

**Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]**

**Tender No : BLC/CFS/REEF MON/04**



**BALMERLAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

**[No.32, Sattangadu Village, Manali, Chennai-600068]**

**Phone No 25941813 /25940643 Fax No. 25941863**

**[E-mail: mukherjee.am@balmerlawrie.com]**

**CIN - L15492WB1924GOI004835**

**TENDER NO: BLC/CFS/REEF MON/04**

**Dt. 15.05.20**

**Tender Document for**

**Carrying out Reefer Container Monitoring Work**

**DUE DATE & TIME: [25/05/2020 at 16:00 Hrs ]**

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**NOTICE INVITING E-TENDER**

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced vendors for carrying out **Reefer Container Monitoring Work** at our Container Freight Station, Manali, Chennai 68.

The Single bid tender document 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.

Tender in a sealed envelope super scribing TENDER NO. **BLC/CFS/REEF MON/04** Dt.15.05.2020 **“Tender for carrying out Reefer Container Monitoring Work”** shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 16.00 hrs of 25.05.2020 with covering envelope addressed to:

THE CHIEF MANAGER  
BALMER LAWRIE & CO.LTD CONTAINER FREIGHT  
STATION MANALI, CHENNAI 600 068

S.No	Description	Details
1	Name of Work	Reefer Container Monitoring Work
2	Tender No	BLC/CFS/REEF MON/04
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	One year w.e.f.01.06.2020
6	EMD	Rs.3000/-
7	<b>Submission of Tender :</b>	
	a. Starts on	15.05.2020
	b. Closes on	25.05.2020 at 16.00 Hrs
8	Opening of Tenders	25.05.2020

**1. LIST OF DOCUMENTS TO BE SUBMITTED:**

The scanned copies of following documents should be submitted along with price bid.

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/certified copy of Partnership deed in the case of LLP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- c. Income Tax PAN number
- d. GST Registration number
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years.

## **2. VERIFICATION OF DOCUMENTS**

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for proper 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 Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

## **SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com) or the same can be obtained from our office at the address given above during the normal office hours. Interested parties have to submit an interest free EMD of Rs.[3000/- (*Rupees Three thousand only*) by Demand Draft/Pay Order at our above address. The DD/PO for Tender Fee and EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at [Chennai]. Offer submitted without EMD will be rejected. However, submission of EMD would be exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro, Small and Medium Enterprises (MSME) on submission, of valid copy of registration certificate. The physical original instruments/drafts should reach our above address prior to due date and time.

**Only those vendors who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender. The parties who are not registered with us, are requested to get the registration done by collecting requisite vendor registration form from our office prior to submission of tender. Once the registration process is completed, the said vendor would be able to submit their bid.**

### **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 document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit 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.
- 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 BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

## **1. Filling of Tender Documents**

- 3.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. 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 on for verification by Balmer Lawrie.

## **SCOPE OF WORK**

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

The successful tenderer shall have to undertake the following work:

The scope of this tender consists of following work covering reefer container monitoring in CFS. Bidders are advised to keep the technically qualified and experienced person in duty to carry out the monitoring work.

### **Detailed Scope of work:**

1. While arrival of the Reefer Container, the gate surveyor should confirm the Set temperature mentioned in the EIR / Concern Import Operation officials.
2. To check the availability of plugging cable along with container.
3. To check the working condition of the reefer point before plugging the container.
4. To plug the container at the reefer point.
5. Note down the SET temperature and RUNNING temperature.
6. Note down the meter reading at the time plugging.
7. Regular monitoring should carried out once in 2 hours.
8. Every day morning reefer monitoring report should be submitted to concern officials
9. In case of deviation in the Running temperature / Set temperature / power fluctuations should be Informed to the Liner through concern officials
10. On delivery of the reefer container, should be de plugged the power cable from power point
11. Recording the units of power consumed at the time of delivery of the container and submit the same to import operations for generating Invoice.

12. The estimated quantity mentioned in the price bid is for indicative purpose only and not an assured quantity. Balmer Lawrie will not be responsible for any variation in the quantity.

## **GENERAL TERMS AND CONDITIONS**

### **1. Experience Criteria**

- a) The bidder should have minimum 2 years of experience in any electrical relates works or survey of reefer container monitoring work. Proof of having experience should be attached.
- b) The bidder Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

### **2. Submission Of Online Bids**

The Single Bid tender documents 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. The rates are to be filled only as per given format.

### **3. Tender Opening**

Bid will be opened as per due date mentioned in the Tender.

### **4. Acceptance of offers**

- 4.1 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.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.3 Balmer Lawrie would like to place order for all the items of work as mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 4.4 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.
- 4.5 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.

## **5. 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 +15% range, 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 MSE (within 15% band with non MSE vender) vender subject to matching with L1 price of non MSE vender.

## **6. 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.

## **7. Negotiations**

- a) 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.
- b) 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 whichever is earlier. 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.

## **8. Price Variation**

- A. 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.
- B. The quoted rates shall be valid for a period of minimum 30 days from the date of opening the price Bid.

## **9. Notification of Award**

Prior to the expiry of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

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### **10. Declaration of UAM by MSME vendors**

MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F: No21 (17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.

It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012

Micro & small scale manufacturing/ service units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

### **11. Earnest Money**

Before the last date and time of bid opening, the bidder is required to submit at Chennai office (please refer Notice Inviting Tender) the EMD of Rs.3,000/- (Rupees three thousand only) by way of a bank draft payable at Chennai favoring Balmer Lawrie & Co Ltd. The EMD amount would be forfeited by Balmer Lawrie & Co Ltd in the event of the bidder's failure to perform the job order placed by the Company or lack of interest to perform the contract. The EMD of unsuccessful bidder would be returned after finalization of contract

### **12. Contract Period**

The contract shall be valid for one year w.e.f. **01.06.2020**. On satisfactory performance during the initial period of one year, the contract period shall be extended for another one year on mutual consent at the same terms and conditions.

### **13. Safety**

- A. The bidders are strictly advised to follow all the safety aspects in attending to the said work. Under no circumstances Balmer Lawrie will be responsible for any kind of deviation in following the safety instructions by the bidder.
- B. The contractor will be responsible for ensuring proper conduct & behavior of the personnel deployed by him so as to maintain the laid down safety and security rules & regulations at BL-CFS, Chennai. The tenderer shall allow only those workers who have the authorized gate entry permits and will ensure that they compulsorily use proper safety equipment.
- C. The contractor shall indemnify the Owner against all losses and claims in respect of injuries or damage to any person, including any employee of the Owner, material or physical damage to any property whatsoever including that of the owner arising out of the execution of the works or in the carrying out of the contract, and shall insure against his liability with an insurer until the completion of this contract in terms approved by the owner. Whenever required, the contractor shall produce the insurance policy and the current premium receipts to the Owner.
- D. It is mandatory that all the employees of the contractor must wear applicable Personal Protective Equipment like Safety helmets, Safety shoes all the times during working hours and must follow all laid down safety



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norms of CFS without any deviation. Similarly Safety hand gloves is mandatory while working at electrical power points and panel board.

**14. Payment Terms**

100% Payment would be made within 21 days against submission of monthly bills supported by certified report.

**15. Contact Person**

For any clarification / Queries you may please contact R. Raghupathi, Chief Manager(CFS) or Amit K Mukherjee, Asst. Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone 044-25940643.

**16. 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.

**17. 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 shared equally by both the parties.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No: BLC/CFS/REEF MON/04 and hereby confirm our acceptance of the same.**

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

**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. /LPP	
<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 / uploaded	
<b>10</b>	Whether copy of latest Income Tax Return uploaded	
<b>11</b>	GST Registration. No.	
<b>12</b>	Whether copy of GST Registration certificate Uploaded	
<b>13</b>	Name of the Banker	
<b>14</b>	Whether registered under MSMED Act	
<b>15</b>	In case registered under MSMED provide registration number and copy of registration certificate.	
<b>16</b>	MSMED Bidder must state whether they belong to SC/ST category	

**Tender for Carrying out Reefer Container Monitoring Work**

Ref: Tender No: BLC/CFS/REEF MON/04

**PRICE BID**

SI No	Description of work	Estimated No Of Shifts		Amount (INR)
1	Rates for carrying out routine Reefer Container Monitoring Work <u>as detailed in scope of work as given in Page No.5 of tender document for each shift in day per container.</u>	2250	Per Shift, Per Container	
	<b>Net amount</b>			
	Add: CGST @			
	SGST @			
	Total Gross Amount incl tax			

**NOTE:** The estimated quantity mentioned in the price bid is for indicative purpose only and not an assured quantity. Balmer Lawrie will not be responsible for any variation in the quantity.

Date:

Signature of Tenderer with Seal

Place:

Name & Address

Telephone No

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