

Limited Tender No. : 1070LE0235 dt. 14.03.2020

**Please note “Response from Registered Vendors alone will be accepted” for participation in this Limited Tender.**

**In case your firm is already Registered & Approved Vendor of Industrial Packaging (or) other units of M/s. Balmer Lawrie & Co. Ltd., elsewhere in India, the details of the same to be provided prior to participating in this tender.**

**Other vendors may contact the undersigned for registering with the unit which is subject to confirmation by our company. Only after confirmation of their registration, they would be considered for participation in the subsequent tenders.**

Dear Sir,

**Sub: Tender to Conduct Re-Certification / Surveillance Audit (QMS/EMS/OHSMS) for a period of Three years.**

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Balmer Lawrie is a market leader in Steel Barrels. The Company has a distributed manufacturing base with factories in Chennai, Chittoor, Taloja, Silvassa, Asaoti & Kolkata. Our Plants are IMS Certified and conforms to Safety, Health and Environment norms.

Our Barrel Manufacturing Plant at 32, Sathangadu Village, Manali, Chennai 600 068, Tamilnadu is comprehensively covered with **ISO-9001:2015, ISO 45001:2018 & ISO 14001:2015.**

We invite sealed offers in **two bids (Technical & Price)** from Organizations / Auditing Agency to **Conduct Re-Certification / Surveillance Audit** at our Barrel Manufacturing Plant, Chennai effective from **May 2020 for a period of 3 years (from 2020 to 2023).**

The tender comprises of **Technical Bid** which shall consist of all relevant details about the bidders and also the proof of Audits conducted earlier and **Price Bid** quote provided by the bidder as per attached format (**Bid Form**). **The bidders has to provide their quote based on the latest version of ISO- 9001:2015, ISO 45001:2018 & ISO 14001:2015 and required to clearly indicate the Version in their quote.**

**The Technical Bid and the Price Bid shall be put in separate envelopes & sealed and super scribed clearly as “Technical Bid ISO Audit” and “Price Bid for ISO Audit”. Both the Technical Bid and Price Bid are to be put in another envelope super scribing as “Bid for Conducting Re-Certification / Surveillance Audit at IP-Chennai” and should be forwarded to.**

**Asst Manager (Purchase)  
M/s. Balmer Lawrie & Co. Ltd.  
(A Govt. Of India Enterprise)  
Industrial Packaging,32, Sattangadu Village,  
Manali, Chennai 600068, Tamilnadu.**

For any Details / Clarification, please contact Mr. T.R. Srimagesh, Chief Manager (Mfg.) (LL- 044 2594 6642 / Mobile: 98403 30389).

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

The **last date for submission of bid** for the above tender is on or before **25.03.2020 at 3.00PM.**

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

Thanking you

Yours faithfully

for **Balmer Lawrie & Co. Ltd.**

(RAMESH. S)

Asst. Manager (Purchase)

☎-044-2594 6651 ✉- sambath.r@balmerlawrie.com

**Balmer Lawrie & Co. Ltd. GSTN-3AABCB0984E1Z2**

**A. Scope of Audit & Requirement**

The various Stages of Audit to be conducted during shall be

1. **Certification Audit (Stage 2) – (May 2020)** Review and evaluation of management system documents, Audit planning, conducting On-site audit & provide Audit report.
2. **Certification - Issuing and use of certificate for 3 years**, 2 certificates, in English (A4)
3. **First Surveillance Audit - ( May 2021 )** Follow up audit after 9 months and before 12 months from certification audit
4. **Second Surveillance Audit – (May 2022)** Follow up audit due after 24 months from certification audit.

**B. Nature of Audit:-**

1. To inspect the plant and check for compliance / practices and suggest corrective actions.
2. To conduct comprehensive audit and to submit Audit Report.
3. To ensure systems and procedures for safe handling, safety practices etc. this could meet the standard norms of safety in sheet metal industries.
4. To comply with Government regulations as lay down by Statutory/Regulatory authorities.

**C. Qualification Criteria for evaluating / qualifying of the Technical Bid :**

“The organization / professionally qualified Auditors applying for this tender should be Accredited to the **“National Accreditation Board for Certification Bodies (NABCB)”** for **minimum of any two among the three systems of ISO- 9001:2015, ISO 45001:2018 & ISO 14001:2015 latest version”** and the **third Accreditation may be from any Reputed / Renowned Accreditation body**. The bidders must provide documentary proof of the same.

1. The organization / professionally qualified Auditors applying for this tender should have been in the field of carrying out similar audit for the last 5 years in reputed organization.
2. The organization / professionally qualified Auditors applying for this tender should have conducted a minimum of 5 audits in the past.
3. The organization / professionally qualified Auditors have to submit proof satisfying the above criteria.
4. The auditors / organization are requested to visit our division and understand themselves the operation before submitting their offer.
5. **This tender is in two bid system. Only organization / professionally qualified Auditors who meet the above criteria shall qualify for Price bid opening.**

### TERMS AND CONDITION

1. The term "Company (or) BLCL" wherever mentioned in the tender document refers to "BALMER LAWRIE & CO. LTD."
2. The term "bidder" means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators duly approved by the company.
3. Period of Contract: From **May 2020 to April 2023 (Three Years)**.
4. The offer shall be submitted in our enquiry format only and any Conditional offers will not be accepted.
5. The offer must be kept valid for a minimum period of **90 Days** from the date of opening the offer.
6. The rate quoted by the successful bidder shall remain valid till expiry of Period of Contract. During the tenure of the contract period, no rate increase will be considered, except for change in statutory levies imposed by Union / State Govt. / Local authorities.
7. Payment: **Within 30 days from the date of Completion of Audit / Submission of Reports.**
8. The bids of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
9. Late / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered at all.
10. The company would not carry out any negotiations except with such bidders who is / are the lowest quoted bidders originally. As such it would be in the interest of the bidders to quote the lowest possible rate.
11. Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to the Company will be considered applicable at the time of any dispute.
12. It shall be understood that every endeavor has been made to avoid error which may materially affect the basis of the tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
13. **ARBITRATION:-** Any dispute or difference arising under this Contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited 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 shared equally by both the parties. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.

## BID FORM ( PRICE BID )

1070LE0235 dt. 14.03.2020 due on 25.03.2020

SNo. Scope of Work	Lump sum Amount Rs.
<b>Certification Audit (Stage 2) - [ May 2020 ]</b> Review & evaluation of management system documents Audit planning, On-site audit & Audit report.	
<b>Certification Fee</b> Issuing and use of certificate for 3 years, 2 certificates, in English (A4)	
<b>First Surveillance Audit [ May 2021 ]</b> Follow up audit after 9 months and before 12 months from certification audit	
<b>Second Surveillance Audit - [ May 2022 ]</b> Follow up audit due after 24 months from certification audit	
<b>*Cumulative Total Amount ( SNo. 1 to 4 ) Rs.</b>	
<b>GST</b>	<b>%</b>
1. The bidders should quote their rates in the above format. 2. <b><u>Award of contract:</u></b> a. The <b>lowest (L1) bid</b> would be arrived considering the <b>*Cumulative Total Amount</b> as mentioned above. b. 100% order will be placed on the L1 bidder.	
Service Tax Reg. No.	Contact Person
PAN	Telephone Nos.
MSME / SSI / NSIC	e-Mail ID
<p><b>We have quoted our price after studying carefully all the details of the tender, Terms and Conditions and we confirm to have accepted the same.</b></p> <p style="text-align: right;"><b>Signature of Bidder with Office Seal &amp; Date</b></p>	