

Balmer Lawrie & Co. Ltd.

Balmer Lawrie & Co. Ltd.
SBU: Greases & Lubricants
Survey No. 201/1, Sayli-Rakholi Road,
Silvassa - 396230.
Phone Nos. 9099084731
Email: shivastava.sk@balmerlawrie.com

Tender No. GLS/TE21/034, DT: 03.09.2021, DUE ON: 13.09.2021 – 16.00 Hours [IST]

Declaration for GeM:- The tendered service/item is/are not available in GeM. Balmer Lawrie & Co. Ltd. have no objection in providing detailed information for making available the said item(s) on GeM.”

Subject: Online Price Bids are invited for Supply of Pipes of carbon steel, mild steel etc required at Silvassa Plant.

Online Price offers are invited from our registered vendors as per ***Scope of work, General Terms & Conditions, Undertakings and Obligations of Contractor, HSE Chapter & Price Schedule*** enclosed in annexure- A, B, C, D & E respectively.

Your offer, complete in all respect furnishing details should be submitted on our e-procurement portal on or before the due date.

Thanking you,

Yours faithfully,
For Balmer Lawrie & Co. Ltd.
SBU: Greases & Lubricants
201/1. Sayali Rakholi Road,

Sr Manager (SCM)

Encl.: As above

Detailed Requirements:

Sl No.	Description of Materials	Qty	UoM	HSN Code
1	Various type Carbon Steel Seamless Pipes-			
1.1	Carbon Steel Seamless Pipes- 0.5 Inch , Thk/Sch-80, Material ASTM A 106, Gr. - B Ends - PE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	182	Mtr	
1.2	Carbon Steel Seamless Pipes- 1 Inch , Thk/Sch-80, Material ASTM A 106, Gr. - B Ends - PE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	61	Mtr	
1.3	Carbon Steel Seamless Pipes- 1-1/2 Inch , Thk/Sch-80, Material ASTM A 106, Gr. - B Ends - PE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	25	Mtr	
1.4	Carbon Steel Seamless Pipes- 2 Inch , Thk/Sch-40, Material ASTM A 106, Gr. - B Ends - BE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	61	Mtr	
2	Various type Mild Steel ERW Pipes-			
2.1	Mild Steel IS-1239 ERW Pipes- 1 Inch, Class- B, Ends- BE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	61	Mtr	
2.2	Mild Steel IS-1239 ERW Pipes- 1.5 Inch, Class- B, Ends- BE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	61	Mtr	
2.3	Mild Steel IS-1239 ERW Pipes- 2 Inch, Class- C, Ends- BE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	100	Mtr	
2.4	Mild Steel IS-1239 ERW Pipes- 3 Inch, Class- C, Ends- BE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL/ Equivalent.	100	Mtr	
2.5	Mild Steel IS-1239 ERW Pipes- 4 Inch, Class- C, Ends- BE, Dmn. Std.- ASME B36.10 Make: TATA/JINDAL	92	Mtr	
2.6	32 NB ERW GI pipe. Class- B	100	Mtr	

Instruction to Tenderers

- 1.1 Before filling up, the complete Tender Specification should be read properly. Avoid overwriting while filling the tender papers. The tender document may also be downloaded from our web site www.balmerlawrie.com within the due date of the tender.
- 1.2 If the tenderer finds any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of the company (Balmer Lawrie & Co. Ltd.), at least four days before prior to the date of filling/submission of the Tender.
- 1.3 Tender must contain any other information / enclosures as may be needed to complete the scheduled supply in all respect on a separate page/sheet under '**schedule of deviation**'.
- 1.4 **Submission of tender will be the conclusive evidence as to the fact that the tenderer has fully satisfied themselves as to the nature and scope of the work, site conditions, General terms & conditions and all other factors, affecting the performance of the contract and the cost thereof.**
- 1.5 **Submission of offer:** - Bidder shall submit their un-price bid/Technical Offer in a single bid/envelope, ***superscripting the envelope with tender no., date & due date*** along with following enclosures-
 - 1.5.1 Covering letter with reference no. & date
 - 1.5.2 Acknowledgment of General Terms & Conditions
 - 1.5.3 Schedule of deviations sheet [deviation /additional item/service as identified by vendor during his site visit]
 - 1.5.4 Bid Security Declaration
- 1.6 **Selection & placement of offer:** A tenderer must have to quote for all the items/heads under supply Balmer Lawrie & Co. Ltd. reserve the right to reject/accept all or any offer(s) without assigning any reason whatsoever. Purchase/work order will be placed on a single **technically & commercially qualified vendor**, whose total price of entire supply **stands lowest. MSE Clause would be applicable as per clause no. 1.16 of this tender document.**
- 1.7 **Job completion Period:** - *The entire supply should be completed within 21 days of LOI/ PO. The supply shall be delivered at BL plant, Survey No. 201/1, Sayli-Rakholi Road, Sayli, Silvassa-396230 (D&NH).*
- 1.8 **Liquidated damages:** -Vendor shall be liable to pay liquidated damages for the following:
 - 1.8.1 In case of Failure to complete the required job as per PO and handing over to BL within the scheduled period, vendor shall be liable to pay liquidated damages @0.5% of job contract value per week or part thereof subject to a maximum of 5.0%.
 - 1.8.2 Any damage caused to the property and/or machinery (including its any part) of BL, directly and/or indirectly incidental to and connected with the execution of the work-In such case the loss shall be assessed by BL and vendor shall be liable to indemnify the value of such damaged property and/or machinery.
- 1.9 **Jurisdiction:** - In case there arises any dispute or difference of opinion with regard to the order, after the finalization of the tender and during the period of contract, endeavor shall be made to resolve through mutual discussion and conciliation within 30 (thirty) days of reference of such dispute by the disputing party. On failure to resolve the dispute mutually, sole jurisdiction for the dispute settlement shall be in the High Court of Kolkata only.
- 1.10 **Guarantee Period:** - 6 (Six) months from the date of its completion and 'site-handover' to BL. During this guarantee period the performance of the job has to be in line with the expected / agreed quality as per tender/PO, if not then vendor has to rectify the same at no extra cost to BL to the satisfaction of BL/tender.
- 1.11 **Validity of offer:** - The offers shall remain valid for a period of 30 days from the due date of the tender.
- 1.12 **Factory Rule:** - Tenderer's engineers/ workmen have to abide by the BL factory rules and regulations. Only adult and skilled workmen shall be allowed to work in BL premises.
- 1.13 **Security:** No special security other than normal plant security shall be provided. The safe custody of material is the responsibility of the contractor till job completion.
- 1.14 **Price schedule:** - The price shall be quoted as per specified format given on our e-procurement portal. The price must be quoted for all the items/head should be firm for supplies up to 31/07/2021 in all respect because no escalation in price/value shall be allowed after placement of the order or during the execution of work at site.
- 1.15 **Payment terms:** - For Supply & Service both: 100 % of PO value within 30 days after completion of the supply duly checked and found OK from our user department. Any failure in supply or specification or quality would not be accepted and material would be rejected directly. Vendor has to uplift the rejected material at their own cost.
- 1.16 **Provisions for Micro and 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. Preference for Price Quotation in tenders: Qualifying Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply 25 per cent of total tendered quantity for the particular grade(s)/item(s) at the respective plants subject to operational viability as considered appropriate by tendering authority. It may be further noted that if more than one such duly qualified MSE bidder matches non-MSE L1 price, 25% of the tender quantity will be equally split between the L1 matching MSEs. If more than one MSE bidder has quoted in afore-said price band(L1+15%), number of such bidders will be intimated by tenderer to MSE bidders when seeking their acceptance to match L1 bid."

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

- a. Tenderer should declare their UDYAM Registration Number on CPPP website as required by Ministry's circular no S.O.1702 (E) dated 01.06.2020.

b. The Tenderer should confirm that they have declared the UDYAM Registration number in the CPPP (Central Public Procurement Portal).

The bidder needs to submit the Declaration as per the below format on their letter head duly signed and stamped by the authorised signatory.

"We hereby declare that we have declared / uploaded the UDYAM registration number / certificate in CPPP and that the tendered item is manufactured by us."

c. Non-declaration of UDYAM number in CPPP shall make the tenderer ineligible to enjoy the benefits as per Public Procurement Policy for MSME Order, 2012.

d. Required UDYAM Registration Certificate needs to be uploaded along with the bid document.

e. It is also to be noted that in UDYAM certificate, turnover and investment in Plant & Machinery for last completed F.Y must be mentioned, without the same the certificate will be treated as invalid for availing MSE benefits.

f. UAM certificate is replaced by UDYAM Certificate. Hence, no UAM certificates will be acceptable for availing benefits of MSE.

g. The above-mentioned provisions are meant for procurement of only goods produced 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 by them. Balmer Lawrie & Co Ltd reserves the right to verify the same.

h. All of the above details are mandatory to qualify for availing the benefits as per Public Procurement Policy for MSEs.

Bidder should read **Government Notification dated 1st, June'2020 in respect of "New Definition of MSE" as under** before furnishing their MSE status to qualify for availing the benefits as per Public Procurement Policy for MSEs.

MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES NOTIFICATION

New Delhi, the 1st June, 2020

S.O. 1702(E).—In exercise of the powers conferred by sub-section (1) read with sub-section (9) of section 7 of the 'Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006) and in supersession of the notification of the Government of India, Ministry of Small Scale Industries, dated the 29th September, 2006, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section(ii), vide S.O. 1642(E), dated the 30th September 2006 except as respects things done or omitted to be done before such supersession, the Central Government, hereby notifies the following criteria for classification of micro, small and medium enterprises, namely:—

(i) a micro enterprise, where the investment in Plant and Machinery or Equipment does not exceed one crore rupees and turnover does not exceed five crore rupees;

(ii) a small enterprise, where the investment in Plant and Machinery or Equipment does not exceed ten crore rupees and turnover does not exceed fifty crore rupees;

This notification shall come into effect from 01.07.2020.

1.17 **GST Clause:** "The vendor should compulsorily follow all the provisions 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 for non-payment / withholding payment / black listing the vendor.

1.18 **TENDER CANCELLATION CLAUSE:** Balmer Lawrie & Co Ltd (BL) may at its own discretion cancel the tender process at any time [whether before or after tender submission date] due to any unforeseen / unavoidable circumstances or due to any other reason. BL is not liable to provide any reason to the participants/ bidders in said tender for the same.

1.19 BID SECURITY DECLARATION

Participating bidders need to submit bid security declaration on bidder's letter head duly signed and stamped by authorized signatory of the bidder in lieu of EMD.

Bidder needs to submit the Declaration as per the below format:

"We hereby declare that we will not withdraw or modify our bid after tender due date and during the bid validity period which is 30 days from the date of opening of tender, etc. We also declare that if we fail to abide by the declaration, we agree to accept the penal action taken against us as specified in the tender."

Penal Action in case any bidder withdraws or modifies the bid after tender due date:

1.1 In case any bidder withdraws or modifies the bid after tender due date and during the period of bid validity etc., the bidder may be liable to be suspended for a period of 15 months. In case, BL request any modification of bid by the bidder and the bidder accepts it, then the mentioned penal action will not be applicable.

Undertakings and Obligations of Contractor

1. Care of works

- a. Mandatory: On behalf of Balmer Lawrie & Co. Ltd, the vendor has to intimate and obtain the official consent/permission of DNHPDCL for the proposed job and accordingly to coordinate and organize - with local power supply 'sub-station' for required "SHUT DOWN" and again "Power Supply ON" exercise; in line with/during the job execution, practically at site of BL.
- b. Proper care shall be taken during transport, erection, commissioning and testing of the equipment to avoid damage to equipment and properties and injury to persons.
- c. The supply material shall be dispatched to the site duly packed (if required) with instructions. The material shall be delivered in good condition, necessary scaffolding, lifting tools and tackles to be used for loading, unloading and shifting of heavy equipment and material shall be provided by the contractor.
- d. Contractor shall remove all wreckage, rubbish etc. from site and stack the wastage at the space allotted for the purpose. On completion of the works, the contractor will keep the space clean and fit for occupation to the satisfaction of the company and demolish store, remove all debris, waste and surplus material supplied/created by them. In case the contractor does not maintain good housekeeping, the company has the right to get the work done and debit the cost to the contractor.
- e. All necessary safety measures to be take care as indicated in section 1104.

2. Insurance: The contractor shall cover the following insurance till the complete job is handed over.

- a. All workmen/ persons employed by the contractor and subcontractor against accident, injury & death.
- b. All material and entire installation against loss or damage during transit.
- c. Vendor shall comply with all procedural requirements as defined in the insurance policy to ensure that it is alive till the successful commissioning or handing over of job to BL whichever is later.

3. Statutory rules and regulations: Please note that this is a contract for work and accordingly all liability pertaining to this contract including those of the people engaged by the contractor solely rests upon the contractor. The contractor should also indemnify the Company against any deviation from the statutory rules and regulations to be observed by the contractor in respect of their people. ESI/PF/Minimum Wages and all other statutory liabilities shall be borne by the contractor.

Undertakings and Obligations of Contractor

- 1 **Power supply:** BL shall provide free one power point within battery limits. Contractor may use an extension cable at this own cost with prior permission of BL.
- 2 **Water supply:** BL shall provide free one connection within battery limits. Contractor may take an extension at this own cost with prior permission of BL.
- 3 **Storage:** BL shall provide space for storage of equipment, raw material etc. Temporary partition, doors etc if required shall be arranged by the vendor at this own cost.

HSE Chapter

In order to achieve the Tender goal in a very smooth & SAFE manner, all the Bidders are required to comply with this HSE chapter, before, during and after the tender finalization or related job execution, in following prescribed procedure:

Annexure – B- 1 of 2**Pre-Qualification Questionnaire for Contractor****Guidelines for Completion of Questionnaire**

- i. The potential bidder is to ensure that the answers provided are focussed against the activities indicated in the pre-tender document.
- ii. The information is supplied in the same format and sequence in which they appear in the questionnaire. A minimum of 12 has to be obtained in the HSE pre-qualification questionnaire.
- iii. Failure to supply information that accurately and fully covers the material requested may result in an individual Contractor failing to meet minimum expectations and therefore being disqualified.
- iv. Contractor shall provide information that is authentic and documentary evidence.
- v. Even after getting pre-qualified, if it comes to the notice that non-authentic documents are provided, the Contractor may be disqualified and if any Contract is in place, it may be terminated immediately.
- vi. BL shall have right to audit Contractors records to verify the authenticity of the documents, during any phase of the Contract.

Questionnaire for HSE Pre-Qualifications of contractors:

Contractor Details	
Company Name	
Contact Person for HSE	
Name	
Telephone Number	
E-Mail Address	

	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
1	Do you have a signed and dated HSE Policy?	<input type="checkbox"/>	<input type="checkbox"/>	Attach HSE Policy	1
2	Do you confirm that you will comply with BL HSE Policy in as much as it is applicable to your scope of work?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
3	Do you have a Health and Safety System certified by an accredited body to a recognized standard? (Eg : OHSAS 18001)	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3
4	Do you have an Environmental Management System Certified by an accredited body to a recognized standard? (Eg : ISO 14001)	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Certificate	3
5	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
6	Have you identified, documented and maintained your Environmental Impact Assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>	None	3
7	If you use subcontractors, will you assess them in terms of HSE?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
8	Have you produced project/contract HSE plans for recently completed work?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
9	Is HSE Covered in your company's organization chart?	<input type="checkbox"/>	<input type="checkbox"/>	Provide Current Org Chart.	2
10	Have HSE roles and responsibilities been defined in your company?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
11	Have your employees received documented HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>	None	2
12	Do you identify and monitor compliance with HSE Legislation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2

	Question	Response		Evidence Required at bidding Stage	Weightage if complied
		Yes	No		
13	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
14	Is your company free from any charges or notices served by the regulatory authorities in relation to HSE in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	None	1
15	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>	None	2

	Please provide your accident data for the current year and the last 2 calendar years Note: this must include the data of any contractors working for your organization.	Current Year	Current Year -1	Current Year -2	Period Average (Three years average)
16	Number of Fatalities				
17	Number of Environmental Incidents reported to Pollution Control Board				
18	Number of accidents with 2 or more days lost time.(LTI)				
19	Man Days Lost				
20	Total Hours Worked				

I confirm that the above information is correct and that further evidence to support this will be provided to BL on request.				
Name	Position	Company	Date	Signature

HSE Requirements BY CONTRACTORS (To be a part of contract documents)

1. Housekeeping

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

2. Confined Space

Before commencing Work in a confined space, the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- Confined spaces are kept identified and marked by a sign near the entrance(s).
- Adequate ventilation is provided
- Adequate emergency provisions are in place
- Appropriate air monitoring is performed to ensure oxygen is above 20%.
- Persons are provided with Confined Space training.
- All necessary equipment and support personnel required to enter a Confined Space is provided.

3. Tools, Equipment and Machinery

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- suitable for its intended use;
- safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- Provided with Earth leakage circuit breaker (ELCBs)** at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

4. Working at Height

Any Work undertaken where there is a risk of fall and injury is considered to be working at height.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work at height the Contractor must obtain from BL a Permit to Work, the

Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.

Fall Prevention System

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- iv. Lifeline systems must be approved by BL before use.
- v. Use of ISI marked industrial helmet at all point of time.

Scaffolding

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

Stairways and Ladders

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- a. Fabricated ladders are prohibited.
- b. Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- c. Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- d. Ladders will be lowered and securely stored at the end of each workday.
- e. Ladders shall be maintained free of oil, grease and other slipping hazards
- f. Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.
- g. Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

Roof Work/Access

Roof work and access to roofs must not be undertaken without prior authorization from BL if require.

5. Overhead Work

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.

6. Lifting Operations

Cranes and Hoisting Equipment

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

Lifting Equipment and Accessories

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

7. Lockout Tag out ("LOTO")

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

8. Barricades

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning.

9. Compressed Gas Cylinders

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash back arrestor to be used to prevent any explosion due to back fire.

10. Electrical Safety

Prior to undertaking any work on live electrical equipment, the Contractor must obtain a Permit to Work from BL. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:

- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by BL.

11. Hot Works

A Permit to Work must be obtained from BL prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from BL.

12. Trenching, Excavating, Drilling and Concreting

A Permit to Work must be obtained from BL and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work. The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

13. Environmental Requirements

Waste Management

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste disposal route shall be documented and made available for BL to review at any time and may be subject to BL's prior approval.

Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

Spills

The Contractor is responsible for the provision of adequate spill kits/protection and the clean-up and disposal costs arising from such spills.

14. Emissions

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emissions shall be subject to the approval of BL. Emissions include but are not limited to noise, dust, fumes, vapours.

Procedure for Bid Submission

The bidder should submit their response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids should be entertained by the Tender Inviting Authority. The bidders should submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents displayed in procurement web site. The bidders should upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids in the eProcurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder should sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

Registration with eProcurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1India 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 eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS <u>IST</u> (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))			
Please email your issues before your call helpdesk. This will help us serving you better.			
Balmer Lawrie & Co Ltd., 21, Netaji Subash Road, Kolkata - 700 001			
Dedicated email: blsupport@c1india.com			
Dedicated Helpdesk for Balmer Lawrie			
<u>Contact Person</u>	<u>E-Mail ID</u>	<u>Tel. No.</u>	<u>Helpdesk Nos are open from</u>
1. Mr.TirthaDas (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. Ritu Patil (Mumbai)	ritu.patil@c1india.com	+91-124-4302000 (Ex-236)	MON - FRI
4. Helpdesk Support (Kolkata)	blsupport@c1india.com	+91-8017272644	SAT
Escalation Level 1			
Mr.Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	
Escalation Level 2			
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Escalation Level 3			
Mr.Achal Garg	achal.garg@c1india.com		
<p style="text-align: center;">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 our associates will get back shortly.</p>			

Bid Submission Acknowledgement:

The user 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 processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. should not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids should not be saved by the system and are not available for the Tender Inviting Authority for processing.

Before uploading scanned documents, the bidders should sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt Ltd.