

## Balmer Lawrie & Co. Ltd.

Survey no. 201/1, Sayili, Silvassa-396230.

Phone : 9099084731 Ext 12/60

e-mail – kadam.s@balmerlawrie.com

### **TENDER ENQUIRY**

Tender No. GLS/TE19/022

Dated 17/06/19

Due Date : 28/06/19 till 6.00 PM

Dear Sirs,

#### **Sub : Repairing & Modification of Existing Non-Hazardous Scrap Storage Shed :**

Sealed offers, in a single cover/envelope, are invited for the aforesaid job. The Tender Enquiry includes Instruction to Tenderers, General Terms & Conditions, Scope of Work along with Price Schedule and the related HSE Chapter in annexure A, B, C & D respectively.

Your offer, complete in all respect ,furnishing details of price break-up should be submitted in sealed envelope by courier/post or hand delivery to us on or before the due date. **Offers over email/fax would not be considered.**

Thanking you,

Yours faithfully,

For Balmer Lawrie & Co. Ltd.

(Sunil Kadam)  
Sr.Manager (SCM)

Encl.: As above

**1.0 Instruction to Tenderers**

- 1.1 Before filling up, the complete Tender Specification should be read properly.
- 1.2 Tenderers shall visit the site and make themselves thoroughly acquainted with the nature and requirements of the job, facilities for access of site, removal and storage of unwanted material at site as per the BL' instruction.
- 1.3 Submission of tender will be construed as conclusive evidence that the tenderer has fully satisfied themselves as to the nature and scope of the work, site conditions and all other factors, affecting the performance of the job and the cost thereof.
- 1.4 The contractor shall cover the insurance of all workmen and other persons employed by the contractor/ subcontractor against accident, injury & death till the completion of job.
- 1.5 The material deployed/stored by the contractor in the premises of BL will be at the sole risk of the contractor and BL will no way be responsible for its safety.
- 1.6 Contractor shall maintain the site neat and clean. All material shall be stored neatly in storage space allotted to them and shall take care that no obstruction is made for free movement.
- 1.7 Contractor shall remove all wreckage, rubbish/scrap 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/remove all debris/scrap, 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.
- 1.8 Proper safety precautions and measures to be taken bearing in mind the principle of "Safety Comes First" during the entire contract period. The contractor shall be bound to bear any claim or compensation for the accidents, injury and death arising out of negligence on their part to ensure such safety measures including the expenditure for defense legal proceedings. Contractors should also read the Annexure D properly and ensure the adherence to the HSE Norms.

**2.0 General Terms & Conditions:-**

- 2.1 **General instruction:** - Do not leave any space blank or incomplete, write NA/NIL/Free wherever applicable. Each page of the tender is to be signed and stamped as a token of acceptance of the tender terms in TOTO.
- 2.2 **Submission of offer:** - Bidder shall submit their sealed offer in a single cover/envelope, *superscripting the envelope with tender no., date & due date* along with following enclosures-
- (a) Copy of this Tender Notice duly stamped/Signed
  - (b) Price Schedule duly filled-in
- 2.3 **Acceptance of offer & placement of order:** BL reserve the right to reject/accept all or any offer(s). A tenderer must have to quote for all the items/heads provided in Annexure- C. In case of offer, where price for all the items/head are not quoted, such offer may be rejected. Purchase/work order will be placed on single **technically & commercially qualified vendor**, whose total price **stands lowest**.
- 2.4 **Jurisdiction:** - All disputes are subject to Silvassa jurisdiction.
- 2.5 **Completion period:** The completion period for the entire job should be 10 days from the date of placement of LOI/PO unless there are delays in granting permission by us in some respect. The job shall be carried out at **Survey No. 201/1, Sayli, Silvassa 396 230**.
- 2.6 **Liquidated damages :** In case of failure to complete the job within the scheduled period by the successful vendor, a pre-determined liquidated damages will be recovered @ 0.5% per week subject to a maximum of 5.0% of the basic value of job executed.
- 2.7 **EMD/SD:** - Not applicable.
- 2.8 **Price schedule :** **The price shall be quoted as per specified format given in Annexure-C. The price MUST be quoted for all the items given in the Price Schedule. If the Value filled-in the last column of the Price Schedule ( Amount/Rs.) is not equal to Rate x Quantity , the company shall consider the lower of the "Rate x Quantity" and "Amount/Rs" filled-in the last column of the Price Schedule. If the tenderer has not quoted any rate against a certain item given in the Price Schedule , the company (BL) may reject the offer or will interpret that the tenderer will provide the same item/service to the company "Free of Cost".**
- 2.9 **Payment terms:** - 100 % of PO value will be released within 30 days from the date of submission of certified Bill (by BL) , on completion of job , along with all required documents, material supply-challan et.
- 2.10 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the date of the offer.
- 2.11 **Working days & hours:** All work required to be carried at BL's site, shall be done only during working days between 8:30 am to 5:00 pm.
- 2.12 **Factory Rule:** Your 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.
- 2.13 **Responsibility of the vendor:** The vendor shall be responsible for 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 and shall be liable to indemnify the value of such damaged property and/or machinery.

2.14 **Site facilities by BL :**

- (i) Power supply : Free at one point, any extension by vendor.
- (ii) Water supply : Free at one point, any extension by vendor
- (iii) Storage : Space by the company and security by vendor.

2.15 Vendor has to submit all the gate entry challans along with final bill for all the machine/materials which would be used in said job duly signed and stamped by our security personnel and certified by our representative on respective dates.

## Scope of Work & Price Schedule

<b>Repairing &amp; Modification of Existing non-hazardous Scrap Storage Shed</b>					
Item No.	Description of Items	Qty	Unit	Rate (in Rs)	Amount (in Rs)
<b>1</b>	<b>EARTHWORK</b>				
1.1	Earthwork in excavation in all types of soil & Bitumen in foundation, trenches, drain, etc. up to a maximum depth of 0.6 M from finished ground level, grade and dressing complete as per specification and directions of Engineer-in-Charge both dry and wet conditions including dewatering, slush removal, shoring etc. complete and disposal of unused excavated materials in spoil dumps / fill area up to a lead of 300M or outside the premises at contractor's place as directed.				
a)	Excavation in all types of soil other than rock as per specification.	4	CuM		
<b>2</b>	<b>PLAIN &amp; REINFORCED CONCRETE.</b>				
2.1	Providing, mixing, compacting laying in position and curing ordinary <b>lean concrete</b> at all depths below foundations, rafts, pavement, below IPS floor etc. including shuttering complete as per specifications and as directed by Engineer-in-Charge				
a}	Mix 1:3:6 (with 20mm & down stone aggregates), 100 Thick	5	CuM		
2.2	Providing, mixing, compacting laying in position and curing ordinary <b>RCC concrete</b> at all depths below foundations, rafts, pavement, tie beam, column etc. ( including Providing, erecting and removing <b>formwork</b> ) complete as per specifications and as directed by Engineer-in-Charge excluding steel				
a)	RCC Mix 1:1:2 (with 20mm & down stone aggregates), 100mm thik.	3	CuM		
2.3	<b>Providing, bending, binding and laying</b> in position, <b>reinforcement</b> as per drawings at all elevations including removal of scales, dust, grease etc. and rendering of surface, placing concrete cover blocks, chair supports etc. complete with preparation of bar bending schedules and obtaining approval for the same.	100	Kg		
<b>3</b>	<b>MASONARY WORK</b>				
3.1	Supplying and laying in position <b>brick work</b> , one brick thick or more with approved quality (min. crushing strength of 40 kg/sqcm) brick <b>above &amp; below plinth level</b> at all elevations in cement sand mortar (1:6) including necessary scaffolding, mixing mortar, laying bricks, raking out joints, curing etc. with all materials and labour complete specification an as direction of engineer in-charge.	4	Cum		

<b>4</b>	<b>FINISHING, PAINTING &amp; PLASTERING</b>				
4.1	Providing, mixing and laying <b>cement-sand plaster</b> to masonry and concrete surfaces at all elevations including curing and necessary scaffolding, making grooves, drip molds etc. including Apex ultima painting. Complete as per specification and as per direction of Engineer-In-charge.				
a)	Avg. 16mm thick 1:4 cement-sand mortar	20	SqM		
<b>5</b>	<b>MISCELLANEOUS</b>				
5.1	<b>Providing and Fixing (trapezoidal profiled Aluminum/Zinc colour coated alloy steel for roofing of 0.50mm TCT of approved profile and colour )</b> of roof sheet with free issue sheet for the shed work .Tools, labour & consumable in vendor scope ( <b> vendor has to supply and fixing actual required quantity</b> )	50	SqM		
5.2	Fabrication & Erection of structural steel for column, beam, trusses, purling, bracing, wire mesh fencing including welding & 2 coats of enamel paint over 2 coat primer with proper surface cleaning. Complete with all consumables tools etc. <b>with free issued material.</b>	800	kg		
A	<b>SUB TOTAL</b>				
B	<b>GST AS APPLICABLE</b>				
C	<b>GRAND TOTAL</b>				

**\*\*Note:** Quantity may increase 10% of order value as per site requirement.

Name of Company :

Contact Person :

Contact Number

Stamp of the company.

**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:

**Questionnaire for HSE Pre-Qualifications of contractors :**

<b>Contacto Details</b>	
Company Name	
Contact Person for HSE	
Mobile Number	
e-Mail Address	

**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 ) Contractor shall provide information that is authentic with documentary evidences as and wherever applicable.
- iii ) 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 and no compensation will be provided for such termination.
- iv ) BL shall have right to check Contractors records to verify the authenticity of the documents, during the contract period.

	<b>Questions</b>	<b>Response</b>	
		<b>Yes</b>	<b>No</b>
1	Do you confirm that you will comply with BL HSE Policy while working inside BL premises ?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you identified, documented and maintained your Health and Safety risk assessment of your activities?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have your employees received HSE training appropriate to the task they will undertake?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you carry out regular medical examination for your employees?	<input type="checkbox"/>	<input type="checkbox"/>
5	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"/>
6	Do you have any procedure of reporting HSE Incident and investigation?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide your accident data for the current year and the previous two years Note: this must include the data of any contractors working for your organization.		<b>Current Year</b>	<b>Previous Year -1</b>	<b>Previous Year -2</b>	<b>Period Average (Three years average)</b>
1	Number of Fatalities, if any				
2	Number of Environmental Incidents reported to Pollution Control Board				
3	Number of accidents with 2 or more days lost time( LTI)				
4	Man Days Lost				
5	Total Hours Worked				

Name	Place	Date	Signature

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

1.0 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.

2.0 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:

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

3.0 Tools, Equipment and Machinery

Contractor must ensure that all tools & equipments provided for use during the Work are:

- 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.

4.0 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 in a 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.



## 5.0 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.

## 6.0 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.

## 7.0 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.

## 8.0 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.

## 9.0 Roof Work/Access

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

## 10.0 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.

## 11.0 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 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.

#### 12.0 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.

#### 13.0 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.

#### 14.0 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.

#### 15.0 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.

#### 16.0 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.

#### 17.0 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.

#### 18.0 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.

#### 19.0 Emissions

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

**Last date for submission of bid 28/06/19 , Till 6:00 pm.**

**For Balmer Lawrie & Co. Ltd.**

**Regards**

(Sunil Kadam)  
Sr.Manager (SCM)  
[Kadam.s@balmerlawrie.com](mailto:Kadam.s@balmerlawrie.com)