



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

SBU - Greases & Lubricants, P-43, Hide Road Extension, Kolkata - 700088
Phone: [033] 2450-0148: Fax: [033] 2439-2277
Email No.: panda.r@balmerlawrie.com

Tender No: GLK/TE19/042
Dated: 15/05/2019
Due date & time: 24/05/2019 18:00PM

TENDER FOR PEST/ RODENT CONTROL & OTHER ALLIED SERVICES AT OUR GREASES & LUBRICANTS DIVISION & ARL, AT P-43 HIDE ROAD EXTENSION, KOLKATA- 700088

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NOTICE INVITING TENDER

Sealed tenders in Single Bid System are invited received from the Registered Vendors of the Company alone will be accepted. Unsolicited bids i.e. Bids from unregistered vendors shall not be opened. Other interested Parties/ Suppliers may seek to register with the Tender Inviting office and subject to such registration being confirmed, they would be considered for the subsequent Tenders, who fulfill the eligibility criteria indicated in General Terms & Conditions subsequently, for undertaking the subject contract for [PEST/RODENT CONTROL & OTHER ALLIED SERVICES] at Greases & Lubricants Division & ARL, at P-43 Hide Road Extension, Kolkata- 700088.

Tenderers are advised to download the Tender Document along with terms and conditions from our website "www.balmerlawrie.com". Interested parties may please inspect the site and understand the job-scope on ground before submitting quote. The vendor may contact the undermentioned official for any assistance/information, if required.

The offer against Tender, complete in all respect and sealed in a Single envelope should reach to the office of the undermentioned official on the above mentioned due date, super scribing the **Name & Tender Ref. No.** and the last date of submission, on the envelope :

Shri Ratikanta Panda
Deputy Manager (HR)
Balmer Lawrie & Co. Ltd.
P-43, Hide Road Extn.
Kolkata - 700 088.

Interested parties are advised to quote their rates in conjunction with compliance of all Terms & Conditions, specification and Price Bid as stipulated in this NIT.

S. No	Description	Details
1	Name of Work	PEST/ RODENT CONTROL & OTHER ALLIED SERVICES AT GREASES & LUBRICANTS DIVISION & ARL, AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088
2	Tender No	Tender No: GLK/TE19/042
3	Validity of Offer	120 days from the due date of submission of the tender.
4	Contract Period	One year

1. LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER

The photocopies of following documents attested by concerned persons should be attached with the tender bid which may be verified with original:

- a) Experience of executing similar work at any Industrial premises / Warehousing
Units for a minimum period of 2 years [as on 31.05.2019]
- b) Income Tax PAN number
- c) Trade License
- d) GST No.

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, photo copies of which have been submitted with the tender towards 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 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. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof
- g. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- h. Vendor conforming with the tender conditions and quoting the lowest rates in totality may be selected.

3. FILLING OF TENDER DOCUMENTS

- a. The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- b. The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- c. Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- d. The sole proprietor or authorized representative shall sign all documents as required. When the person signing the documents is not the sole proprietor, the authorized representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

4. SUBMISSION OF TENDER

The tender in prescribed format to be submitted in hardcopy in sealed envelope superscribing "PEST/ RODENT CONTROL & OTHER ALLIED SERVICES", with reference Tender No. and date, to the following official at the below mentioned address :

**Shri Ratikanta Panda
Deputy Manager (HR)
Balmer Lawrie & Co. Ltd.
P-43 Hide Road Extn.
Kolkata - 700 088.**

5. SITE VISIT

Parties are advised to check the job area physically before quoting the rates.

SCOPE OF WORK & RESPONSIBILITY

Work covered in this tender document is 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.

Successful tenderer shall have to undertake the following work:

Detailed Scope of work:

To undertake Periodical Services of Pest, Rodent and Allied Services at our Office Building and various other places at P-43, Hide Road Extn., Kolkata - 88, complying the following general norms outlined below:-

- a. Each operation shall include spraying, dusting and fumigating the premises, records, stationery, hall, etc. with modern pesticides like Deldrin, Radar, Malathion Cythion, Lenden, Chloropyrifos [Pyrial], etc. Standard material I chemicals marketed by recognized companies, such as NOCIL, BAYER, SEARLE INDIA LTD., etc. should be used in proportions suggested by Bureau of Indian Standards.
- b. The quality of the material to be used by the party for pest/ rodent control must be such that it does not in any way affect the health or well-being of the party's own persons who do the servicing/ spraying, BL employees, associates and other who are present in the services/ sprayed area. There should not be any adverse effect on the environment or the public at large also. All liabilities, if any, due to any eventuality would be with the party. BL would have no liabilities including regarding statutory matters in this regard.
- c. Supply of all material for the job and servicing of same, ensuring health and safety of all who are working at the establishment while the control/ spraying is done is the responsibility of the party. Company would have no liabilities in this regard.

d. Spraying/ servicing to be done at times so that there is minimum human interference during such activity. This would be strictly as per permission from BL to be obtained. Work should be carried out on off -days/ late hours (without any additional expenditure) in office buildings etc.

e. The Contractor should ensure that the person(s) 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 factory premises.

f. It is clearly understood that the person(s) engaged by the Contractor are his own workmen and not employees of the Company. The Contractor will be responsible to comply with the provisions of various labour legislations including all rules and regulations of different Labour Boards.

g. The Contractor will have to submit a list of personnel(s) to the Company for issuance of entry pass. Only pass holders will be permitted to enter G&L, Kolkata premises. All persons engaged by the contractor should have necessary photo identity cards issued by the contractor.

h. Completion of all jobs would need to be marked on the job-card and countersigned immediately by BL representative after completion of the job. Copy of such would be submitted with the bills.

i. Company reserves the right to advise change of material in case the same is not found effective in control of the insects. This would be binding on party without any increase in rates. Company also reserves right to ask for repeat service at no extra cost if the procedure is not found to yield results.

j. Ensure adherence to all safety norms.

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

GENERAL TERMS AND CONDITIONS:

1. Eligibility Criteria for Techno-Commercial Bid:

- a) Experience of executing similar work at any Industrial premises / Warehousing Units for a minimum period of 2 years [as on 31.05.2019]
- b) Income Tax PAN number
- c) Trade License

d) GST No.

2. Provisions for Micro, Small and Medium Enterprises (MSME):

- a) Qualification Criterion: MSME vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F: No.21 (17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.
- b) Micro & Small Manufacturing units, registered under MSME/NISC, are exempted for submission of EMD amount.
- c) Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply 25 per cent of total tendered quantity for the grade at the respective plants subject to operational viability as considered appropriate by tendering authority. It may be further noted that if more than one such duly qualified MSE bidder matches non-MSE L1 price, 25% of the tender quantity will be equally split between the L1 matching MSEs. If more than one MSME bidder has quoted in afore-said price band, number of such bidders will be intimated by tenderer to MSE bidders when seeking their acceptance to match L1 bid.”

3. RATE :

The rates should be quoted as per Price Bid format only which shall be including all Taxes & duties, transportation (if any).

4. PAYMENT:

Payment will be made within 30 [thirty days] from the date of submission of monthly bills after conducting the required services for preceding month.

5. VALIDITY OF OFFER :

Offer should be valid for 120 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.

6. CONTRACT PERIOD :

The period of contract should be for one year from the date of Work Order/LOI and on mutual consent may be further extended for another one year.

7. COMPLIANCES:

The services as and when required would be done by persons authorized with permit by the party for carrying out the servicing/ spraying job. Such persons

should be provided with all required safety equipments including suitable masks, gloves and have sufficient training/ instruction for the job by the vendor. All statutory and other obligations regarding such persons would be with the vendor. BL reserves the right to make statutory deductions from bills if required by the law of the land. It shall be responsibility of the contractor to ensure that he conforms to the various provisions of statutory Acts as detailed 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/workmen engaged by him or physical damage to any Company property 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.

8. TERMINATION :

The contract may be terminated by either party by giving at least two months notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.

9. ACCEPTANCE OF OFFERS :

a. 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.

b. Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

c. Balmer Lawrie also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.

d. 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.

e. 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.

10. SAFETY:

The bidders are strictly advised to follow all the safety aspects in attending to the said work. Under no circumstances Balmer Lawrie will be responsible for any kind of deviation in the safety instructions by the bidder.

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. 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 11events11) 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 and deliveries under the contract shall be resumed as soon as practicable.

13. 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 Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration 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.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the above mentioned Tender No. 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

Sl. No.	Description	Details
1	Name of the Tenderer	
2	Address of the Registered Office	
	Address of the branch / office quoting against the tender	
3	Year of commencement of business	
4	Whether Sole Trader/ Partnership / Private Limited Co. / Public Ltd. Co.	
5	Registration No. (Under companies Act)	
6	Whether copy of Incorporation /Registration	
7	Income Tax PAN no.	
8	Bank Details (Bank Name/Branch)	
9	MSME registration No.	
10	GST No.	
11	Trade Licence No.	

TERMINATION OF CONTRACT

[a] Please note that, if it is found that your treatment is not effective, satisfactory and not in accordance with the above terms and conditions, your contract will be terminated forthwith.

[b] The enlisted / reputed contractors can download the Tender Document from our Company's website www.balmerlawrie.com

[c] The enlisted / reputed contractors are requested to submit their sealed quotations in the enclosed formats attached with this document, quoting rates for the captioned work. The quoted rate[s] should include cost of pesticide, all taxes, travelling, labour charges and transportation charges and all other expenses, and there should not be any other claim afterward.

[d] Please submit the sealed quotation addressed to the undersigned at Balmer Lawrie & Co. Ltd., Greases & Lubricants Division, P-43 Hide Road Extension, Kolkata- 700088, super-scribing on the envelope "Quotation for PEST CONTROL TREATMENT", on or before the due date mentioned above.

[e] The Balmer Lawrie & Co. Ltd. reserves the right to accept / reject any / all quotations without assigning any reason thereof.

For BALMER LAWRIE & CO. LTD.,

Shri Ratikanta Panda
Deputy Manager (HR)

PRICE BID

Deputy Manager (HR)
Balmer Lawrie & Co. Ltd.
P-43 Hide Road Extn.,
Kolkata - 700 088.

Dear Sir,

I / We have read the terms and conditions enumerated in the Notice inviting quotation enclosed and I / we hereby accept all your terms and conditions as mentioned in the tender notifications and hereby quote rates as under :-

SN	Treatment	Frequency of Service	Rate/Per Service	Amount
A	General Pest Control Treatment	52		
B	Rodent Control Treatment	26		
C	Snake Control Treatment	12		
D	Anti Termite Treatment (Spraying)	4		
E	Anti Termite Treatment (Drilling at ARL and G&L Total Ground Floor Area)	1		
F	Mosquito Control Treatment (Fogging)	26		
G	Cockroach Control Treatment (Herbal Cell)	12		
F	Sub Total			
	GST %			
	Total			

L1 shall be determined at the quoted price on Sub Total (vide column no.F above)

[The above rates should include material, travelling, labour charges and transportation charges. No extra charges will be paid by Balmer Lawrie & Co. Ltd.]