



**Grease & Lubricants Division,  
P-43, Hide Road Extn., Kolkata - 700 088  
Ph : 033 24500148 / Fax : 033 2439-2277**

**NOTICE INVITING TENDER FOR PROVIDING SERVICES ON ANNUAL  
GENERAL MEDICAL CHECK UP FOR BALMER LAWRIE EMPLOYEES  
AT G&L-KOLKATA**

<b>Tender No. : GLK/TE19/338</b>
<b>Date : 27.02.2020</b>
<b>Due Date : 10.03.2020 at 15.00pm</b>

Balmer Lawrie & Co. Ltd is a Govt. of India Enterprise; under Petroleum Ministry & engaged in manufacturing of Grease & Lubricating Oil. Our factory is situated at P-43, Hide Road Extn., Kolkata – 700 088.

We require for providing Annual General Health Check up services for our approx.. 60 workmen engaged in daily operation of the factory, for two years.

Sealed Single Bid offers are invited for “**Providing Services on Annual General Medical Health Check up for Balmer Lawrie employees at Kolkata Factory**”. The tender document can be downloaded from [www.balmerlawrie.com](http://www.balmerlawrie.com) website

**Contact details**

Shri Ratikanta Panda  
Deputy Manager (HR)  
Balmer Lawrie & Co.Ltd.  
Grease & Lubricants Division  
P-43, Hide Road Extn.,  
Kolkata – 700 088.

**ANNEXURE-I**

**A. SCOPE OF JOB**

1. Annual Health Check-up for workmen [Approx 60] per year for two years. However, it is to be noted that the reimbursement for Annual Health Check-up will be made on the actual number of workmen undergoing the Health Check up.

**B. PERIOD OF CONTRACT :** Two years from the date of PO/LOI.

**ANNEXURE-II**

**TERMS & CONDITIONS**

1. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.
2. **Purpose of Contract:**  
This contract is for providing medical check up as per Annexure-I.
3. The tenderer is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the tenderer will not be acceptable.
4. **Tender Evaluation**  
  
**The tender would be finalized on the basis of Lowest Nett delivered price (NDP) as per Annexure -IV (Price Bid).**
5. The company reserves the right to accept any tender in whole or in part and reject any or all tenders.
6. The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates.  
**Negotiations, if held will be only with the lowest bidder.**
7. **Validity of Quotation:** The quotation should be valid for the Company's acceptance for a **period of 30 days** (excluding the due date) from the date of opening of the tender.
9. **Sub-Contracting:** The successful bidder shall not be allowed to sub contract either wholly or any part of the order without Company's prior written consent.
10. **PAYMENT TERMS : Monthly, with in 15 days after submission of bill.**

**11. ARBITRATION**

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavour to settle such dispute amicably.

If not, such dispute or difference shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by Concerned Authority of Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Kolkata, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement.

In event of any dispute or difference relating to the interpretation and application of the provision of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such disputes or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM no 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018.

**12. PROVISION OF GST**

The vendor should compulsorily follow all the provision 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 of non-payment / withholding payment / black listing the vendor.

**13. Provisions for Micro and Small Enterprises (MSE):**

- A. Qualification Criterion: MSE vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's 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 manufacturing / service of the tender item(s).
- B. Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify 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 25 per cent of total tendered quantity for the grade at the respective plants subject to operational viability as considered appropriate by tendering authority. It may be further noted that if more than one such duly qualified MSME bidder matches non-MSME L1 price, 25% of the tender quantity will be equally split between the L1 matching MSMEs. If more than one MSME bidder has quoted in afore-said price band, number of such bidders will be intimated by tenderer to MSME bidders when seeking their acceptance to match L1 bid."

**Annexure-III**

**A. GST Compliances**

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-IIIA attached
- [2] Vendor to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the vendor
- [3] Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
- [4] Vendors are required to raise invoice as per the GST tax structure.
- [5] Vendors to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from vendors.
- [6] In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.
- [7] Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**ANNEXURE-IIIA**

**B. DETAILS OF VENDOR**

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No.	
7	Mobile No.	
8	Fax No.	
9	Email ID	
10	Contact Person	
11	Bank Name	
12	Street	
13	City	
14	Branch Name	
15	IFSC Code	
16	MICR Code	
17	Account Number	
18	Minority Indicator	
19	GSTIN Registration Number	
20	HSN /SAC Code for Supply/Service	
21	GST rate (in %) applicable for Supply/Service to be provided.	
22	Composition Scheme Applicable	Yes / No
23	Proof of GSTIN Registration No. per state [From GSTN website]	
24	Vendor's GSP name [GST Suvidha Provider's]	
25	Exemption No.	
26	Exemption Percentage	
27	Exemption Reason	
28	Exempt From /To	

**ANNEXURE IIIB**

**CPPP DECLARATION BY MSE BIDDERS**

**BIDDER TO SUBMIT ON THEIR LETTER PAD**  
(APPLICABLE TO ONLY MSE VENDORS FOR AVAILING BENEFITS  
AS PER PUBLIC PROCUREMENT POLICY FOR MSE'S ORDER 2012.)

Dated .....

I/We, M/s .....,  
address....., hereby declare that I/We are registered as  
MSE supplier and have registered our Udyog Aadhar Memorandum (UAM)  
Number.....on Central Public Procurement Portal (CPPP).  
Balmer Lawrie & Co. Ltd reserves the right to verify the authenticity of the above claim  
through CPPP.

Company Authorized Signatory  
(Seal & Stamp)



**ANNEXURE- IV**

**OFFER ONLY SUBMITTED/ACCEPTED ON BL'S TENDER FORMAT DULY SIGNED &  
STAMPED ON ALL PAGES**

**PRICE BID – to be filled by BIDDER**

		A	B	A X B
SN	Description	QTY	Rate/Head	Amount
A.	Cost for Health Check up, covering the following items 1. CBC 2. Blood Sugar (Fasting & PP) 3. Urine (R/E) 4. Stool (R/E) 5. Chest X-Ray PA View 6. Spirometry Test 7. Eye for R/E 8. ECG	120		
B	GST			
C	TOTAL			

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Terms and Conditions** as laid down in the Tender Documents.

<b>ADDRESS /MOB NO. /e-mail ID</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Registration No</b>	
	<b>PAN NO.</b>	
	<b>Date</b>	