500		
8	Painting of full drum (Top, Shell & Bottom) with screen printing on top & side	Nos	2000		
9	Cleaning of 18 kg Pails with solvents (*)	Nos	1000		
10	Fork Lift Operation (9 hours shift duty including lunch time) (**)	Man days	320		
11	Fork Lift Additional working hours including Sundays and Holidays (**)	Man hours	500		
Note:	<b>(*)- Including all printing consumables, paints, solvents, screens, (**)- Valid Driving License required. HSE Norms like – eye sight checking and health checkup and all mandatory PPEs to be provided by the Contractor.</b>				