



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

SBU - Greases & Lubricants, P-43, Hide Road Extension, Kolkata - 700 088
Phone : [033] 2450-0148 : Fax : [033] 2439-2277

Tender Enquiry No. : GLK/TE20/175
Date of Issue : 25.11.2020
Closing Date and Time : 08.12.2020 at 3.00pm

**TENDER ENQUIRY FOR ANNUAL MAINTENANCE CONTRACT OF AIR
CONDITIONERS INSTALLED AT SBU-GREASES AND LUBRICANTS DIVISION,
KOLKATA INCLUDING APPLICATIONS RESEARCH LABORATORY, KOLKATA - 88.**

The tendered items is/are not available in GeM. Balmer Lawrie & Co. Ltd. have no objection in providing detailed information for making available the said items on GEM

01. Scope and description of Works

01. Annual Maintenance Contract for both Window and Split Type AC machines installed at our office premises. The details of Air-Conditions [AC] are mentioned in the attached Annexure.
02. The agency shall be responsible for maintenance of all AC machines installed at our premises, as per details mentioned in the Attachment.
03. Vendor will provide one Technician at our premises, who may be present at our above premises from 1st March 2021 to 31st September 2021 on every working day from 08.30am to 05.00pm, to rectify the break down, if occurred.
04. The Vendor may visit all the AC Machine installed at our premises before quoting their rates. And the Vendor will have to execute the AC Maintenance installed at our premises on **As Is Where Is** condition. The vendor would not ask any Repairing Charges or Demand to get the AC Machine repaired.
05. The vendor may visit/inspect all the machine before quoted their rate.
06. The vendor is responsible to replace the spare parts, required for proper functioning of the machine. No charge for spare parts, if any, will be paid to the vendor.
07. On receipt of a break down intimation, a qualified and competent team would be deputed immediately on the same day and fault has to be rectified immediately on priority basis within 24 hours so as to ensure that Air Conditioners are functioning satisfactorily.

08. No any price escalation will be allowed during the contract.
09. **Tools and Equipments** - The agency shall arrange at its own expenses all necessary tools, equipments and required parts which are essential for proper execution of work.
10. **Tenure of Contract** - The tenure of contract shall ordinarily be for two years. However, the Competent Authority in Balmer Lawrie & Co. Ltd. [BL], may at its discretion, allow extension of the tenure for another one year at the same rate, terms & conditions, subject to satisfactory services of the firm.
11. BL reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory, and without assigning any reason what-so-ever.
12. **Satisfactory Services** - The decisions of BL or any other Executive / Officer authorized by the BL, shall be final and binding on the firm / agency for the purpose of determining the standard of satisfactory services.
13. **Prohibition of Sub-Contract** - The firm / agency shall not appoint any sub-contract for this work under any circumstances.
14. The payment towards AMC shall be released on quarterly basis through RTGS/cheque on completion of satisfactory service.
15. **TDS**—Since it is a Job Contract/Order, TDS shall be deducted as per Govt. directives.
16. **Resolution of Dispute** - In case of disputes, the decisions of BL shall be final.
17. **Penalty Clauses - Deficiency in quality** - In case of failure on the part of agency to remove the defect within a period of 24 hours, BL shall have the discretion to get it rectified from other sources at contractor's risk and cost.
18. The BL reserves the right to accept or reject any or all the quotations without assigning any reason what-so-ever.
19. **Tender Cancellation** - The tender may be cancelled due to any unforeseen/unavoidable circumstances or due to any other reason at any stage of the tender processing as per sole discretion of BL and BL is not liable to provide any reason to the Applicants for the same.
20. **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.

21. Provisions for Micro, Small Enterprises (MSE):

Following benefits would be extended to qualifying MSE vendors as per Public Procurement policy for MSEs subject to meeting the qualification criteria.

- a) Qualifying Registered MSE vendors shall be exempted from need to furnish EMD, subject to submission of their registration details and meeting the qualification criteria.

Qualification Criterion for MSE's for availing the above benefits:

- a. 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. Qualifying and Registered MSE vendors shall be exempted from need to furnish EMD, subject to submission of their registration details. Declaration of Udyog Aadhar Memorandum [UAM Number] number on Central Public Procurement Portal [CPPP] is mandatory. It is also required for the MSE vendors to submit a certificate (certified by a practicing Chartered Accountant) for investment in Plant & Machinery or equipment by them. It is further required to submit audited balance sheet and Profit & Loss account for their turn over for the last completed Financial Year Certified by a Practicing Chartered Accountant or in the absence of the audited balance sheet and Profit & Loss Account, the turnover for the last completed Financial Year should be certified by a practicing Chartered Accountant.
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- b. The above-mentioned provisions are meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities done by them. A self-certification to be provided by the bidder that the tendered item is manufactured or serviced by them and no trading activity for the tendered item is undertaken by them. Balmer Lawrie & Co Ltd reserves the right to verify the same.
- c. All of the above details are mandatory to qualify for availing the benefits as per Public Procurement Policy for MSEs.
- d. This order is not splittable. Hence MSE price preference is not applicable.

22. Preference to Make in India Policy – Local content in the tendered items (Order No P-45021/2/2017-PP (BE-II) dated 04.06.2020 of Department for promotion Of Industry and Internal Trade, Ministry of Commerce and Industry, Govt Of India.

Further the above referred Order defines 'Local Content, "Class -I local supplier" and "Class II local supplier" as under:

"Local Content" means the amount of value added in India which shall unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.

Class – I local supplier – means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal or more than 50%, as defined under this Order.

Class – II local supplier – means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20%but less than 50 %, as defined under this Order.

Vendor should note that only "Class I Local Supplier" are eligible to bid in this tender.

In view of above guidelines, you are required to provide self-declaration in the following prescribed format. Your attention is also drawn towards Para 9 (f) and (g) of the above referred Order of GOI, prescribing action in case of false declaration, as under.

Verification of local content

1. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
2. A supplier who has been debarred by any procuring entity for violations of this order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph (h) below.

SI No	Service(s) Description	Percentage of local content in your service(s)

: 5 :

23. **EMD:**

All bidders must submit an interest free EMD of INR 6,000/- (Rupees six thousand only) by Pay Order / DD drawn on any schedule bank in India in favour of "BALMER LAWRIE & CO. LTD." and payable at Kolkata (Calcutta).

24. **Submission of Bid** - The tender must be submitted on-line in the prescribed pro-forma in Annexure-1 (for Annual Maintenance Contract).

Registration with e-Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

Digital Certificate authentication:

The bidder 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 bidder will not be accepted on the e-Procurement platform. All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt. Ltd.

M/s C1 India Pvt Ltd., C104, Sector 2 Noida-201301, Contact person:

<u>SN</u>	<u>Name</u>	<u>Email ID</u>	<u>Mobile No.</u>
1.	Mr. Tirtha Das (Kolkata)	- tirtha.das@c1india.com	- 9163254290
2.	Mr. Tuhin Ghosh (Kolkata)	- tuhin.ghosh@c1india.com	- 8981165071
3.	Mr. Partha Ghosh (Kolkata)	- partha.ghosh@c1india.com	- 8811093299
4.	Mr. Ritabrata Chakraborty (Kolkata)	- ritabrata.chakraborty@c1india.com	- 8697910411

25. **Qualification of Bidders**

- [1] The agency desirous of participating to this tender should have its Registered / Branch Office in Kolkata.
- [2] The firm must have a valid PAN Number and GST Registration No.
- [3] The firm must have at least two years experience of providing similar service to Central Government / State Government / PSUs / Private Organizations etc. The firm must submit documents in support of their experience.

For BALMER LAWRIE & CO. LTD.,

Ratikanta Panda
Deputy Manager (HR)

Annexure-I

BALMER LAWRIE & CO. LTD.
P-43, Hide Road Extension, Kolkata – 700 088

TENDER FORM – I
SCHEDULE OF RATES

Rate to be quoted for Annual Maintenance Contract

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period.

SN	Items	Qty.	Rate/per month	Amount for two years
1	Split (1.5 Ton)	27		
2	Split (2.0 Ton)	06		
3	Window (1.5 Ton)	39		
		72		
Basic Rate				
GST				
Total				

Note : The selection of L1 bidder will be on the basis of lowest landed cost, in totality, quoted in the price bid.

Place:

Signature:

Date:

Name :

Designation:

Company Seal :