



**Balmer Lawrie & Co.Ltd**

(A Government of India Enterprise)

SBU : Greases & Lubricants Division, Manali, Chennai 600 068.

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**TENDER ENQUIRY**

**GLC/TE19/012**

**Dt: 26.07.2019; Due date on :12.08.2019**

To  
All Eligible Contractors

Dear Sir,

Sealed offers are invited for carrying out **Comprehensive Annual Maintenance Service [AMC] for Split / Window type Air-Conditioners for the period SEP' 2019 TO AUG' 2020** in Greases & Lubricants Division, Manali, Chennai – 600 068 as per enclosed **Terms and conditions, General obligations regarding workmen engaged by the successful bidder for working inside the factory / office premises** and Bid Form.

Completed tender form by the bidders in all respect **duly sealed** and super scribed as “**GLE/TE19/012 AMC AIR CONDITIONER GL CHENNAI**” should reach **SR MANAGER[SCM], M/s. Balmer Lawrie & Co.Ltd., Greases & Lubricants Division, 32 Sattangadu Village, Manali, Chennai-600068.**

In case of clarification, the bidders may contact **Shri. ARUMOY KHAN – Senior Manager [SCM] / Shri. Prakash D Ahire, Sr.Manager (Mfg.), Ph no. 044-2594 6621** during office hours between **10.00AM and 4.00PM.**

The last date for submission of bid for the above tender is- **12.08.2019**

The bidders shall send their bids either by **courier / post** (or) **dropped in the Tender Box kept at the above address.**

Details of the tender are also available in our company's website **www.balmerlawrie.com.**

Thanking you

Yours faithfully  
for Balmer Lawrie & Co. Ltd.

**[ARUMOY KHAN]**

**SENIOR MANAGER{SCM}**

**Ph: 044-25946621/ 974876166**

## **TERMS AND CONDITIONS**

### **The comprehensive annual maintenance service contract shall interalia include:**

- 1. Periodic preventive maintenance like cleaning of filters, checking condition of motor, condenser, compressor, fan, stabilizers etc. **once in three months**. Service report should be submitted with signature of the officers concerned.*
- 2. All breakdown calls to be attended within 24 hours of lodging complaint. Agency should submit service report for each complaint lodged by the company.*
- 3. Gas leakage if any to be done at free of cost during AMC period.*
- 4. In addition to AC, the stabilizer also to be periodically checked and service/repaired at free of cost during the AMC period.*
- 5. To provide standby ACs in case of repairing takes more than 7 days' time.*
- 6. For replacement of all spares for Air conditioners, including coils, compressors and stabilizers, the cost shall be borne by the contractors.*
- 7. Company (BL) will not be responsible for any liabilities towards the workmen employed by the Contractor*
- 8. 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*
- 9. 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*
- 10. In case the AC is not attended /repaired/servicing within 3days after registering lodging complaint, the proportionate AMC amount for the amount for the number of days the AC was not working will be deducted from the AMC amount payable to the agency.*
- 11. In case any AC which is under AMC is replaced with a new AC, the AMC for such ACs will be discontinued from the date of replacement*
- 12. If any initial repairing required for any ACs prior to AMC vendor may mention that also.*

### **13. Other terms and conditions**

*EMD deposit – Demand draft for Rs 2000/- favoring Balmer Lawrie & co ltd drawn on a nationalized bank to be submitted along with the tender. EMD will be refunded on finalization of the contract. The contract will be awarded to party who quote overall L1 rate*

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

*1. 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.*

*2. Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed 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 up to maximum 25 per cent of total tendered quantity for the grade at the respective plant subject to assessment of operational feasibility by tendering Authority*

**15. Safety clause:** *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 equipment 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*

**16. PAYMENT-AMC amount will be paid in advance as follows: -**

*a) 30% along with order.*

*b) 30% after 4 months from the date commencement of contract.*

*c) 30% after 8 months from the date of commencement of contract*

*d) 10% at the end of the contract period on submission of service reports.*

***We agree to the above terms***

***signature of agency with seal***

***Place***

***Date***

**BID FORM**

s.n o/	Location	Qty	Type & Capacity [Ton]	Unit Rate Rs.[B]	Amount Rs.[ A x B]
<b>ONIDA</b>					
1	Office Room - Ground floor - A	1	Split - 1.5		
2	Office Room - Ground floor - B	1	Split - 1.5		
3	Despatch- Mgr [Stores&Desp]-cabin ground floor - C	1	Split – 1.5		
4	Xerox Room - Ground floor	1	Split – 1.5		
5	Laboratory- Ch. Mgr Cabin [QC] -First floor-A	1	Split – 1.5		
6	Laboratory-Qc Lab -First Floor - B	1	Split – 1.5		
7	Laboratory-New Lab-First Floor - E	1	Split – 1.5		
8	Laboratory-New Lab-First Floor - F	1	Split – 1.5		
9	Laboratory-New Lab-First Floor	1	Split – 1.5		
10	Laboratory-New Lab-First Floor	1	Split – 1.5		
11	Production Dept- Cabin-IIInd Floor.	1	Split - 1.5		
<b>BLUE STAR</b>					
1	Office Room- Mgr[A&F]-Cabin - Ground floor	1	Split – 1.5		
2	Office Room- Sr.Mgr [ SCM]-cabin - Ground floor	1	Split – 1.5		
3	Laboratory -Manager Cabin [Qc Lab] - First Floor	1	Split – 1.5		
4	Production Dept- Cabin-IIInd Floor.	1	Split – 1.5		
<b>LG</b>					
1	Chief Mgr[PH]-cabin-Ground Floor	1	Window- 1.5		
2	Office room -Ground Floor	1	Inverter A/c -1.5		
3	Laboratory-New Lab-First Floor	1	Window- 1.5		
4	Laboratory-New Lab-First Floor	1	Inverter A/c -1.5		

<b>KENSTAR</b>					
1	Conference Hall-Ground Floor	1	Split – 1.5		
2	Conference Hall-Ground Floor	1	Split – 1.5		
<b>VIDEOCON</b>					
1	Control panel room - First Floor	1	Split – 1.5		
<b>Basic Amount</b>					
<b>GST %</b>					
<b>Cumulative Total Amount</b>					
<b><u>AWARD OF CONTRACT:</u></b>					
1. The lowest bid shall be arrived on basis of * <b><u>Cumulative Total Amount</u></b> as a single lot.					
Ph.no					
E-Mail ID					
GST NO				Contact Person	
<p><b>We have quoted our rate after studying carefully all the Tender Details, Terms and Conditions and we confirm to have accepted the same.</b></p>					
<b>Date:</b>		<b>Signature of the contractor with Seal</b>			