



## **Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail - [shivastava.sk@balmerlawrie.com](mailto:shivastava.sk@balmerlawrie.com)**

### **TENDER ENQUIRY**

**Tender No. : GLS/TE19/070 Dated 25/01/2020**

**Due date : 4/02/2020 till 6.00 PM**

**Subject: Consultancy service required for Renewal of Fire NOC.**

Sealed offers in a single bid/ envelop are invited as per Instruction to Tenderers, General terms & conditions and Scope of work & price schedule and HSE Chapter enclosed in annexure-A, B, C & D respectively.

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

Thanking you,

Yours faithfully,  
for Balmer Lawrie & Co. Ltd.

Shobhit kumar srivastava  
Manager (Purchase)

Encl.: As above



## **Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [shivastava.sk@balmerlawrie.com](mailto:shivastava.sk@balmerlawrie.com)**

### **Annexure-A**

#### **1.0 Instruction to Tenderers**

- 1.1 Before filling up, the complete Tender Specification should be read properly. If the tendered 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 Balmer Lawrie & Co. Ltd. (hereinafter referred to as BL), at least four working days before/prior to the date of filling/submission of the Tender.
- 1.2 Tenderer shall visit the site and make them thoroughly acquainted with the nature and requirements of the job, facilities for access of site and documents required for Renewal and obtaining Fire NOC as per Application form along with check list and self declaration.
- 1.4 Tender must contains any other information / enclosures as may be needed to complete the schedule job in all respect on a separate page.
- 1.5 Submission of tender will be the conclusive evidence as to the fact that the tenderer has fully satisfied themselves as to the nature and scope of the work to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 1.6 The contractor shall cover the insurance of all workmen and other persons employed by the contractor and subcontractor against accident, injury & death till the completion of job.
- 1.7 The safe custody of material is the responsibility of the contractor till job completion.
- 1.8 Proper safety precautions and measures to be taken care of on the principle of "Safety Comes First" during the entire contract period. The contractor shall be bound to bear any claim or compensation for the accidents, injury and death arising out of negligence on their part to ensure such safety measures including the expenditure for defense legal proceedings.
- 1.9 Workmen engaged in electrical work or any type of work should be provided with gloves, and footwear's of adequate insulation value as per safety instructions.
- 1.10 Workmen engaged in toxic chemicals, paints etc should be provided with gumboots, gloves, goggles mask and other protective attachment depending upon the depth of expected hazard.
- 1.11 All safety requirements depending on the nature of work should be provided to minimize the occurrence of accidents.



## Balmer Lawrie & Co. Ltd.

(G & L- Silvassa))

(A Government of India Enterprise)

Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail - [shivastava.sk@balmerlawrie.com](mailto:shivastava.sk@balmerlawrie.com)

### 2.0 Scope of Work

1. Documentation part including filling up the entire forms for Fire NOC as per format.
2. Visit to our site as per the requirement of the company. Tenderer shall visit the site and make them thoroughly acquainted with the nature and requirements of the job, facilities for access of site and documents required for Renewal and obtaining Fire NOC as per Application form along with check list and self declaration.
3. Providing technical support as per the queries raised by the department.
4. Submitting the documents as per the requirement of the Fire department.
5. Completing the fire fighting layout and sprinkler layout plan.
6. Certificate by fire agency regarding compliance of fire prevention and life safety measures.
7. Designing on Autocad /Equivalnet Software related jobs.
8. Photography of the fire fighting systems as per the requirement of fire department.
9. Obtaining the approved Fire NOC from relevant state department/body.

Name of Company :

Contact Person :

Contact Number :

Signature with  
official stamp



## Balmer Lawrie & Co. Ltd.

(G & L- Silvassa))

(A Government of India Enterprise)

Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)

### Annexure-B

#### 3.0 General Terms & Conditions

3.1 **General instruction:** - Do not leave any space blank or incomplete, write NA/NIL/Free wherever applicable. Each page of the tender is to be signed and stamped as a token of acceptance of the tender terms in Toto.

**Submission of offer:** - Bidder shall submit their sealed offer in a single Bid/envelope, superscripting the envelope with tender No., date & due date along With following enclosures-

- a) Covering letter with your reference number & date as an acceptance of tender terms.
- b) Acknowledgment of General Terms & Conditions (Annexure-B)
- c) Price schedule (Annexure-C)

3.2 **Acceptance of offer & placement of order:** BL reserve the right to reject/accept all or any offer(s). A tenderer must have to quote for all the jobs provided in Annexure-C In case of offer, where price for all the items/head are not quoted, such offer may be rejected. Purchase/work order will be placed on single **technically & commercially qualified vendor**, whose total price **stands lowest**.

3.3 **Jurisdiction:** - All disputes are subject to Silvassa jurisdiction.

3.4 **Completion period:** The completion period for the entire job should be 90 days from the date of placement of LOI/PO. The job shall be carried out at our works at **Survey No. 201/1, Sayli, Silvassa -396 230**.

3.5 **Liquidated damages:** In case of failure to complete the job within the scheduled period by the successful vendor, a pre-determined liquidated damages will be recovered from the pending invoices @ 0.5% per week subject to a maximum of 5.0% of the basic order value.

3.6 **Price schedule :** The price shall be quoted as per specified format given in Annexure-C. The price should be quoted for all the items as per scope of work given in the annexure-A.

3.7 **Payment terms:** - 100 % of PO value will be released within 30 days from the date of submission of certified Bill (by BL) along with all required documents, etc after successful completion of the job and issuance of Approved Fire NOC.

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

3.9 **Working days & hours:** All work required to be carried at BL's site, shall be done only during working days between 9:00 am to 6:00 pm.

3.10 **Factory Rule:** Your engineers/ workmen have to abide by the BL factory rules and regulations. Only adult and skilled workmen shall be allowed to work in BL premises.



## Balmer Lawrie & Co. Ltd.

(G & L- Silvassa)

(A Government of India Enterprise)

Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)

3.11 **Responsibility of the vendor:** The vendor shall be responsible for any damage caused to the property and/or machinery (including its any part) of BL, directly and/or indirectly incidental to and connected with the execution of the work and shall be liable to indemnify the value of such damaged property and/or machinery.

3.12 **Site facilities by BL :**

- (i) Power supply : Free at one point, any extension by vendor.
- (ii) Water supply : Free at one point, any extension by vendor
- (iii) Storage : Space by the company and security by vendor.

3.13 **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.

3.14 **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 th participants/ bidders in said tender for the same.

Name of Company :

Contact Person :

Contact Number :

Signature with  
official stamp



## Balmer Lawrie & Co. Ltd.

(G & L- Silvassa)

(A Government of India Enterprise)

Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail - [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)

Tender No. : GLS/TE19/070 Dated 25/01/2020 Due date : 4/02/2020 till 6.00 PM

### Annexure - C

#### Price Schedule

- Consultancy service required for Renewal of Fire NOC as per scope defined in Annexure-A @ Basic Price Rs \_\_\_\_
- GST@ \_\_\_\_% \_\_\_\_
- Total Cost Rs \_

Note:-

- It may kindly be noted that the Job shall be carried out as per scope of work.
- Quoted rate shall be including Government Fees.

Name of Company :

Contact Person :

Contact Number :

Signature with  
official stamp



## Balmer Lawrie & Co. Ltd.

(G & L- Silvassa)

(A Government of India Enterprise)

Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [shivastava.sk@balmerlawrie.com](mailto:shivastava.sk@balmerlawrie.com)

### Annexure - D

#### 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:

#### **Questionnaire for HSE Pre-Qualifications of contractors:**

<b>Contractor Details</b>	
Company Name	
Contact Person for HSE	
Mobile Number	
e-Mail Address	

#### **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. Contractor shall provide information that is authentic with documentary evidences as applicable.
- iii. 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 and no compensation will be provided for such termination.
- iv. BL shall have right to check Contractors records to verify the authenticity of the documents, during the contract period.



## Balmer Lawrie & Co. Ltd.

(G & L- Silvassa)

(A Government of India Enterprise)

Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)

	Question	Response	
		Yes	No
1	Do you confirm that you will comply with BL HSE Policy while working inside BL premises ?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have your employees received HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>
5	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"/>
6	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>

	Please provide your accident data for the current year and the previous two years Note: this must include the data of any contractors working for your organization.	Current Year	Previous Year -1	Previous Year -2	Period Average (Three years average)
1	Number of Fatalities, if any				
2	Number of Environmental Incidents reported to Pollution Control Board				
3	Number of accidents with 2 or more days lost time( LTI)				
4	Man Days Lost				
5	Total Hours Worked				

Name	Position	Date	Signature

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

#### 1.0 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.





## **Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)**

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.

### **2.0 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.

### **3.0 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.

### **4.0 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.

### **5.0 Fall Prevention System**



## **Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [shivastava.sk@balmerlawrie.com](mailto:shivastava.sk@balmerlawrie.com)**

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

### **6.0 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.

### **7.0 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.

### **8.0 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.

### **9.0 Roof Work/Access**



## **Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)**

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

### 10.0 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.

### 11.0 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.

### 12.0 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.

### 13.0 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.

### 14.0 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.



## **Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail – [shivastava.sk@balmerlawrie.com](mailto:shivastava.sk@balmerlawrie.com)**

### 15.0 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.

### 16.0 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.

### 17.0 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.

### 18.0 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



## **Balmer Lawrie & Co. Ltd.**

**(G & L- Silvassa)**

**(A Government of India Enterprise)**

**Survey No. 201/1, Rakholi-Sayli Road, Sayli, Silvassa-396230(D&NH).  
Office-9099084731, 9099084732:Extn 60, E-mail - [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)**

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.

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.

#### **19.0 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.