



**BALMER LAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

***[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707***

***Phone No 2724 0466 /2724 2988, Fax No. 2724 2943***

***E-mail: koli.ka @balmerlawrie.com***

**TENDER NO: BL/CFS/MUM/670 dt. 24 /10/2019**

**CIN - L15492WB1924GOI004835**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for**

***[Providing System Development,implementation,upgradation & Recertification to  
ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 ,I  
integrated Management System(IMS ) accreditation  
for our Container Freight Station, Dronagiri Node, Navi Mumbai 400 707.]***

**DUE DATE & TIME: 05/11/2019 [at 5.00 Pm]**

**INDEX**

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting Tender	3
3	Scope of Work	5
4	General Terms and conditions	5
5	Declaration accepting terms & conditions by bidder	10
6	Particulars of the organization	11
7	Price Bid	12

## NOTICE INVITING TENDER

Bids are invited from reputed and experienced parties and Consultants, who fulfil the eligibility criteria indicated in General Terms & Conditions subsequently, for undertaking the subject contract for ***[Providing System Development, implementation, upgradation & Recertification to ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007, integrated Management System(IMS ) accreditation for our Container Freight Station, Dronagiri Node, Navi Mumbai 400 707***

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the tendering portal [www.balmerlawrie.com](http://www.balmerlawrie.com) Interested parties have to pay an interest free EMD of Rs.***[5000/- (Rupees Five thousand only)]*** by Demand Draft/Pay Order at our above address. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Schedule Bank, payable at ***[Mumbai/Navi Mumbai]***. Valid MSMED/NSIC certificate holders are exempted from EMD. SCT/ST Category having MSMED/NSIC certificate should specifically mention. MSME Vendor should declare UAM number on CPPP( Central Public Procurement Portal) failing which such bidder will not be able to enjoy benefits as per PP Policy for MSMEs order 2012

The tender has to be submitted along with the supporting documents in a sealed envelope superscribing **TENDER No. BL/CFS/MUM/670 Dated 24/10/2019 "OFFER FOR Providing System Development, implementation, upgradation & Recertification to ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007, integrated Management System(IMS ) accreditation for our Container Freight Station, Dronagiri Node, Navi Mumbai 400 707 "** and shall be dropped in our tender box at the given address **within 05/11/2019 AT 5.00 PM** and addressing covering envelope as follows:

**BALMER LAWRIE & CO. LTD.  
CONTAINER FREIGHT STATION  
PLOT NO.1, SECTOR-7, DRONAGIRI NODE  
NAVI MUMBAI – 400 707**

S. No	Description	Details
1	Name of Work	<b><i>Providing System Development, implementation, upgradation &amp; recertification to ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007, integrated Management system(IMS ) accreditation for our Container Freight Station, Dronagiri Node, Navi Mumbai 400 707</i></b>
2	Tender No	<b>BL/CFS/MUM/670</b>
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion period	<b>Within thirty days from the date of issue of PO</b>
5	Tender Fee	<b>Not applicable</b>
6	EMD	<b>Rs.5000.00</b>
7	Downloading / Submission of Tender :	
	a. Starts on	<b>24/10/2019 at 3.00 PM</b>

	b. Closes on	05/11/2019 at 5.00 pm
8	Opening of Tenders	05/11/2019 at 5.30 pm

**A. LIST OF DOCUMENTS TO BE SUBMITTED**

The signed copies of following documents should be submitted as part of the technical/commercial bid which may be verified with original:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- b. Income Tax PAN number certificate copy
- c. GST Registration number certificate copy

**B. 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,
- 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 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.

**1. Special Note**

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on 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 tendering system well before the closing date and time of bid.
- 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.

**Balmer Lawrie & Co. Ltd. Container Freight Station, [ Navi Mumbai ]**  
**Tender No : BL/CFS/MUM/670**

- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to 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 Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com). The Company calling for tenders shall not be responsible for any claims/problems arising out of this.
- The tender document along with Bid Formats (Part-A and Part-B) may be downloaded from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) or obtained from our office at the address given above during the normal office hours.

**2. Filling of Tender Documents**

- 2.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 2.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 2.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 2.4 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 produced.

## **SCOPE OF WORK**

The entire work shall have to be carried out in 2 phases as set out below.

### **PHASE-1**

Phase-I will include providing consultancy support and assistance in upgrading the Integrated Management System as per latest version conforming the requirements of the International Standards and preparation of re-certification. This would include :

1. Guidance in conducting Internal Audit, Closing Non-Conformities arising in Internal Audit; Guide to take the corrective and preventive action; Guide in conducting Management Review Meeting; Also assist in the closing of Non-Conformities, if any, raised during the Certification Audit and Surveillance Audits.
2. Provide consultation and assistance during Surveillance Audit at the end of 2<sup>nd</sup> and 3<sup>rd</sup> year.
3. Any other work/responsibility incidental to the above noted job responsibility that may be required.

#### **A. RECOMMENDATION FOR FINAL CERTIFICATION BY CERTIFICATION AGENCY**

- a. Corrective action and closing of non-conformities (if any) raised by Certification Body during the Final audit.
- b. Close liaison and follow-up with Certifying body for acquisition of Certificate till the award of certificate.

### **PHASE-2 : CERTIFICATION**

(By an Internationally Accredited Certifying Body)

1. Initial or Pre Audit by Certification Body
2. Certification Audit by Certification Body
3. 1<sup>st</sup> Surveillance Audit
4. 2<sup>nd</sup> Annual Surveillance Audit

## **GENERAL TERMS AND CONDITIONS**

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

1. The tenderer shall have experience of consultancy work for ISO certification for at least 3 years.
2. The tenderer should have carried out similar ISO 14001, OHSAS 18001 and ISO 9001 accreditation work at least for two clients during the past three years.
3. The tenderer shall submit an EMD of Rs.5,000/- by Pay Order/Demand draft drawn in favour of Balmer Lawrie & Co. Ltd. on any schedule bank, payable at Navi Mumbai/Mumbai. MSME/ NSIC holders are exempted from submitting EMD.
4. The tenderer should have valid GST number , copy of the same to be submitted
5. The tenderer should not be black listed by any PSU /Government department, self declaration for the same is to be submitted by tenderer on their companies letter head.

### **2. VALIDITY OF OFFER**

Offer must be valid for 60(sixty) days from the due date of submission of tender.

### **3. QUOTING OF RATES**

Rates shall be quoted as per format given in the attached **Part-B : Price Bid**.

### **4. COMPLETION PERIOD**

The entire job as per the "Scope of Work" noted hereinbefore shall be completed within One month from the date of issuance of Letter of Inter/Purchase Order and / or within the due Recertification period as would be intimated to you in the letter of Intent which may be separate dates for each sets of standards.

### **5.. PAYMENT TERMS**

- 30% payment after completion of Initial or Pre-Audit by Certification Body.
- 50% payment on receipt of certificates valid for 3 years.
- 10% payment after completion of 1st Annual Surveillance Audit due in the ensuing year.
- 10% payment after completion of 2nd Surveillance Audit due in the 2<sup>nd</sup> ensuing year.

### **6.Submission Of Bids**

The bids should be submitted in single bid process

Technical / Commercial Bid [Unpriced] with Price bid

For Price Bid, only the rates are to be submitted as per given format.

## **7. Tender Opening**

Unprice and price bid will be opened as per tender calendar as it is a single bid.

## **8. Acceptance of offers**

9.1 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.

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

9.3 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.

9.4 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. Negotiations**

10.1 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.

10.2 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.

## **11. Price Variation**

11.1 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.

11.2 The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.



#### **12. 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).

#### **13. Security Deposit / EMD**

The Earnest Money Deposit of the successful bidder would also be retained as Security Deposit till completion of 2nd Surveillance Audit. EMD of unsuccessful bidders will be returned after finalization of the contract.

#### **14. 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.

#### **15. 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 Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and 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 paid equally by both the parties.

#### **16. Purchase Preference Policy for MSE Vendors**

If it is seen that a Micro and Small Enterprises (MSE) has participated and the price quoted by them is within a price band of +15% of the L1 price (which is from a supplier who is not MSME), then such MSE vendor shall be allowed to supply a pre-determined portion of the tendered quantity subject to their matching the L1 price. In case, more than one number of MSE vendors are within the range of L1+15%, all of them shall be given the option of matching the L1 price. In such a situation, the pre-determined quantity shall be equally divided amongst all such MSME vendors who have matched the L1 price. In case the total tender value is not split able, 100% of the value will be given to MSE (within 15% band with non MSE vender) vender subject to matching with L1 price of non MSE vender.

### **17. Compliance of GST**

The vendor should compulsorily follow all the provisions of GST and in the event any default for fulfilling any provisions of the GST Act, Balmer Lawrie & Co. Ltd. would exercise the right for non-payment/withholding payment, / black listing the vendor

### **DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender NoBL/CFS/MUM/670 dt. 24 /10/2019 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.	
<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	
<b>10</b>	Whether copy of latest Income Tax Return enclosed	
<b>11</b>	GST Registration. No.	
<b>12</b>	Whether copy of GST Registration certificate enclosed	
<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.	

### PRICE BID

**Subject : Tender for providing *Providing System Development, implementation, upgradation & Recertification to ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 ,integrated Management System(IMS ) accreditation for our Container Freight Station, Dronagiri Node, Navi Mumbai 400 707***

Tenderer should quote the rates as follows:

Sl.No.	Description	Amount
1.	Consolidated Lump Sum Fee for providing <b>System development, implementation, upgradation &amp; Re-Certification</b> work for acquiring ISO 9001:2015, ISO-14001:2015 and OHSAS 18001:2007 Accreditation as per the 'Scope of Work' .	Rs. _____ [Rupees _____] [Please write in words]
2.	GST	@ _____ %

We have understood the terms & conditions indicated in the Tender Enquiry No. Tender Enq. No. BL/CFS/MUM/670 dated 24/10/2019 and hereby confirm our acceptance of the same.

Place :

Signature :

Date :

Name :

Designation :