



Balmer Lawrie & Co. Ltd.

(A Govt. of India Enterprise)

Logistics Service
40/8147A, Narakathara Road
Opp. Shenoy's Junction
Cochin 682035
Website: www.balmerlawrie.com

TENDER INVITING QUOTATION FOR RELOCATION OF OFFICE AT KOCHI

**TENDER NO. BL/COK/ENQ/SPACE/20-21/024
DATED: 19.11.2020**

**DUE DATE FOR SUBMISSION
29.11.2020 - BY 12.00 Noon**

TENDER INVITING QUOTATION FOR RELOCATION OF OFFICE AT KOCHI

TENDER NO : BL/COK/ENQ/SPACE/20-21/024 DT. 19.11.2020

DUE ON : 29.11.2020 ON OR BEFORE 12.00 Noon.

Sl. No	Description	Details
1	Name of Work	<u>TENDER INVITING QUOTATION FOR RELOCATION OF OFFICE AT KOCHI</u>
2	Tender No	BL/COK/ENQ/SPACE/20-21/024
3	Validity Of Offer	60 days from the date of opening of the price bid.
4	Contract Period	15 days
5	EMD	Waived off
6	Downloading / Submission of Tender :	
	a. Starts on	19/11/2020
	b. Closes on	29/11/2020 on or before 12.00 Noon
7	Opening of Tenders	On or after due date of submission.

Balmer Lawrie & Co. Ltd. is a Public Sector Enterprise under the administrative control of Ministry of Petroleum and Natural Gas. The Company is Multi location, diversified conglomerate and having presence in manufacturing as well as service sectors Pan India.

The Company intend to relocate its Logistics Services Branch Office from the existing premises to a new premises in Kochi. Therefore, the existing office infrastructure needs to be removed, relocated to a new premises within a periphery of around 5-10 Km radius and the entire removed items needs to be installed/ fixed in the new premises. The detailed scope of work is as below

SCOPE OF WORK

1. Removal/ Uninstallation Job:

- The Service Provider need to arrange for removal/ uninstallation of all fixed items namely 9 Nos. office table, 12 Nos. Cupboards, partitions, 3 No. Split Air conditioners, UPS & batteries, electrical wiring, carpet etc. The Service Provider need to ensure secure removal/ uninstallation without causing damage to the items.

2. Packing, loading and transportation Job:

- The Service Provider shall pack all the above items (as mentioned in Sl. No. 1) as well as other available items namely 24 Nos. office chairs, 1 Almirah, 1 single door refrigerator, 2 sofa sets, 1 round table, 2 old ACs, desktops computers, printers, files, documents and stationeries.
- All the packed materials needs to be loaded on truck and safely transported to the new premises with a radius of 5-10 kilometers.
- The entire office needs to be cleaned for handover.

3. Unloading, Unpacking and re-fixing/reinstallation Job:

- The entire materials needs to be safely unloaded from truck, moved within the new premises, unpacked and re-fixed/ reinstalled in the new premises as per the instruction of Branch In charge.
- Re- Installation of UPS and fixing of electrical wiring.
- Removal of all waste/ packing material from new premises.

4. Minor repairing of floor/ wall if required and painting of walls of existing office of around 1200 Sq feet (Optional job, may or may not be executed)

5. Painting of new premises of around 600-700 Sq. Feet along with painting of door & windows and cleaning (Optional job, may or may not be executed)

Tenderers are advised to download Notice Inviting Tender along with other tender documents from our website.

RIGHT OF ACCEPTANCE / REJECTION

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

GENERAL TERMS & CONDITIONS

1. Rate offered should be valid during the currency of the contract.
2. Offer should be valid for a period of 60 days from the date of tender opening, for our acceptance.
3. The Bidder should have relevant experience in shifting and relocation business with branch office in Kochi. The Bidders should also submit copies of statutory documents namely PAN Card and GST Registration for records.
4. The interested bidders are required to visit our office on working hrs from 10.00 am to 5 pm (Monday – Friday) and understand about the requirements before submitting the quote
5. Interested parties are requested to submit their quote within the due date and time of the Tender and sent to :

Mrs. Saritha Kannothe Soman
Branch In-charge – LS (Cochin)
Balmer Lawrie & Co. Ltd.,
No.40/8147A, Ground Floor, Narakathara Road,
Opp Shenoy's Junction, Cochin 682035
(Mobile No: +91 9895066568)

6. **Price to be quoted as per Annexure -1**, no overwriting or additional pre conditions are permissible than the given format.
7. Lowest offer (L-1) shall be decided based on the aggregate value of all line items.
8. Payment will be made within 30 days on submission of invoice along with all supporting documents.

The sealed offer Super-scribing the enquiry No. BL/COK/ENQ/SPACE/20-21/024 dated 19/11/2020 should reach us on or before 29/11/2020 @ 12.00 Noon at the following address

BALMER LAWRIE & CO LTD., LOGISTICS SERVICES No.40/8147A, Ground Floor, Narakathara Road, opp. Shenoy's Junction, Cochin 682035

Settlement of disputes by 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 and Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration & 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.

Pl contact Mrs. Saritha Kannothe Soman @ 9895066568 / Email id saritha.ks@balmerlawrie.com for your queries if any.

Thanking you

Yours faithfully
For BALMER LAWRIE & CO.LTD

Arpan Choudhury
Senior Branch Manager- Logistics

Balmer Lawrie & Co. Ltd.
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Annexure-1

TENDER INVITING QUOTATION FOR RELOCATION OF OFFICE AT KOCHI

TENDER NO : BL/COK/ENQ/SPACE/20-21/024 DT. 19.11.2020

DUE ON : 29.11.2020 ON OR BEFORE 12.00 Noon.

PRICE BID

Sl. No	Scope of Work (Detailed in Page 2)	Rate in Rupees (Lump sum)
1	Removal/ Uninstallation Job	
2	Packing, loading and transportation Job	
3	Unloading, Unpacking and re-fixing /reinstallation Job	
4	Minor repairing of floor/ wall if required and painting of walls of existing office of around 1200 Sq feet (Optional job, may or may not be executed)	
5	Painting of new premises of around 600-700 Sq. Feet along with painting of door & windows and cleaning (Optional job, may or may not be executed)	

Applicable GST Amount: _____%

Signature of the Service Provider with Seal

Name of the Service Provider:

Date :