



**BALMER LAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

*[No.32, Sattangadu Village, Manali, Chennai-600068*

*Phone No 25941813 /25942557, Fax No. 25941863*

*E-mail: [dutta.g@balmerlawrie.com](mailto:dutta.g@balmerlawrie.com)*

**CIN - L15492WB1924GOI004835**

**e- TENDER NO: BLC/CFS/Repair of Trailers/41**

**Dt. 26.03.19**

**TECHNICAL / PRICE BID**

**Tender Document for**

**Carrying out repair work of Company owned trailers**

**Due Date : 08/04/2019 at 16.00 Hrs**

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### **NOTICE INVITING E-TENDER**

On line bids **in single bid system** are invited from the reputed and experienced Vendors, who fulfill the eligibility criteria mentioned elsewhere in the tender document under heading General Terms & Conditions who are capable of carrying out repair work of company owned trailers including obtaining fitness certificate from RTO authorities for our Container Freight Station Manali, Chennai 600068.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of their credentials are to be uploaded along with the tender documents in the appropriate link.

<b>S. No</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	Name of Work	<b>Carrying out repair of company owned 10 Nos. trailers</b>
<b>2</b>	Tender No	<b>BLC/CFS/Repair of Trailers/41</b>
<b>3</b>	Validity Of Offer	60 days from the date of opening of the price bid
<b>4</b>	<b>EMD</b>	<b>Rs 5000</b>
<b>5</b>	Completion Period	<b>3 weeks from the date of placement of order</b>
<b>6</b>	Downloading / Submission of Tender :	
	a. Starts on	<b>26.03.2019</b>
	b. Closes on	<b>08.04.2019 at 16.00 Hrs</b>
<b>7</b>	Opening of Tenders	<b>As per tender calendar</b>

#### **1. LIST OF DOCUMENTS TO BE UPLOADED**

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. 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
- c. Income Tax PAN number
- d. GST Registration number
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last two years
- f. Certificate from bankers about financial soundness.

#### **2. VERIFICATION OF DOCUMENTS**

- a. Tenderers or their authorized representative will be required to come to our office **POSITIVELY** as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- 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 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 Black Listed, EMD could be forfeited , work could be cancelled , criminal prosecution or any other action as deemed fit may be initiated
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

### **SPECIAL INSTRUCTIONS TO THE BIDDER**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> In case the bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Documents of only those bidders shall be entertained who are bidding on-line. Under no circumstances price bid shall be submitted in physical form.

Tender documents can be submitted through Online Bid. The Online Bid, completes in all respects should be submitted on our web site <https://balmerlawrie.eproc.in> as per Tender Calendar.

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

#### **1. Procedure to submit On-line Bids**

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "*Bidding Manual*".

#### **1.1 Registration with e-procurement platform**

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidders may contact the following resource persons for any assistance required in this regard.

<b>HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST</b>		
<b>(MONDAY TO FRIDAY (Exclusions: BalmerLawrie HOLIDAYS))</b>		
<b>Please email your issues before your call helpdesk. This will help us serving you better.</b>		
<b>Contact Nos. and email IDs for BalmerLawrie helpdesk officers</b>		
Name	E-mail	Phone Numbers
<b>Tirtha Das</b>	<a href="mailto:tirtha.das@clindia.com">tirtha.das@clindia.com</a>	<b>+91-9163254290</b>
<b>Tuhin Ghosh</b>	<a href="mailto:tuhin.ghosh@clindia.com">tuhin.ghosh@clindia.com</a>	<b>+91-8981165071</b>
<b>Mani Sankar (Chennai)</b>	<a href="mailto:chikkavarapu.manisankar@clindia.com">chikkavarapu.manisankar@clindia.com</a>	<b>+91-8939284159</b>
<b>Ravi Gaiwal</b>	<a href="mailto:ravi.gaiwal@clindia.com">ravi.gaiwal@clindia.com</a>	<b>+91-22-66865633</b>

### **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.

### **2. Special Note**

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- No Printed or posted Bids / offers shall be accepted.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

### **3. Filling of Tender Documents**

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.

### **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 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.

The successful tenderer shall have to undertake the following work:

#### **SCOPE OF WORK**

**Carrying out necessary repair work covering servicing, oil & grease packing, tinkering, painting, letter Writing, and electrical wiring including fees payable to RTO authorities for obtaining fitness certificate**

***No. of trailers – 10 Nos.***

***The above list is illustrative and not exhaustive, and the contractor will arrange for necessary handling operations as and when required and as instructed by the Company officials.***

### **GENERAL TERMS AND CONDITIONS**

#### **1. Experience Criteria For Techno-Commercial Bid**

- a) The vendor should have at least one year experience in carrying out operation and maintenance including repairs of trailers to make it fit for FC clearing or should own min 5 trailers ending with 31<sup>st</sup> Dec 2018
- b) Should not have been blacklisted by any PSU / Govt. Department (a self- certification is required). This is subject to verification by Balmer Lawrie and if found to be false, the bidder may be debarred from Participating in the tender, or order already placed will be cancelled.
- c) Payment of interest free EMD of Rs 5,000/- (payment of EMD is exempted for MSMED/NSIC vendors on submission of valid copy of registration certificate).

**Balmer Lawrie & Co. Ltd. Container Freight Station, [ Chennai ]**  
**e-Tender No : BLC/CFS/Repair of Trailers/41**

- d) The party should be a registered vendor with Balmer Lawrie CFS Chennai or any other unit of Balmer Lawrie' & Co Ltd.

## **2. Submission Of Online Bids**

The Single Bid tender documents may be uploaded on e-Procurement platform at <https://balmerlawrie.eproc.in>

Only the rates are to be filled as per given format.

The entire bid to have digital signature of the person having Power of attorney/power of authority to sign on behalf of the bidder.

## **3. Tender Opening**

Bid will be opened as per the 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 would like to place order for all the items of work as mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder
- 4.4 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.
- 4.5 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 quoted rates shall be valid for a period of minimum 30 days from the date of opening the price Bid.

## **7. Notification of Award**

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

## **8. Inspection of vehicles**

Bidders are required to inspect the condition of the vehicles at our site with a prior intimation in to Balmer Lawrie Officials during normal working hours. The bidders are expected to understand the tender requirements as well as the condition of the vehicle and satisfy themselves before they quote against our tender. Once the bidder inspected the condition of the vehicles and after quoting against our tender, Balmer Lawrie would not accept any liability whatsoever on this account.

## **9. Completion Period**

The entire repair work including obtaining Fitness Certificate from RTO authorities should be completed and trailers delivered at our premises in good condition within 3 weeks of placement of order.

## **10. Payment Terms**

Payment shall be made within 10 days from the date of submission of repair bills supported by the proof towards payment of statutory fees to RTO authorities.

## **11. Declaration of UAM by MSME vendors**

**It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012.**

## **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, 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.



**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 e-Tender No :BLC/CFS/Repair of Trailers /41 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**

<b>S. No</b>	<b>Description</b>	<b>Tenderers Details</b>
<b>1</b>	Name of the Tenderer	
<b>2</b>	Address of the Registered Office	
<b>3</b>	Address of the branch / office quoting against the Tender	
<b>4</b>	Year of commencement of business	
<b>5</b>	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. /LPP	
<b>6</b>	Registration No. (Under companies Act )	
<b>7</b>	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
<b>8</b>	Income Tax PAN no.	
<b>9</b>	Whether copy of PAN enclosed / uploaded	
<b>10</b>	Whether copy of latest Income Tax Return uploaded	
<b>11</b>	GST Registration. No.	
<b>12</b>	Whether copy of GST Registration certificate Uploaded	
<b>13</b>	Name of the Banker	
<b>14</b>	Whether registration under MSMED act	
<b>15</b>	In case registered under MSMED provide registration number and copy of registration certificate.	
<b>16</b>	MSMED bidder must state whether they belong to SC/ST category	

**Price Bid**

Tender No.BLC/CFS/Repair of trailers/41 Dt.26.03.2019

**Rate Schedule for carrying out repair work of company owned trailers**

<b>Job Description</b>	<b>No. of Trailers</b>	<b>Rate per Trailer</b>	<b>Total amount</b>
Towards carrying out necessary repair work, servicing, oil & grease packing, tinkering, painting, electrical wiring including statutory fees payable to obtain Fitness Certificate from RTO authorities as per the scope of work given in Page No.6 of tender document.	10 Nos.	<b>To be quoted online</b>	
<b>Net amount</b>			
<b>Add: CGST @ 9%</b>			
<b>SGST @ 9%</b>			
<b>Gross Amount</b>			

Date

Signature

Name of the Company

Address