



SINCE 1867

Balmer Lawrie & Co Ltd (बामर लॉरी एंड कंपनी लिमिटेड)
(A Government of India Enterprise) (भारत सरकार का एक उद्यम)
Engineering & Projects (इंजीनियरिंग और परियोजनाएं)
21, Netaji Subhas Road (21, नेताजी सुभाष रोड)
Kolkata - 700 001 (कोलकाता – 700 001)

APPOINTMENT OF ARCHITECTURAL CONSULTANT FOR BUILDING PLAN APPROVAL

& ALLIED WORK (भवन योजना अनुमोदन और संबद्ध कार्य के लिए वास्तु सलाहकार की नियुक्ति)

PROPOSED 3700 SqM WAREHOUSE (प्रस्तावित 3700 वर्गमीटर गोदाम के लिए)

**Container Freight Station, P-3/1, Transport Depot Road,
Kolkata-700088** (कंटेनर फ्रेट स्टेशन, पी-3 / 1, परिवहन डिपो रोड,
कोलकाता-700088)

TENDER NO: EP / CFS / KOL / WH / ARCH / 01

TENDER DUE DATE: 06.04.2020 AT 16:00 HRS

UNPRICED BID (PART-I)

Tenderer's Information

Sl no.	Description	Details to be filled up by Tenderer
1	Name1 (max. 35 char.)	
2	Name2 (max. 40 char.)	
3	Street/House No. (max. 50 char.)	
4	Street1 (max. 40 char.)	
5	Street2 (max. 40 char.)	
6	PIN Code (Postal Index No. e.g. "700001") (max. 6 char.)	
7	City/Place (e.g. "Kolkata" or "Dehradun") (max. 40 char.) or as the name of the city	
8	Country ("India" or "England" or as the name of country be)	
9	State (Name the state from where the office of Tenderer operates)	
10	First Tel. No. (With STD Code): (e.g. 033- 22225280 or 022-66552814) (max. 30 char.)	
11	First Fax No. (with STD Code)	
12	Contact Person	
13	First Mobile No.	
14	E-mail Address) (max. 40 char.)	
15	PAN No. :	
16	GSTIN Registration No. :	
17	GSP Name (GST Suvidha Provider)	
18	Bank Name (max. 60 char.)	
19	Street (max. 35 char.)	
20	City (max. 35 char.)	
21	Branch (max. 40 char.)	
22	IFSC Code	
23	MICR Code	
24	Account No.	
25	Type of Account (Current, Savings, etc.)	

NOTICE INVITING TENDER
TENDER NO: EP / CFS / KOL / WH / ARCH / 01

M/s Balmer Lawrie & Co Ltd (BLCL) invite ONLINE Bid from Reputed Architectural Consultant or Consultancy organization for providing services for obtaining Building Plan approval from Kolkata Municipal Corporation, Occupancy Certificate and approvals from other Statutory Bodies as defined in this tender.

1.0 BRIEF DESCRIPTION OF THE JOB

Balmer Lawrie & Co Ltd is a Govt. of India Enterprise under the administrative control of Ministry of Petroleum and Natural Gas. The company was established in 1867 and in 1972 it became a Government of India Enterprise. The company comprises various Strategic Business Units (SBU) and SBU-Logistic Infrastructure is one of the Core Business units.

SBU-LI intends to build one structural warehouse of approximate floor area 3700 sqm within the existing premises of Container Freight Station at P-3/1 Transport Depot Road, Kolkata 700088. The job comprises removal of existing paver block pavement, piling, pile cap, flooring, PEB warehouse, Electrical, Fire protection & Sprinkler system etc for successful operation of warehousing business.

Locational plan alongwith basic warehouse drawings are enclosed for general understanding only, however the architect shall require to develop any further drawings/ details/ design etc for the purpose of obtaining approval and occupancy certificate from the appropriate authorities.

2.0 SCOPE OF SERVICES

The scope of services by the consultant is given below:

- i) Preparation of GA Drawings of buildings for the purpose of approval from the various statutory bodies by taking basic input from BLCL and by modifying the drawings supplied by BLCL as per standard rules of KMC so as to obtain sanction of building plans by incorporating followings:
 - a. Details needed in floor plans indicating room size, windows, rolling shutters, ramps, office, fire protection, area statement etc
 - b. Site plan showing setbacks, building line, external site development, site services, sanitation and water supply scheme.
 - c. Details of longitudinal sections, cross-sections, elevations vertical section through critical areas, steps, ramps etc.

- ii) Submission of Drawings/ Design for approval to KMC, with requisite documents and fees. All statutory fees shall be paid by BLCL at actuals; however, the consultant/architect shall collect the cheque/DD from BLCL and submit the same to the respective statutory bodies. The scope also includes liaisoning and expediting with KMC and with other statutory bodies as applicable.

Approvals are required to be taken from the following statutory bodies as applicable:

- a. Urban Land Ceiling Department
- b. Kolkata Port Trust (KoPT approval would be done by BLCL)
- c. Behala Airport (Flying Club)
- d. Kolkata Improvement Trust
- e. Chief Valuer - Survey Department
- f. KMC Building Department
- g. Fire Service Department
- h. Any other approval as deemed necessary.

Approval from Pollution Control Board and Factory Inspectorate are excluded from the scope. Drawings and documentation for KoPT approval shall be made by the consultant/architect, however, liaisoning and obtaining NOC from KoPT shall be made by BLCL.

- iii) Documentation for approval of fire safety plan and liaisoning/expediting with the Fire department to obtain NOC and Occupancy certificate from KMC.
- iv) Providing necessary periodic supervision by site visits at all stages of construction as and when required by KMC to verify that the works are being executed in accordance with architectural sanction drawings and working drawings so that necessary certifications can be obtained.
- v) **Approximate floor area of warehouse is 3700SqM subject to availability of site area with due consideration of setback, peripheral road etc as per KMC rule.**

3.0 COMPLETION PERIOD

The time schedule for completion of KMC approval work according to the contract/ order shall be **Five(5) months** from the date of placement of order / LOI whichever is earlier.

4.0 TENDER FEE

No tender fee is payable by the Tenderer.

5.0 EARNEST MONEY DEPOSIT

Unpriced Part of the Bid should be accompanied by a Demand Draft **Rs 12500.00 (Rupees Twelve Thousand Five Hundred Only)** towards Earnest Money Deposit (EMD) executed by any scheduled bank drawn in favour of M/s Balmer Lawrie & Co. Ltd. payable at Kolkata.

Earnest Money deposit (EMD) is exempted for agencies registered under NSIC or coming under the definition of Micro and Small Industries and holding valid registration certificates covering the tendered items/services. Declaration of Udyog Aadhar Memorandum (UAM) by the MSE parties on Central Public Procurement Portal (CPPP) shall be mandatory. Copy of valid NSIC certificate or “Micro and Small” industry certificate must be submitted in this regard.

- 5.1 For the successful tenderer, the EMD (interest free) will be refunded only after completion of job.
- 5.2 For the unsuccessful tenderer, the EMD will be refunded only after the successful tenderer has accepted the work order and the acknowledgment of the same has been received by the owner.
- 5.3 EMD is liable to forfeiture in the event of:
 - a) Withdrawal of offers during validity period of the offer
 - b) Non-acceptance of orders by the tenderer within the stipulated time after placement of order.
 - c) Any unilateral revision made by the tenderer during the validity period of the offer.
 - d) Non-performance of the tenderer during the tenure of work.
 - e) Tenderers submitting false/fabricated/bogus documents in support of their credentials

6.0 PRE-QUALIFICATION CRITERIA

The prospective tenderers shall fulfil the following pre-qualification criteria:

- 1. Organization having experience in providing architectural services & liaisoning work with KMC for residential/ commercial/ industrial buildings/ structures of not less than **3000 SqM** built-up area during last Seven (7) financial years ending 31.03.2019 for atleast two jobs.
- 2. Average annual turnover of the tenderer shall be minimum of **Rs 10 Lakhs** during last 3 (three) financial years ending 31st March, 2019. Audited Annual Reports for Last 3 financial years ending 31st March, 2019 shall be submitted in support.
- 3. Tenderer shall have PAN, GST registration, PF, Registration with KMC & Council of Architect.

7.0 TENDER DOCUMENTS

Tender Documents comprises two parts viz. Part-I (Un-priced) and Part-II (Priced). The Un-priced Part consists of Notice Inviting Tender and Drawings. The Priced Part consists of Priced Schedule. Tenderers are requested to download the tender document and read all the terms and conditions mentioned in the tender document and seek clarification if

any, from Sri GC Saha, Head (E&P) (Mob no. 9748773900). Any clause defining offline bid submission in the tender document shall not be considered.

8.0 **TENDER SUBMISSION**

The intending tenderers shall be deemed to have visited the site and familiarise themselves thoroughly with the prevailing site conditions before submission of the tender. Non-familiarity with the site conditions and non-visit to site will not be considered reason either for extra claim or for not carrying out the work in strict conformity with the drawing, specification and time schedule.

The tenderer is required to register on the e-procurement site <https://balmerlawrie.eproc.in> and submit their bids online.

For registration and online bid submission tenderer may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):

Dedicated Helpdesk for Balmer Lawrie			
<u>Contact Person</u>	<u>E-Mail ID</u>	<u>Tel. No.</u>	<u>Days</u>
1. Mr. Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-6374241783	MON - SAT
3. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
4. Helpdesk Support (Kolkata)	blsupport@c1india.com	+91-8017272644	MON - SAT
Escalation Level 1			
Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	
Escalation Level 2			
Mr. Sandeep Bhandari	sandeep.bhandari@c1india.com	+91-8826814007	
Escalation Level 3			
Mr. Achal Garg	achal.garg@c1india.com		
In case, you are unable to get in touch with any of the Technical Support Associates, kindly drop a mail at blsupport@c1india.com mentioning your Name and Mobile No. One of C1 India's associates will get back shortly.			

The tenderer shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the tenderer will not be accepted on the e-procurement platform.

All the tenderers who do not have digital certificates need to obtain Digital Certificate **(with both Signing and Encryption Components)**. They may contact help desk of M/s C1 India.

The tenderer shall furnish the original Demand Draft /BG for EMD to the tender inviting authority so as to reach on or before the due date and time of the Tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of tenderer. The Company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the tenderer is found to be false/fabricated/bogus, the tenderer is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution. The tenderer is requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of Hardcopies submission to avoid any discrepancy.

The bidders found defaulting in submission of hard copies of original Demand Draft / BG for EMD and other documents to the Tender Inviting Authority on or before the stipulated time in the Tender will not be permitted to participate in the Tender.

The bidder is requested to read all the terms and conditions mentioned in the tender Document and seek clarification if any from if in doubt.

The bidder should keep track of any Addendum / Corrigendum / Amendment issued by the Tender Inviting Authority on time-to-time basis in Company's website ([www. Balmerlawrie.com](http://www.Balmerlawrie.com)) and e-procurement site (<https://balmerlawrie.eproc.in>). No separate newspaper advertisement shall be published for such Addendum / Corrigendum / Amendment etc. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

The tenderer 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 process and steps. M/s C1 India is not responsible for incomplete bid submission by users. Tenderers may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

Neither the Company (Balmer Lawrie & Co. Ltd.) nor the service provider (M/s C1 India) is responsible for any failure or non-submission of bids due to failure of internet or other connectivity problems or reasons thereof.

The hardcopies of the Bid Documents as explained above and also defined in relevant clause of Notice Inviting Tender under sealed envelope should reach the office of **Head (Engg. & Projects), Balmer Lawrie & Co Ltd, Engineering & Projects Department, 21 Netaji Subhas Road, Kolkata 700001**, on or before the due date of submission of tender.

The Bidders who are submitting the Bids in person are requested to drop the same in our tender box located at the entrance of 2nd floor at the above address.

9.0 DETAILS OF HARD COPIES TO BE SUBMITTED ALONG WITH THE TENDER

The tender, as submitted, shall consist of the following:

- (i) Hard copy of Un-priced Tender Document stamped and signed by the Tenderer as prescribed in different clauses of Tender documents. No hard copy of priced bid shall be submitted. Priced bid shall only be submitted online.
- (ii) Earnest money amounting to and in the manner specified along with the Un-priced bid.
- (iii) The Power of Attorney or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the tenderer, in original, when the power of attorney is a special "Power of Attorney" relating to the specific tender of Balmer Lawrie & Co Ltd only. A notarized true copy of the "Power of Attorney" shall also be accepted in lieu of the original, if the power of attorney is a general "Power of Attorney". However, photocopy of such notarized true copy shall not be accepted.
- (iv) Similar work done in past Seven(7) years by the tenderer with copy of work orders and completion certificate from the client/ consultant appointed by the client for those work the tenderer wish to place as pre-qualification criteria.
- (v) Audited Balance Sheets & Profit & Loss Statement for last three financial years ending 31.03.2019.
- (vi) Organization set-up along with bio-data of key personnel.
- (vii) PAN, GST registration, PF Registration.
- (viii) Registration certificate with KMC & Council of Architect.

10.0 TERMS OF PAYMENT

Tenderer should quote their **LUMPSUM FEES** (in priced part) against given scope of services as per clause no. 2, however, the payment shall be released in stages as per breakup given below:

1	On submission of proposal complete in all respects to KMC for approval of (a) "Site Plan & Building Plan"	25%
2	After receiving of the approvals for (a) from KMC	40%

3	On submission of the proposal, complete in all respect to KMC for (b) "Occupancy Certificate" after completion of construction of building	15%
4	After receiving of the approval for (b) from KMC	20%

All statutory fees are payable at actuals by BLCL. GST shall be paid separately @ 18% against submission of documentary evidence towards payment. It is presumed that all other approvals e.g. KIT, Fire etc as defined under clause no. 2 are pre-requisite for obtaining Occupancy Certificate.

11.0 ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited and the provisions of Arbitration & Conciliation (Amendment) Act, 2015 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 therefore and is final & binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

12.0 TERMINATION

- 12.1 If any PARTY at any time deems it necessary to do so, the said PARTY may terminate this CONTRACT forthwith by giving one month's written notice to the other PARTY.
- 12.2 In the event of termination pursuant to Clause 12.1 hereof, PARTY shall carry out any reasonable instructions of OWNER in connection with such termination.
- 12.3 Termination of this CONTRACT shall not relieve either PARTY of their obligations imposed by this CONTRACT with respect to the SERVICES performed by either PARTY prior to such termination.
- 12.4 In the event of termination pursuant to Clause 12.1 hereof, OWNER shall pay to PARTY for all the SERVICES performed by the PARTY up to the stage of work executed immediately before termination.

In case due to any circumstances, the OWNER decides to curtail the scope of work or totally abandon the work, the payment to the PARTY would be made up to the stage of work executed by them immediately before taking such a decision.

13.0 NON-CONFORMANCE

Tenders not conforming to the above-mentioned requirements are liable to be rejected.

14.0 VALIDITY OF OFFER

Tenderer shall keep their offer valid for a period of 120 days from the date of opening of bid.

15.0 RIGHT OF ACCEPTANCE / REJECTION

M/s Balmer Lawrie & Co. Ltd. reserves the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

Please acknowledge receipt and confirm your participation in this tender.

Yours faithfully,
for **BALMER LAWRIE & CO. LTD.**

(G C Saha)
Head (Engineering & Projects), Vice President

PRICED PART**TENDER NO: EP / CFS / KOL / WH / ARCH / 01**

Sl. No.	Job Description	Unit	Qty	Rate (in Rs)	Amount (in Rs)
1	Architectural Consultancy Services, obtaining approvals for “ Site Plan / Building Plan, Fire and all Statutory approvals, NOCs required to obtain Occupancy Certificate from Kolkata Municipal Corporation (KMC) ” including follow-ups/ liaisoning charges, periodic site supervisions by KMC empaneled structural engineer/ LBS for proposed Pre-engineered & Pre-fabricated Warehouse of approx. floor area 3700 SqM at P-3/1, Transport Depot Road, Kolkata 700088 as per the scope of services under clause no. 2 and other terms & conditions given in the tender	Lump Sum	1	NOT TO BE QUOTED HERE	NOT TO BE QUOTED HERE PRICE TO BE UPLOADED ONLINE ONLY
	Total (Basic)				
	GST	%			
	Total with GST				

The quoted price shall remain firm during the execution of the CONTRACT.