

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

Tel: 044 - 2594 6621, Fax: 044 - 2594 1436  
E-mail: [khan.a@balmerlawrie.com](mailto:khan.a@balmerlawrie.com)

**Tender Enquiry No. : GLC/TE19/010, dated: 04.06.2019**

**Due Date : 17.06.2019, 15.00 hours IST**

**SUB: E-TENDER TENDER FOR MECHANICAL WORKS RATE CONTRACT**

Balmer Lawrie invites ONLINE **Two bid** from experienced and resourceful Mechanical contractor for carrying out Mechanical maintenance work on rate contract basis from **01-07-2019 to 30-6-2020 [12 months]**. This rate contract is for carrying out various mechanical maintenance works (preventive/corrective/emergency) from time to time at our SBU Grease & Lubricants, Manali, Chennai-68..

**PRE- QUALIFICATION CRITERIA**

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

s.no	Particular
1	Bidder should have experience of minimum 03 years in providing such services in any reputed concern – (Copies of Purchase Orders should be attached)
2	Should have executed / executing minimum 03 (three) orders each valuing Rs.10.00 Lacs during last three years – (Copies of Purchase Orders should be attached)
3	PF Registration No – (Certificate copy should be attached)
4	ESIC Registration No – (Certificate copy should be attached).
5	Permanent Account No. (PAN) – (Certificate copy should be attached)

**1.0 General**

- 1.2 Successful bidder has to maintain wage register & is to be certified by concerned authority of BL on monthly basis.
- 1.3 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.
- 1.4 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.

## 1.5 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.

## 1.6 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.
- 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.

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

1.8 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.

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

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

1.11 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.

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

1.13 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.

1.14 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.

1.15 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.

- 1.16 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.
- 1.17 The Contractor shall meet all statutory payments like ESI, PF etc.
- 1.18 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.
- 1.19 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.
- 1.20 The Contractor has to provide / submit health checkup reports of the workmen deputed for the work.

## 2.0 **Terms and conditions of contract**

### 2.1 Period of Contract

The contract shall be valid for a period of one (1) year; i.e. **from 01-07-2019 to 30-6-2020**. The contract can be extended on mutual agreement for additional Six months upon consent of both BL and contractor.

### 2.2 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 **Shri. 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.

### 2.3 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

### 2.4 Security Deposit (SD)

The successful contractor shall submit interest free SD of 5% of the order value rounded off to the nearest thousand subjects to a Maximum of Rs. 1,00,000/-, 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.

## 2.5 Provisions for Micro and Small Enterprises (MSE):

- (a) Qualification Criterion: MSE 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 MSE vendor under this tender. The MSE registration to specify the service of the tender item.
- (b) Registered MSE vendors shall be exempted from need to furnish EMD, subject to their submission of registration details. Declaration of Udyog Aadhar Memorandum (UAM Number) number by MSE vendors on Central Public Procurement Portal (CPPP) is mandatory to qualify for availing the benefits as per Public Procurement Policy of MSE.

## 2.6 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.

## 2.7 Price

- Vendors to submit bid in two bid system – 1<sup>st</sup> Technical (qualification) , 2<sup>nd</sup> Price bid.
- 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.

## 2.8 Jurisdiction

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

## 2.9 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.

## 2.10 Validity

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

## 2.11 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.

## 2.12 Basis of Selection

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

## 2.13 Penalty For Non-Adherence To Safety Regualtions:

The tenderer has to strictly adhere to the safety requirement as per the above clause. Penalty of **Rs. 500/- per day** will be imposed if the contractor or his workers are found to be working without safety equipments in the specified areas under the safety purview as required for the above job. The contractor should give a written explanation if any of his worker is found to be working without PPE in the safety surveillance areas in the plant Repetitive violation of safety requirements and regulations by the contractor or his worker will lead to termination of the contract awarded to the contractor

## 3.0 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 item wise basic value for all items of work in online bid**

**\*\*\* Price bid to be submitted online in BL e-proc platform only. No hardcopy of price bid to be submitted. No scan / pdf copy of price bid to be uploaded.**

### **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-BID**

S.NO	Description of Work	QTY	UNITS	UNIT BASIC RATE	TOTAL VALUE
1	Kettle inside cleaning work for Cooling Kettle, process kettle,	10	nos		
2	Pilot kettle inside cleaning work	5	nos		
3	1"2"3"&4" Valve Dismantling job.	25	nos		
4	1"2"3"&4" Valve fixing job including flange joints with gasket.	50	nos		
5	1" Pipeline fabrication & erection work.	100	Rm		
6	2" Pipeline fabrication & erection work.	500	Rm		
7	3" Pipeline fabrication & erection work.	400	Rm		
8	4" Pipeline fabrication & erection work.	75	Rm		
9	1" Pipeline Welding Work.	100	nos		
10	2" Pipeline Welding Work.	300	nos		
11	3" Pipeline Welding Work	400	nos		
12	4" Pipeline Welding Work	75	nos		
13	Fabrication erection job for MS angle, Channel & Plates etc.,	5000	kgs		
14	10 Hp Motor (or) pump dismantling & spares fixing including flange joints with gasket.	10	nos		
15	Labour supply(helper) for general shift	100	days		
16	Labour supply (Skilled for maintenance) for general shift	100	days		
17	Kettle whole outside area full cleaning work	10	nos		
18	Kettle gearbox removing, inside bottom bush bearing replacement, alignment and all equipment cleaning and re-fixing jobs.	3	nos		
19	Changing of Oil Seal of centre shaft of reduction gear box in processing / cooling kettle by dismantling gear box & motor and again re-fixing.	6	nos		
20	Changing of Oil Seal of reduction gear box in Processing / Cooling Kettle by dismantling and again re-fixing (2 sides).	6	nos		
21	All pipe line flange-gasket preparation and fixing jobs.	75	each		
22	Motor drive agitator damaged belts removing and fixing new belts.	10	nos		
23	Strainer filter removing, cleaning, re-fixing job including flange joints with gasket.	75	each		
24	Valves (or) pumps gland rope packing	30	each		

25	Vapor duct removing & cleaning, impeller dismantling, chute pipe cleaning,refixing etc.,	4	nos		
26	Base oil storage tanks inside cleaning work 1,2,3,4,5,12,13,14,15,16	5	nos		
27	Base oil storage tanks inside cleaning work 6,7,8,9,10&11	5	nos		
28	1" old pipelines dismantling work	100	mtr		
29	2" old pipelines dismantling work	150	mtr		
30	3" old pipelines dismantling work	200	mtr		
31	Old MS structural and supports gas cutting & dismantling work	2000	kgs		
32	30 HP motor removing & fixing of spare motor & pulley alignment work.	6	nos		
33	Kettle bottom valve dismantling, cleaning, servicing & re-fixing work including flange joints with gasket.	10	nos		
34	Pump inner gear shaft dismantling cleaning & refixing	10	nos		
35	Kettle Centre agitator coupling damaged rubber bush & Bolt changing ( per piece)	50	nos		
36	Pipeline choke removing works by gas heating	100	Rm		
37	Homogenizer valves removing, cleaning and refixing works	25	nos		
38	Homogenizer Primary Secondary valve cleaning works	20	nos		
39	Homogenizer Strainer cleaning works	10	nos		
40	Homogenizer Inner & Outside cleaning	10	nos		
41	Bitumen Kettle strainer cleaning including flange joints with gasket.	10	nos		
42	Cooling Tower Pipeline leak arrest & welding	20	nos		
43	Pumps Lovejoy coupling Fixing & alignment making (including motor & pump dismantling and re-fixing with flange joints and gasket).	20	nos		
44	Painting of band on the floor with floor marking paint one prominent coat.	200	sqmtr		
45	Base oil manually filling from the tank in to the barrels / IBC.	10	kl		
46	Pressure vessel man hole hinges bolt changing including welding	10	nos		
47	3" pipeline insulation with 50mm mineral wool complete with chicken mesh and Aluminium cladding	50	Rm		
48	4" pipeline insulation with 50mm mineral wool complete with chicken mesh and Aluminium cladding	50	Rm		



49	Changing of O-ring / gasket of man hole of pressure vessel.	5	nos		
50	Diesel pumping from barrels to overhead tank.	5000	ltr		
51	Oil water separator sump cleaning (2 tanks set )	10	nos		
52	Building rain water gutter cleaning	1000	Rm		
53	Storm water drain cleaning	1000	Rm		
54	Machinery dismantling and shifting	5000	kg		
55	welding job	20	mtr		
56	Gas cutting	20	mtr		
57	coupling boring & key way making with bore size20-35mm	20	nos		
58	pulley/sprocket bore&keyway making with bore size(20-35mm)	10	nos		
59	Removing unwanted fallen objects from the kettle	10	nos		
<b>GRAND TOTAL</b>					

**Note: Applicable Taxes will be paid extra**

Note -:

- 1- LPG & Oxygen Gas for gas cutting to be supplied by the contractor on own cost.
- 2- Welding rod for ms & ss are to be supplied by the contractor on own cost.
- 3- All safety items are under the scope of contractor.
- 4- Other than above items all consumable like, cotton waste, cleaning solvent etc., ms structure, pump glands gaskets, bolt nut washer, flanges, pipe fittings, filters etc are to be provided by the Company.
- 5- The safety equipments like rubber gloves, face masks, goggles, and safety shoes etc., [all safety equipments] are to be provided by the contractor to their employees to meet all necessary statutory requirements.

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**CONTRACTOR'S GENERAL OBLIGATIONS REGARDING WORKMEN  
[WHEREVER ANY PERSON OF ANY CONTRACTOR IS REQUIRED TO  
BE WORKING IN THE FACTORY / OFFICE PREMISES]**

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Workmen will be engaged by the Contractor based on the work to be carried out from time to time. The General Obligations of the Contractor in this respect are given hereunder:

However, the following details/statement of obligations are not exhaustive.

- 1) 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 the Company from time to time are complied with by the Contractor.
- 2) The contractor will ensure and carryout his job safely. The Contractor will be liable to Company for any damage to the properties of the Company by the Contractor or his agent/employees while carrying out the job as detailed above and make good the same to the Company through payment as may be assessed by the Company.
- 3) Workmen employed by the Contractor will be directly supervised and controlled by the Contractor.
- 4) The Company will not be responsible for any liabilities towards the workmen employed by the Contractor.
- 5) The Contractor will ensure that his employees wear the Safety appliances provided by the Contractor and that adequate safety precautions are taken by them while carrying out their work in the factory premises.
- 6) The Contractor will make his own arrangements for their transport, food and accommodation and any other facility if required.
- 7) The Contractor will provide the company a list of workmen who are required to carryout the work within the factory premises against which the Company will be providing them with gate passes. The Contractors workmen will have to furnish the same at the Security check for entry into the premises. The Contractor will ensure that workers other than the names registered by them with the company / authorities are not employed.
- 8) The Contractor will be responsible for discipline and behaviour of their workers. The Contractor will also ensure that a responsible Supervisor is always present at the work site who will report to the Company on daily basis.
- 9) The Company 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 other person working for the Contractor.
- 10) The Contractor shall pay his workers their wages and other dues etc., regularly and punctually and within the time limit s stipulated in the Contract Labour [R&A] Act, Minimum Wages Act and Payment of Wages Act.
- 11) The Contractor shall meet all statutory payments like ESI, PF etc.
- 12) If the Contractor's workmen, representatives, agents etc do not perform work to the company's satisfaction, the Company reserves the right to recover the amount at its sole discretion and /or require such person to be removed from the premises forthwith.
- 13) The Contractor will be liable to indemnify/ reimburse the Company all the money paid in addition to the expenses incurred by the Company, 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.

Name of Contractor:

Signature

Date:

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