



Balmer Lawrie & Co. Ltd.

(G & L- Silvassa)

(Government of India Enterprise)

Survey No. 201/1, Sayli, Sayli-Rakholi Road, Silvassa-396230 (D&NH).

Phone- 9099084731, 9099084732: Extn 12, E-mail – srivastava.sk@balmerlawrie.com

e-TENDER ENQUIRY

Tender No.: GLS/TE19/050

Date: 19/10/19

Due date: 05/11/19 till 6.00 PM

Dear Sir/Ma'am,

Sub. : Supply, Installation and Commissioning of Barcode Based Material Tracking System for Dispatch

Online offers [TWO PART BIDS] are invited for the subject Supply, Installation and Commissioning as per the Objectives and Technical Specifications, General Terms & Conditions, HSE requirements and Price schedule enclosed in annexure - A, B, C & D respectively.

Your offer, complete in all respect furnishing details of price break-up should be submitted to us on or before the due date.

Thanking you,

Yours faithfully,

For Balmer Lawrie & Co. Ltd.

S.K Srivastava

Manager (Purchase)

Encl.: As above



OBJECTIVES & TECHNICAL SPECIFICATIONS & RECOMMENDATIONS

1.0 Functional Scope

This would require the development of the front-end application, client application for mobile computers, and mobile communication application. The document lays down the specifications of the middleware application, its architecture and infrastructure requirements.

The entire solution consists of followings:

- Front-end for Middleware Application [Electron/ Angular JS /HTML 5 /Java Script or equivalent]
- Mobile Computer Application [Angular JS/ Kotlin/ Native android or equivalent]
- Communication Server for Mobile Terminal [Angular JS/ Node JS or equivalent]

All the solution components are integrated to customer network. The entire solution is based on 3-tier architecture where the mobile devices communicate to ERP through a middleware application. The functionalities which are not present in ERP are handled in middleware.

2.0 Process

A. Packing and Barcode Label Generation: -

- Material would be in a form of Finished Barrels, Buckets, Corrugated Box etc.
- There would be a provision to Import Master Detail through predefined .xls format in to proposed System
- At the time of Label Generation, Data entry would be done in proposed System and barcode label would be generated in predefined label format
- Barcode Label will be containing necessary detail i.e. Product Code, Description, Qty., Gross Wt., Tare Wt., Net Wt., unique serialized Barcode
- Transaction would be logged in to the system along with user date & time stamp

B. Material Verification: -

- At the time of Verification, User will have HHT (Hand Held Terminal) which will work over wifi
- User will scan each SKU's Barcode during verification
- There would be a special Score Board option to display total nos. of scanning over HHT Screen
- Once verification would be done data would be auto synchronized to the Proposed System
- Stock would be updated in that case

C. Dispatch: -

1. Create Dispatch Slip [Through Middleware Application]
- Based on the stock availability, user can create Dispatch Slip in proposed system



- Dispatch Slip will be containing Transaction No., System Date, Name of Consignee and Address, Transporter Name, Invoice No. & Date, Product Code, Description, Batch No. Packing Style, Total Nos.of unit
- There would be a provision –
To Post Dispatch Slip on HHT (Hand Held Terminal)
User can modify Dispatch Slip and Re-Post on HHT
- Transaction would be logged in to the system along with user date & time stamp

2. Loading & Dispatch [Through HHT]

- At the time of Loading, User will have HHT which will work over Wifi
- User will have to select Online Dispatch Slip from SAP and necessary details would be auto retrieved on HHT
- User will manually enter Truck No. and Start Scanning against Dispatch Slip through HHT
- At the time of scanning necessary details regards scanned barcode would be auto retrieved on HHT
- There would be some predefined constrains in HHT which will help to prevent wrong dispatching, duplication of material etc.
- DCU will have provision to select multi ordering and scanning
- Batch no. and necessary details would be auto retrieved in DCU
- Provision for some validations and auto calculations
- Provision for alert message while different type of material would be scanned at the time of randomly material picking up
- There would be provision to prevent excess quantity at the time of dispatch.
- Scanned detail would be synchronized to Server over Wifi and Transaction would be logged along with User Date & Time Stamp
- Stock would be updated in that case

D. Reports: -

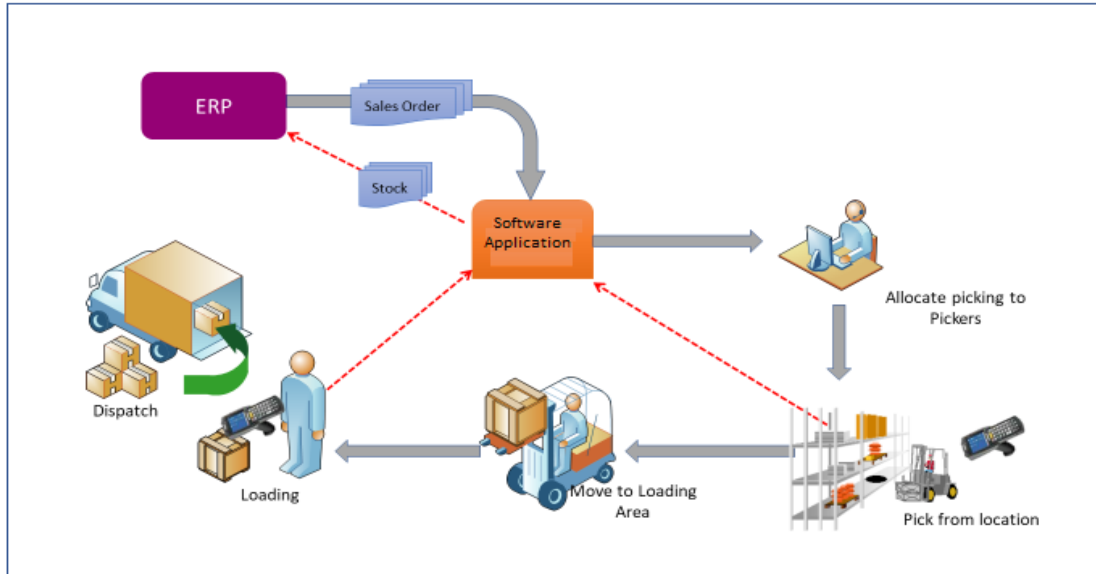
- All necessary reports would be provided through Export to Excel Feature in .xls format
- There would be a Global Search option to find any transactions or detail within single click and generate report in .xls format

E. Provision: -

- Role based login access
- FIFO Based Guided Pick-list.
- Label Re-Print
- Role Based User Authentication.
- Single Click Backup.
- Random Physical Stock Verification.
- Duplicate Label printing
- Scrap/Wastage Stock update
- Global Search Option to find out any transaction with single click option
- Reports in Excel



4.0 FLOW CHART



5.0 INSTALLATION & COMMISSIONING SUPPORT

Experienced personnel shall attend site during the commissioning to provide commissioning assistance and perform the required checks and tests to:

- Ensure that the system:
 - Is installed in accordance with design and to provide optimum performance
 - Operates in accordance with design and to provide optimum performance
 - Meets all requirements as specified in this tender
- Be immediately available to answer any questions from BL
- Ensure that correct commissioning procedures are followed
- Provide assistance with any troubleshooting requirements

6.0 ONGOING SUPPORT

The supplier shall be providing a high level of service support to BL. A primary means of support is through extensive technical assistance via email and phone which shall be provided free of charge. This includes a 24 hour emergency number for urgent support. Any major servicing / AMC will be done after one year of installation.

Contact Person:

Signature with official stamp

Contact Number:



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Annexure-B

GENERAL TERMS & CONDITIONS

- 1.1.0 **General instruction:** - Do not leave any space blank or incomplete, write NA/NIL/Free wherever applicable. Each page of the offer (enclosures) has to be acknowledged by the bidder with their acceptance (signature & company stamp). In case of offer, which are not found in line with our guidelines and Terms & Conditions, may subject to rejection. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of the BL (Balmer Lawrie & Co. Ltd.), at least four days before/prior to the date of filling/submission of the Tender.
- 1.2.0 **Submission of Technical Bid/Pre-Qualification offer/Unprice Bid:** - Bidder has to upload the Price Bid online as well as Technical Bid/Unprice Bid also. Bidder has to submit their copy of un-price bid/Technical bid in a single bid/envelope, superscripting the envelope with tender No., date & due date along with following enclosures also-
- 1.2.1 Covering letter with your reference number & date
- 1.2.2 Acknowledgement of understanding the scope/objective/design/technical specifications/General Terms and conditions/HSE Policy etc of the project. Kindly submit the tender document duly signed and stamped.
- 1.2.3 **Documents in support of Pre-Qualification Criteria (As stated below)** duly signed and stamped.
- A) Vendor must visit our site before quoting the tender.
- B) Vendor has to submit the Purchase Order/Completion Certificate [As a proof of Work Experience] of the similar type of job of amount Rs 10 L[Excluding Tax] in any other Lubricant/FMCG or any reputed company in last 2 Years.
- C) Vendor should have Minimum Turnover Rs 50 L in year 2017-18 & year 2018-19 each. Kindly share the profit loss statement of both the years in support of required turn over.
- 1.2.4 **EMD** [As per details given below] and Offer without EMD would not be accepted from Non-MSME vendors. Please refer below for more details.

EMD :- Tenderers /Bidders are required to pay an **EMD amount of Rs 20,000** by way of Demand Draft / A/C Payee pay order/ Bank Guarantee / NEFT/RTGS/IMPS/ Online Transfer. Proof of the same has to be submitted along with the unpriced bid.

The Demand Draft should be drawn in favor of **“Balmer Lawrie & Co. Ltd” payable at Silvassa** for EMD.

EMD in the form of Bank Guarantee as per the company’s specified format may also be submitted.



EMD/Security Deposit can also be paid directly to our HDFC Bank Limited (Account No. 00740110000057 NEFT Code - IFSC "HDFC0000074") through electronic transfer and proof of transfer of funds should be deposited with us.

EMD of the unsuccessful Tenderers will be refunded after finalization of Tender. EMD shall not bear any interest. EMD of successful tender may be retained as part of security Deposit.

Provisions for MSME Vendor

A: MSME vendor must confirm that UAM 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 units, registered under MSME/ NSIC, also complying clause of EMD: in the tender are exempted for submission of EMD amount.

- 1.3.0 **Acceptance of offer:** -Balmer Lawrie & Co. Ltd. reserves the right to reject/accept all or any offer(s). Offers sent through fax/e-mail shall not be accepted. The company will not accept any Responsibility for any delay in receipt of bidding document sent by post.
- 1.4.0 **Selection & placement of offer:** Purchase order will be placed on a single **technically & commercially qualified vendor**, who's total price of entire supply **stands lowest**. The price bid of technically qualified vendors, would be opened and considered for final evaluation only.
- 1.5.0 **Jurisdiction:** - All disputes are subject to Silvassa (D&NH) jurisdiction.
- 1.6.0 **Delivery/completion schedule:** -The period of subject supply, installation and commissioning should be **90 days** from the issue date of Purchase Order (PO) or LOI whichever is earlier. However, the short/early completion quoted by bidder may be preferred. The supply shall be made at our works at **Survey No. 201/1, Sayli-Rakholi Road, Sayli, Silvassa – 396230 (D&NH)**.
- 1.7.0 **Liquidated damages:-**Vendor shall be liable to pay liquidated damages for the following:
- 1.7.1 Failure to complete supply of item to BL within the scheduled period. In such case, vendor shall be liable to pay liquidated damages @ 0.5% of PO value per week or part thereof subject to a maximum of 5.0%.
- 1.8.0 **Price schedule:** - The price shall be quoted as per specified format given under the head **price schedule** as annexure-D. The price must be quoted considering technical data sheet.
- 1.9.0 **Payment terms:** - (i) 90% of PO value on 30 days credits after supply and commissioning, from date of submission of bill (ii) Balance 10% of PO Value shall be kept as retention money & will be released after completion of guarantee period without any interest or against submission of performance bank guarantee.



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1.10.0 **Guarantee Period:** -12 (Twelve) months from the date of successful supply of item and commissioning as per PO. During this guarantee period the performance of the supplied item

has to be in line with the expected/agreed quality as per tender/PO and if not then vendor has to replace/rectify the total supply at NO EXTRA COST TO BL and to the satisfaction of BL/tender.

1.11.0 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the date of closing the tender.

1.12.0 **After sales service:** - Bidder shall furnish the details of their after sales service facility available at / OR around Silvassa.

1.13.0 **Performance Bank Guarantee (PBG):** - PBG shall be furnished in specified format of Balmer Lawrie & Co. Ltd. and shall be valid for one year from the date of successful commissioning. PBG can also be paid directly to our **HDFC Bank Limited (Account No. 00740110000057 NEFT Code - IFSC "HDFC0000074")** through electronic transfer and proof of transfer of funds should be deposited with us.

1.14.0 **Documentation:** - Vendor shall have to submit complete maintenance manual (two copies each) along with items.

1.15.0 Tenderer must contain any other information/enclosures as may be needed to complete the schedule supply in all respect on a separate page/sheet under "**schedule of deviations**", however technical specification as mentioned in above Annexure 'A' are 'fixed'.

1.16.0 Submission of tender will be the conclusive evidence as to the fact the tenderer has fully satisfied themselves as to the nature and scope of 'supply, General terms and conditions and all other factors', affecting the performance of the contract and the cost thereof.

1.17.0 **TENDER CANCELLATION CLAUSE:** Balmer Lawrie & Co Ltd (BL) may at its own discretion cancel the tender process at any time [whether before or after tender submission date] due to any unforeseen / unavoidable circumstances or due to any other reason. BL is not liable to provide any reason to the participants/ bidders in said tender for the same.

1.18.0 **GST Clause :-** "The vendor should compulsorily follow all the provisions of GST Law and in the event of any default of complying with any of the provisions of the GST Law, Balmer Lawrie would exercise the right for non-payment / withholding payment / black listing the vendor."

Contact Person :

Contact Number :

Signature with official stamp



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Annexure-C

HSE REQUIREMENTS

1.1 Pre-Qualification

All contracted companies will be subject to pre-qualification criteria, if involved in high risk activities.

1.2 On-Site Management

1.2.1 All Contractors will be required to undertake initial induction or familiarization training where their responsibilities will be explained.

1.2.2 Medical fitness certificate to be submitted for all contract workmen engaged in high risk activities.

1.2.3 The Site Manager /Supervisor must review planning, progress and performance on site activities and initiate appropriate actions to ensure timely completion of the activities.

1.2.4 Contractors will be represented at HSE meetings and progress meetings where they will be consulted regarding reciprocal risks associated with ongoing activities in order that they can be minimized.

1.2.5 Pre-Qualifying The Potential Bidder - The set of standard questionnaire for prequalification criteria is enclosed in Annexure-C1. The contractor should fill and submit along with the offer.

Contact Person:

Signature with official stamp

Contact Number:



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Annexure-D

PRICE SCHEDULE

It is Mandatory for each vendor to quote in the below format, otherwise quoted tender may lead to REJECTION.

Vendor's Company Name: _____ Offer No.: _____ Date: _____

Sr.no	Description	Qty In Nos	Basic Price/Unit	Total Basic Price
1	Mobile Handheld Terminals (HHT)	4		
2	Access points (Industrial grade)	2		
3	PC & HHT Software (development & installation)	1		
4	Implementation charges (Software & Hardware) - Onsite	1		
5	Windows PC of required configuration	1		
6	Run time license per Terminal (if any)	1		
7	Packing & Forwarding charges (if any) in LS			
8	Delivery charges (on door delivery basis including loading & unloading) in LS			
9	GST (as applicable)			
14	Transit Insurance (if any, to be taken by vendor)in LS			
15	Total Cost committed (Total of Sr.No.9 to 14)			
16	Delivery period : applicable as per 1.6.0			
17	Liquidated damage : applicable as per 1.7.0			
18	Payment terms : applicable as per 1.9.0			
19	Guarantee/Warranty : applicable as per 1.10.0			
20	Validity of offer : applicable as per 1.11.0			
Total value of the project in words including GST:				

Contact Person :

Contact Number :

Signature with official stamp



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Procedure for Bid Submission:-

The bidder should submit their response through bid submission to the tender on eProcurement 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 <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids should be entertained by the Tender Inviting Authority. The bidders should submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents displayed in procurement web site. The bidders should upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids in the eProcurement 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 should sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

Registration with eProcurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1India 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 eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.

<u>Contact Person</u> <u>(Monday to Friday)</u>	<u>E-Mail ID</u>	<u>Tel. No.</u>
Mr.Tirtha Das (Kolkata)	tirtha.das@c1india.com	9163254290
Mr.Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	8811093299
Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	022-66865608
Helpdesk Support (Kolkata)		8017272644

Address: M/s C1 India Pvt Ltd., C104, Sector – 2, Noida 201 301.



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Bid Submission Acknowledgement:

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. should not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids should not be saved by the system and are not available for the Tender Inviting Authority for processing.

Before uploading scanned documents, the bidders should sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt Ltd.

Submission of Hard copies:- The bidders are requested to submit the demand drafts towards EMD [If ask] along with other documents as required, to the Tender Inviting Authority on or before opening of due date. Under no circumstances Hard copy of Price Bid should be sent. The bidder should furnish the original DD and other documents either in person or through courier or by post and the receipt of the same within the stipulated time should be the responsibility of bidder. BL should 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.

Corrigendum to tender: The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders should not be responsible for any claims/problems arising out of this.

Disclaimer Clause: The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected.

Bidder should submit their unpriced bid in a envelope, superscripting the envelope with tender no., date & due date along with following enclosures-

- a. Covering letter
- ii. Signed and Stamped tender document as a token of acceptance of tender terms. Each page of the offer (enclosures) has to be acknowledged by the bidder with their acceptance (signature & company stamp). In case of



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offer, which are not found in line with our guidelines and Terms & Conditions, may subject to rejection.

iii Copy of documents in support of Pre-Qualification document.

Price bid over email/fax or in sealed bid are not acceptable and bidder has to quote the price on our e-Procurement portal only.

TENDER CANCELLATION CLAUSE:- Balmer Lawrie & Co Ltd (BL) may at its own discretion cancel the tender process at any time [whether before or after tender submission date] due to any unforeseen / unavoidable circumstances or due to any other reason. BL is not liable to provide any reason to the participants/ bidders in said tender for the same.



HSE Chapter

In order to achieve the Tender goal in a very smooth & SAFE manner, all the Bidders are required to comply with this HSE chapter, before, during and after the tender finalization or related job execution, in following prescribed procedure:

Annexure – C1 (1 of 2)

Pre-Qualification Questionnaire for Contractor **Guidelines for Completion of Questionnaire**

- i. The potential bidder is to ensure that the answers provided are focussed against the activities indicated in the pre-tender document.
- ii. The information is supplied in the same format and sequence in which they appear in the questionnaire. A minimum of 12 has to be obtained in the HSE pre-qualification questionnaire.
- iii. Failure to supply information that accurately and fully covers the material requested may result in an individual Contractor failing to meet minimum expectations and therefore being disqualified.
- iv. Contractor shall provide information that is authentic and documentary evidence.
- v. Even after getting pre-qualified, if it comes to the notice that non-authentic documents are provided, the Contractor may be disqualified and if any Contract is in place, it may be terminated immediately.
- vi. BL shall have right to audit Contractors records to verify the authenticity of the documents, during any phase of the Contract.

Questionnaire for HSE Pre-Qualifications of contractors:

Contractor Details	
Company Name	
Contact Person for HSE	
Name	
Telephone Number	
E-Mail Address	

	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
1	Do you have a signed and dated HSE Policy?	<input type="checkbox"/>	<input type="checkbox"/>	Attach HSE Policy	1



	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
2	Do you confirm that you will comply with BL HSE Policy in as much as it is applicable to your scope of work?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
3	Do you have a Health and Safety System certified by an accredited body to a recognized standard? (Eg : OHSAS 18001)	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3
4	Do you have an Environmental Management System Certified by an accredited body to a recognized standard? (Eg : ISO 14001)	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3
5	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
6	Have you identified, documented and maintained your Environmental Impact Assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
7	If you use subcontractors, will you assess them in terms of HSE?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
8	Have you produced project/contract	<input type="checkbox"/>	<input type="checkbox"/>	None	2



	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
	HSE plans for recently completed work?				
9	Is HSE Covered in your company's organization chart?	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Org Chart.	2
10	Have HSE roles and responsibilities been defined in your company?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
11	Have your employees received documented HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
12	Do you identify and monitor compliance with HSE Legislation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
13	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
14	Is your company free from any charges or notices served by the regulatory authorities in relation to HSE in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
15	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2



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	Please provide your accident data for the current year and the last 2 calendar years Note: this must include the data of any contractors working for your organization.	2019-20	2018-19	2017-18	Period Average (Three years average)
16	Number of Fatalities				
17	Number of Environmental Incidents reported to Pollution Control Board				
18	Number of accidents with 2 or more days lost time.(LTI)				
19	Man Days Lost				
20	Total Hours Worked				

I confirm that the above information is correct and that further evidence to support this will be provided to BL on request.

Name	Position	Company	Date	Signature



Annexure – C1 (2 of 2)

HSE Requirements BY CONTRACTORS (To be a part of contract documents)

Housekeeping

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

Confined Space

Before commencing Work in a confined space the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- i. Confined spaces are kept identified and marked by a sign near the entrance(s).
- ii. Adequate ventilation is provided
- iii. Adequate emergency provisions are in place
- iv. Appropriate air monitoring is performed to ensure oxygen is above 20%.
- v. Persons are provided with Confined Space training.
- vi. All necessary equipment and support personnel required to enter a Confined Space is provided.

Tools, Equipment and Machinery

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- suitable for its intended use;
- safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- **Provided with Earth leakage circuit breaker (ELCBs)** at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

Working at Height

Any Work undertaken where there is a risk of fall and injury is considered to be working at height.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from BL a Permit to Work, the



Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.

Fall Prevention System

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- iv. Lifeline systems must be approved by BL before use.
- v. Use of ISI marked industrial helmet at all point of time.

Scaffolding

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

Stairways and Ladders

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- a. Fabricated ladders are prohibited.
- b. Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- c. Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- d. Ladders will be lowered and securely stored at the end of each workday.
- e. Ladders shall be maintained free of oil, grease and other slipping hazards
- f. Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.



g. Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

Roof Work/Access

Roof work and access to roofs must not be undertaken without prior authorization from BL if require.

Overhead Work

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.

Lifting Operations

Cranes and Hoisting Equipment

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

Lifting Equipment and Accessories

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

Lockout Tag out ("LOTO")

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

Barricades

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning..

Compressed Gas Cylinders

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash back arrestor to be used to prevent any explosion due to back fire.



Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from BL. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:

- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by BL.

Hot Works

A Permit to Work must be obtained from BL prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from BL.

Trenching, Excavating, Drilling and Concreting

A Permit to Work must be obtained from BL and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work. The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

Environmental Requirements

Waste Management

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste disposal route shall be documented and made available for BL to review at any time and may be subject to BL's prior approval.



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Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

Spills

The Contractor is responsible for the provision of adequate spill kits/protection and the clean-up and disposal costs arising from such spills.

Emissions

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of BL. Emissions include but are not limited to noise, dust, fumes, vapours.